

Regular Town Council Meeting

June 1, 2026

6:00 PM

Town Council Chambers

Chair: Arne Jorgensen

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

I. ZOOM LINK FOR PUBLIC PARTICIPATION

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

- A. To join, click link or copy it to your browser: <https://us02web.zoom.us/j/84657930439?pwd=IPPhfVSmDeLwXUnb5gqNKRixTJTHX.1>

Or join at zoom.com with Webinar ID: **846 5793 0439** and Password: **83001** or by phone: **+1 719 359 4580**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Land Acknowledgement
- D. Announcements/Proclamations
 - 1. National Gun Violence Awareness Day
 - 2. Pride Month

III. PUBLIC COMMENT

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

IV. CONSENT CALENDAR

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

- A. Meeting Minutes
 - 1. May 18, 2026 Regular Town Council Workshop
 - 2. May 18, 2026 Regular Town Council Meeting
- B. Disbursements
- C. Contracts
 - 1. Professional Services Agreement for Ecological Monitoring in Karns Meadow Park
 - 2. Professional Services Agreement with Verdis, LLC
 - 3. Street and Utility Easement with HR 28, LLC
 - 4. Crane Swing Agreement with Teton County

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

- D. Request for Sewer Service: Woodfin, 3900 S. Trail Drive (E26-0055) (Brian Lenz)
- E. Request for Encroachments 180 South King Street, Teton County Justice Center (E26-0061) (Brian Lenz)

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

- A. Internal Services
 - 1. Application for Transfer of a Satellite Winery Liquor License at 50 E. Broadway (Lynsey Lenamond, 10 minutes)
- B. Transportation
 - 1. Traffic Impact Analysis and Travel Demand Management Requirements (PM26-001) (Charlotte Frei, 45 mins)
 - 2. Update on Parking Garage and Parking Action Plan (Charlotte Frei, 45 mins)

VI. RESOLUTIONS

- A. Resolution 26-09 Center for the Arts: Malt Beverage Industry Sponsorship of Annual Benefit Concert (Lea Colasuonno)

VII. ORDINANCES

- A. Ordinance D: An Ordinance Amending Title 12 Regarding Special Events (Third Reading, to be designated Ordinance 1461)
- B. Ordinance E: An Ordinance Amending Title 15 Regarding the National Electrical Code (Second Reading)

VIII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports
- B. Appointment of a Public Art Task Force Member

IX. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

X. ADJOURN

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



TOWN OF JACKSON

Pledge of Allegiance

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



TOWN OF JACKSON

Land Acknowledgement

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

NATIONAL GUN VIOLENCE AWARENESS DAY

Recognizing June 5, 2026 as National Gun Violence Awareness Day

WHEREAS, National Gun Violence Awareness Day, also known as Wear Orange Day, is observed nationally on the first Friday in June and the following weekend each year; and

WHEREAS, the Wear Orange campaign began on June 2, 2015, in commemoration of the life of Hadiya Pendleton who was shot and killed on a playground in Chicago, and in the years since participation has increased tenfold; and

WHEREAS, 128 Americans are killed by gun violence every day; and

WHEREAS, Wyoming had the 7th highest gun death rate in the country in 2023 and the overall gun death rate increased by 33% from 2014 to 2023; and

WHEREAS, as of May 20, 2026, there have been 151 mass shootings in this country.

THEREFORE, we renew our commitment to take the first steps to reduce gun violence and utilize ways that other countries have successfully met this challenge; and

NOW, FURTHER, BE IT RESOLVED, that I, Arne Jorgensen, Mayor of the Town of Jackson, declare June 5, 2026, National Gun Violence Awareness Day and encourage all citizens to support efforts to prevent the tragic effects of gun violence.

DATED THIS 1st day of June 2026.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk

PRIDE MONTH PROCLAMATION

WHEREAS, our nation was founded on the principle of equal rights for all people and some of the most inspiring moments in our country’s history are the result of various civil rights movements; and

WHEREAS, in the movement toward equal rights for lesbian, gay, bisexual, and transgender (LGBT) people, an historic turning point occurred on June 28, 1969, in New York City, during the Stonewall Riots. During these riots and the movement for LGBT liberation across the country, often led by transgender women of color, people rose up and fought against discriminatory laws that have since been declared unconstitutional; and

WHEREAS, the Town of Jackson honors the history of LGBT liberation, now the LGBTQIA movement, which has added queer, questioning, intersex and asexual people under its umbrella, and supports the rights of all citizens to experience equality and freedom from discrimination; and

WHEREAS, the Town of Jackson’s LGBTQIA community members are vital to all sectors, fields, and professions and contribute to a stronger community overall; and

WHEREAS, Jackson is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender, and sexual identities of its residents; all of which contribute to the vibrant character of our Town; and

WHEREAS, the Town of Jackson is dedicated to fostering acceptance and belonging for all its residents and preventing discrimination and bullying based on sexual orientation and gender identity; and

WHEREAS, the Town of Jackson is committed to supporting visibility, dignity, and equality for LGBTQIA people in our community and the need for education and awareness remains vital to end discrimination and prejudice; and

WHEREAS, recognizing Pride Month builds awareness and provides support for the queer segment of our community, and is an opportunity to raise visibility, engage in dialogue, strengthen alliances, build acceptance, and advance equity for all.

NOW, THEREFORE BE IT RESOLVED that Jackson’s Town Council, on behalf of Jackson residents, hereby proclaims the month of June 2026 Pride Month and urges everyone to recognize contributions made by LGBTQIA community members, to respect and honor our diverse community, and promote the principles of liberty, equality, and freedom for all.

DATED THIS 1st DAY OF JUNE 2026.

Town of Jackson

By: _____
Arne Jorgensen, Mayor

ATTEST: _____
Riley Hovorka, Town Clerk

TOWN COUNCIL PROCEEDINGS – UNAPPROVED

MAY 18, 2026

JACKSON, WYOMING

The Jackson Town Council met in regular workshop in the Town Hall Council Chambers, located at 150 East Pearl in Jackson, at 1:30 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: Mayor Arne Jorgensen, Jonathan Schechter, Devon Viehman, Kevin Regan, and Alyson Spery.

STAFF: Tyler Sinclair, David Garcia, Lea Colasuonno, Johnny Ziem, Tanya Anderson, Ryan Hostetter, Andrew Bowen, Paul Anthony, Michelle Weber, Tanya Anderson, and Riley Hovorka. *Via Zoom*: Tyler Valentine, Katelyn Page, and Brian Lenz.

Announcements. Mayor Jorgensen introduced Karl Meyer, Teton Valley Commuter Operator, Harrison Shipp, IT Systems Support & Engineer, Jacob Hitchner, Water Utility Operator, Shawn Taggart, Street Operator, Audrey Jones, Eco Stewardship Summer Intern, and Matteo Morello, Eco Stewardship Summer Intern.

Town Employee Housing Strategy. David Garcia and Tyler Sinclair made staff comment. Christine Walker and Maggie Schilling commented on behalf of Navigate, LLC, the consultant. Council held discussion with staff. There was no public comment. A motion was made by Devon Viehman and seconded by Kevin Regan to direct staff to incorporate the proposed goal and objectives as presented and discussed today into the Employee Housing Strategy. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Mayor Jorgensen introduced Ashley Harpstreith. Ashley Harpstreith provided an update from the Wyoming Association of Municipalities. Council recessed at 2:52pm and reconvened at 2:57pm.

Natural Resource Overlay (NRO) Zoning Map Amendment and Text Amendments. Ryan Hostetter, Paul Anthony, and Andrew Bowen made staff comment. Megan Smith commented on behalf of EcoConnect Consulting. Council held discussion with staff. Jennifer Robbins, Amy Kuszak, Dan Height, Cody Pitts, Tim Nash, and Phil Powers made public comment. A motion was made by Devon Viehman and seconded by Alyson Spery to continue this item to the next available meeting. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Joint Powers Agreements Update – Town Only. This item was continued until the evening meeting.

Matters from Mayor and Council. Board and Commission Reports & Meeting Check-In. No discussion.

Working Calendar. No discussion.

Adjourn. A motion was made by Jonathan Schechter and seconded by Alyson Spery to adjourn. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried. The workshop adjourned at 4:48 p.m.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: June 3, 2026

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

MAY 18, 2026

JACKSON, WYOMING

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

TOWN COUNCIL: Mayor Arne Jorgensen, Jonathan Schechter, Devon Viehman, Kevin Regan, and Alyson Sperry.

STAFF: Tyler Sinclair, David Garcia, Lea Colasuonno, Johnny Ziem, Sam Jewison, Mike Moyer, Bill Spalding, Paul Anthony, Andrew Bowen, Chandler Windom, Charlotte Frei, Michelle Weber, and Riley Hovorka. *Via Zoom:* Tyler Valentine, Kally Thompson, and Mike Toronto.

The Pledge of Allegiance was led by Mayor Jorgensen. The Land Acknowledgement was read by Mayor Jorgensen. Mayor Jorgensen read proclamations for Memorial Day and National Public Works Week. Mayor Jorgensen announced that the Joint Powers Agreements Update item from the workshop will be added to the discussion section of the agenda, and an executive session for the purposes of personnel and litigation would also be added.

Public Comment. Katherin Dawson made public comment.

Consent Calendar. A motion was made by Alyson Sperry and seconded by Kevin Regan to approve the consent calendar including items A-G as presented with the following motions:

A. **Meeting Minutes.** To approve minutes from the May 4, 2026 Regular Meeting.

B. **Disbursements.** To approve the disbursements as presented. 842-NCPERS GROUP WYOMING \$64.00; AARDVARK EXCAVATING LLC \$34,133.00; ACE HARDWARE \$1,374.25; ADVANCED NETWORK MANAGEMENT, INC. \$93,968.45; AFLAC \$1,515.48; AMAZON \$3,782.85; AMERICAN PUBLIC WORKS ASSOC \$325.00; ANGLESEY, JASON \$100.00; APPLE INC \$13,764.00; ARBOR WORKS TREE SERVICE, LLC \$332.25; AT&T \$319.19; BARNETT, RAQUEL \$359.71; BEST BEST & KRIEGER \$328.00; BIG R RANCH & HOME \$320.65; BOBCAT OF ROCK SPRINGS \$1,115.61; BOLAND, ANITA \$2,328.85; BRIGGS, ERIC L \$103.63; BRIGHTLY SOFTWARE, INC. \$19,792.19; BURKHOLDER, SHAWN \$2,141.61; C & C CHEFS LLC \$3,187.80; CARQUEST AUTO PARTS INC. \$36.40; CASELLE INC. \$3,188.00; CELLEBRITE, INC. \$4,845.00; CENTURYLINK \$2,441.88; CHARLIE'S PLUMBING OF JH \$1,855.00; CHITWOOD, JESSICA \$142.00; CONRAD & BISCHOFF INC. \$534.49; CONTROL SYSTEM TECHNOLOGY, INC. \$47,941.50; DAWSON INFRASTRUCTURE SOLUTIONS \$1,264.04; DEAN'S PEST CONTROL LLC \$970.00; DECKERS AUTO CARE \$160.64; DELL \$18,933.76; DELTA DENTAL PLAN OF WYOMING \$9,235.65; DEX IMAGING \$4,401.45; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; DIVISION OF VICTIM SERVICES \$300.00; EDUCATION FOUNDATION OF JACKSON HOLE \$2,000.00; ELAN ONE CARD \$39,619.54; ENERGY LABORATORIES INC. \$1,437.00; ETNA TRADE PARK LLC \$4,062.00; EVOLUTION CONSTRUCTION & SERVICES, LLC \$20,971.00; FC EXCAVATION, LLC \$8,640.65; FERGUSON ENTERPRISES, INC \$167.04; GILLIG LLC \$4,983.64; GRIFFITH PARTNERSHIP LLC \$1,760.00; GROUND PENETRATING RADAR SYSTEMS, LLC \$3,625.00; HACH CHEMICAL CO. \$2,554.53; HANSEN EARTH WORKS LLC \$16,432.20; HD FOWLER COMPANY \$9,980.82; HD SUPPLY, INC. \$179.75; HERITAGE LANDSCAPE SUPPLY GROUP INC \$102.37; HIGH COUNTRY LINEN \$832.30; HIRST APPLGATE, LLP \$937.50; HUNT CONSTRUCTION INC \$21,035.00; HYDROVERGE \$5,654.28; IMMIGRANT HOPE \$2,000.00; INTERSTATE BATTERY \$139.95; IVY OUTDOOR SERVICES LLC \$12,234.23; JACKSON GROUP LOCKBOX \$34,175.85; JACKSON HOLE AIRPORT \$16,000.00; JACKSON HOLE COMMUNITY HOUSING \$12,500.00; JACKSON HOLE LAW, PC \$3,502.50; JACKSON HOLE NEWS & GUIDE \$3,160.00; JACKSON HOLE PUBLIC ART \$12,000.00; JACKSON HOLE ROASTERS \$276.00; JACKSON LUMBER INC \$385.10; JOE JOHNSON EQUIPMENT \$2,849.90; JORGENSEN ASSOCIATES, PC \$31,183.75; KJ'S SERVICES INVESTMENTS LLC \$3,122.00; KOIS BROTHERS EQUIPMENT COMPANY \$1,514.74; LEONHARD, SEAN \$102.00; LEVEL 3 COMMUNICATIONS, LLC \$1,387.18; LOPEZ-MORGAN, CHRYSAL \$68.00; LOWER VALLEY ENERGY INC \$46,820.30; MACY'S SERVICES \$150.00; MASTERCARE CLEANING JH, LLC \$1,202.00; MERIDIAN ENGINEERING P.C. \$900.00; METADOME, LLC \$6,671.80; MID-AMERICA RESEARCH CHEMICAL \$1,080.50; MOUNTAIN FIRE PROTECTION \$44.73; NAPA AUTO PARTS INC. \$1,269.83; NELSON ENGINEERING \$26,518.10; NEW WASTE REMOVAL LLC \$1,658.34; NORTHERN LIGHTS CONSTRUCTION \$12,000.00; ONE CALL OF WYOMING \$273.00; PITTS, SAMANTHA \$152.47; PLATT \$2.07; PREMIER CLEANING SERVICES LLC \$4,058.00; PREMIER TRUCK- SALT LAKE CITY \$1,248.33; QUADIENT LEASING USA, INC. \$541.68; R &

A SAFETY LLC \$1,223.50; RAMANATHAN, BRINDA \$2,500.00; RICH, SAMUEL \$52.50; ROCK SOLID - \$1,872.00; ROSSITER ELECTRIC MOTOR \$5,828.78; SCHOLES, PAULINE \$433.18; SHERWIN-WILLIAMS CO. \$2,608.10; SHORELINE CONSULTING \$17,800.00; SILVERSTAR \$6,129.78; SOSA'S JANITORIAL SERVICE \$6,727.50; SPACE EXPLORATION TECHNOLOGIES CORP \$660.00; SPECTRUM \$100.00; SPRING CREEK ANIMAL HOSPITAL \$980.37; SPSC POA - SOUTH PARK SERVICES CTR POA \$303.82; STANARD & ASSOCIATES, INC \$255.29; STATE FIRE IDAHO \$320.00; STEPHENS, SHAWN \$518.20; STEPHENS, TALON \$77.83; STERRY, ROBERT \$1,536.74; STONE'S TOWN AND COUNTRY MOTORS, INC. \$1,115.81; STRETTON, CHRISTINE \$148.88; SUMMIT SAFETY LLC \$86.70; T & T TOOLS INC \$188.00; TETON COUNTY INTEGRATED SOLID WASTE/RECY \$40.00; TETON COUNTY PARKS & REC \$10,000.00; TETON COUNTY PLANNING & BUILDING \$3,000.00; TETON COUNTY PUBLIC HEALTH \$500.00; TETON COUNTY PUBLIC WORKS \$3,653.52; TETON COUNTY-FUND 10 \$780,861.83; TETON RENTAL CENTER \$293.00; TETON ROPE ACCESS AND SERVICES, LLC \$13,165.00; TETON VALLEY NEWS \$347.50; TETRA TECH INC \$8,610.00; THE AFTERMARKET PARTS COMPANY, LLC \$4,874.59; THOMSON WEST \$1,245.48; TK ELEVATOR CORP. \$3,358.08; T-MOBILE \$63.70; TMSC LLC \$5,234.33; TREFONAS LAW, P.C. \$3,294.99; VOTRUBA, ELLARE \$757.17; WAM \$1,050.00; WATKINS, MARK \$72.05; WBC PROPERTIES \$2,150.00; WEBER, MICHELLE \$769.46; WEST FORK CONSTRUCTION \$861,087.74; WHEELER TANK TESTING, INC. \$2,220.00; WILSON, JOHN \$2,400.00; WORT HOTEL \$7,508.16; WY CHILD SUPPORT ENFORCEMENT \$452.30; WYOMING DEPARTMENT OF TRANSPOR \$96.49; WYOMING LAW ENFORCEMENT ACADEMY \$110.00; WYOMING.COM INC \$5.00; YELLOW IRON WASTE, LLC \$2,932.47; YELLOWSTONE-TETON CLEAN \$3,562.88; ZORO TOOLS, INC. \$179.00

C. **April Municipal Court Report.** To accept the April Municipal Court Report into record.

D. **Contracts.**

1. Temporary Access License Agreement. To approve the Temporary Access License Agreement, subject to minor changes by staff.
2. Workforce Ownership Deed Restriction at 105 Mercill Unit #205. To approve the Workforce Ownership Deed Restriction for Property 105 Mercill Avenue Unit 205, subject to minor changes by staff.

E. **Continuity of Miller Park Use and Operation: Corrected Warranty Deed.** To approve the Corrected Warranty Deed between the Town of Jackson and the Teton County School District No. 1, subject to minor changes by staff.

F. **Encroachment Agreement at 845 Cache Creek (E26-0038).** To approve the encroachments and the encroachment agreement subject to minor changes by staff, and authorize the mayor to sign the agreement.

G. **Request for Street 15-minute Parking Signage and Curb Markings at 250 East Simpson Avenue (PM26-013).** To direct the Town Manager, or their designee, to authorize the applicant to construct temporary 15-minute parking, including signage and markings, within the Town right-of-way along the 250 East Simpson Avenue frontage, based upon the condition presented in the staff report, the departmental reviews, and this staff report dated May 18, 2026.

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

2026 National Electrical Code Adoption. Mike Moyer and Bill Spalding made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Devon Viehman and seconded by Kevin Regan to direct staff to prepare an ordinance to adopt the 2026 National Electrical Code. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Safe Streets for All Implementation Grant. Charlotte Frei made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Kevin Regan and seconded by Devon Viehman to approve a FY26 Safe Streets for All Implementation grant application from the Pathways Division to the U.S. Department of Transportation to aid in funding the design and construction of the Safe Streets for All Action Plan projects and supplemental activities and authorize the Finance Director to sign the federal forms as the authorized representative on behalf of the Town of Jackson. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Amendments to Teton Village Expansion Resort Master Plan (Area 2) to Provide Civic-Minded Solutions. Andrew Bowen made staff comment. Chandler Windom commented on behalf of Teton County. Amberly Baker commented on behalf of Four Shadows. A Council held discussion with staff. There was no public comment. A motion was made by Devon Viehman and seconded by Kevin Regan to direct staff to share with the Board of County Commissioners that the Council has no comments on the proposed Master Plan amendments, but Council emphasizes the importance of continued coordination among stakeholders regarding the future transit center. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Development Plan for a Mixed-use Development at 145 W Pearl Avenue and 65 S Glenwood Street (P25-205). Andrew Bowen made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Kevin Regan and seconded by Devon Viehman to deny Development Plan P25-205, based on an inability to make the required Development Plan findings pursuant to LDR Section 8.3.3.C. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Hidden Ranch HOA Speed Limit Reduction Scoping Staff Report. Johnny Ziem made staff comment. Council held discussion with staff. Margaret Hochhauser made public comment. A motion was made by Devon Viehman and seconded by Jonathan Schechter to direct the Town Manager to initiate a speed zone study for the Hidden Ranch subdivision at staff’s next opportunity. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Joint Powers Agreements Update – Town Only. Tyler Sinclair made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Devon Viehman and seconded by Kevin Regan to approve the Town Proposal to Teton County for Discussion of Future Joint Efforts as discussed this evening to guide the discussion on joint efforts with Teton County. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

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

Ordinance B: An Ordinance Amending Water and Sewer Rates.

AN ORDINANCE AMENDING SECTIONS 13.04.050 SUPPLY — HOW OBTAINED—CAPACITY FEES, 13.04.300 WATER RATES, OF CHAPTER 13.04, WATER SYSTEM, AND SECTIONS 13.08.013 WASTEWATER RATES, 13.08.020 WASTEWATER CAPACITY FEES, AND 13.08.070 PERMIT FOR SEPTIC TANK PUMPING, OF CHAPTER 13.08, SEWERAGE DISPOSAL SYSTEM, OF TITLE 13, UTILITIES, REGARDING ADJUSTING UTILITY RATES, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

There was no public comment. A motion was made by Kevin Regan and seconded by Jonathan Schechter to approve Ordinance B on third reading and designate it as Ordinance 1459. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinance C: An Ordinance Regarding Water Efficiency (Irrigation) Restrictions.

AN ORDINANCE AMENDING 13.04.140, REGULATION OF WATER FOR SPRINKLING PURPOSES, OF TITLE 13, UTILITIES, OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING WATER FOR IRRIGATION.

There was no public comment. A motion was made by Devon Viehman and seconded by Kevin Regan to approve Ordinance C on third reading and designate it as Ordinance 1460. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinance D: An Ordinance Amending Title 12 Regarding Special Events.

AN ORDINANCE AMENDING SECTIONS 12.28.030, DEFINITIONS, 12.28.040, SPECIAL EVENT PERMIT—WHEN REQUIRED, EXCEPTIONS, 12.28.050, SPECIAL EVENT PERMIT—APPLICATION PROCEDURE—FILING PERIOD, 12.28.070, SPECIAL EVENT PERMIT—CONDITIONS OF ISSUANCE—GROUNDS FOR DENIAL, 12.28.080, SPECIAL EVENT PERMIT—NOTICE OF REJECTION, OF TITLE 12, STREETS AND OTHER PUBLIC PLACES, OF THE TOWN OF JACKSON MUNICIPAL CODE. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING.

There was no public comment. A motion was made by Alyson Spery and seconded by Kevin Regan to approve Ordinance D on second reading. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinance E: An Ordinance Amending Title 15 Regarding the National Electrical Code.

AN ORDINANCE AMENDING SECTION 15.20.010, ADOPTION OF THE NATIONAL ELECTRICAL CODE, OF TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE TOWN OF JACKSON MUNICIPAL CODE.

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

There was no public comment. A motion was made by Alyson Spery and seconded by Devon Viehman to approve Ordinance E on first reading. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Matters from Mayor and Council. Board and Commission Reports & Meeting Check-In. Kevin Regan provided an update from Teton Conservation District. Mayor Jorgensen and Alyson Spery provided an update from a recent meeting with Town staff and WYDOT representatives. Jonathan Schechter inquired about moving regularly scheduled meetings to Tuesday. Tyler Sinclair made staff comment. Mayor Jorgensen discussed the Memorial Day parade and invited Council to participate.

Town Manager’s Report. Tyler Sinclair made staff comment. The Town Manager’s report contained updates on Jackson Hole Travel and Tourism Board Funding for Dark Sky Lighting, Teton County’s request for additional funding for the Rodeo Grounds Management Agreement, temporary sign permits for Community Foundation of Teton Valley and Wilderness Adventure Foundation, and travel to the WAM Summer Convention. A motion was made by Alyson Spery and seconded by Devon Viehman to approve the Town Manager’s Report. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Adjourn to Executive Session. A motion was made by Jonathan Schechter and seconded by Alyson Spery to adjourn to executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii) and to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii). The meeting adjourned at 8:08 p.m.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: June 3, 2026

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
51	ACE HARDWARE	942217	INSECT SPRAY	05/01/2026	9.98	.00	
51	ACE HARDWARE	942546	ROLLER	05/04/2026	7.49	.00	
51	ACE HARDWARE	942654	ROLLER	05/05/2026	8.99	.00	
51	ACE HARDWARE	942739	PIPE PEX	05/05/2026	5.49	.00	
51	ACE HARDWARE	942814	ROLLERS	05/06/2026	23.47	.00	
51	ACE HARDWARE	942910	PAINT TRAY LINER, ROLLER CO	05/06/2026	17.46	.00	
51	ACE HARDWARE	942961	BALL VALVE & HEX BUSHINGS	05/07/2026	30.98	.00	
51	ACE HARDWARE	943076	BATTERIES	05/07/2026	14.99	.00	
51	ACE HARDWARE	943086	KEY KRAFTER	05/07/2026	7.99	.00	
51	ACE HARDWARE	943129	KEY KRAFTER	05/08/2026	7.99	.00	
51	ACE HARDWARE	943156	SCREEN SPLINES & FIBER	05/08/2026	46.96	.00	
51	ACE HARDWARE	943192	TAPE MEASURE	05/08/2026	49.99	.00	
51	ACE HARDWARE	943222	CLEANER	05/08/2026	7.49	.00	
51	ACE HARDWARE	943374	PAINT TRAY LINER & ROLLERS	05/11/2026	16.48	.00	
51	ACE HARDWARE	943375	STAIN COVER PAINT, FIRE RET	05/11/2026	146.96	.00	
51	ACE HARDWARE	943409	TAPE	05/11/2026	17.98	.00	
51	ACE HARDWARE	94351	PAINTBRUSH & DROP CLOTH	05/12/2026	51.98	.00	
51	ACE HARDWARE	943511	ROLLERS	05/12/2026	25.47	.00	
51	ACE HARDWARE	943543	FLANGE SPLIT, CLOSET BOLTS,	05/12/2026	57.89	.00	
51	ACE HARDWARE	943554	STAIN COVER PAINT	05/12/2026	21.99	.00	
51	ACE HARDWARE	943613	CAULK, NAILS & SAFETY GLAS	05/12/2026	49.96	.00	
51	ACE HARDWARE	943693	CAULK & WALL PLATE	05/13/2026	9.77	.00	
51	ACE HARDWARE	943711	SCREWS & BLADE	05/13/2026	61.98	.00	
51	ACE HARDWARE	943717	PVC BOXES	05/13/2026	8.98	.00	
51	ACE HARDWARE	943729	ROLLER COVER	05/13/2026	4.98	.00	
51	ACE HARDWARE	943738	CONSTRUCTION ADHESIVE	05/13/2026	14.99	.00	
51	ACE HARDWARE	943841	NAILS & SHIMS	05/14/2026	31.95	.00	
51	ACE HARDWARE	943843	MAGNET BLOCKS, NUTS	05/14/2026	17.98	.00	
51	ACE HARDWARE	943882	CORNER BRACE & WOOD	05/14/2026	13.77	.00	
51	ACE HARDWARE	943961	CORE DRILL & BITS	05/14/2026	9,197.00	.00	
Total 51:					9,989.38	.00	
7507	ADAMS, JAMES	05142026	PHYSICAL	05/14/2026	175.00	.00	
Total 7507:					175.00	.00	
2269	AFLAC	014013	ACCOUNT #y9599	06/01/2026	1,515.48	1,515.48	06/01/2026
Total 2269:					1,515.48	1,515.48	
5726	AMAZON	136P-CJHL-6V	CANDY	05/22/2026	198.75	.00	
5726	AMAZON	14NM-LN19-C	COFFEE GRINDER	05/18/2026	79.95	.00	
5726	AMAZON	14V1-PXXJ-P6	PAPER TOWELS	05/15/2026	43.49	.00	
5726	AMAZON	16KT-9LW3-LJ	THUNDERBOLT CHARGING HU	05/15/2026	497.98	.00	
5726	AMAZON	177M-C3G4-T	SHIPPING SCALE	05/18/2026	186.99	.00	
5726	AMAZON	177V-YV1G-XH	MAGNETIC SHELF & HEADPHO	05/22/2026	40.48	.00	
5726	AMAZON	17YN-644Y-3T	LAPEL PINS	04/30/2026	73.14	.00	
5726	AMAZON	1D6N-GC4P-9	LAPTOP BACKPACK	05/21/2026	299.92	.00	
5726	AMAZON	1F3C-VJMF-C	PAPER TOWELS, COFFEE MAK	05/12/2026	370.94	.00	
5726	AMAZON	1GDW-R93K-7	GUN CLEANING SUPPLIES	05/13/2026	401.95	.00	
5726	AMAZON	1GGN-MHKM-	LAPTOP ADAPTER	05/11/2026	19.79	.00	
5726	AMAZON	1NDN-Y3FQ-D	CANDY	04/30/2026	97.30	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5726	AMAZON	1PLC-L7HD-X6	SOLENOID MAGNET, NITROGE	05/04/2026	610.58	.00	
5726	AMAZON	1QVJ-JFKY-TN	LYSOL & NOISE REDUCING EA	05/14/2026	53.19	.00	
5726	AMAZON	1RVV-Q9GN-D	TANK ADAPTER	05/18/2026	13.99	.00	
5726	AMAZON	1T9T-LV9V-7N	WEBCAM	05/19/2026	229.99	.00	
5726	AMAZON	1W9W-GPQH-	PACKING CUBES	05/20/2026	158.84	.00	
5726	AMAZON	1Y1R-VKW7-K	VACUUM VALVE	05/04/2026	144.64	.00	
Total 5726:					3,521.91	.00	
3530	AMSOIL INC #774148	24727049 RI	DIESEL OIL	04/24/2026	19,584.18	.00	
Total 3530:					19,584.18	.00	
4774	BIG R RANCH & HOME	3073/1	BALL VALVE, HOSE BIB, DUCT T	05/12/2026	124.54	.00	
Total 4774:					124.54	.00	
3500	BISON LUMBER	2605-906186	SHEETROCK	05/11/2026	99.49	.00	
Total 3500:					99.49	.00	
1560	BLUE SPRUCE CLEANERS,INC	03-102696	DRY CLEANING	04/02/2026	52.50	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-100190	DRY CLEANING	04/06/2026	17.95	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-100257	DRY CLEANING	04/09/2026	57.12	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-100322	DRY CLEANING	04/09/2026	47.25	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-100323	DRY CLEANING	04/09/2026	20.92	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-101343	DRY CLEANING	04/20/2026	4.75	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-101633	DRY CLEANING	04/20/2026	78.12	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-102400	DRY CLEANING	04/22/2026	17.95	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-102691	DRY CLEANING	04/23/2026	17.95	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-102828	DRY CLEANING	04/30/2026	30.14	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-103029	DRY CLEANING	04/30/2026	19.04	.00	
1560	BLUE SPRUCE CLEANERS,INC	04-103043	DRY CLEANING	04/30/2026	10.89	.00	
1560	BLUE SPRUCE CLEANERS,INC	4-101340	DRY CLEANING	04/20/2026	27.85	.00	
Total 1560:					402.43	.00	
7039	BLUEBEAM, INC	2834692 COR	REXU EXTREME RENEWAL	05/09/2026	2,850.00	.00	
Total 7039:					2,850.00	.00	
6727	BRIGGS, ERIC L	43083	S/N 7GA057305	04/30/2026	111.19	.00	
6727	BRIGGS, ERIC L	43225	TORX	05/07/2026	20.47	.00	
6727	BRIGGS, ERIC L	43366	INFLATOR	05/14/2026	264.95	.00	
Total 6727:					396.61	.00	
7721	CARO, MAXIMUS	05122026	WY LAW ENFORCEMENT ACAD	05/12/2026	756.00	.00	
Total 7721:					756.00	.00	
6769	CENTRALSQUARE	464100	CAD API SUBSCRIPTION	05/07/2026	6,400.00	.00	
Total 6769:					6,400.00	.00	
544	CENTURYLINK	MAY26-333897	PHONE SERVICE	05/07/2026	2,363.27	.00	
544	CENTURYLINK	MAY26-334064	PHONE SERVICE	05/13/2026	66.60	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 544:					2,429.87	.00	
4984	CHAPA STRIPES OF IDAHO	007-06	ELK RUN TO WILLOW	05/06/2026	15,000.00	.00	
4984	CHAPA STRIPES OF IDAHO	007-16	WILLOW RD FROM SNOW KING	05/16/2026	12,500.00	.00	
4984	CHAPA STRIPES OF IDAHO	007-17	BROADWAY FROM MCDONALD	05/16/2026	11,500.00	.00	
Total 4984:					39,000.00	.00	
7089	CHARLIE'S PLUMBING OF JH	14784	HANSEN AVE WATER ISSUE	04/19/2026	729.00	.00	
Total 7089:					729.00	.00	
514	CONRAD & BISCHOFF INC.	IN-197340-26	DEF BULK	05/05/2026	476.76	.00	
514	CONRAD & BISCHOFF INC.	IN-208265-26	ETHANOL	05/11/2026	18,238.77	.00	
514	CONRAD & BISCHOFF INC.	IN-208279-26	DIESEL	05/11/2026	22,755.45	.00	
514	CONRAD & BISCHOFF INC.	IN-214014-26	RENEWABLE R99	05/15/2026	25,839.58	.00	
514	CONRAD & BISCHOFF INC.	IN-216099-26	DEF BULK	05/19/2026	762.90	.00	
Total 514:					68,073.46	.00	
4887	CONTROL SYSTEM TECHNOLO	11823	NEXTGEN PULSAFEEDER PUM	05/06/2026	8,772.50	.00	
Total 4887:					8,772.50	.00	
7826	COOMBS, CAROLINE KAUSLIC	05212026	JUNE LEASE PMT	05/21/2026	480.00	.00	
7826	COOMBS, CAROLINE KAUSLIC	05212026	JUNE LEASE PMT	05/21/2026	960.00	.00	
7826	COOMBS, CAROLINE KAUSLIC	05212026	JUNE LEASE PMT	05/21/2026	1,760.00	.00	
Total 7826:					3,200.00	.00	
611	CUMMINS SALES AND SERVICE	40-260517969	RETURN SELECTOR SWITCH	05/19/2026	155.09-	.00	
611	CUMMINS SALES AND SERVICE	40-260518003	RETURN COOLANT SENSOR	05/19/2026	533.26-	.00	
611	CUMMINS SALES AND SERVICE	59-260525153	COOLANT SENSOR & SELECTO	05/01/2026	155.09	.00	
611	CUMMINS SALES AND SERVICE	59-260525155	COOLANT SENSOR	05/01/2026	533.26	.00	
611	CUMMINS SALES AND SERVICE	60-260598370	COOLANT SENSOR & SELECTO	05/14/2026	155.09	.00	
Total 611:					155.09	.00	
5002	CUSTOM ELECTRONIC CONSU	0708	AV ADDITIONS	03/26/2026	31,555.91	.00	
5002	CUSTOM ELECTRONIC CONSU	0722	AV UPGRADES	05/05/2026	35,326.01	.00	
Total 5002:					66,881.92	.00	
7816	CZARNECKI, ABE	05152026	PRESCRIPTION SAFETY GLASS	05/15/2026	250.00	.00	
7816	CZARNECKI, ABE	05152026	SAFETY TOED WORK BOOTS	05/15/2026	150.00	.00	
Total 7816:					400.00	.00	
148	DELL	10876064477	VLA WINDOWS E3 MONTHLY S	05/22/2026	677.40	.00	
Total 148:					677.40	.00	
6883	DIVISION OF CHILD SUPPORT	05152026	DCSE CASE #0005405448	05/15/2026	509.23	509.23	05/15/2026
Total 6883:					509.23	509.23	
7820	DRS IMAGING SERVICES, LLC	210160	DOCUMENT IMAGING, PREP, IN	04/30/2026	29,946.74	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7820:					29,946.74	.00	
6939	DYNAMIC CONTROLS, LLC	41055	FISHEYE CAMERA	04/30/2026	2,204.00	.00	
Total 6939:					2,204.00	.00	
7684	EDA LAND PLANNING	05-10327	LANDSCAPE ARCHITECT	05/05/2026	127.50	.00	
Total 7684:					127.50	.00	
502	ELECTRICAL WHSLE SUPPLY C	S6187970.001	SATCO PINS	05/04/2026	285.70	.00	
Total 502:					285.70	.00	
1134	ENERGY LABORATORIES INC.	784530	OIL & GREASE	05/15/2026	172.00	.00	
1134	ENERGY LABORATORIES INC.	785468	PHOSPHORUS	05/19/2026	800.00	.00	
1134	ENERGY LABORATORIES INC.	785476	ANALYSIS PARAMETERS	05/19/2026	183.00	.00	
Total 1134:					1,155.00	.00	
668	FREEDOM MAILING SERVICE I	52910	UTILITY BILLING	05/06/2026	946.79	.00	
668	FREEDOM MAILING SERVICE I	52910	UTILITY BILLING	05/06/2026	946.78	.00	
Total 668:					1,893.57	.00	
4212	GILLIG LLC	41435750	BRAKE CHAMBR, AIR SPRING,	05/01/2026	2,754.37	.00	
4212	GILLIG LLC	41436806	FAN	05/05/2026	81.96	.00	
4212	GILLIG LLC	41437351	LOCKNUTS	05/06/2026	47.58	.00	
4212	GILLIG LLC	41440436	BRAKE CHAMBER	05/14/2026	1,079.52	.00	
4212	GILLIG LLC	41440437	HOSE ASM	05/14/2026	593.11	.00	
4212	GILLIG LLC	41441094	HOSE ASM	05/15/2026	888.24	.00	
Total 4212:					5,444.78	.00	
6365	GRAVITY GRAPHICS	16226	WATER WISE BANNER	05/13/2026	195.62	.00	
6365	GRAVITY GRAPHICS	16259	VINE STREET INSERTS	05/18/2026	221.88	.00	
Total 6365:					417.50	.00	
6551	GWALTNEY, WOODROW	05152026	SAFETY TOED WORK BOOTS	05/15/2026	150.00	.00	
Total 6551:					150.00	.00	
93	HACH CHEMICAL CO.	14983994	NITRIFICATION INHIBITOR	04/30/2026	80.58	.00	
93	HACH CHEMICAL CO.	14996683	SENSOR CAPS	05/11/2026	790.00	.00	
Total 93:					870.58	.00	
7342	HARMONY DESIGN, INC	26281	TOJ PATHWAY SAFETY	05/20/2026	305.00	.00	
Total 7342:					305.00	.00	
7860	HERITAGE LANDSCAPE SUPPL	0026427985-0	ELBOW, COUPLER, BUSHINGS	04/24/2026	74.21	.00	
Total 7860:					74.21	.00	
7862	HIGH ALTITUDE SERVICES LLC	05152026	DELONEY WINDOW CLEANING	05/15/2026	210.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7862	HIGH ALTITUDE SERVICES LLC	05152026	HOME RANCH WINDOW CLEAN	05/15/2026	525.00	.00	
7862	HIGH ALTITUDE SERVICES LLC	05152026	TOWN HALL WINDOW CLEANIN	05/15/2026	330.00	.00	
Total 7862:					1,065.00	.00	
96	HIGH COUNTRY LINEN	0567302	LAUNDRY	04/30/2026	6.65	.00	
96	HIGH COUNTRY LINEN	0567302	LAUNDRY	04/30/2026	6.65	.00	
96	HIGH COUNTRY LINEN	0567302	LAUNDRY	04/30/2026	143.14	.00	
96	HIGH COUNTRY LINEN	0567302	LAUNDRY	04/30/2026	14.68	.00	
96	HIGH COUNTRY LINEN	0567302	LAUNDRY	04/30/2026	9.16	.00	
96	HIGH COUNTRY LINEN	0567302	LAUNDRY	04/30/2026	13.30	.00	
96	HIGH COUNTRY LINEN	0567302	LAUNDRY	04/30/2026	20.53	.00	
96	HIGH COUNTRY LINEN	0567302	LAUNDRY	04/30/2026	14.10	.00	
96	HIGH COUNTRY LINEN	0567742	LAUNDRY	05/04/2026	23.72	.00	
96	HIGH COUNTRY LINEN	0567742	LAUNDRY	05/04/2026	33.78	.00	
96	HIGH COUNTRY LINEN	0567823	MATS	05/04/2026	11.67	.00	
96	HIGH COUNTRY LINEN	0568482	LAUNDRY	05/07/2026	74.06	.00	
96	HIGH COUNTRY LINEN	0568482	LAUNDRY	05/07/2026	9.16	.00	
96	HIGH COUNTRY LINEN	0568482	LAUNDRY	05/07/2026	13.30	.00	
96	HIGH COUNTRY LINEN	0568482	LAUNDRY	05/07/2026	6.65	.00	
96	HIGH COUNTRY LINEN	0568482	LAUNDRY	05/07/2026	14.10	.00	
96	HIGH COUNTRY LINEN	0568482	LAUNDRY	05/07/2026	20.53	.00	
96	HIGH COUNTRY LINEN	0568482	LAUNDRY	05/07/2026	6.65	.00	
96	HIGH COUNTRY LINEN	0568482	LAUNDRY	05/07/2026	14.68	.00	
96	HIGH COUNTRY LINEN	0568573	MATS	05/07/2026	322.69	.00	
96	HIGH COUNTRY LINEN	0568955	LAUNDRY	05/11/2026	5.37	.00	
96	HIGH COUNTRY LINEN	0568955	LAUNDRY	05/11/2026	33.78	.00	
96	HIGH COUNTRY LINEN	0568955	LAUNDRY	05/11/2026	.42	.00	
96	HIGH COUNTRY LINEN	0569034	MATS	05/11/2026	24.51	.00	
96	HIGH COUNTRY LINEN	0569438	MATS	05/13/2026	72.24	.00	
96	HIGH COUNTRY LINEN	0569681	LAUNDRY	05/14/2026	20.53	.00	
96	HIGH COUNTRY LINEN	0569681	LAUNDRY	05/14/2026	14.68	.00	
96	HIGH COUNTRY LINEN	0569681	LAUNDRY	05/14/2026	6.65	.00	
96	HIGH COUNTRY LINEN	0569681	LAUNDRY	05/14/2026	14.10	.00	
96	HIGH COUNTRY LINEN	0569681	LAUNDRY	05/14/2026	6.65	.00	
96	HIGH COUNTRY LINEN	0569681	LAUNDRY	05/14/2026	36.28	.00	
96	HIGH COUNTRY LINEN	0569681	LAUNDRY	05/14/2026	13.30	.00	
96	HIGH COUNTRY LINEN	0569681	LAUNDRY	05/14/2026	9.16	.00	
96	HIGH COUNTRY LINEN	0570143	LAUNDRY	05/18/2026	33.78	.00	
96	HIGH COUNTRY LINEN	0570143	LAUNDRY	05/18/2026	42.01	.00	
96	HIGH COUNTRY LINEN	S0562045	MOPS	03/26/2026	35.88	.00	
96	HIGH COUNTRY LINEN	S0567497	PAPER TOWELS	05/01/2026	114.30	.00	
96	HIGH COUNTRY LINEN	S0567985	SWIFFER & LINERS	05/04/2026	221.17	.00	
Total 96:					1,484.01	.00	
7842	HOYT ARCHITECTS LLC	2639	BLEACHERS/LOCKERS	05/07/2026	1,557.49	.00	
Total 7842:					1,557.49	.00	
106	INTERSTATE BATTERY	950009458	BATTERIES	05/20/2026	491.90	.00	
106	INTERSTATE BATTERY	98000379	BATTERY	05/12/2026	397.85	.00	
Total 106:					889.75	.00	
2	JACKSON CURBSIDE INC.	00033632	RECYCLING	05/10/2026	885.00	.00	
2	JACKSON CURBSIDE INC.	00033655	RECYCLING	05/10/2026	255.00	.00	
2	JACKSON CURBSIDE INC.	00033662	RECYCLING	05/10/2026	1,856.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2:					2,996.00	.00	
7163	JACKSON GROUP LOCKBOX	721952IF	GASKETS & INTAKE COVER	05/11/2026	560.03	.00	
7163	JACKSON GROUP LOCKBOX	722255IF	GOVERNOR & MHLE-4X6H1-MH	05/05/2026	693.04	.00	
7163	JACKSON GROUP LOCKBOX	722759IF	OIL & FUEL FILTER	05/12/2026	434.13	.00	
7163	JACKSON GROUP LOCKBOX	723269IF	BRAKE PAD KIT	05/19/2026	778.12	.00	
Total 7163:					2,465.32	.00	
858	JACKSON HOLE COMMUNITY H	05212026	EROP PURCHASE	05/21/2026	90,000.00	.00	
Total 858:					90,000.00	.00	
131	JACKSON HOLE NEWS & GUID	388189	COLLECTION SYSTEM OPERAT	05/13/2026	760.00	.00	
131	JACKSON HOLE NEWS & GUID	388190	TOWN CLERK AD	05/13/2026	912.00	.00	
131	JACKSON HOLE NEWS & GUID	388258	SPECIAL MTG	05/13/2026	50.00	.00	
131	JACKSON HOLE NEWS & GUID	388259	REGULAR MTG	05/13/2026	810.00	.00	
131	JACKSON HOLE NEWS & GUID	388314	P25-210	05/13/2026	30.00	.00	
131	JACKSON HOLE NEWS & GUID	388315	P25-163	05/13/2026	30.00	.00	
Total 131:					2,592.00	.00	
4821	JACKSON HOLE ROASTERS	2662	COFFEE	04/23/2026	48.00	.00	
4821	JACKSON HOLE ROASTERS	2722	COFFEE	05/12/2026	120.00	.00	
Total 4821:					168.00	.00	
114	JACKSON LUMBER INC	0001189506-00	LAG SCREWS	05/06/2026	482.46	.00	
114	JACKSON LUMBER INC	0001189740-00	WOOD FOR SAWMILL RD	05/07/2026	34.82	.00	
114	JACKSON LUMBER INC	0001190381-00	WOOD	05/08/2026	208.96	.00	
114	JACKSON LUMBER INC	0001193062-00	SOUND BOARD, FOAM, MOULD	05/18/2026	335.70	.00	
114	JACKSON LUMBER INC	0001193072-00	RC1	05/18/2026	58.80	.00	
Total 114:					1,120.74	.00	
239	JH20 WATER CONDITIONING &	12703	WATER	05/12/2026	72.50	.00	
Total 239:					72.50	.00	
2647	JHAM, INC.	51426	7360RDS-28325-411 & 412	05/14/2026	504.36	.00	
Total 2647:					504.36	.00	
7442	JOE JOHNSON EQUIPMENT	P03975	FLT FLNG CRN 90 NSTK	05/15/2026	315.52	.00	
Total 7442:					315.52	.00	
139	JORGENSEN ASSOCIATES, PC	58502	GREGORY LANE	05/12/2026	5,393.09	.00	
139	JORGENSEN ASSOCIATES, PC	58502	GREGORY LANE	05/12/2026	5,393.09	.00	
139	JORGENSEN ASSOCIATES, PC	58502	GREGORY LANE	05/12/2026	5,393.08	.00	
Total 139:					16,179.26	.00	
5694	LEIGH, CHRISTOPHER S.	05262026	MUNICIPAL COURT CONFEREN	05/26/2026	166.00	.00	
Total 5694:					166.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7681	LEVEL 3 COMMUNICATIONS, LL	780260345	APRIL 2026	04/01/2026	1,386.74	.00	
7681	LEVEL 3 COMMUNICATIONS, LL	784241887	MAY 2026	05/01/2026	1,386.74	.00	
Total 7681:					2,773.48	.00	
677	MACY'S SERVICES	126549	WEEKEND EVENT	05/01/2026	300.00	.00	
677	MACY'S SERVICES	44435	SEWER JET AT START	04/30/2026	590.00	.00	
Total 677:					890.00	.00	
7732	MORRISON-MAIERLE, INC.	000267192	WASTEWATER CAPACITY ANAL	05/14/2026	8,535.02	.00	
Total 7732:					8,535.02	.00	
4623	MSC INDUSTRIAL SUPPLY CO	8370380001	PADS, FUSES, SOLDERBUTT, S	04/24/2026	312.71	.00	
Total 4623:					312.71	.00	
257	NAPA AUTO PARTS INC.	386329	PAINT MARKER	04/30/2026	16.06	.00	
257	NAPA AUTO PARTS INC.	387703	AIR & OIL FILTER	05/06/2026	48.23	.00	
257	NAPA AUTO PARTS INC.	387710	WASHER HOSE	05/06/2026	30.78	.00	
257	NAPA AUTO PARTS INC.	387743	DUALDUROMETER SEAL	05/06/2026	29.77	.00	
257	NAPA AUTO PARTS INC.	387932	AIR & OIL FILTERS	05/07/2026	75.98	.00	
257	NAPA AUTO PARTS INC.	387973	OIL FILTER	05/07/2026	13.65	.00	
257	NAPA AUTO PARTS INC.	388719	BRAKES	05/11/2026	167.00	.00	
257	NAPA AUTO PARTS INC.	388790	BRAKE CALIPERS	05/11/2026	13.94	.00	
257	NAPA AUTO PARTS INC.	388842	WHEEL NUT	05/11/2026	64.60	.00	
257	NAPA AUTO PARTS INC.	388843	BRACKETED & CORE DEPOSIT	05/11/2026	142.30	.00	
257	NAPA AUTO PARTS INC.	388969	D EARTH	05/12/2026	57.96	.00	
257	NAPA AUTO PARTS INC.	388977	D EARTH	05/12/2026	86.94	.00	
257	NAPA AUTO PARTS INC.	389251	BLISTER PACK CAPSULES	05/13/2026	45.98	.00	
257	NAPA AUTO PARTS INC.	389274	FUEL PUMP	05/13/2026	30.30	.00	
257	NAPA AUTO PARTS INC.	389300	BOXED CAPSULES	05/13/2026	48.57	.00	
257	NAPA AUTO PARTS INC.	389320	AIR FILTER	05/13/2026	31.82	.00	
257	NAPA AUTO PARTS INC.	390531	WHEEL NUT	05/18/2026	7.68	.00	
257	NAPA AUTO PARTS INC.	390631	STEMCO	05/19/2026	18.76	.00	
257	NAPA AUTO PARTS INC.	390687	VACUUM PUMP OIL	05/19/2026	22.49	.00	
257	NAPA AUTO PARTS INC.	390734	FRIG/OIL	05/19/2026	50.36	.00	
257	NAPA AUTO PARTS INC.	390741	KOOLER KLEEN	05/19/2026	22.76	.00	
Total 257:					998.63	.00	
187	NELSON ENGINEERING	70184	WEST BROADWAY LANDSLIDE	04/28/2026	225.00	.00	
187	NELSON ENGINEERING	70322	HIGH SCHOOL RD WATER SUP	05/08/2026	17,699.65	.00	
Total 187:					17,924.65	.00	
3761	NOBLE TREE INC	97	SOUTH EAST ARCH BOARDWA	05/08/2026	27,500.00	.00	
Total 3761:					27,500.00	.00	
5870	ONE 22, INC.	5260	CONTRACT	05/12/2026	45,000.00	.00	
Total 5870:					45,000.00	.00	
484	PACIFIC STEEL	9336648	SQUARE TUBE & ANGLE	05/06/2026	248.97	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 484:					248.97	.00	
5972	PEERY, JEREMIAH	05122026	PROPERTY ROOM & ADVANCE	05/12/2026	388.00	.00	
Total 5972:					388.00	.00	
7242	PITTS, SAMANTHA	05182026	MONTHLY IT HARDWARE PMT	05/18/2026	77.83	.00	
Total 7242:					77.83	.00	
7591	POINT S REXBURG	920007619	TIRES	05/12/2026	768.00	.00	
Total 7591:					768.00	.00	
7723	PREMIER CLEANING SERVICES	26228	SNOW KING #25 CLEANING	05/11/2026	120.00	.00	
Total 7723:					120.00	.00	
4922	PREMIER VEHICLE INSTALLATI	50493	REMOTE NODE, HARNESS, LIG	05/05/2026	4,399.20	.00	
Total 4922:					4,399.20	.00	
6069	RAFTELIS	45808	FINPLAN REVIEW & TIERED WA	05/13/2026	262.50	.00	
6069	RAFTELIS	45808	FINPLAN REVIEW & TIERED WA	05/13/2026	262.50	.00	
Total 6069:					525.00	.00	
13	SAFETY SUPPLY & SIGN CO., I	197914	NO PARKING SIGNS	05/05/2026	311.50	.00	
Total 13:					311.50	.00	
7797	SARAZEN, ALEXANDRA	05062026	SOCIAL/COMMS SUPPORT	05/06/2026	2,100.00	.00	
Total 7797:					2,100.00	.00	
7248	SEASONS HANDYWORKS AND	2826	LAWN PATCH REPAIR	05/13/2026	3,100.00	.00	
Total 7248:					3,100.00	.00	
4359	SHERWIN-WILLIAMS CO.	015181611104	XYLENE	04/21/2026	78.70	.00	
4359	SHERWIN-WILLIAMS CO.	0461116111052	XYLENE	05/04/2026	78.70	.00	
4359	SHERWIN-WILLIAMS CO.	055501611105	PAINT	05/06/2026	199.30	.00	
4359	SHERWIN-WILLIAMS CO.	479181605903	PAINT	03/18/2026	41.93	.00	
4359	SHERWIN-WILLIAMS CO.	577271605904	XYLENE	04/13/2026	78.70	.00	
4359	SHERWIN-WILLIAMS CO.	681461605905	FLEX PRO HOSE & FILTER	05/07/2026	84.28	.00	
4359	SHERWIN-WILLIAMS CO.	690291605905	BIKE PATH PAINT	05/08/2026	1,081.20	.00	
Total 4359:					1,642.81	.00	
7752	SIMONSON, MARSHALL	05122026	WY LAW ENFORCEMENT ACAD	05/12/2026	756.00	.00	
Total 7752:					756.00	.00	
236	SMITH POWER PRODUCTS,INC	3285336	GASKETS & SOLENOID	04/28/2026	158.90	.00	
Total 236:					158.90	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5632	SNAKE RIVER MEP COMPLETE,	14865	CHECK GLYCOL LEAK ON ERV	05/07/2026	610.00	.00	
Total 5632:					610.00	.00	
7713	Southern Tire Mart LLC	6550001946	TIRES	05/07/2026	3,392.00	.00	
Total 7713:					3,392.00	.00	
3961	SPECTRUM	173067801050	INTERNET	05/07/2026	100.00	.00	
Total 3961:					100.00	.00	
6524	SPEEDY CPS, LLC	IX-511777	BUSINESS LICENSES	02/25/2026	641.72	.00	
Total 6524:					641.72	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334608197	MEDICINE	04/18/2023	18.95	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334615794	EXAM	09/19/2023	188.95	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334618104	MEDICINE & SPAY	11/06/2023	235.52	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334624943	VACCINE	04/15/2024	69.02	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334633223	EXAM	10/08/2024	267.90	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334633223 20	PD \$267.90 - REMAINING EXAM	10/08/2024	249.52	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334633622	EXAM	10/18/2024	129.99	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334633853	MEDICINE	10/24/2024	73.50	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334633854	SPAY	10/24/2024	120.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334634012	VACCINE	10/29/2024	51.92	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334634149	MEDICINE	10/31/2024	38.17	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334634259	VACCINE	11/04/2024	31.92	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334634919	EXAM	11/21/2024	108.65	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334635009	VACCINE	11/25/2024	31.92	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334635125	EXAM	11/26/2024	120.31	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334635275	TEST	12/03/2024	64.56	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334635450	EXAM	12/05/2024	477.30	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334635618	VACCINE	12/09/2024	31.92	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334635622	MEDICINE	12/09/2024	753.98	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334636248	MEDICINE	12/19/2024	75.66	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334636251	EXAM	12/19/2024	25.35	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334636441	EXAM	12/23/2024	286.38	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334653467	SPAY	10/02/2025	527.01	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334653790	MEDICINE	10/08/2025	216.23	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334653791	EXAM	10/08/2025	71.32	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334653792	VACCINE	10/08/2025	35.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334654943	VACCINE	10/27/2025	48.48	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334654998	MEDICINE	10/28/2025	110.99	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334655581	MEDICINE	11/07/2025	92.77	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334658457	BALANCE TRANSFER FROM SK	12/29/2025	111.75	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334660025	BALANCE TRANSFER FROM TE	01/26/2026	143.02	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334665859	EXAM	05/11/2026	66.30	.00	
Total 1505:					4,874.85	.00	
6871	STANDARD INSURANCE COMP	377113	VOLUNTARY INSURANCES	05/15/2026	2,382.40	2,382.40	06/01/2026
6871	STANDARD INSURANCE COMP	JUNE26-16914	EMPLOYER PAID LIFE, STD, LT	05/19/2026	8,147.54	8,147.54	06/01/2026
6871	STANDARD INSURANCE COMP	JUNE26-16914	EMPLOYEE PAID LIFE INS	05/19/2026	1,475.62	1,475.62	06/01/2026
Total 6871:					12,005.56	12,005.56	
4294	STATE FIRE IDAHO	12677304	ALARM MONITORING SNOW KI	05/06/2026	420.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4294:					420.00	.00	
7227	STEPHENS, TALON	05182026	MONTHLY IT HARDWARE PMT	05/18/2026	77.83	.00	
Total 7227:					77.83	.00	
3989	STINKY PRINTS, INC	78017	GARAGE RULES SIGN	06/29/2025	178.80	.00	
Total 3989:					178.80	.00	
7843	STONE'S TOWN AND COUNTRY	51000384 1	MOTOR	05/08/2026	199.86	.00	
7843	STONE'S TOWN AND COUNTRY	51000437 1	SEALS & CLAMP	05/19/2026	61.77	.00	
Total 7843:					261.63	.00	
1054	SUNRISE ENVIRONMENTAL	160629	STAY SLICK, SUNRISE DOA, CO	05/11/2026	384.78	.00	
Total 1054:					384.78	.00	
7832	SURE GREEN LAWN AND TREE	202507080603	DEEP ROOT FERTILIZATION	03/26/2026	500.00	.00	
Total 7832:					500.00	.00	
7076	SUSTAINABLE STRATEGIES DC	4974	MAY 2026 GRANT SERVICES	05/01/2026	7,500.00	.00	
Total 7076:					7,500.00	.00	
6678	TETON COUNTY FAIR	001015	HA RENTAL LIGHT TOKENS	05/12/2026	400.00	.00	
Total 6678:					400.00	.00	
581	TETON COUNTY INTEGRATED	781776	AW SORT	05/06/2026	743.00	.00	
581	TETON COUNTY INTEGRATED	781941	DIM/LUMBER	05/07/2026	39.00	.00	
Total 581:					782.00	.00	
1614	TETON COUNTY-FUND 10	02202026	FAIRGROUND EXPENDITURES	02/20/2026	40,152.02	.00	
Total 1614:					40,152.02	.00	
3162	TETON TRASH REMOVAL, INC.	26 MAY 453	HANSEN TRASH	05/01/2026	120.00	.00	
Total 3162:					120.00	.00	
3237	THE AFTERMARKET PARTS CO	84240603	STUD ASSY	04/15/2026	61.38	.00	
3237	THE AFTERMARKET PARTS CO	84265452	FLOW VALVES	05/06/2026	626.80	.00	
3237	THE AFTERMARKET PARTS CO	84270781	SWIVEL UNIT	05/08/2026	3,833.20	.00	
3237	THE AFTERMARKET PARTS CO	84274042	ARM & BALL CLAMP	05/11/2026	423.05	.00	
3237	THE AFTERMARKET PARTS CO	84274628	WHEEL ASSY	05/12/2026	745.13	.00	
Total 3237:					5,689.56	.00	
70	TK ELEVATOR CORP.	3009453770	OIL & GREASE ONLY WITH PHO	05/01/2026	5,118.63	.00	
Total 70:					5,118.63	.00	
6363	TMSC LLC	2026-005-02 5.	REPLACE FIRE ALARM WIRING	05/17/2026	3,456.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6363	TMSC LLC	2026-005-02 5.	INSTALL OUTLET IN CHAMBER	05/17/2026	2,061.65	.00	
6363	TMSC LLC	2026-005-08	REPLACE 2 THERMOSTATS	05/17/2026	337.00	.00	
6363	TMSC LLC	2026-005-08	UPS CONTROLS, FIRE ALARM	05/17/2026	12,626.13	.00	
Total 6363:					18,480.78	.00	
3727	TREFREN, TRACEY	05142026	GRANT MEETING	05/14/2026	102.00	.00	
Total 3727:					102.00	.00	
777	UPPER CASE PRINTING INK	4438	UTILITY BILLS & WINDOW ENV	05/12/2026	1,812.54	.00	
777	UPPER CASE PRINTING INK	4438	UTILITY BILLS & WINDOW ENV	05/12/2026	1,812.54	.00	
777	UPPER CASE PRINTING INK	4465	WATER WISE	05/20/2026	192.60	.00	
Total 777:					3,817.68	.00	
1949	VERIZON WIRELESS	6142538858	CELL PHONES	05/01/2026	7,179.03	.00	
Total 1949:					7,179.03	.00	
7330	VOICES JACKSON HOLE	1084	BUDGETING FOCUS GROUP	05/11/2026	4,962.50	.00	
Total 7330:					4,962.50	.00	
4848	WAMCO LAB, INC.	15239	TOXICITY TEST	05/13/2026	550.00	.00	
Total 4848:					550.00	.00	
6160	WEST FORK CONSTRUCTION	1050024-001	HANSEN BATHROOM RENOVAT	05/11/2026	74,753.00	.00	
Total 6160:					74,753.00	.00	
1640	WESTERN STATE	IN003435829	INSTALL WIRING FOR JOYSTIC	12/11/2025	3,381.19	.00	
1640	WESTERN STATE	IN003594747	SCREEN PLANT	05/07/2026	2,543.75	.00	
Total 1640:					5,924.94	.00	
7696	WINDCAVE INC	3194145	SERVICE FEE	04/30/2026	32.11	.00	
Total 7696:					32.11	.00	
6704	WSP USA INC.	40365066	STORMWATER MGMT PROGRA	05/11/2026	34,583.39	.00	
Total 6704:					34,583.39	.00	
3619	WY CHILD SUPPORT ENFORCE	05152026	266445	05/15/2026	452.30	452.30	05/15/2026
Total 3619:					452.30	452.30	
504	WYDOT	05152026	plate transfer	05/15/2026	2.00	.00	
Total 504:					2.00	.00	
4198	WYOMING FIRST AID & SAFETY	90003220	WALL DISPENSER	04/29/2026	127.50	.00	
Total 4198:					127.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Grand Totals:					753,801.33	14,482.57	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:
Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Standard Contract Consideration for Approval	Public Comment:	Yes

Purpose or Policy Considerations.

The purpose of this item is for the Council to review and consider contracts to which the Town of Jackson would be a party.

Requested Action.

Staff request that the Council review and consider the contracts included with the staff report.

Recommendations.

Staff recommend that the Council approve the contracts included with this staff report.

Background, Analysis, and Key Policy Questions.

1. Professional Services Agreement for Ecological Monitoring in Karns Meadow Park

- *Purpose:* The purpose of this Professional Services Agreement is to conduct ecological monitoring of Karns Meadow before, during, and after construction using acoustic monitoring devices to monitor songbirds and game cameras to monitor medium- and large-sized mammals.
- *Term:* Three years.
- *Cost and Payment Terms:* \$31,447 in 2026; \$23,391 in 2027; and \$24,560 in 2028.
- *Department and Budget Detail:* This item is for the Administration Department and is included in the Departmental budget for the Professional Services line item (FY27 – pending) and Small Tools line item (FY26 – approved; FY27 pending).

2. Professional Services Agreement with Verdis Group

- *Purpose:* The purpose of this Professional Services Agreement is to complete a progress dashboard for the Town Sustainability Plan.
- *Term:* June 1, 2026 through June 30, 2031.
- *Cost and Payment Terms:* 19,780.00, to be paid in four installments of \$4,945. After completion of the project, Verdis will provide updates and maintenance support at an hourly rate ranging from \$135.00 to \$330.00 per hour.
- *Department and Budget Detail:* This item is for the Administration Department and is included in the Departmental budget for the Professional Services line item (FY26 - approved & FY27 - pending).
- *Notable Condition:* Verdis Group waived the annual fee for their services for 5 years, providing an hourly fee for maintenance instead. After 5 years, if the Town wishes to keep the platform they created, there will be an annual fee of approximately \$6,500. Currently, staff plan to update the Town Sustainability Plan in 2030.

3. Street and Utility Easement with HR 28, LLC

- *Purpose:* The purpose of this Easement is to establish a street and utility easement across the property at 445 Vine Street in order to realign the alley south of Kelly Avenue running east-west between Vine Street and Willow Street. Realignment of the alley creates separation between the alley and an existing non-

conforming building that blocks site lines for drivers and pedestrians. The work will be completed as part of Vine Street Improvements project.

- *Term:* The term of the easement is perpetual for as long as the easement is used for public access and utilities.
- *Cost and Payment Terms:* No cost.
- *Department & Budget Detail:* This item is for the Public Works Department and any costs for the Easement or the work to complete the alley within the easement is included in the funds for the Vine Street Improvements project.

4. Crane Swing Agreement with Teton County

- *Purpose:* The purpose of this Crane Swing Agreement is for Council to approve revisions to the Town's Crane Swing Agreement requested by Teton County and their contractor for a construction crane on the Justice Center property that swings above the Town's property and rights-of-way.
- *Term:* The Term of the Agreement is one year, with the ability to renew. Construction of the Teton County Justice Center is proposed to be two years, but the crane will be removed before the final completion date.
- *Cost and Payment Terms:* Fees for this Crane Swing Agreement have been waived, if collected they would have been \$1,100.
- *Notable Condition:* Revisions to the Agreement accommodate the governmental status of the County, removal of bonding provision, removal of fee provisions, and modifications to the insurance requirements.
- *Additional Staff Time:* Typically, Crane Swing Agreements are processed as an approved template, however due to the County's requested changes an additional, approximately, 8 hours of the Town Engineer and Town Attorney's time was necessary.

The key policy question with respect to each contract listed above is whether the Town Council approves of the agreement as presented by staff.

Possible Alternatives.

For each contract included with the staff report the Council has the option to:

- A. Direct staff to negotiate different terms or conditions with the contracting party.
- B. Not to enter the contract.

Comprehensive Plan & Priority Alignment.

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

Fiscal Impact.

The fiscal impact for each contract is set forth above.

Staff Impact.

The primary impact on staff for contracts falls in the Legal Department, and averages 3 hours for each contract. Secondary impacts on staff for contracts are felt in each department to which the contract is relevant, and averages two hours for each contract.

Attachments or Links.

The contracts in the order listed above are attached to the staff report as follows:

1. Professional Services Agreement for Ecological Monitoring in Karns Meadow Park

2. Professional Services Agreement with Verdis Group
3. Street and Utility Easement with HR 28, LLC
4. Crane Swing Agreement with Teton County

Suggested Motion.

1. I move to approve the Professional Services Agreement for Ecological Monitoring in Karns Meadow Park, subject to minor changes by staff.
2. I move to approve the Professional Services Agreement with Verdis Group, subject to minor changes by staff.
3. I move to approve the Street and Utility Easement with HR 28, LLC, , subject to minor changes by staff.
4. I move to approve the Crane Swing Agreement with Teton County, subject to minor changes by staff.

PROFESSIONAL SERVICES AGREEMENT FOR ECOLOGICAL MONITORING IN KARNS MEADOW PARK

This Professional Services Agreement for Ecological Monitoring In Karns Meadow Park ("**Agreement**") dated as of June ____, 2026 ("**Effective Date**"), is by and between the Town of Jackson, Wyoming, PO Box 1687 Jackson, WY 83001 ("**Town**"), and the Teton Raptor Center, P.O. Box 1805, Wilson, WY 83014 ("**Consultant**").

1. Statement of Services

Consultant shall provide professional services to Town to monitor avian and mammal communities within Karns Meadow Park ("**Park**"), before, during and after the pathways construction. The professional services are described in **Exhibit A, Scope of Work** (collectively, the "**Services**"), which is incorporated herein by this reference as if fully set forth herein, and include supervision and management of approved subcontractors performing Services under this Agreement. Consultant shall provide autonomous recording units and other equipment and supplies necessary to perform the Services, and Town shall reimburse Consultant for the cost of such equipment and supplies in accordance with this Agreement.

2. Term

The term of this Agreement shall be for three (3) years commencing on the Effective Date ("**Term**"), unless sooner terminated or extended as provided herein. The parties may extend the term of the Agreement by written agreement (each an "**Extension Term**"). Either party may terminate the Agreement at any time, with or without cause, by giving thirty (30) days written notice to the other party of its intent to terminate.

3. Fees and Costs

Town agrees to pay Consultant, as full compensation for all Services, a total of \$22,277.00 per year (adjusted for inflation by 5% in 2027 and 2028), which total amount shall not, in any event, exceed \$80,000.00 ("**Cap Amount**"). The cost of monitoring equipment shall be separately invoiced to Town in accordance with the Scope of Work. It is specifically understood and agreed by Consultant that the Cap Amount for the Services is a "not to exceed" amount for completion of all of the Services and work done by Consultant for Town, including any additional services or work that Consultant performs during the Term, whether at the request of Town or any other person or upon Consultant's own determination. Consultant shall not receive compensation in excess of the Cap Amount without the prior written approval of Town. Town may examine all records of Consultant during reasonable hours for a period up to and including one (1) year after termination of this Agreement to audit and verify the aforesaid Services.

Consultant shall submit invoices to Town in accordance with the schedule set forth in the Scope of Work. Consultant shall be paid within forty-five (45) days of receipt of invoice for undisputed invoices.

4. Independent Consultant Status

It is understood and agreed that Consultant will provide the Services on a professional basis and as an independent Consultant and that during the performance of the Services, Consultant will not be considered an employee, partner, agent, or joint venture partner of Town within the meaning or the applications of any federal, state, or local laws or regulations, including but not limited to laws or regulations covering unemployment insurance, old age benefits, worker's compensation, industrial accident, labor, or taxes of any kind. Consultant shall not be entitled to any benefits that may be afforded from time to time to Town employees or other Consultants, including without limitation, vacation, holidays, sick leave, retirement benefits, health or disability benefits, worker's compensation, unemployment insurance, and any other employment benefits of any kind. Further, the Town shall not be responsible for any such withholding or paying of taxes or social security. Neither party shall have the right, power, or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.

5. Confidentiality

Consultant acknowledges and agrees that all tangible, intangible, technical, and business information provided, disclosed, or otherwise learned in connection with this Agreement is the Town's sole and exclusive property and is deemed by the Town to be confidential information that shall not be disclosed by Consultant.

6. Ownership of Work Product

Consultant agrees that any and all work product will be the sole and exclusive property of the Town and hereby irrevocably assigns to the Town all right, title and interest in and to any deliverables specified in the Scope of Services developed by Consultant (whether alone or jointly with others) for the Town during the term of this Agreement. Notwithstanding the foregoing, the Town grants Consultant a non-exclusive right to use, reproduce, analyze, and publish data collected in connection with the Services for Consultant's scientific and educational purposes, provided that any such use does not disclose confidential information of the Town.

7. Place of Performance

Consultant shall be responsible for maintaining their own office facilities and will not be provided with either office facilities or secretarial support by Town. Except as explicitly approved by Town in the Statement of Work, Consultant shall supply at their own expense, all materials, supplies, equipment, and tools required to accomplish the Services agreed to be performed in accordance with this Agreement.

8. Termination

This Agreement and/or any Statement of Work entered into hereunder may be terminated by either party if the other party (i) fails to pay any amount due under this Agreement within thirty (30) days after written notice of such nonpayment; (ii) commits a material breach of this Agreement or a Statement of Work, which breach, if capable of being cured, is not cured within thirty (30) days of a written notice of termination; (iii) terminates or suspends its business, becomes insolvent, admits in writing its inability to pay its debts as they mature, makes an assignment for the benefit of creditors, or becomes subject to direct control of a trustee, receiver or similar authority, or becomes subject to any bankruptcy or insolvency proceeding under federal or state statutes which is not rescinded within forty-five (45) days. Termination of a Statement of Work shall not affect Town's obligation to pay for Services rendered pursuant to such Statement of Work prior to termination.

In addition, Town may terminate this Agreement and/or any Statement of Work, without penalty or further obligation, in the event sufficient appropriations or funding are not made available to Town by appropriation, budget adoption, or other lawful means necessary for Town to continue performance under this Agreement. Town shall provide Consultant with written notice of such nonappropriation termination as soon as reasonably practicable. In the event of termination for nonappropriation, Town shall remain responsible for payment for all Services properly performed and accepted prior to the effective date of termination, subject to the applicable maximum amount authorized under the applicable Statement of Work, and Consultant shall have no right to recover or claim any lost profits, consequential damages, termination charges, or unperformed future work arising from such termination. Upon receipt of a notice of termination for nonappropriation, Consultant shall promptly cease all further work under the terminated Agreement or Statement of Work except as otherwise directed by Town.

This Agreement may be canceled with or without cause by Town by providing 30 days' notice in writing. In the event of an early termination, Consultant shall be paid for all Services rendered up to the date of termination, such payment not to exceed the maximum amount specified in a Statement of Work, notwithstanding anything contained within this Agreement.

9. Notice

Any notice, request, demand, consent, approval, or other communication required or permitted under this Agreement shall be in writing and shall be deemed duly given (i) when delivered personally to the recipient, (ii) when sent by certified mail, return receipt requested, to the address specified below, or (iii) when sent by email to the email address specified below, provided that the sender has not received a delivery failure notification. A notice sent by email shall be deemed received on the date and time the email is sent, provided that (a) the email is sent to the recipient's designated email address as set forth below, (b) the sender does not receive a bounce-back or delivery failure notification, and (c) if the notice is sent outside of normal business hours (9:00 AM to 6:00 PM on business days), the notice shall be deemed received at 9:00 AM on the following business day:

TOWN:

Town of Jackson
Attn: Town Clerk
P.O. Box 1687
Jackson, Wyoming 83001
clerk@jacksonwy.gov

Consultant:

Teton Raptor Center
Attn: _Bryan Bedrosian_____
P.O. Box 1805
Wilson, WY 83014
_bryan@tetonraptorcenter.org_____

Each party may change its address or email address for notice purposes by providing written notice to the other party in accordance with the terms of this provision.

10. General Provisions

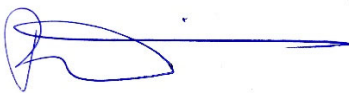
- A. Entire Agreement; Modification. This Agreement embodies and constitutes the entire agreement with respect to the subject matters hereof and all prior or contemporaneous agreements, understandings, representations, and statements are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged, or terminated in whole or in part, unless agreed to in writing by the parties.
- B. Waiver. The failure of either party to require performance by the other of any provision hereof shall in no way affect the right to require performance at any time thereafter, nor shall the waiver of a breach of any provision hereof be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy available at law or in equity.
- C. Assignment and Delegation. Except as expressly approved in the Scope of Work with respect to mammal monitoring services, neither party shall assign or delegate this Agreement or any rights, duties, or obligations hereunder without the express written consent of the other. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the successors, legal representatives, and assignees of the parties.
- D. Severability. If any provision of this Agreement is declared invalid or unenforceable, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable. In any event, the unenforceability or invalidity of any provision shall not affect any other provision of this Agreement, and this Agreement shall continue in force and effect, and be construed and enforced, as if such provision had not been included, or had been modified as provided above, as the case may be.
- E. Governing Law; Jurisdiction; Construction. This Agreement shall be constructed, performed, and enforced in accordance with, and governed by, the laws of the State of Wyoming, without giving effect to the principles of conflict of laws thereof. The parties hereto irrevocably elect as the sole judicial forum for the

adjudication of any matters arising under or in connection with this Agreement and consent to the jurisdiction of, the courts of the County of Teton, State of Wyoming, or the United States District Court for the District of Wyoming. This Agreement was negotiated by both parties and thus it shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.

- F. Section Headings. The section headings set forth in this Agreement are solely for the convenience and reference of the parties, and in no way do the headings define, limit, or describe the scope or intent of the Agreement and are to be given no legal effect.
- G. Declaration by Independent Consultant. The Consultant declares and states that it has complied with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the Services to be performed under this Agreement.
- H. Governmental Immunity. Town does not waive its governmental immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Agreement.
- I. Public Records. Any and all documents submitted to Town may be deemed a public record under the Wyoming Public Records Act, and thereby subject to examination and inspection by third parties.
- J. Authority. The individuals executing this Agreement warrant and represent that they are duly authorized to execute and deliver this Agreement.
- K. Counterparts; Digital Signatures. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the federal ESIGN Act of 2000, e.g., www.docusign.com) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes. At the request of either party, each party agrees to execute an original of this Agreement as well as any facsimile or other reproduction hereof.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their duly authorized representatives and effective as of the Effective Date.

Teton Raptor Center



By: Bryan Bedrosian, its Conservation Director

Town of Jackson

A municipal corporation
of the State of Wyoming

By: Arne O. Jorgensen, Mayor

ATTEST: _____, Town Clerk

EXHIBIT A – SCOPE OF WORK

Scope of Work – Karns Meadow Ecological Monitoring

Teton Raptor Center, PO Box 1805, Wilson, WY 83014

Contact: Bryan Bedrosian; bryan@tetonraptorcenter.org; 307-690-2450

Project Identification and Background

This Scope of Work describes the Services to be provided by the Teton Raptor Center (TRC) in connection with the Professional Services Agreement for Ecological Monitoring in Karns Meadow Park (“Agreement”). Capitalized terms not defined in this SOW have the meanings set forth in the Agreement.

General Consultant Responsibilities

TRC shall provide professional biological monitoring services for avian and mammalian communities within Karns Meadow in connection with the Town of Jackson (“Town”) pathway construction and trail development project (“Project”). Services shall include project management, deployment and maintenance of monitoring equipment, collection and analysis of biological data, preparation of reports and deliverables, and supervision and management of approved subcontractors.

Monitoring Avian Species

The goal of this work is to monitor avian communities within Karns Meadow before, during and after construction of pathways to help understand any changes in species diversity due to expanded anthropogenic use of the park. TRC has over a decade of local experience monitoring raptor and bird populations using autonomous recording units (ARUs) and has been a leader in the research and conservation communities on use of this tool. We will monitor songbird communities within Karns Meadow by deploying and maintaining four automated recording units (ARUs) across Karns Meadow to detect all bird species that are present, year-round. Since ARUs have an effective detection radius of at least 100m for most species, we have pre-determined that four records placed strategically within the park are sufficient to capture the majority of birds. Since most songbirds using this habitat are migratory, we will begin monitoring in summer 2026 to ensure we can gather pre-construction data on migrant species. ARUs will be maintained year-round to gather data on all bird use of the park, including several state-level species of greatest conservation need, such as trumpeter swans. We will help protect equipment with locks and embedded AirTags to help locate any lost or stolen equipment.

Because the goal of this work is to monitor all bird species, we will use BirdNET to determine which bird species are present in each audio segment we analyze. BirdNET is an open-source, deep-learning AI audio analysis tool developed by the Cornell Lab of Ornithology that is an efficient and effective method for avian biodiversity monitoring. We will collect and analyze 15-minute segments of audio data that are collected in moving time windows at dawn, midday, and dusk. To provide a balance of both budget and a thorough sample of all potential bird species present, we will analyze recording segments every third day (ca. 2x per week). This methodology exceeds typical point count data analysis of one 10-min point count per week (or month) and allows for more detailed analysis. Audio data collection and review will continue for the desired time frame, including pre-development, during construction, and post-development years.

Fieldwork and Audio Analysis

- Four ARUs will be deployed in the spring/summer of 2026 in Karns Meadow. These monitoring devices may be moved or removed by the Town if the Town determines that their location interferes with Town utilities or infrastructure within the park, including but not limited to wells, solar panels, or related facilities.
- TRC will change batteries and SD cards from the ARUs, as needed to maintain continuous data collection, year-round, for the duration of the project.
- Audio data will be run through BirdNET and reviewed for 20-minute time periods early, mid, and late in the day every third day.
- TRC will summarize bird species detected by day with the relative abundance of calls detected.
- Audio data will provide data for pre-development, during construction and trail development, and post-development time periods across a 3-year or longer time frame

Deliverables

TRC will provide a report to the Town of Jackson, annually, with the following details:

1. List of all bird species that are detected with a relative abundance of calls detected by species.
2. Bird species detections summarized by every third day, monthly and annually, so that detections and bird activity can be correlated to visitor and construction activity data collected by collaborators.
3. Final report will include bird species detections summarized by month with a direct comparison between pre-development, during construction, and post-development time periods to determine potential effects of development and human presence on bird communities.

Monitoring Mammal Species

TRC will sub-contract mammal monitoring in Karns Meadow to Peter Alexander. Pete has over a decade of specific experience monitoring rare mammals in Jackson Hole, such as cougars, martens, etc.

The main goal of this work is to monitor and maintain mammalian species inventory and seasonal use of Karns Meadow, with specific emphasis on mule deer and moose. Analysis will include potential seasonal anthropogenic impacts on ungulates, with emphasis on winter recreation use.

We will deploy 10 Reconyx, professional grade, motion-activated camera traps within Karns Meadow, beginning in fall 2026. Cameras will be deployed along established game trails and at natural bottlenecks, sampling from the presumed gradient of human use/disturbance (but will not be placed directly on human-designated pathways). Due to the nature of the vegetation, most cameras will need to be mounted on steel t-posts rather than affixed to trees. Cameras will be locked in protective enclosures to prevent theft or vandalism. Cameras will operate continuously; nighttime images will be illuminated by 940nm 'no-glow' IR flashes to minimize disturbance. Camera placement will generally target large mammals (e.g., deer and moose), but will also capture medium sized mammals (e.g., red fox, coyote, beaver). Smaller species (e.g., rodents, birds) may be recorded but are less likely to trigger the motion sensor. Cameras will be visited every 2-3 weeks for image downloading and routine maintenance. Camera geospatial data will be recorded using Mergin and QGIS software. Images will be tagged and cataloged using Digikam photo management software; analyses will be done with the statistics program R. If required by Town, images can be preliminarily filtered through an automatic 'human face blurring' package to protect individuals' privacy. In the event that camera recordings capture apparent criminal activity or conduct reasonably believed to

constitute a violation of law, Consultant shall promptly report such activity to the Town Police Department and cooperate with lawful requests for access to relevant recordings or associated data.

These monitoring devices may be moved or removed by the Town if the Town determines that their location interferes with Town utilities or infrastructure within Karns Meadow, including but not limited to wells, solar panels, or related facilities.

Deliverables:

An annual report will be provided to the Town, which will include analysis of:

- 1) a basic species inventory, with detection counts for each species
- 2) seasonal use plots for moose, mule deer, and any other species with sufficient detection data
- 3) an analysis of human disturbance effects on wildlife, with a focus on moose and mule deer.

Human disturbance will be quantified using spatial distance from trails, development, and construction activity; this may be supplemented by camera trap and audio recorder data and, if available, pedestrian traffic counter data provided by TOJ or partners. Using generalized linear mixed models (GLMMs), we will assess the effects of these disturbance metrics on two response variables: species detection rates (see Naidoo and Burton 2020, Iannarilli et al. 2021) and daily activity patterns (see Iannarilli et al. 2025).



Possible camera trap locations in Karns Meadow.

Lit cited

- Iannarilli, F., J. Erb, T. W. Arnold, and J. R. Fieberg. 2021. Evaluating species-specific responses to camera-trap survey designs. *Wildlife Biology* 2021:wlb.00726.
- Iannarilli, F., B. D. Gerber, J. Erb, and J. R. Fieberg. 2025. A 'how-to' guide for estimating animal diel activity using hierarchical models. *Journal of Animal Ecology* 94:182–194.
- Naidoo, R., and A. C. Burton. 2020. Relative effects of recreational activities on a temperate terrestrial wildlife assemblage. *Conservation Science and Practice* 2:e271.

Fees and Payment Terms

Compensation

The cost for TRC's biological monitoring services for a three-year period is set forth in detail in Exhibit A-1, attached hereto and incorporated herein by this reference.

Invoicing and Payment

TRC shall submit itemized invoices on a quarterly basis during the term of the Agreement; provided, however, TRC may submit a separate invoice for reimbursement of monitoring equipment purchased for the Project within thirty (30) days after such equipment is purchased.

The Town shall pay undisputed invoice amounts in accordance with the payment provisions of the Agreement.

VERDIS LLC
PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”), is made effective May 1, 2026 (“Effective Date”) by and between Verdis LLC, a Nebraska limited liability company (“Verdis”), and the Town of Jackson, a municipal corporation of the State of Wyoming, with a place of business at 150 E Pearl Avenue, Jackson, WY 83001 (“Client”). “Party” or “Parties” shall mean, individually, Verdis or Client as the context requires and, collectively, Verdis and Client.

RECITALS

WHEREAS, Verdis is a provider of sustainability consulting services (the “Services”);

WHEREAS, Client desires to retain Verdis to work on a project or projects as set forth in a “Statement of Work” to provide the Services; and

WHEREAS, Verdis desires to be retained by Client to work on such project or projects.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby covenant and agree as follows:

AGREEMENT

1. **Scope of Services.** Verdis shall provide the Services described in a Statement of Work. Each Statement of Work agreed upon by the Parties shall be signed by the Parties and shall be attached to this Agreement and incorporated herein by reference. In the event of any conflict between this Agreement and a Statement of Work, the terms and conditions of this Agreement shall control. Verdis shall not commence performance of any Services until the Parties have executed a Statement of Work documenting the Services. A Statement of Work may be amended from time to time only by written mutual agreement of the Parties.

2. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue until all Statements of Work entered into hereunder have been completed or terminated, unless earlier terminated in accordance with Section 7.

3. **Client’s Duties and Responsibilities.** Client shall provide Verdis with all data, files, and other information relevant to the Services to be performed hereunder (“Client Materials”), within the timeframe agreed upon in the applicable Statement of Work. Client shall provide Verdis with on-site access and assistance as may reasonably be required by Verdis to properly perform the Services. Client is required to remain actively engaged in any project that is the subject of a Statement of Work weekly until completion. If a project is inactive for more than 30 days due to any action or inaction on the part of Client, the Verdis resource may be subject to reassignment to other projects thereby delaying Client’s project until a future Verdis resource can be re-engaged. Client is responsible for user acceptance testing related to the Service including approving test results. Verdis shall be responsible for developing test plans, performing quality assurance testing, and remediating any defects identified during testing.

4. **Relationship of Parties.** It is understood and agreed that Verdis will provide the Services on a professional basis and as an independent contractor and that during the performance of the Services, Verdis will not be considered an employee, partner, agent, or joint venture partner of Client within the meaning or the applications of any federal, state, or local laws or regulations, including but not limited to laws or regulations covering unemployment insurance, old age benefits, worker's compensation, industrial accident, labor, or taxes of any kind. Verdis shall not be entitled to any benefits that may be afforded from time to time to Client employees, including without limitation, vacation, holidays, sick leave, retirement benefits, health or disability benefits, worker's compensation, unemployment insurance, and any other employment benefits of any kind. Further, Client shall not be responsible for any such withholding or paying of taxes or social security. Neither party shall have the right, power, or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.

5. **Fees and Payments.** Client shall pay the amount set forth in the Statement of Work, which includes reasonable expenses, in accordance with Verdis' established rates and minimums in effect at the time the Services are rendered, or such other rates or amounts as may be specified in the applicable Statement of Work; provided, however, that Verdis's right to invoice and receive payment for any portion of the fees shall be contingent upon Verdis's timely achievement of the applicable benchmarks and milestones set forth in the Statement of Work. If Verdis fails to timely meet a benchmark or milestone, Client shall not be obligated to pay the corresponding invoice until such benchmark or milestone has been achieved to Client's reasonable satisfaction. Client is responsible for any and all federal, state, dominion, provincial or local sales, use, personal property, excise, or other taxes, fees or duties arising from or related to this Agreement (other than taxes based on Verdis's net income). All payments for fees, taxes and expenses must be made within thirty (30) days of receipt of a proper invoice. In any proceeding to collect amounts due, the prevailing Party is entitled to the costs of collection (including reasonable attorneys' fees and expenses).

6. **Intellectual Property Rights.**

6.1 **Client Work Product.** Verdis shall have no interest in the Client Materials provided under this Agreement, and Client shall be the sole owner of all such Client Materials, as well as all works within the scope of a Statement of Work that are authored, produced, developed or reduced to practice by Verdis during its performance of a Statement of Work (the "Work Product"). Furthermore, Client shall be the sole owner of any and all intellectual property rights, including without limitation, all patent, copyright, trademark and trade secret rights in and to the Work Product. Client shall have the right to secure appropriate registration and protection for any and all intellectual property rights in and to the Work Product. Accordingly, Verdis hereby expressly assigns all right, title and interest in and to the Work Product, including any and all patent, copyright, trademark and/or trade secret rights thereto, to Client, and agrees to execute all documents required to evidence such assignment. Verdis also hereby waives any and all claims it may now or hereafter have in any jurisdiction to so-called "moral rights" or rights of "droit moral" with respect to the use, results and/or proceeds of Verdis's Services and Work Product. Accordingly, the Parties agree that Client will, in addition to any other remedies available to it at law or in equity, be entitled to the issuance of injunctive relief to enforce the provisions hereof, immediately and without the necessity of posting a bond. This provision shall survive the termination of this Agreement. Notwithstanding the foregoing, Verdis hereby reserves and does

not transfer any right, title or interest in and to any and all technology or know-how in the Verdis Materials, as defined in Section 6.2 below.

6.2 **Verdis Materials.** Verdis shall continue to own all right, title and interest (including any intellectual property rights embodied therein or pertaining thereto) in and to Verdis's existing proprietary methodologies, concepts, templates, work approaches, know-how and techniques (collectively, the "Verdis Materials"). To the extent that any Verdis Material is incorporated into or necessary to use in any deliverable to Client, Verdis hereby grants to Client a non-exclusive, worldwide, royalty-free, perpetual, irrevocable, transferable right and license, to use, reproduce, distribute, create derivative works based on, display, perform and otherwise exploit the Verdis Material, solely to the extent necessary for Client (a) to fully exercise and exploit all of Client rights in all Work Product (including any modifications, improvements and derivatives thereof) and/or (b) to obtain the benefit of the Services.

7. **Confidential Information.** Both Parties acknowledge that the Client Materials, the Work Product, related documentation, and other information that should reasonably be considered confidential in light of the circumstances, including, but not limited to financial information, business plans, trade secrets and confidential information related to each Party's business (collectively "Confidential Information"), which may be provided by one Party or its authorized representative ("Disclosing Party") to the other ("Receiving Party") is the confidential information of such Party. The Receiving Party agrees not to disclose the Confidential Information to third parties or use the Confidential Information other than in connection with the rights and obligations under this Agreement or as required by applicable law. The Receiving Party will use reasonable security measures to protect Disclosing Party's confidential and trade secret information. Confidential Information shall not include information: (i) already in the Receiving Party's possession at the time of disclosure, (ii) that is or later becomes part of the public domain through no fault of the Receiving Party, or (iii) that is required to be disclosed pursuant to law or court order, provided that the Receiving Party shall notify the Disclosing Party prior to such disclosure and assist the Disclosing Party in preventing or limiting such required disclosure.

8. **Termination.** This Agreement and/or any Statement of Work entered into hereunder may be terminated by either Party if the other Party (i) fails to pay any amount due under this Agreement within thirty (30) days after written notice of such nonpayment; (ii) commits a material breach of this Agreement or a Statement of Work, which breach, if capable of being cured, is not cured within thirty (30) days of a written notice of termination; (iii) terminates or suspends its business, becomes insolvent, admits in writing its inability to pay its debts as they mature, makes an assignment for the benefit of creditors, or becomes subject to direct control of a trustee, receiver or similar authority, or becomes subject to any bankruptcy or insolvency proceeding under federal or state statutes which is not rescinded within forty-five (45) days. Termination of a Statement of Work shall not affect Client's obligation to pay for Services rendered pursuant to such Statement of Work prior to termination. Termination of this Agreement or a Statement of Work shall not be deemed a termination of any other Statement of Work or this Agreement, unless specifically provided for by the terminating Party.

In addition, Client may terminate this Agreement and/or any Statement of Work, without penalty or further obligation, in the event sufficient appropriations or funding are not made available to Client by appropriation, budget adoption, or other lawful means necessary for Client to continue performance under this Agreement. Client shall provide Verdis with written notice of such

nonappropriation termination as soon as reasonably practicable. In the event of termination for nonappropriation, Client shall remain responsible for payment for all Services properly performed and accepted prior to the effective date of termination, subject to the applicable maximum amount authorized under the applicable Statement of Work, and Verdis shall have no right to recover or claim any lost profits, consequential damages, termination charges, or unperformed future work arising from such termination. Upon receipt of a notice of termination for nonappropriation, Verdis shall promptly cease all further work under the terminated Agreement or Statement of Work except as otherwise directed by Client.

This Agreement may be canceled with or without cause by Client by providing 30 days' notice in writing. In the event of an early termination, Verdis shall be paid for all Services rendered up to the date of termination, such payment not to exceed the maximum amount specified in a Statement of Work, notwithstanding anything contained within this Agreement. Notwithstanding Section 8(i) above, Verdis shall not have the right to terminate this Agreement or any Statement of Work for Client's nonpayment of any invoice to the extent that Client's obligation to pay such invoice has not yet arisen pursuant to Section 5, including where Verdis has not timely achieved the applicable benchmark or milestone to Client's reasonable satisfaction.

9. **Data Return/ Transition Assistance.** Upon expiration or termination of this Agreement or any Statement of Work, and upon Client's written request, Verdis will promptly (a) return to Client or, at Client's option, securely destroy all Client data, files, and other Client Materials in Verdis's possession or control; and (b) deliver to Client the then-current Dashboard files, configurations, and documentation that constitute Work Product, in a commercially reasonable, usable format. The foregoing is subject to Verdis's ownership of Verdis Materials, and Client's licenses thereto as set forth in Sections 6.1 and 6.2.

10. **Warranty.** Verdis warrants to Client that Verdis shall provide Services in a professional and workmanlike manner. EXCEPT AS OTHERWISE SET FORTH HEREIN, Verdis MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESSED OR IMPLIED, WITH RESPECT TO THE SERVICES OR WORK PRODUCT, THEIR QUALITY, PERFORMANCE, NONINFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

11. **Indemnification; Limitation of Liability.** Verdis shall defend, indemnify and hold harmless Client, its trustees, officers, agents, employees and/or assigns, from any and all claims, demands, actions and causes of action against Client, whether groundless or not, in connection with any and all injuries, losses, damages or liability of any kind whatsoever arising, directly or indirectly, out of Verdis's performance of the Services and/or the use, exploitation, distribution, or sale of the Work Product arising from Verdis's performance of the Services. This indemnification obligation shall include, without limiting the generality of the foregoing, reasonable attorney fees and other costs or expenses incurred in connection with the defense of any and all such claims, demands, actions, or causes of action. NOTWITHSTANDING ANYTHING ELSE HEREIN, ALL LIABILITY OF THE PARTIES SHALL BE LIMITED TO THE MONEY PAID BY CLIENT UNDER THE APPLICABLE STATEMENT OF WORK; PROVIDED, HOWEVER, THAT THE FOREGOING LIMITATION SHALL NOT APPLY TO LIABILITY ARISING FROM VERDIS' BREACH OF SECTION 7 (CONFIDENTIAL INFORMATION) OR WILLFUL MISCONDUCT. THIS LIMITATION OF LIABILITY IS CUMULATIVE AND NOT PER INCIDENT. IN NO EVENT SHALL EITHER PARTY BE

LIABLE FOR ANY INCIDENTAL SPECIAL OR CONSEQUENTIAL DAMAGES, LOST PROFITS, OR LOST DATA, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EVEN IF THE OTHER PARTY HAS BEEN INFORMED OF THE POSSIBILITY THEREOF. No action, regardless of form, relating to or arising out of any Services may be brought by either Party more than two (2) years after the date of completion of such Services.

12. **Notice.** Any notice, request, demand, consent, approval, or other communication required or permitted under this Agreement shall be in writing and shall be deemed duly given (i) when delivered personally to the recipient, (ii) when sent by certified mail, return receipt requested, to the address specified below, or (iii) when sent by email to the email address specified below, provided that the sender has not received a delivery failure notification. A notice sent by email shall be deemed received on the date and time the email is sent, provided that (a) the email is sent to the recipient's designated email address as set forth below, (b) the sender does not receive a bounce-back or delivery failure notification, and (c) if the notice is sent outside of normal business hours (9:00 AM to 6:00 PM on business days), the notice shall be deemed received at 9:00 AM on the following business day:

Verdis:
950 S. 10th St. #010
Omaha, NE 68108

craig@verdisgroup.com

Town:
P.O. Box 1687
Jackson, Wyoming 83002
clerk@jacksonwy.gov

Each Party may change its address or email address for notice purposes by providing written notice to the other party in accordance with the terms of this provision.

13. **Governmental Immunity.** Client does not waive its governmental immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Agreement.

14. **Counterparts; Digital Signatures.** This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the federal E-SIGN Act of 2000, e.g., www.docusign.com) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes. At the request of either Party, each Party agrees to execute an original of this Agreement as well as any facsimile or other reproduction hereof.

15. **Miscellaneous Provisions.** Neither Party shall transfer or assign this Agreement and any such attempted assignment or transfer shall be void and without effect. This Agreement is governed by the laws of the State of Wyoming without regard to conflicts of law provisions, with venue in Teton County, Wyoming. A Party's waiver of or delay in asserting a breach of this Agreement or any right hereunder shall not constitute a waiver of such right. If any provision of this Agreement is held to be unenforceable, that provision shall be limited to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect. This Agreement,

including any Statements of Work, constitutes the entire agreement between the Parties hereto related to any Services, and any and all written or oral agreements are expressly canceled. Any modifications of this Agreement or any Statement of Work must be in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives as of the Effective Date.

VERDIS LLC

TOWN OF JACKSON

By: Craig Moody

By Arne O. Jorgensen

Title: Managing Partner

Title: _Mayor

Signature: Craig Moody

Signature: _____

Date: May 21, 2026

Date: _____

Attest: _____

_____ Town Clerk

STATEMENT OF WORK TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN VERDIS LLC AND THE TOWN OF JACKSON, WYOMING

Verdis LLC (“Verdis”) and the Town of Jackson, Wyoming (“Client”) enter into this Statement of Work on May 1, 2026. This Statement of Work shall be governed by the Professional Services Agreement dated May 1, 2026 (the “Agreement”) between Verdis and Client. Unless otherwise defined in this Statement of Work, capitalized terms have the meaning established for such terms as set forth in the Agreement. Verdis agrees to complete the following project in accordance with the Agreement and in accordance with the following terms:

I. Project Overview.

Verdis will build and provide ongoing support of Client’s progress dashboard for Client’s sustainability plan (“Dashboard”).

II. Scope of Work (“Work”)

Tasks and deliverables are included in Attachment A, which is Verdis Group’s proposal dated March 2, 2026 (“Proposal” or “Attachment A”).

With respect to the Dashboard handoff and ongoing management and troubleshooting of the Dashboard, Verdis will perform Option 1 in the Proposal, which includes Verdis updating the Dashboard biannually with Client-provided data, and Verdis completing any Client-requested formatting or structural updates to the Dashboard design.

No-Usage Fee Clarification. For ongoing Dashboard updates under Option 1, Verdis will invoice time and materials only for actual update work requested by Client and performed by Verdis. If Client does not request an update or maintenance task in a given period, no time-and-materials charges will accrue for that period.

III. Responsibilities of the Parties

The Parties’ responsibilities under this Statement of Work shall be as follows:

Verdis agrees to complete all Work in accordance with the Schedule of Work as included in Section IV below. Client agrees to abide by the same Schedule of Work and provide all necessary Client Materials and other information in a timeframe consistent with the Schedule of Work.

Throughout the course of the project, Verdis will rely on the Client for involvement in the process. Client’s involvement will include, but not be limited to:

- (a) Participating in a regular project status meetings and workshops
- (b) Providing requested information
- (c) Responding to Verdis inquiries in a timely manner

Client understands that the inability or failure to provide a minimum amount of information in a timely manner may reduce the effectiveness of the Work Product, and that in such instance Verdis is not responsible for less effective or incomplete Work Product.

If Client is unable to provide the (a) necessary information, (b) access to Client's staff, or (c) necessary decisions or answers in a timely manner such that the agreed upon project timeline is delayed, or if Client requests that a project be suspended or delayed for more than 30 days, the terms of suspension or delay will be set forth in a new Statement of Work. Additional fees may be incurred when the project resumes, including, but not limited to, increased professional service rates, planning, defining scope, reviewing, and documenting completed work, and educating new project team members. Client acknowledges that Verdis is not obligated to provide the same project team members that were assigned to the Project prior to the suspension or delay.

All work will be performed remotely.

IV. Schedule of Work

The initial development and launch of the Dashboard is expected to take approximately 14 - 16 weeks. The Parties expect to launch the Work on a mutually agreeable date, which is assumed to be early June 2026. Parties will mutually agree on a timeline and project plan once the Work commences.

This Statement of Work automatically renews annually unless terminated by either Party upon at least 30 days written notice prior to the end of the then-current annual term.

V. Fees

The Client agrees to pay Verdis a fixed fee of NINETEEN THOUSAND SEVEN HUNDRED AND EIGHTY DOLLARS (\$19,780.00) for the initial development, testing and delivery of the Dashboard. For ongoing updates under Option 1, in any Town of Jackson fiscal year, time-and-materials fees shall not exceed \$30,000.00 in aggregate without Client's prior written approval.

These fees do not include reimbursable expenses, which will be billed separately as incurred. Reimbursable expenses are limited to the following categories, when reasonably incurred in performing the Work and pre-approved in writing by Client: (a) third-party data acquisition fees; (b) third-party software or hosting fees uniquely required for the Dashboard and not covered by Verdis's waived subscription through June 30, 2031; (c) courier or shipping costs for physical media or materials requested by Client; and (d) taxes, fees, or duties assessed on reimbursable items. No travel expenses will be charged, as all work will be performed remotely. Verdis will itemize reimbursable expenses on invoices and provide reasonable supporting documentation.. If

reimbursable expenses occur, they will be invoiced separately as incurred and approved by the Client.

Client shall pay the fixed fee in four equal installments of \$4,945 tied to the milestones set forth herein. Verdis shall invoice Client upon achievement of the following benchmarks and milestones, each as verified and accepted by Client as follows:

- A. Invoice #1 \$4,945, due upon completion and Client acceptance of project kickoff, requirements gathering, and Dashboard design specifications (targeted for June 30, 2026)
- B. Invoice #2 \$4,945, due upon completion and Client acceptance of initial Dashboard prototype/framework build (targeted for July 21, 2026)
- C. Invoice #3 \$4,945, due upon completion and Client acceptance of data integration and Dashboard testing phase (targeted for August 25, 2026)
- D. Invoice #4 upon delivery of the final Dashboard: \$4,945

The Client agrees to pay Verdis on a time and materials basis for ongoing Dashboard updates. Verdis's 2026 billable rates are as follows:

Staff	Hourly billable rate
Partner	\$330
Manager	\$270
Senior Associate	\$235
Associate	\$180
Analyst	\$140
Marketing Coordinator	\$135
Operations Coordinator	\$135

These hourly rates will increase on January 1 of each year in accordance with the Social Security Administration's standard cost of living adjustments, provided that no single annual increase shall exceed 3%.

No Retainer; No Charge Absent Work. There is no retainer for ongoing updates. Verdis will not invoice time for monitoring or standing availability unless expressly requested and performed.

Verdis Group's annual subscription fees for its dashboards are \$6,500. These annual fees are waived for the Client through June 30, 2031.

For any work not included as part of this Statement of Work, Client and Verdis shall mutually agree and establish a fee schedule.

IN WITNESS WHEREOF, the Parties have executed this Statement of Work by their duly authorized representatives as of the date set forth above.

VERDIS LLC

TOWN OF JACKSON

By: Craig Moody

By Arne O. Jorgensen

Title: Managing Partner

Title: Mayor

Signature: Craig Moody

Signature: _____

Date: May 21, 2026

Date: _____

ATTEST: _____
_____, Town Clerk

Town of Jackson
STREET AND UTILITY EASEMENT

The undersigned, authorized representative for **HR 28, LLC**, a Wyoming LLC, having a mailing address of PO Box 433, Sun Valley, ID 83353 ("Grantor"), for good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto the **Town of Jackson**, a municipal corporation of the State of Wyoming, of P.O. Box 1687, Jackson, Wyoming, 83001 and to its successors and assigns, ("Grantee"), a perpetual non-exclusive easement and right of way easement in, on, over, under, across, and through that property described on the Legal Description, attached hereto as Exhibit A and incorporated herein by this reference ("Easement Area"), for the right to:

lay out, construct, maintain, and use a roadway and appurtenant sidewalk for public access, ingress, and egress, together with the right to install, operate, and maintain public utilities and appurtenances thereto, including but not limited to sanitary sewer, water, stormwater, streetlights, gas, communications and electricity.

Together with all necessary and reasonable rights of ingress and egress for the location and repair of roadway and appurtenant sidewalk and utilities, and to cut, trim, spray herbicides, or remove trees, shrubbery, undergrowth or other obstructions interfering with the repair and maintenance of the roadway and appurtenant sidewalk and utilities.

Grantee agrees that the roadway, appurtenant sidewalk and related facilities installed on or under the described lands shall remain the property of and be removable by the Grantee in its sole discretion.

Grantee shall, at its sole cost and expense, reasonably repair physical damage to Grantor’s property immediately adjacent to the Easement Area that is directly and materially caused by Grantee’s installation, construction, use, maintenance, repair, or replacement activities within the Easement Area by Grantee or its agents, employees, or contractors, conducted pursuant to this Street and Utility Easement. Such repair shall restore only the affected portion of the adjacent property to a condition reasonably comparable in function and utility to that existing immediately prior to such damage, ordinary wear and tear and pre-existing conditions excepted.

Snow removal within the Easement Area shall be performed by Grantee in accordance with its generally applicable snow removal policies and practices for similarly situated public streets in the Town of Jackson.

Nothing in this Street and Utility Easement shall be construed as a waiver, limitation, or modification of any immunity, defense, or limitation of liability available to Grantee under the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101 et seq., or other applicable law. All such immunities and defenses are expressly preserved.

This Street and Utility Easement shall run with the land and shall be binding upon the Grantor and its successors and assigns.

The effective date of this agreement is the ____ day of _____, 2026.

[REMAINDER OF PAGE IS INTENTIONALLY BLANK – SIGNATURES FOLLOW ON NEXT PAGE]

GRANTOR:

HR 28, LLC
A Wyoming LLC

By: _____

STATE OF Wyoming)
) ss.
COUNTY OF Teton)

This instrument was acknowledged before me on _____, 2026
by _____, acting as its _____.

Notary Public
My commission expires: _____

GRANTEE:

TOWN OF JACKSON
MUNICIPAL CORPORATION OF THE STATE OF WYOMING

By: Arne Ol Jorgensen
Its: Mayor

ATTEST:

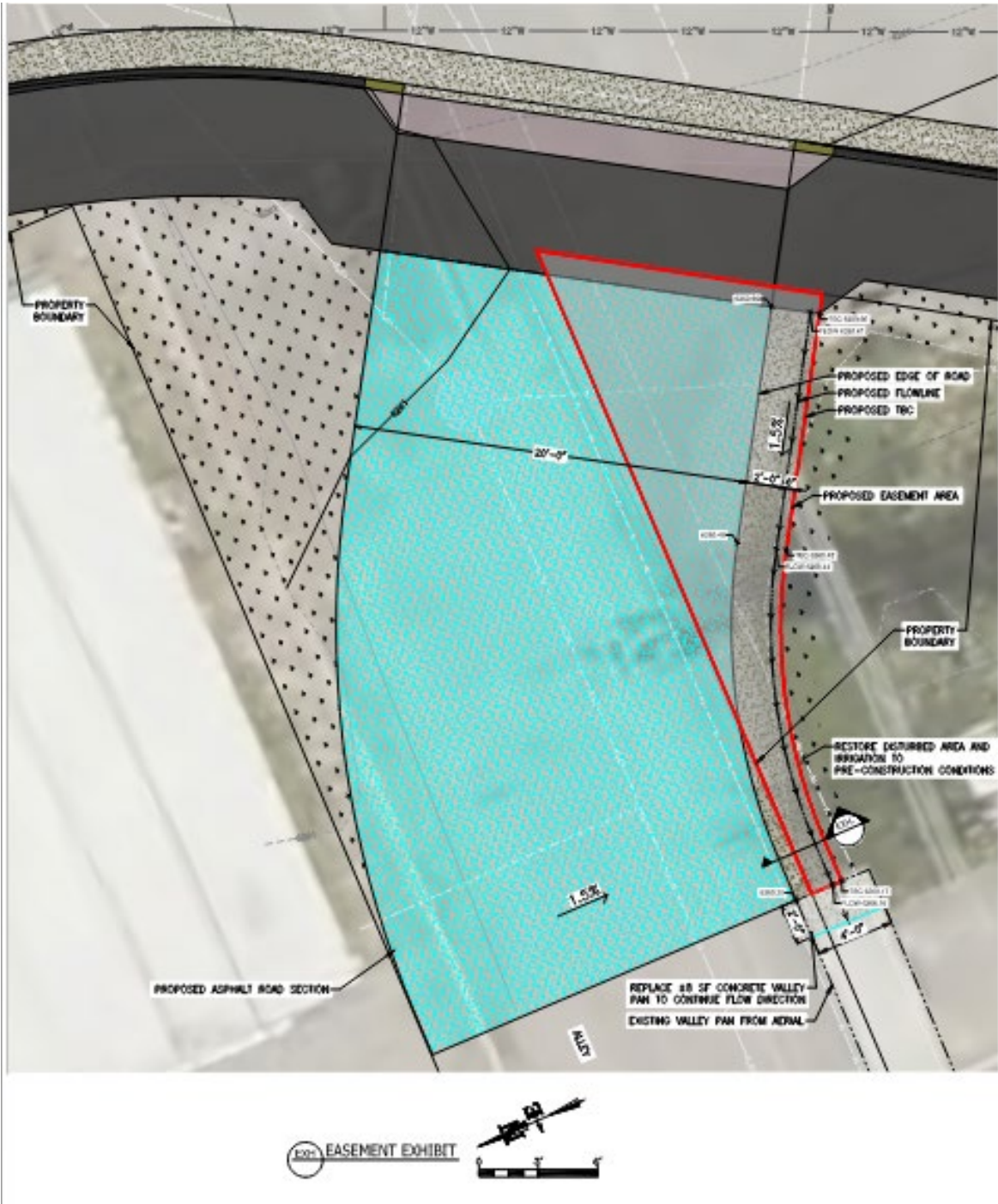
By: _____
Its: Town Clerk

STATE OF WYOMING)
)ss
COUNTY OF TETON)

This instrument was acknowledged before me on _____, 2026 by Arne O. Jorgensen, as Mayor of the Town of Jackson, and _____ as the Town Clerk of the Town of Jackson.

Notary Public
My commission expires: _____

EXHIBIT A
EASEMENT AREA



NOTE: REPLACE DRAFT WITH FINAL EXHIBIT AND LEGAL PRIOR TO RECORDING

EXHIBIT A
LEGAL DESCRIPTION

Being part of that Lot 1, Block 3 Meadowland Subdivision, Plat 127 records of the Clerk of Teton County and located within the NE1/4SW1/4 Section 34, Township 41 North, Range 116 West of the Principal Meridian, Teton County, Wyoming and more particularly described as follows:

Beginning at the northeast corner of said Lot 1 thence along the east boundary of said Lot 1 S32°22'09" W, a distance of 15.62 feet to a point;

Thence departing said east line N58°12'58" W, a distance of 13.45 feet to a point being a circular curve to the left,

Thence along said curve having a radius of 20.50 feet, a chord distance of 8.72 feet, bearing N70°22'42" W, through a central angle of 24° 33' 16", an arc distance of 8.79 feet to a point;

Thence N09°04'38" E, a distance of 3.50 feet to a point on the north line of said Lot 1;

Thence along said north line S89°25'42" E, a distance of 27.46 feet to the Point of Beginning.

Said Parcel contains 203.99 square feet more or less and is subject to easements, rights-of-way, reservations, and restrictions, of sight and/or of record.

Basis of bearing is S32°22'09" W along the east line of said Lot 1.

Lucas D. Rudolph
Wyoming PLS 15442
Nelson Engineering
Project 21-411-04
December 8, 2025

EXHIBIT B

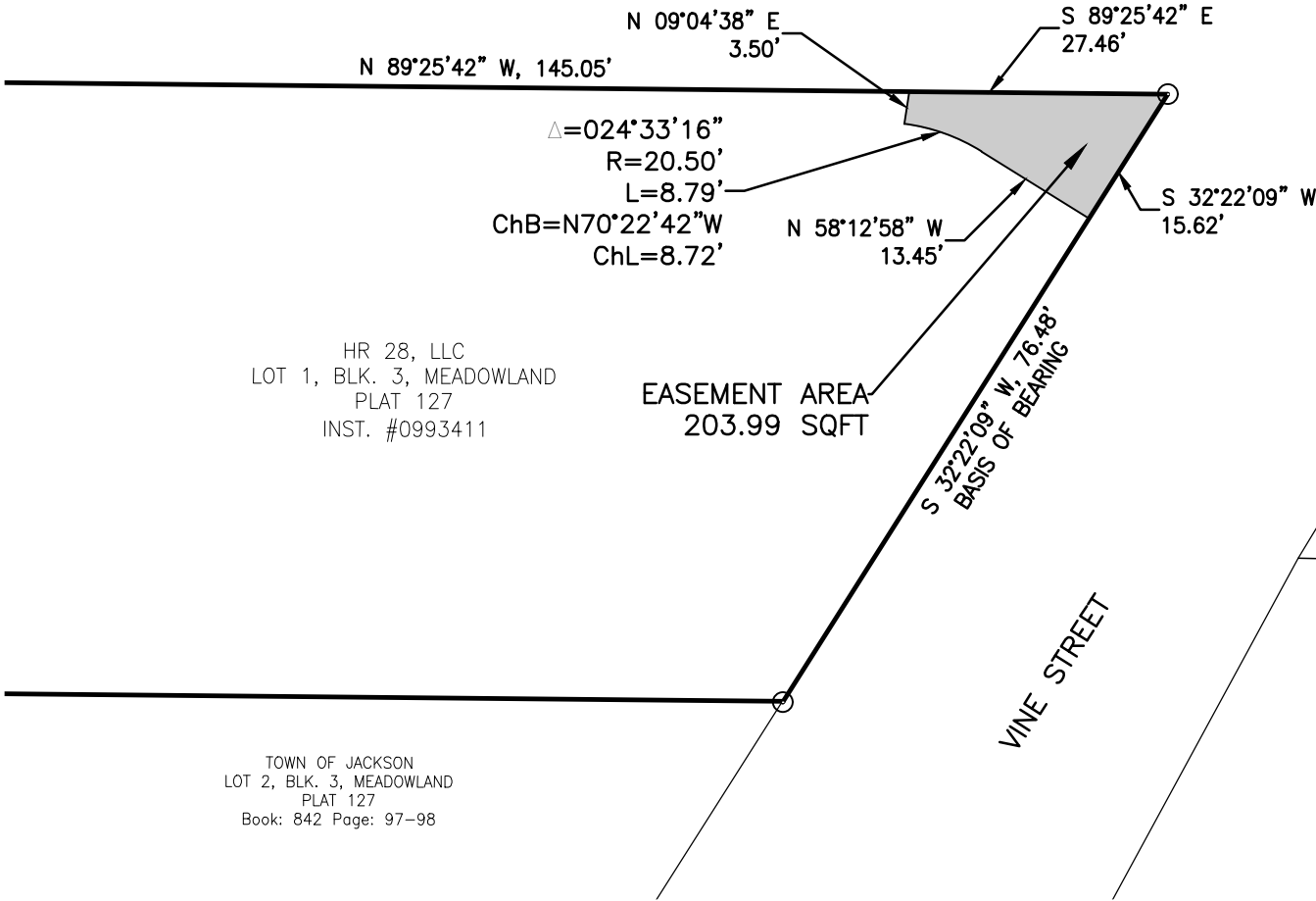
DEIDRE ANNE ASHLEY
LOT 10, THE ARBOR PLACE
PLAT 1121
Book: 0560 Page: 01103

RUSSELL & YVONNE WOOD
LOT 11, THE ARBOR PLACE
PLAT 1121
Book: 0561 Page: 00428

REBECCA HUNINGTON
LOT 12, THE ARBOR PLACE
PLAT 1121
Book: 0560 Page: 00224

CHRISTOPHER J. & LAUREN A. DICKEY
Book: 908 Page: 674-675

ALLEY



LEGEND

- = PROPERTY LINE
- = ADJACENT PROPERTY LINE
- = FOUND REBAR



SCALE 1" = 20'

PART OF LOT 1, BLK 3
MEADOWLAND SUBDIVISION
PLAT 127
SEC 34, T41N, R116W,
TETON COUNTY WYOMING

DRAWING NO	DRAWING TITLE	DATE	12-5-2025
1	LOT 1, BLK 3 MEADOWLAND	ENGINEERED	
JOB NO	445 VINE STREET	DRAWN	AR
21-244-04	JACKSON, WYOMING	CHECKED	LR
		APPROVED	LR

NELSON
ENGINEERING

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

CRANE SWING AGREEMENT

THIS CRANE SWING AGREEMENT (“**Agreement**”) is made and entered into by and between the Town of Jackson, Wyoming (“**Town**”), a municipal corporation of the State of Wyoming, and Teton County, a duly organized county of the State of Wyoming (“**Owner**”).

RECITALS

WHEREAS the Owner is the owner of the property described as:

Street Address: 180 S. King Street, Jackson Wyoming

Legal Description: PT. Lot 2 and 3, Block 5, Cache Creek Third Addition, Plat No. 605, as recorded in the Office of the Teton County, Wyoming Clerk on May 15, 1986

PIDN: 22-41-16-34-2-07-003

(collectively the “**Building Site**”);

WHEREAS the Town is the owner of the property described as:

Street Address: 150 E. Pearl Ave, Jackson Wyoming

Legal Description: Lot 1, Block 5, Cache Creek Third Addition, Plat No. 605, as recorded in the Office of the Teton County, Wyoming Clerk on May 15, 1986

PIDN: 22-41-16-34-2-07-004;

And the following Public-Right-of-Ways:

1. South King Street
2. East Simpson Avenue
3. South Willow Street
4. The alley north of the Building Site

(collectively the “**Town Property**”);

WHEREAS the Owner is developing The Teton County Justice Center on the Building Site (“**Project**”);

WHEREAS the Owner means Teton County and any employee, contractor, subcontractor, assign, licensor, or other person having a direct or indirect contract with Teton County, or with any other contractor or subcontractor of Teton County, who has been hired to assist with the Building Site or Project; and

WHEREAS as part of the Project construction process, the Owner wishes to erect a crane on the Building Site, which crane, will, from time to time, swing through a portion of the air space above the Town Property;

WHEREAS in accordance with the terms of this Agreement, the Town has agreed to grant the Owner permission to swing the crane within the airspace above the Town Property in accordance herewith; and

NOW THEREFORE in consideration of the mutual covenants herein contained, and the Recitals above, which are true and correct and are incorporated herein as if repeated in their entirety below, and as further consideration for the Town’s approval, the sufficiency of which is hereby acknowledged by the parties hereto, the parties agree as follows:

1.0 GRANT OF RIGHT TO TEMPORARILY USE AIRSPACE

- 1.1 The Town hereby grants to the Owner a temporary, non-exclusive right to utilize that portion of the airspace above the Town Property depicted in the plan(s) set forth in Exhibit A, made a part hereof by this reference, (“**Airspace**”), for the anticipated presence and use of its crane or any part of its crane including but not limited to the jib and counter- jib (collectively, the “**Crane**”), as depicted in the plan(s) set forth in Exhibit A, through the Airspace from time to time for the purpose of constructing the Project, subject to the terms and conditions contained in this Agreement. The Town’s acceptance of the plan(s) set forth in Exhibit A does not imply that the Town and/or its consultants have any liability whatsoever, or have waived any rights or remedies, in respect of any deficiencies in that plan(s).
- 1.2 This Agreement only grants the Owner rights within the Airspace and not the airspace of any other property owned by the Town.
- 1.3 The Airspace is generally depicted on Exhibit A. The Owner shall have the right to make non-material modifications to the Airspace and any such non-material modifications shall automatically amend the location of the Airspace without any further action on the part of the parties.

2.0 TERM

- 2.1 The term of this Agreement (“**Term**”) shall commence on the date of execution of this Agreement

("Commencement Date") and shall expire upon acceptance, evidenced by signature, by the Town Engineer of the Owner’s written notification stating that the crane has been removed, that all of the Owner’s obligations under this Agreement have been satisfied, and the Owner is not in default under the terms of this Agreement.

3.0 FEES AND SECURITY

- 3.1 Not Applicable.
- 3.2 Not Applicable
- 3.3 Not Applicable.

4.0 PARTY REPRESENTATIVES

- 4.1 Town hereby designates the Public Works Director to act as its representative for the performance of this Agreement. The Town’s representative shall have the power to act on behalf of the Town for all purposes under this Agreement. If for any reason the Town’s representative is unavailable to execute performance under this Agreement, the Town further agrees to provide written notice, in accordance with Section 17 (Notice), of an alternate representative authorized to act on behalf of the Town.
- 4.2 Owner hereby designates Tom Farrens to act as its representative for the performance of this Agreement. The Owner’s representative shall have the power to act on behalf of the Owner for all purposes under this Agreement. If for any reason the Owner’s representative is unavailable to execute performance under this Agreement, the Owner further agrees to provide written notice, in accordance with Section 17 (Notice), of an alternate representative authorized to act on behalf of the Owner.
- 4.3 Representative contact information is as follows:

TOWN’ REPRESENTATIVE:	OWNER’S REPRESENTATIVE:
Public Works Director	Director of General Services
Johnny Ziem	Patrick McGaugh
P.O. Box 1687	PO Box 3594
Jackson, WY 83001	Jackson, WY 83001
jziem@jacksonwy.gov	pmcgaugh@tetoncountywy.gov
307 739-3079 ext 1401	307 699-7422

5.0 CONDITIONS

- 5.1 The Owner covenants, acknowledges, and agrees that this Agreement and the Owner’s exercise of the rights granted in this Agreement are subject to the following terms and conditions:
 - 5.1.1 In no event shall the Owner operate the Crane at any time to swing, load, unload, or hoist any objects, materials or other live loads over any portion of the Town Property or within the Airspace that is occupied by persons, except when the Owner or general contractor has secured an approved Public-Right-of-Way Permit for the Town Property over which the load is being lifted.
 - 5.1.2 Prior to the installation and operation of the Crane, the Owner shall have an approved construction management plan.
 - 5.1.3 The Owner covenants and agrees that prior to the installation and operation of the Crane it shall obtain all necessary approvals and permits for the Crane from any and all applicable government authorities and agencies.
 - 5.1.4 The Owner covenants and agrees that prior to the installation and operation of the Crane it shall obtain all necessary approvals and permits for the Crane from any and all applicable government authorities and agencies.
 - 5.1.5 The Owner covenants and agrees to ensure that it erects, operates, dismantles, and removes the Crane and performs all work permitted by this Agreement and completes all engineering and other inspections in accordance with all codes, laws, rules, and regulations prescribed by all governmental or other authorities having jurisdiction with respect to such matters and in accordance with prudent construction operating procedures.
 - 5.1.6 The Owner agrees to cooperate with the Town to accommodate any Town requirements with respect to the Town’s use of the Town Property and Airspace provided such does not unreasonably interfere with the use of the Airspace by the Owner as provided herein. This includes temporarily ceasing operation of the Crane or limiting their use if required by the Town acting reasonably.
 - 5.1.7 The issuance of this Agreement does not supersede any approvals required by the Town of Jackson or any department thereof associated with the development and/or construction processes.
 - 5.1.8 When not in use, the Crane shall be secured in accordance with the written procedures of the Crane’s manufacturer subject to compliance with the requirements of any and all laws applicable thereto.
 - 5.1.9 The Owner must contact the electricity provider to make any arrangements the

provider may reasonably require to have overhead electrical lines de-energized or relocated, at no cost of the Town, prior to commencing work.

- 5.1.10 The Owner shall not release, deposit, discharge, place, or dispose of any toxic materials, substances, pollutants, contaminants, or wastes into the environment or at, on, or near the Airspace or the Town Property in contravention of any applicable laws whether into the air, land, surface water or groundwater, at any time. If any discharge, leakage, spillage, emission, or pollution of any type occurs, Owner shall provide immediate notice to the Town and, at its sole cost and expense, undertake all appropriate actions to remediate the affected property.
- 5.1.11 The Crane shall be operated in a way as to minimize interference with the reasonable use or enjoyment of the Airspace or the Town Property.
- 5.1.12 The Owner agrees and covenants to secure the Crane at all times so as to prevent unauthorized access to it and use of it.
- 5.1.13 The Owner agrees and covenants that it will only permit personnel who are trained, qualified, and certified according to all applicable laws, regulations, and standards to erect, operate, supervise, signal, dismantle, and remove the Crane.
- 5.1.14 The Owner shall cease all use of the Airspace and shall dismantle and remove the Crane as soon as it is commercially feasible to do so after its use is no longer needed for completion of the Project.
- 5.1.15 The Owner shall not permit crane loads to be left over the Town Property when the crane is not in active use.
- 5.1.16 Owner shall ensure prudent construction practices to minimize dust and debris falling on the Town Property from the operation of the crane, and Owner shall be responsible for promptly cleaning up and removing any debris falling onto the Town Property from the crane's operation.
- 5.1.17 The crane shall not be used to load or unload any materials on any portion of the Town Property, unless authorized through another executed agreement.
- 5.1.18 The crane shall not be used to transport any loads across the Town Property, unless authorized through another executed agreement.

6.0 NO REPRESENTATION OR WARRANTY

- 6.1 The Town makes no representation or warranty with respect to the condition or suitability of the Airspace for the Owner's intended use.

7.0 INDEMNITY

- 7.1 The Owner hereby agrees to defend, indemnify, and hold harmless the Town, its elected officials, employees, agents, and contractors from and against any and all liability, claims, damages, losses, expenses, and costs (including without limitation costs and fees of litigation, arbitration, mediation, and professional services) of every nature arising out of or in connection with the presence (in whole or in part), installation, use, operation, and/or dismantlement of the crane. The Owner also hereby agrees to defend, indemnify, and hold harmless the Town for any claims or causes of actions alleged to have been caused by the Town's acts and/or omissions. The indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or under workers' compensation acts, disability benefit acts, or other employee benefit acts.
- 7.2 The obligation of the Owner to hold harmless, defend, and indemnify the Town, its elected officials, employees, agents and contractors, under this Agreement, shall not and does not confer upon the Owner any right or authority to settle or take any steps, proceedings or do anything in the name of the Town, in respect of any claim, demand, action or proceeding which may be brought against the Town and in respect of which the Owner is obligated to indemnify the Town.
- 7.3 The Owner covenants and agrees that it shall take all steps necessary to avoid construction liens being registered against title to the Town Property as a result of the activities of the Owner in connection with the Crane. The Owner shall indemnify and save harmless the Town from and against all actions, causes of action, claims, demands and expenses whatsoever which the Town may incur as a result of the registration of any such construction liens. In the event of the registration of any such construction liens, the Owner covenants and agrees that within ten (10) days of receiving notice of a lien it will either take reasonable steps to discharge and vacate the same from title, or, in the alternative, commence the appropriate application seeking relief to vacate and discharge the same.
- 7.4 Nothing in this provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Wyoming Statutes, case law, or any other source of law.
- 7.5 The parties hereby expressly declare that it is neither their intention nor their agreement that any arrangements between them shall constitute or be deemed to constitute the Owner and the Town as partners, joint venturers, or agents of each other.

8.0 RELEASE AND WAIVER

- 8.1 The Owner hereby releases and forever discharges the Town, its elected officials, employees, agents and contractors, of and from any and all claims, actions, causes of action and other proceedings and any liability for damages, costs and expenses for or relating to any loss which the

Owner may suffer arising out of or occasioned by the presence of the Crane (in whole or in part), the installation, use, operation and/or dismantlement of the Crane, including any work undertaken by the Owner or the Town, its contractors or agents as permitted by this Agreement.

9.0 INSURANCE

- 9.1 The Owner covenants to take out and keep in full force and effect throughout the Term of this Agreement and until the crane is removed from the Building Site, the following insurance which shall specifically include the risks and potential liability resulting from the use and/or operation (including the erection and dismantlement) of the Crane within the Airspace:
- 9.1.1 Commercial General Liability insurance applying to all operations of the Owner which shall include coverage for bodily injury liability, property damage liability, completed operations liability, and contractual liability.
 - 9.1.2 Such coverage shall be written with limits of not less than TEN MILLION DOLLARS (\$10,000,000) per occurrence/general aggregate/products and completed operations aggregate and shall include the Owner and the Town as an additional insured. Limits may be attained by a combination of primary and excess liability policies.
- 9.2 In lieu of the Owner obtaining such insurance, it may provide to the Town a certificate of insurance including the additional insured policy endorsements, proving that the general contractor, Owner, or some combination of thereof, has(ve) taken out such insurance. All terms and conditions of this Section 9 apply equally to the general contractor if they obtain (in full or part) the insurance required hereunder.
- 9.3 Such policies shall not be non-renewed or cancelled unless written notice of such non-renewal or cancellation is given by the insurer(s) to the Town at least thirty (30) days before the effective date thereof or ten (10) days for failure to pay premium.
- 9.4 All policies of insurance stipulated herein shall be with insurers that have a A.M. Best's rating of A minus VII or greater.
- 9.5 The Owner shall deposit with the Town, simultaneously with its execution of this Agreement, a certificate of insurance on an ACORD form issued by its General Contractor, or its General Contractor's broker.
- 9.6 The Owner shall file a renewal certificate with the Town not later than one (1) month before the expiration date of any policy provided pursuant to this Agreement, until the expiration of the Term. In the event that such renewal certificate is not received, the Town shall be entitled to terminate this Agreement.
- 9.7 The issuance of such a policy of insurance shall not be construed as relieving the Owner from the responsibility for other or later claims, if any, for which it may be held responsible.

10.0 EMERGENCY CONDITIONS

- 10.1 If the Town Engineer deems in their reasonable opinion that an emergency exists or may exist as a result of the crane being or possibly becoming a hazard or a source of danger to the health and safety of the public, the Town Engineer shall immediately notify the Owner of the hazard and/or danger. The Town Engineer may require the Owner via written or oral notice, within a time specified by the Town Engineer, to take certain measures that they deem necessary, which shall be set forth in the notice, to remove the hazard, danger, or potential danger created by the Crane. Notwithstanding anything contrary herein, the Owner acknowledges that such measures may include the Town requiring the Owner to: 1) limit the use of the crane; 2) cease operation of the crane; and 3) remove the crane. Owner agrees that it will comply immediately with such requirements. If the Owner fails to comply as requested and within the time specified by the Town Engineer, then the Town Engineer may take the necessary measures on behalf of the Owner, without further notice to the Owner. Where the Town Engineer takes any action under this Section, the expenses incurred by the Town in so doing shall be promptly repaid by the Owner to the Town within thirty (30) days of the Town providing written notice to the Owner of the expenses owing. If the expenses are not paid within thirty (30) days of the Town providing notice of how much is owing, such expenses may be drawn from the Letter of Credit with no further notice to the Owner. If the Letter of Credit is insufficient to pay the outstanding amount, it will become a debt due to the Town and may be collected from the Owner in any manner permitted by law.

11.0 DAMAGE TO TOWN PROPERTY

- 11.1 The Owner agrees that in the installation, operation, placement, dismantlement, and removal of the crane, the Owner shall ensure that no damage is caused by the Owner to any part of the Town Property. In the event there is damage to the Town Property, the Town Engineer may require the Owner via written notice, within a time specified by the Town Engineer, to take certain measures that they deem necessary and that shall be specified in the notice to repair the damage. If the Owner fails to comply as requested and within the time specified by the Town Engineer, then the Town Engineer may take the necessary measures to repair the damage on behalf of the Owner, without further notice to the Owner. Where the Town Engineer takes any action under this Section, the expenses incurred by the Town in so doing shall be promptly repaid by the Owner to the Town within thirty (30) days of the Town providing written notice

to the Owner of the expenses owing. If the expenses are not paid within thirty (30) days of the Town providing notice of how much is owing, such expenses may be drawn from the Letter of Credit with no further notice to the Owner. If the Letter of Credit is insufficient to pay the outstanding amount, it will become a debt due to the Town and may be collected from the Owner in any manner permitted by law.

12.0 REMEDIES AVAILABLE TO TOWN

- 12.1 In the event that the Owner is in default of any of the terms in this Agreement the Town may deliver to the Owner written notice of such default which written notice shall specify the default. The Owner agrees to either cure such default within five (5) business days after receipt of written notice from the Town or where such default cannot be cured within five (5) business days, to give written notice to the Town within such five (5) business day period of a methodology acceptable to the Town acting reasonably and based upon best practices (including a proposed timetable for implementation or completion of same, as the case may be, certified by the Owner's consultants where necessary), to remedy such default. In the event that the default is not cured within the five (5) business day period or the methodology is not acceptable to the Town acting reasonably, without further notice to the Owner, the Town may, in its absolute discretion, make any payment, carry out any work, cause such work to be carried out or do any other thing which is the obligation of the Owner to do under this Agreement and the Owner shall within thirty (30) days of receiving written notice (notifying the Owner of the amount owing), reimburse the Town in full for all sums so paid, including any and all costs and expenses incurred by the Town in carrying out any such work or doing such things. If the costs and expenses are not paid to the Town within thirty (30) days of receiving written notice, such amount may be drawn from the Letter of Credit with no further notice to the Owner. If the Letter of Credit is insufficient to pay the outstanding amount, it will become a debt due to the Town and may be collected from the Owner in any manner permitted by law.
- 12.2 The costs and expenses incurred by the Town and referred to in clause a) hereof and Section 10 (Emergency Conditions) may include, but are not limited to, the wages and benefits paid to or in respect of any employees or contractors of the Town in respect of the time during which such employees were employed with the Town, supervising or administering the carrying out of such work or things and the replacement cost of any materials owned by the Town and used in connection with the same and any amount equivalent to the amount that would have been the reasonable rental cost of any Town owned equipment used in that connection if the same were not owned by the Town, as well as any other costs or expenses incurred by the Town.
- 12.3 In the event that:
- 12.3.1 a default is not cured within five (5) business days after receipt of written notice from the Town of such default and such methodology is not provided to the Town within the five (5) business day period; or
 - 12.3.2 the Owner fails to diligently pursue the remedy to such default as proposed in the methodology; or
 - 12.3.3 the Owner fails to make payment to the Town within thirty (30) days after receipt of written notice from the Town indicating the costs and expenses owing to the Town
- the Town may terminate this Agreement and/or all rights granted hereunder by written notice of termination given to the Owner.

13.0 AGREEMENT TO ENTER

- 13.1 For the purposes of permitting the Town to carry out any of its rights and remedies under this Agreement or at law, the Owner hereby grants to the Town an irrevocable right to enter upon and access the Building Site, upon twenty-four (24) hours' written notice given by the Town, unless the Town is acting in accordance with Section 10 (Emergency Conditions) in which case no notice is required to be given by the Town.

14.0 NO INTEREST BY OWNER

- 14.1 The Owner acknowledges and agrees that the permission hereby granted cannot and does not create or grant the Owner any interest or easement in, over, or upon the Town Property.

15.0 EXTENSION OF TIME

- 15.1 The Town may, in its discretion, grant such extensions of time as it deems reasonable or necessary for the performance of the Owner's obligations under this Agreement, provided however, that no such extension nor any other indulgence granted by the Town, or any neglect, refusal or failure to enforce any of the terms and conditions of this Agreement, either in a timely manner or at all, or to take any other remedy shall in any way act as a waiver of the obligations of the Owner under any and all terms of this Agreement.

16.0 SEVERABILITY

- 16.1 If a Court finds any provision of this Agreement to be invalid or unenforceable, such finding shall not render the entire agreement void or unenforceable. If feasible, the offending provision shall be deemed modified within the limits of enforceability or validity. If the offending provision cannot be modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable.

17.0 NOTICE

17.1 Any notice required or authorized to be given hereunder shall be deemed to have been given when either personally delivered or three (3) business days after deposit in the United States mail, certified, postage pre-paid, and addressed as follows:

TOWN:	OWNER:
Town Clerk	Teton County
Riley Hovorka	Maureen E. Murphy, County Clerk
P.O. Box 1687	P.O. Box 1727
Jackson, WY 83001	Jackson, WY 83001
clerk@jacksonwy.gov	mmurphy@tetoncountywy.gov
307 733-3932	307-733-4430

All notices hereunder shall include a courtesy copy sent via email to the email address provided above.

Either party may, at any time by notice given in writing to the other party, change the address for service of notice.

18.0 ASSIGNMENT

- 18.1 This Agreement shall not be assigned or transferred by the Owner without the express written consent of the Town, not to be unreasonably withheld or delayed.
- 18.2 The Owner shall not assign its interest in the Airspace without the express written consent of the Town, not to be unreasonably withheld or delayed.

19.0 SUCCESSORS AND ASSIGNS

- 19.1 This Agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, legal representatives, successors, and permitted assigns unless voluntarily terminated upon written agreement by the parties, or their heirs, legal representatives, successors, and permitted assigns.

20.0 EXTENDED MEANINGS

- 20.1 In this Agreement, words, terms, and provisions which are in the singular shall be read as including the plural, the plural shall include the singular, as the case may be and the context require.

21.0 GOVERNMENTAL IMMUNITY

- 21.1 The County and Town do not waive their governmental immunity by entering into this Agreement, and fully retain all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.

22.0 HEADING FOR CONVENIENCE ONLY

- 22.1 The division of this Agreement into articles and clauses is for convenience only and shall not affect the interpretation or construction of this Agreement.

23.0 ENTIRE AGREEMENT

- 23.1 This Agreement, including any exhibits attached hereto, shall constitute the entire agreement between the parties as to the subject matter hereof, and not prior or separate understandings or agreement between the parties are merged into this Agreement. This Agreement shall not be modified or amended except by written agreement executed and dated by both parties.

24.0 ADDITIONAL DOCUMENTS AND ACTS

- 24.1 Each party agrees to execute and deliver such additional documents and instruments and to perform such additional acts as may be necessary or appropriate to effectuate, carry out and perform all of the terms, provisions, and conditions of this Agreement and the transactions contemplated hereby.

25.0 GOVERNING LAW, JURISDICTION, CONSTRUCTION

- 25.1 This Agreement shall be construed, performed and enforced in accordance with, and governed by, the laws of the State of Wyoming, without giving effect to the principles of conflict of laws thereof. The parties hereto irrevocably elect as the sole judicial forum for the adjudication of any matters arising under or in connection with this Agreement, and consent to the jurisdiction of, the courts of the County of Teton, State of Wyoming, or the United States of America for the District of Wyoming. This Agreement was negotiated by both parties hereto. As such, it shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.

26.0 RECITALS PART OF AGREEMENT

- 26.1 The representations, covenants and recitations set forth in the Recitals are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth herein.

27.0 COUNTERPARTS, ELECTRONIC SIGNATURES

- 27.1 This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same

document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart. Counterparts may be delivered via electronic mail (including pdf or any electronic signature complying with the federal ESIGN Act of 2000, e.g., www.docusign.com) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes. At the request of either party, each party agrees to execute an original of this Agreement as well as any facsimile or other reproduction hereof.

28.0 WAIVER

28.1 A waiver by the either party regarding the breach of any of the provisions of this Agreement shall not bar the right of the other party to enforce the terms of this Agreement.

29.0 AUTHORITY TO EXECUTE

29.1 It is acknowledged that the parties hereto have the authority to enter into this Agreement, that none are bound by any previous agreement that adversely affects this Agreement, and that they are not subject to any restriction or limitation that would prevent them from performing their duties and obligations hereunder.

IN WITNESS WHEREOF, the parties have hereunto set their hands to be effective as of the last date signed below.

[SIGNATURES ON FOLLOWING PAGES]

TETON COUNTY, WYOMING

A duly organized county of the State of Wyoming

Mark Newcomb, Chairman

Attest:

Maureen E. Murphy, Teton County Clerk

Date: _____

TOWN OF JACKSON,

A municipal corporation
of the State of Wyoming

BY: Arne O. Jorgensen, Mayor

ATTEST: Riley Hovorka, Town Clerk

Date: _____

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Regular - Consent
Submitting Department:	Public Works	Presenter:	Brian Lenz
Agenda Item:	Request for Sewer Service: Woodfin, 3900 S Trail Drive (E26-0055)	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for council to consider a request from Blane and Julie Woodfin for Town wastewater collection and treatment services for a new single-family residence and detached workshop at 3900 South Trail Drive, a 14-acre property located outside Town limits. Council approval at this step authorizes staff to proceed with drafting a Connection and Use Agreement, which will return to Council for final approval. .

Recommendations.

Staff recommends approval of the applicant's request for connection and Town wastewater collection and treatment services subject to the proposed conditions of approval in this staff report.

Background.

The application presented is a request for Town wastewater collection and treatment services for a development that is located outside of the Town's corporate limits. The request is for new development on a property that is currently undeveloped.

The connection request is for a three-bedroom house and a detached workshop on a single 14-acre lot. The address is 3900 South Trail Drive, Jackson, Wyoming. The legal description is Lot 14 of the Big Trails Subdivision, Plat 712. The applicants are Blane and Julie Woodfin.



The Town's three-step process for sewer service requests outside Town limits was established by Resolution 21-28, adopted November 15, 2021. Today's item is Step 1, Council's initial determination on whether to provide service. If approved, staff will draft a Connection and Use Agreement for Council's consideration at a future meeting. Construction permits would follow Step 3.

Analysis & Key Questions.

Staff reviewed this request against the eight considerations established by Resolution 21-28 and recommends approval. The key findings are summarized below.

Considerations:

1. Existing Versus New Development

The request is for all new development.

2. Expanded Service Area and Capacity Timeline

This development was not included in the 2020-2021 Capacity Study and will slightly reduce the remaining timeline before treatment plant upgrades are required. The Town's Wastewater Treatment Plant currently has capacity to accept this development's wastewater. Staff notes that each approval outside Town limits contributes cumulatively to that timeline and Council should weigh this as it considers future requests.

3. Zoning and Development are Consistent with Comprehensive Plan

The proposed development will comply with the County's land development regulations, which support the Comprehensive Plan.

4. Deed Restricted and/or Workforce Housing

There is no deed-restricted or workforce housing included in the application service area.

5. Potential For Reduced Environmental Impact

Connecting development to the Town's system will reduce the environmental impact of the development and will prevent septic systems from being installed in areas with groundwater identified as high to very high vulnerability based on the County's water quality study.

6. Geographical Location

The property is well suited for connection because it is adjacent to the Town's trunk line.

7. Magnitude of Request

Preference is given to connection requests with minimal impact to the capacity timeline. This request proposes adding up to 330 gpd.

8. Costs To Upgrade and Impacted User Classes

The proposed connection costs of improvements and upgrades will be borne by the applicant and at no cost to the Town or current rate payers. Because this area was not considered in the modeling during the recent Capacity Study, the Applicant will be responsible for modeling the impacts the connection would have on facilities downstream of the connection and paying for any and all necessary upgrades.

required by the connection. Should Council approve this request for sewer service, the Town will work with the Applicant to evaluate and determine any necessary improvements to the Town's sewer and treatment systems.

The applicant's conveyance system will be designed, constructed, operated, and maintained by the applicant.

Conditions of Approval:

If this request for service is approved by Council at this initial step, staff recommends the following conditions of approval:

- A. This approval is for residential use with a maximum day volume of 280 gpd for the house and 50 gpd for the workshop; or 330 gallons per day for the entire property. The corresponding average day volumes are: 170 gpd for the house and 30 gpd for the workshop; or 200 gallons per day for the entire property. The applicant shall not discharge more effluent than they have paid capacity for, unless and until the applicant has, from the Town Engineer, advanced written approval and pre-pays for the additional capacity. Notwithstanding anything herein, the effluent discharged from the applicant's property may never exceed a capacity of 330 gallons per day.
- B. Pay the review fee of \$775 for staff time to review and process this application.
- C. A Connection and Use Agreement for Sewer Services must be applied for not more than one year from the date of the motion to approve the request for service.
- D. The applicant/property shall be one customer of the Town.
- E. The wastewater discharge shall be directly metered. If wastewater metering is not feasible, all water supplied to buildings connected to the Town's system shall be metered utilizing meters procured from the Town. Individual metering/billing of each building within the property shall be the responsibility of the applicant.
- F. The applicant shall be responsible for reporting wastewater volumes to the Town monthly, unless the wastewater meter can be read utilizing the Town's meter reading system.
- G. The connection to the Town's system shall be equipped with shutoff valve and adequate backwater valves to prevent backflow of the Town's system into building sewer.
- H. Prior to construction of any new sewer infrastructure or service connecting to the Town systems and prior to connecting any new development, permits for the construction of said infrastructure must be issued by the Town.
- I. For future applications, the applicant shall be responsible for all costs to design, permit, and construct upgrades determined necessary within or to the Town's systems associated with services for the development, specifically including, but not limited to, compensation for the time of Town employees working on this application, billed at the rate in the adopted fee schedule at the time of the work performed by the Town staff.

Possible Alternatives.

Alternative 1: Modify the conditions of approval and approve the request to connect. Council could adjust any of the conditions, including the maximum daily discharge volume, metering requirements, or the one-year deadline to apply for a Connection and Use Agreement, if different terms are warranted.

Alternative 2: Deny the request to connect. Denial would require the applicant to pursue an individual septic system. Given the County's identification of high to very high groundwater vulnerability in this area, denial could result in greater environmental risk than approval with conditions.

Alternative 3: Defer the decision to a future meeting to gather additional information. Staff does not recommend deferral as the application is complete and all eight considerations have been evaluated.

Comprehensive Plan & Priority Alignment.

This project relates to the Town Comprehensive Plan Common Value #1- Ecosystem Stewardship. Staff has provided the following sections of the Comprehensive Plan for consideration along with this request.

Common Value #1 – Ecosystem Stewardship

- Principle 1.2: Preserve and enhance water and air quality.
 - Policy 1.2.c: Monitor and maintain water quality – calls for monitoring cumulative impacts on water quality and the effectiveness of mitigation efforts and strive to exceed State and Federal requirements for quality and monitoring to enhance water quality in the area.

Staff notes a potential tension: while this connection improves environmental outcomes for this specific property, each approval outside Town limits cumulatively adds work to Town staff for connections outside the jurisdiction and, second, reduces the Town's treatment plant capacity and accelerates the timeline for costly infrastructure upgrades.

Fiscal Impact.

All costs associated with this connection are borne by the applicant. There is no direct cost to the Town or existing ratepayers for this approval.

Revenue:

- Application and Processing: Fees are billed at the rate in the adopted fee schedule at the time of the application or work performed by the Town staff. Fees associated with construction permits will also be charged at the time of permitting (step 3 in the Town process for sewer service requests)
- Capacity fees: Capacity fees are collected are the fees established in the Municipal Code at the time of application for the permit to construct the connection.
- Costs: The costs, if any, for labor and material provided by the Town for making the physical connection to the Town system are paid by the applicant as part of their construction permit.
- Ongoing Charges and Rates: The ongoing fiscal impacts thereafter are the wastewater base charge and usage rates paid to the Town. These amounts are set forth in Title 13 of the Jackson Municipal Code, and are updated regularly for all ratepayers.

Expenditure:

- When additional services are connected to the Town's wastewater systems, there is a cumulative impact to the Town's operation and maintenance costs for the wastewater collection and treatment systems and reductions in the Town systems' remaining capacities which correspond to costs for system upgrades.

Staff Impact.

Total estimated staff time across all three steps is 24 to 56 hours, broken out as follows.

Step 1: Staff time during Step 1 has been 5 hours between Public Works, Legal and Administration staff.

Step 2: Drafting and Consideration of Connection and Use Agreements for Sewer Services will each have the following impacts.

- CUA Drafting: approximately 2-4 hours for Public Works, and 10-15 hours for Legal, and 1-2 hours for Administration; a total of 7-14 hours.
- CUA Finalization and Staff Reports: approximately 1-2 hours for Public Works, and 2-4 hours for Legal, and 1-2 hours for Administration; a total of 4-8 hours.

Step 3: Connection Permits for a system can take 8-24 hours and each individual connection and additional 4-8 hours.

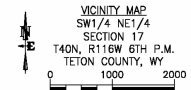
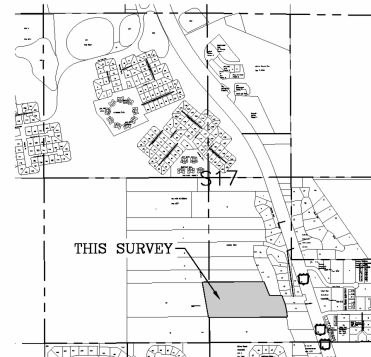
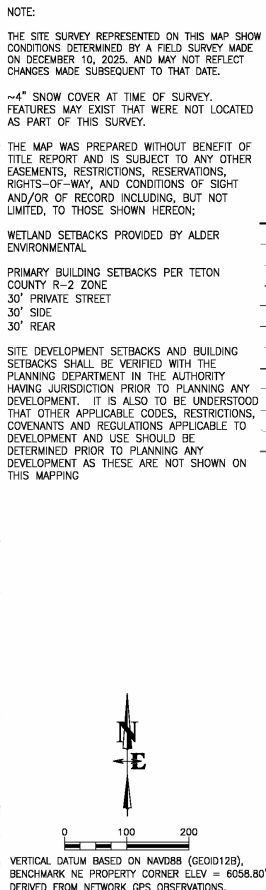
Staff notes that outside-limit service requests are more time-consuming than standard in-Town connections due to the additional review, contracting, and ongoing administration required. The cumulative impact of these requests on Public Works, Legal, Finance, and the Wastewater Treatment Plant should be considered as Council evaluates the overall volume of outside-limit approvals.

Attachments or Links.

- Overview Map (proposed connection area map)
- Application Materials

Suggested Motion.

I move to approve Blane and Julie Woodfin's request for connection and Town wastewater collection and treatment services subject to the conditions of approval set forth in this staff report dated June 1, 2026.



- LEGEND**
- | | |
|--|--|
| | PROPERTY LINE |
| | ADJACENT BOUNDARY LINE |
| | EASEMENT LINE |
| | SETBACK LINE |
| | WETLAND SETBACK PER ALDER ENVIRONMENTAL |
| | SUITABLE BUILDING AREA PER ALDER ENVIRONMENTAL |
| | FENCE LINE |
| | FLOWLINE DITCH |
| | TOP OF BANK |
| | BOTTOM OF BANK |
| | TREE LINE |
| | VIEW ANGLE |
| | ELECTRIC TRANSFORMER |
| | FOUND REBAR AND CAP PLS-3831 |
| | FOUND T-STAKE PLA-184 |
| | TELEPHONE PEDESTAL |
| | DECIDUOUS TREE |
| | PAVEMENT |
| | GRAVEL DRIVE |
| | WATER |

DRAWING NO CL.O		JOB TITLE 3900 S. TRAIL DR.		DRAWING TITLE EXISTING SITE PLAN		DATE 5/22/28		REV.	
JOB NO		25-443-04		 P.O. BOX 1599, JACKSON WYOMING (307) 733-2087		SURVEYED		NE	
						ENGINEERED		AT	
						DRAWN		AV	
						CHECKED		MB	
						APPROVED		MB	

**SEWER AND WATER CONNECTIONS PERMIT (SWP)****APPLICATION
For County Connections****Public Works Department**

phone: (307) 733-3079
450 W Snow King Ave.
P.O. Box 1687
Jackson, WY 83001

phone: (307) 733-7030
200 S. Willow St.
P.O. Box 1727
Jackson, WY 83001

www.jacksonwy.gov
www.tetoncountyywy.gov


!!NEW!! Submit application via email to townengineering@jacksonwy.gov !!

APPLICATION INFORMATION AND INSTRUCTIONS.

This permit is required by Town of Jackson Municipal Code prior to any connection to Town of Jackson (ToJ) sewer and/or water systems (or private extensions thereto). This permit must be approved and issued by the ToJ and all fees paid to the ToJ prior to connection.

Please fill out this application completely and submit with all supporting documents in PDF format to townengineering@jacksonwy.gov. Contact Town of Jackson Engineering with questions regarding this permit.

Teton County on-site wastewater facilities, such as septic systems and lift stations, require separate applications to the Teton County Engineering Department, see their [Small Wastewater Facilities \(SWF\) Permit](#).

PROJECT INFORMATION.

Physical Address:	3900 S. Trail Drive		
Lot, Subdivision:	Lot 14, Big Trails	PIDN:	22-40-16-17-3-06-009

PROJECT DESCRIPTION AND PURPOSE. Describe the precise nature of the proposed use (i.e. single-family home with garage, accessory unit, subdivision, etc.): **Connection barn and single family home to TOJ sewer.**

APPLICANT. This is the primary contact for the permit.

Name:	Nelson Engineering	Title:	Project Engineer
Mailing Address:	PO Box 1599 Jackson, WY 83001		
E-mail:	mbowers@nelsonengineering.net	Phone:	(307)733-2087

*If the applicant is not the owner, a notarized **Town of Jackson Letter of Authorization** must accompany this application. Only the Owner or their authorized agent may sign this application.

PROPERTY OWNER. Required if other than APPLICANT.

Name:	Blane Woodfin, Julie Woodfin	Phone:	307-690-8871
Mailing Address:	P.O. Box 6553, Jackson Wyoming, 83002		
E-mail:	blanewoodfin@mac.com		

*If Owner is a corporation or other business entity, documents showing authority to sign must accompany this application.

WHAT TYPE OF CONNECTION ARE YOU APPLYING FOR?

☒	Sewer Service Connection: Complete Section 1 – Sewer Service Connections
☐	Water Service Connection: Complete Section 2 - Water Service Connection

PERMIT PROCESS.

1. Submit application in PDF to the [Town of Jackson Engineering Division](#) for approval.
 - a. \$100 Application Fee and Town Capacity Fees will be assessed.
 - b. When requested, a financial surety is required; the applicant shall be responsible for providing a cost estimate for the work requiring the surety.
 - c. Permit will be issued electronically by the ToJ after all fees have been paid to the Town of Jackson.
2. Submit the issued ToJ permit to [Teton County Building Department](#).
3. Inspection

SECTION 1 – SEWER SERVICE CONNECTIONS

APPROVED CONNECTION DISTRICT: *The Sewer and Water Connections Permits for County Connections* are required for all connections to the sewage collection systems located in the following developments:

Check the system to which the proposed connection is being made.

☐	3 Creek Subdivision	☐	Rafter J Ranch	☐	Melody Ranch, Sagebrush
☐	TCSO Munger School Sewer	☐	O Bar B; *Valley View	☒	Big Trails (See OTHER)
☐	Teton County - Adams Canyon	☐	Indian Springs – Boyles Hill Road	☐	South Park Service Center
☐	Gros Ventre Utility (JH Golf & Tennis);	☐	Stone Creek Road (Grand View Estates)	☐	Teton Shadows
☐	Spring Creek Ranch	☐	Homes at Amangani	☐	Elk Dance Estates
☐	Wilson Sewer District	☐	JH Airport	☐	
☐	OTHER Requires Jackson Town Council Approval and a Connection and Use Agreement prior to permit application.				

SEWER USE INFORMATION: *Reference Town of Jackson Municipal Code §13.08.030 for details on types of use.*

Residential Uses:	Number of Bedrooms:	3		390 GPD
Non-Residential Uses:	Use Description:	Barn	Use Quantity:	120 GPD
	Use Description:		Use Quantity:	

**Uses that have higher classes of wastewater, e.g. restaurants require individual meters.*

SEWER SERVICE CONNECTION APPLICATION INFORMATION. *The following information shall be provided.*

☐	Town of Jackson Letter of Authorization if the applicant is other than the property owner.
One set of SWP scaled drawings in PDF that are scalable, review compatible, and include the following:	
☐	Site plan of the property showing the location and size of all existing and proposed wastewater facilities, sewer mains and services, water mains and services, valves, water wells or other water supplies.
☐	Floor plans of all levels of the building to be connected to sewer and the planned use of the building.
☐	Town of Jackson sewer connection and installation standard details incorporated to the plans.
☐	Size, slope and material of the sewer service.
☐	Water Meter Size for individually metered services. <i>Water meters must be purchased from the Town.</i>
☐	For sewer services larger than 4-inches, plans must be stamped by a Wyoming licensed engineer.
☐	For mains larger than 8-inch and/or longer than 250 feet, a Wyoming DEQ Permit to Construct is required.
☐	For restaurants or other fats, oil, grease producers provide calculation and sizing for the grease mitigation device.

SECTION 2 - WATER SERVICE CONNECTION

APPROVED CONNECTION DISTRICT: *The Sewer and Water Connections Permits for County Connections are required for all connections to water supply systems located in the following developments:*

Check the system to which the proposed connection is being made.

☐	3 Creek Subdivision	☐	Individual Lot		
☐	OTHER Requires Jackson Town Council Approval and a Connection and Use Agreement prior to permit application.				

WATER SUPPLY INFORMATION: *Only for connections to the Town of Jackson water system.*

☐	Domestic Water Meter - Residential	SIZE:	☐	¾ - Inch	☐	1-inch		
☐	Irrigation Water Meter	SIZE:	☐	¾ - Inch	☐	1-inch	☐	OTHER: _____ in.
☐	Domestic Water Meter - Commercial	SIZE:	☐	¾ - Inch	☐	1-inch	☐	OTHER: _____ in.

WATER SERVICE CONNECTION INFORMATION: *Where a connection to the Town water system is proposed, the following information shall be provided.*

	Town of Jackson Letter of Authorization if the applicant is other than the property owner.
One set of SWP scaled drawings in PDF that are scalable, review compatible, and include the following:	
☐	Site plan of the property showing the location and size of all existing and proposed sewer mains and services, wastewater facilities, water mains and services, valves, water wells or other water supplies.
☐	Floor plans of all levels of the building to be connected to sewer and the planned use of the building.
☐	Location of water service meter(s) and backflow systems.
☐	Water service entry detail, detailing the plumbing of meter(s) and backflow systems to be installed within the building. <i>Note that ¾" and 1" meters are allowed for residential services, larger meters are allowed if a water fixture unit analysis warrants a larger meter.</i>
☐	Backflow Prevention: size, type, make and model. <i>Fire suppression systems require a reduced pressure backflow assembly. Commercial installations require a double check valve assembly, minimum.</i>
☐	Town of Jackson water service connection and installation standard details incorporated to the plans.
☐	For water services larger than 2-inches, plans must be stamped by a Wyoming licensed engineer.
☐	For mains larger than 8-inch and/or longer than 250 feet, a Wyoming DEQ Permit to Construct is required.

APPLICANT’S SIGNATURE, CERTIFICATION, AND AUTHORIZATION

For sewer connections, Applicant acknowledges that wastewater rates, charges and fees for a sewer connection shall be in accordance with the standard service policies and user rates established by the Town of Jackson via ordinance and in accordance with state statute. It is acknowledged and agreed by the Applicant that wastewater rates, charges and fees are subject to change, and changes thereto are applicable to the owner, even when the connection is situated outside the Town’s corporate limits. Given that the property is located outside of the corporate limits of the Town, it is also acknowledged and agreed that owner may have different rates, charges and fees than users within the Town’s corporate limits.

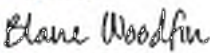
For sewer connections, Applicant agrees to pay a wastewater capacity fee prior to connecting in accordance with Jackson Municipal Code §13.08.020, as amended, at the current scheduled fee. Unless metered and/or billed by a district, owner agrees to pay for its wastewater, pursuant to Jackson Municipal Code §13.08.013, as amended.

For water connections, owner acknowledges that water rates, charges and fees for a water connection shall be in accordance with the standard service policies and user rates established by the Town of Jackson via ordinance and in accordance with state statute. It is acknowledged and agreed by the owner that water rates, charges and fees are subject to change, and changes thereto are applicable to owner, even when the connection is situated outside the Town’s corporate limits. Given that the property is located outside of the corporate limits of the Town, it is also acknowledged and agreed that owner may have different rates, charges and fees than users within the Town’s corporate limits.

For water connections, Applicant agrees to pay a water capacity fee(s) prior to connecting in accordance with Jackson Municipal Code §13.04.050, as amended. Unless metered and/or billed by its district, owner agrees to pay pursuant to Jackson Municipal Code §13.04.300, as amended. The water meter must be purchased from the Town of Jackson, or such other meter as the Town of Jackson shall approve.

Under penalty of perjury I hereby certify that I have read and examined this application and state that, to the best of my knowledge, all of the information herein is true and correct and I swear that any information which may be hereafter given by me in hearing before Teton County or the Town of Jackson shall be truthful and correct. I agree to comply with all town, state, and federal laws relating to the subject matter of this application, all provisions of the rules, regulations, ordinances, and laws of Teton County and the Town of Jackson governing this connection(s) and work will be complied with whether specified herein or not, and hereby authorize representatives of Teton County and the Town of Jackson to enter the property described herein during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering the property.

In signing this application, I acknowledge that the Town of Jackson's acceptance of this application does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate Town agencies and payment of any fees due.

Signed by:

EEAAEAG0D8B7444...

3/11/2026

Signature of Owner or Authorized Applicant/Agent

Date

Blane woodfin

Owner

Name Printed

Title

**PLANNING PERMIT APPLICATION****Planning & Building Department**

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

APPLICABILITY. This application should be used when applying for an application required by the Town of Jackson Land Development Regulations.

For additional information, visit <https://www.jacksonwy.gov/200/Planning> and select the applicable permit type

All applications and submittal materials shall be sent to planning@jacksonwy.gov. Paper applications are NOT accepted, and partial or incomplete applications will be returned to the applicant.

PROJECT

Name/Description: **Woodfin Sewer Connection**

Physical Address: **3900 S. Trail Drive**

Lot, Subdivision: **Lot 14 Big Trails**

PIDN: **22-40-16-17-3-06-009**

PROPERTY OWNER

Name: **Blane Woodfin, Julie Woodfin**

Phone: **307-690-8871**

Mailing Address: **P.O. Box 6553, Jackson Wyoming, 83002**

Email: **blanewoodfin@mac.com**

APPLICANT/AUTHORIZED REPRESENTATIVE

Name, Agency: **Nelson Engineering**

Phone: **(307)733-2087**

Mailing Address: **PO Box 1599 Jackson, WY 83001**

Email: **mbowers@nelsonengineering.net**

DESIGNATED PRIMARY CONTACT
☐

Property Owner

☒

Applicant/Authorized Representative

TYPE OF APPLICATION. Check all that apply; details for each type of application are at <https://www.jacksonwy.gov/200/Planning>

Use Permit
☐

Basic Use

☐

Conditional Use

☐

Special Use

Physical Development
☐

Sketch Plan

☐

Development Plan

Interpretations
☐

Formal Interpretation

☐

Zoning Compliance Verification

Other: **sewer connection**

Relief from the LDRs
☐

Administrative Adjustment

☐

Variance

☐

Beneficial Use Determination

Subdivision/Development Option
☐

Subdivision Plat

☐

Boundary Adjustment

☐

Development Option Plan

Amendments to the LDRs
☐

LDR Text Amendment

☐

Map Amendment

Signs, Design Review, and Pre-Application conferences have separate applications found on their respective webpage

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. Submit via email to planning@jacksonwy.gov.

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 at <https://www.jacksonwy.gov/DocumentCenter/View/115/Letter-of-Authorization-PDF?bidId=>

Narrative Project Description. Attach a narrative description of the project.

Additional submittal requirements are at <https://www.jacksonwy.gov/200/Planning> under the relevant application type.

Pre-Submittal Steps (if required). Submit all required pre-submittal steps with application.

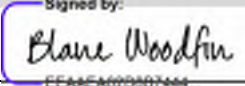
Pre-Application Conference #:

Note: Information provided by the applicant or other review agencies during the planning process may identify additional requirements which were not evident at the time of application submittal. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Application Fee. The Town of Jackson Planning Department will contact you for payment once the application has been processed. Current fees can be found at <https://www.jacksonwy.gov/690/Fee-Schedule>

Applications received after 3:00 PM will be processed the next business day

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.

Signed by:


Signature Blane woodfin

Name Printed

3/11/2026

Date
Owner

Title

**Checklist for an
APPLICATION FOR A CONNECTION AND USE AGREEMENT FOR SEWER SERVICE**

PLANNING APPLICATION: Enclosed.

TOWN OF JACKSON LETTER OF AUTHORIZATION: N/A

LETTER OF CONSENT: N/A

ENGINEER'S REPORT:

Brief narrative of the proposed project and request of the Town and reason for request:

The project location is 3900 S. Trail Drive, Teton County Wyoming; connecting to the Town of Jackson Sewer System; Owner is Blane and Julie Woodfin. The lot is currently vacant with no use.

A new 3 bedroom single-family residence with an attached garage is proposed on the property, along with public collection system since it is within 500 feet of a public sewer system.

Reason for requesting the connection:

As noted above, the applicant must connect because the property is within 500 feet of a public sewer system per Teton County LDRs.

Alternatives, if any, considered for sewage collection and treatment:

Per Teton County there are no other alternatives that would be approved.

Proposed schedule for the project:

The schedule for the project is to begin construction summer of 2026, with completion and occupancy in the Fall of 2027.

Ownership and Operation:

The Woodin's will pay the costs of design, permitting, construction, operation, maintenance, regulatory compliance, repair, and replacement of the sewer service; and furthermore, will own the system up to the point of connection with the Town of Jackson System.

Provide information regarding how customers that are delinquent on paying for services will be handled:

Per TOJ connection agreement.

Provide information regarding the proposed method of metering:

There will be a meter installed at the barn and one at the house.

SEWER:

Estimated Sewer Volumes:

The sewer flows/volumes are presented below.

Structure	Avg Day Flow (gpd)	Max Day Flow (gpd)	Peak Day Flow (gpd)
New House (3 Bedroom)	234	390	468
Barn	90	120	144

Sewage Characteristics (Provide information regarding the anticipated wastewater strengths):

Anticipated BOD and TSS are less than 250mg/L; types of use will be residential.

For existing developments provide a summary of any existing wastewater strength or quality monitoring data:

Residential wastewater, no monitoring data is available.

PLANS AND MAPS:

Map of the Proposed Service Area:

Drawings attached.

Show all properties intended to be served by the proposed system and requested connection:

Shown on attached, only one proposed.

Show all properties within 500 feet of the proposed infrastructure, regardless of whether or not the property intends to connect to the private system at this time:

Drawings attached.

Sewer Plans showing the proposed systems, sizes, and points of connection:

Attached.

Existing utilities:

Shown on attached.

Easements (existing or proposed required for the system and connection):

Shown on attached.

Parcel Information (existing, proposed, future boundaries). Provide parcel id, street address, and ownership information.

Shown on attached.

Vicinity Map:

Shown on attached.

Scaled drawings with north arrows:

Attached.

PERMITTING:

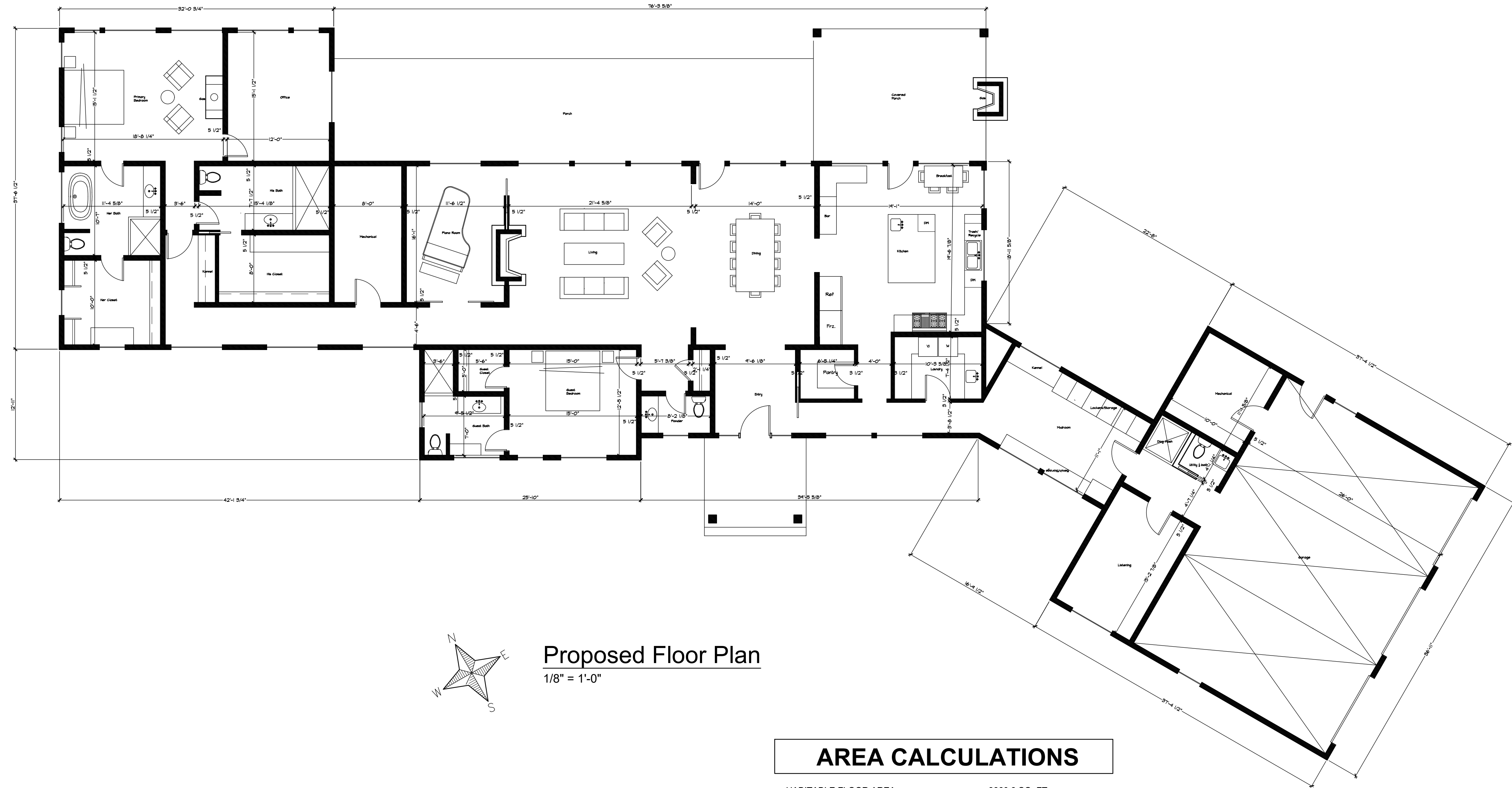
Provide a list of all applicable local, state, and federal permits required to complete the project and indicate whether they were issued, waived, denied, or pending (ToJ, Wyoming DEQ, USFS, private properties, etc.):

1. Teton County Building Permit: Submitted
2. Teton County Grading and Erosion Control Permit: Submitted

PRIVATE PROPERTIES AND SYSTEMS:

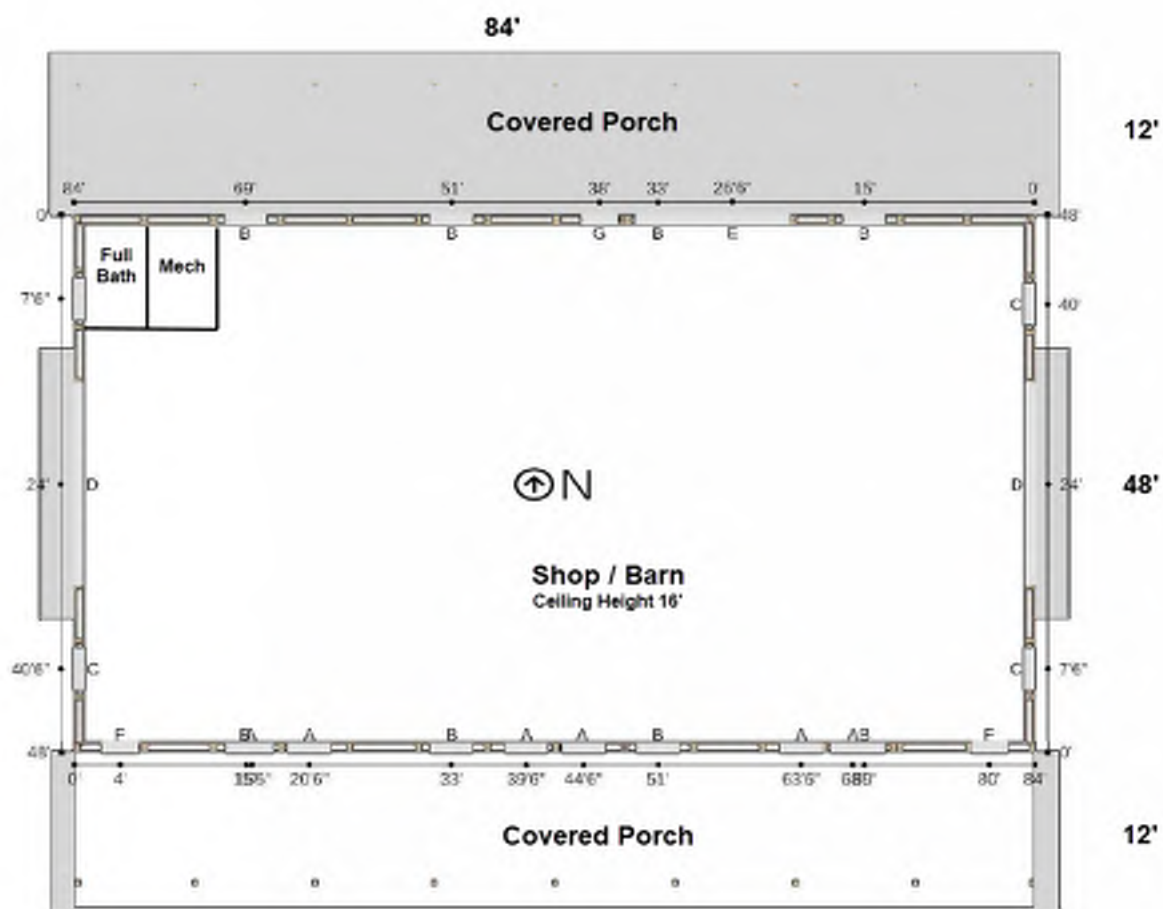
Provide a list of all private properties that are impacted by the project and any required easements, approvals, land acquisitions, etc. and indicate the status of each: None

Provide a list of all the private systems required to make the connection and indicate the status of each. Include any and willingness to serve letters, approved permit, etc.: N/A



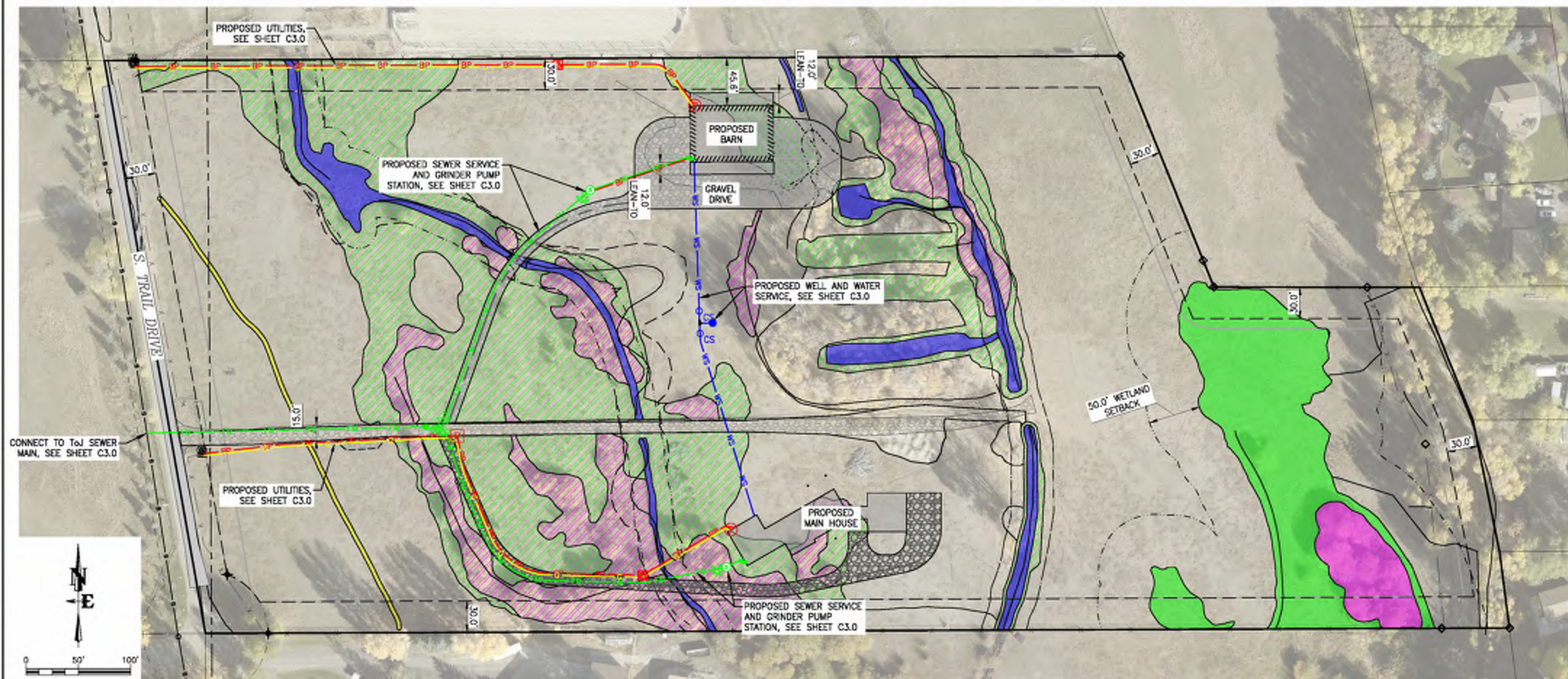
AREA CALCULATIONS	
HABITABLE FLOOR AREA	3860.8 SQ. FT.
NON-HABITABLE FLOOR AREA	1379.8 SQ. FT.
TOTAL	5240.6 SQ.FT

WOODFIN RESIDENCE 3900 S.Trail Drive													
 houseplant 307 S.W. 50th St. Tomball, TX 77375 tms@inkypaper.com													
Proposed Floor Plan													
REVISIONS													
<table><tr><td>2/5/26</td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>		2/5/26											
2/5/26													
Project Number:	Sheet Title:												
Scale: 1/8" = 1'-0"													
Date: January 21, 2026													
A2.0													



306 48'x16' 4"x84' (#1) Column Plan





FINAL SITE PLAN

LEGEND

—	PROPERTY LINE	⊙	PROPOSED POWER METER
---	ADJACENT BOUNDARY LINE	⊠	PROPOSED POWER VAULT
---	EASEMENT LINE	⊕	ELECTRIC TRANSFORMER
---	SETBACK LINE	⊕	FOUND REBAR AND CAP PLS-3831
---	WETLAND SETBACK PER ALDER ENVIRONMENTAL	⊕	FOUND T-SHAKE PLA-184
X X	FENCE LINE	⊕	TELEPHONE PEDISTAL
---	FLOWLINE DITCH	⊕	PROPOSED GRAVEL DRIVE
---	TOP OF BANK	⊕	IRRIGATION INDUCED EMERGENT WETLAND
---	BOTTOM OF BANK	⊕	NATURAL EMERGENT WETLAND
---	TREE LINE	⊕	IRRIGATION INDUCED SCRUB-SHRUB WETLAND
	PROPOSED BARN	⊕	NATURAL SCRUB-SHRUB WETLAND
---	PROPOSED DRIVEWAY	⊕	SURFACE WATER
BP BP	PROPOSED BURIED POWER	⊕	REMANANT DITCH
G G	PROPOSED BURIED GAS		
FM FM	PROPOSED FORCE MAIN		
WS WS	PROPOSED WATER SERVICE		

SITE CONSTRUCTION NOTES & SPECIFICATIONS

CAUTION: UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED, NOR IS THERE ANY GUARANTEE THAT ALL EXISTING UTILITIES (WHETHER FUNCTIONAL OR ABANDONED) WITHIN THE PROJECT AREA ARE SHOWN ON THESE CONSTRUCTION DRAWINGS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE RESULTING FROM CONTRACTORS WORK.

1. ALL SITE WORK SHALL BE DONE IN ACCORDANCE WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPSS) 2023 EDITION AND THESE PLANS.
2. CONTRACTOR REQUIRED TO MEET WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY'S STORMWATER PERMIT REQUIREMENTS.
3. IT IS RECOMMENDED THAT THE CONTRACTOR EMPLOY A SURVEYOR TO PROVIDE STAKING FOR LOCATIONS OF FOUNDATIONS, UTILITIES, DRIVEWAY, AND FOR GRADING WORK.
4. STRIPPED MATERIAL SHALL BE STOCKPILED AT STOCKPILE AREAS SHOWN ON PLAN. CUT MATERIAL WILL BE PLACED DIRECTLY INTO FILL AREAS OR STOCKPILED. SEE SHEET C4.0 FOR LOCATIONS.
5. TOPSOIL SHALL BE STOCKPILED SEPARATELY & REUSED TO COVER FINISH SLOPES. IMPORT ADDITIONAL WEED-FREE TOPSOIL IF NECESSARY TO COVER ALL DISTURBED AREAS NOT RECEIVING SURFACING. LEAVE SUBGRADE DOWN 4"-6" TO RECEIVE TOPSOIL IN LANDSCAPE AREAS.
6. DUST CONTROL MUST BE ACCOMPLISHED BY WATERING STOCKPILES AND DRY SOILS.
7. CONTRACTOR SHALL PREVENT TRACKING OF SOIL ONTO THE ROAD AND CLEAN ROAD OF SOILS WHEN NECESSARY.
8. IN ACCORDANCE WITH C4.0, INSTALL EROSION CONTROL MEASURES PRIOR TO COMMENCING WITH LAND DISTURBING ACTIVITIES AND MAINTAIN THE DEVICES DURING CONSTRUCTION. IF NECESSARY THE CONTRACTOR SHOULD INSTALL AND MAINTAIN ADDITIONAL EROSION CONTROL MEASURES TO ENSURE THE SITE IS STABILIZED DURING CONSTRUCTION.
9. REVEGETATION SHALL BE NATIVE SEED AND SOO AND SHALL BE IRRIGATED BY OWNER WHEN NECESSARY.
10. CONTRACTOR MUST HAVE A WEED CONTROL PLAN PREPARED BY TETON COUNTY WEED AND PEST OR OTHER WEED SPECIALIST AND IMPLEMENT THE PLAN THROUGHOUT CONSTRUCTION. SEE NOTES ON SHEET C4.0 FOR WEED MANAGEMENT REQUIREMENTS.
11. LAND DISTURBING ACTIVITIES SHALL OCCUR FROM SPRING 2026 THROUGH FALL 2027.
12. CONTRACTOR SHOULD COORDINATE THE INSTALLATION OF WIRE UTILITY SERVICES WITH UTILITY PROVIDERS AND ARRANGE INSTALLATION AND SERVICE CONTRACTS.
13. INSTALL ORANGE CONSTRUCTION FENCING ALONG LIMITS OF DISTURBANCE TO CONTAIN CONSTRUCTION ACTIVITIES PER SHEET C4.0.
14. CONSTRUCTION PARKING AND STAGING WILL OCCUR ALONG THE DRIVEWAY, WITHIN THE STAGING AREA, AND AT THE LOT FRONTAGE. GRAVEL SURFACING WILL BE PLACED TO MINIMIZE MUD ISSUES DURING CONSTRUCTION.
15. IF A GEOTECHNICAL REPORT WAS COMPLETED, CONTRACTOR SHALL FOLLOW RECOMMENDATIONS FOR FOUNDATION SOILS PREPARATION, FOUNDATION DRAIN PLACEMENT, FOUNDATION BACKFILL, DRIVEWAY CONSTRUCTION, AND OTHER SOIL PREPARATION FOR SLABS AND UTILITIES.

Booth Signed by:

 3/23/2026
 0834800CDE0401

**NELSON
ENGINEERING**
 P.O. BOX 1589, JACKSON WYOMING (307) 733-2087

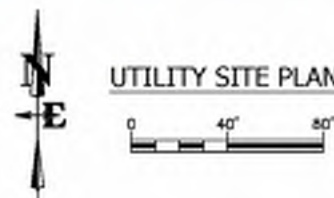
DRAWING TITLE
FINAL SITE PLAN

JOB TITLE
 3900 S. TRAIL, DR.

DRAWING NO
 C2.0

JOB NO
 25-443-04

DATE	3/23/2026	REV.
DESIGNED	NE	
ENGINEERED	AV	
DRAWN	AV	
CHECKED	MB	
APPROVED	MB	



1. WHEN ELECTRICAL CONDUCTORS CROSS OVER OR UNDER WATER AND/OR SEWER PIPES THERE SHALL BE A MINIMUM OF 12" VERTICAL SEPARATION. IN ADDITION, THE ELECTRICAL CONDUCTORS SHALL BE PROTECTED WITH NOT LESS THAN 48" OF SUITABLE PVC OR RIGID STEEL CONDUIT WITH NO LESS THAN 24" ON EITHER SIDE OF THE CROSSING.
2. CONSUMER INSTALLED CONDUIT MUST BE INSPECTED PRIOR TO BACKFILLING. IF NOT INSPECTED, TRENCH MAY BE REJECTED.
3. ALL TRENCHES ARE TO BE INSPECTED PRIOR TO BACKFILLING.
4. 18" SEPARATION MUST BE OBTAINED BETWEEN PE GAS PIPE AND POWER CABLE OR TRENCH WILL BE REJECTED.
5. BEDDING AND SHADING MATERIAL MUST BE SMOOTH, FREE OF ROCKS, AND MUST BE ABLE TO SET THROUGH A 1/4" GSEEN (AND RECOMMENDED).

2 MIXED UTILITY TRENCH & SPACING REQUIREMENTS

SCALE: NTS

- NOTES:**
1. CONNECTION ELEVATION IS FROM ARCCIS AND MAY ADJUST BASED ON CONNECTION POINT.
 2. CONSTRUCT WITH MINIMAL DISTURBANCE TO SITE, RESTORE ALL DISTURBED AREAS TO PRE-CONSTRUCTION CONDITION OR AS INDICATED ON PLANS.
 3. NO HIGH POINT SHALL BE CONSTRUCTED IN THE FORCEMAIN, IF THERE IS A HIGH POINT AN AIR RELIEF VALVE WILL BE REQUIRED.

REV.	DATE	3/23/20
	UNREVISED	NE
	RECONSTRUCTED	AV
	DRAWN	AV
	CHECKED	MB
	FINAL	MB

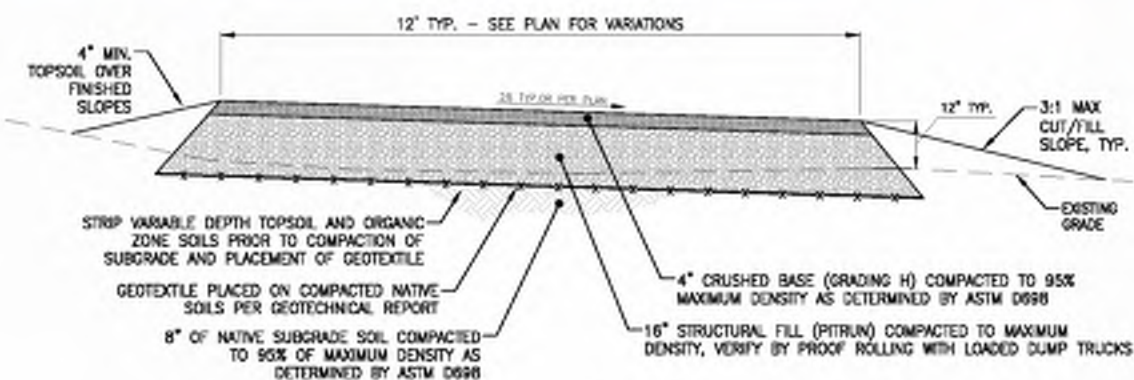
**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DRAWING TITLE
UTILITY SITE PLAN

OB TITLE
3900 S. TRAIL, DR.

DRAWING NO. C3.0
JOB NO. 25-443-04

Form Signed by:
MATT R. BOWER (Clerk)
0931600CDE20401
3/23/2020
WYOMING



GRADING SITE PLAN

PRE-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

1. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL CONTACT THE TETON COUNTY WEED & PEST, OR OTHER QUALIFIED PROFESSIONAL, TO CONDUCT A SITE SPECIFIC INVENTORY OF INVASIVE SPECIES AND CREATE A SPECIES SPECIFIC MANAGEMENT PLAN IN ACCORDANCE WITH TETON COUNTY LDR 5.7.2.

ACTIVE CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR

1. ALL CONSTRUCTION EQUIPMENT TO BE CLEANED PRIOR TO ENTERING THE SITE.
2. SOIL STOCKPILES TO BE ROUTINELY CHECKED AND TREATED FOR INVASIVE SPECIES.
3. DISTURBANCE OUTSIDE OF THE CONSTRUCTION ZONE AND IN AREAS WHERE INVASIVE SPECIES ARE PRESENT SHALL BE MINIMIZED.
4. ALL AREAS OUTSIDE OF THE CONSTRUCTION ZONE SHALL BE KEPT ON ACTIVE MANAGEMENT USING THE CONTROL METHODS PRESCRIBED IN THE SPECIES SPECIFIC MANAGEMENT PLAN CREATED PRIOR TO CONSTRUCTION. THIS AREA SHALL BE MONITORED AND TREATED AT LEAST TWICE EACH GROWING SEASON.

POST-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR

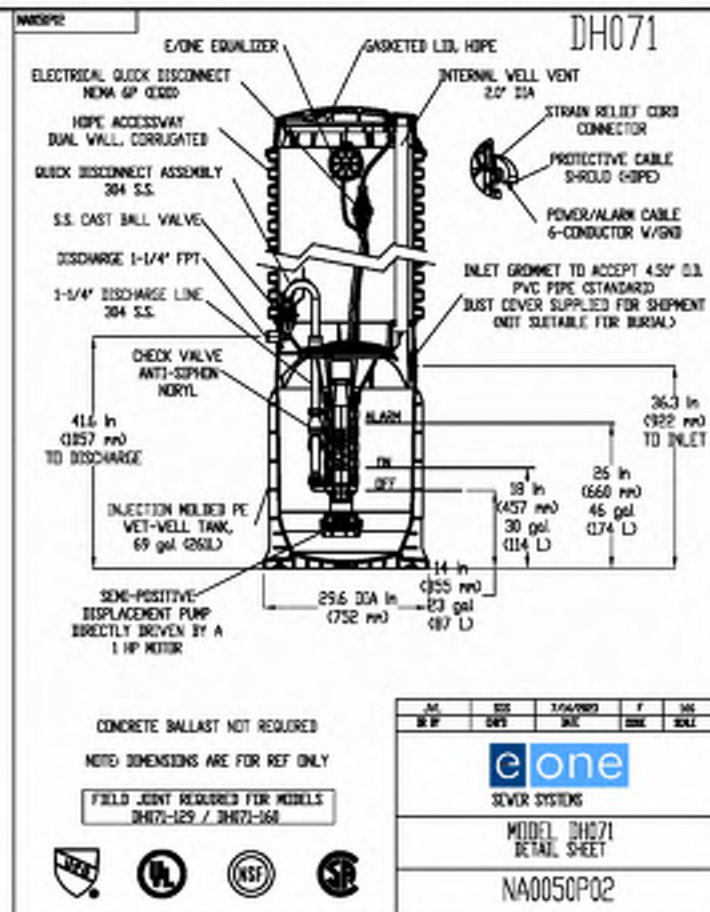
1. RE-VEGETATION TO OCCUR IMMEDIATELY AFTER CONSTRUCTION IS COMPLETE TO PREVENT THE ESTABLISHMENT OF INVASIVE SPECIES IN DISTURBED AREAS.
2. NURSERY STOCK SHALL BE IN ACCORDANCE WITH W.S. 11-9-101 - 109 (WYOMING NURSERY STOCK LAW), ACCOMPANIED BY A VALID PLANT CERTIFICATE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE. SEEDS SHALL BE IN ACCORDANCE WITH W.S. 11-12-101, 125 (WYOMING SEED LAW), CERTIFIED WEED FREE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE.
3. CERTIFIED WEED FREE STRAW, GRAVEL, AND SOIL SHALL BE UTILIZED WHERE POSSIBLE.
4. TOWP TO BE CONTACTED TO CREATE A POST-CONSTRUCTION INVENTORY.

Form Signed by:
MATT R. BOWER (Clerk)
0931600CDE20401
3/23/2020
WYOMING

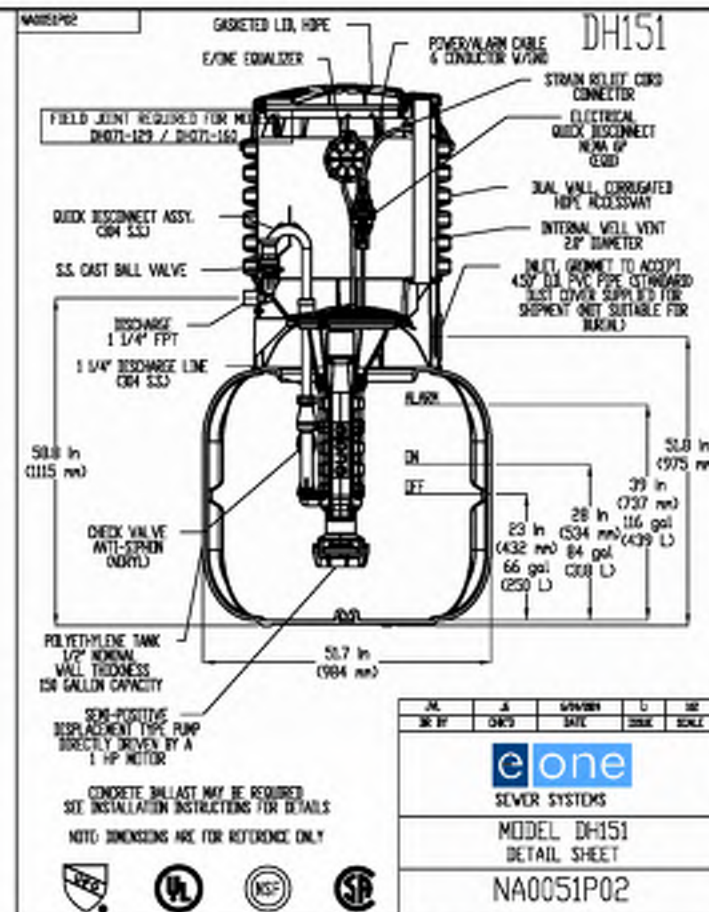
**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 753-2087

DRAWING TITLE
GRADING SITE PLAN

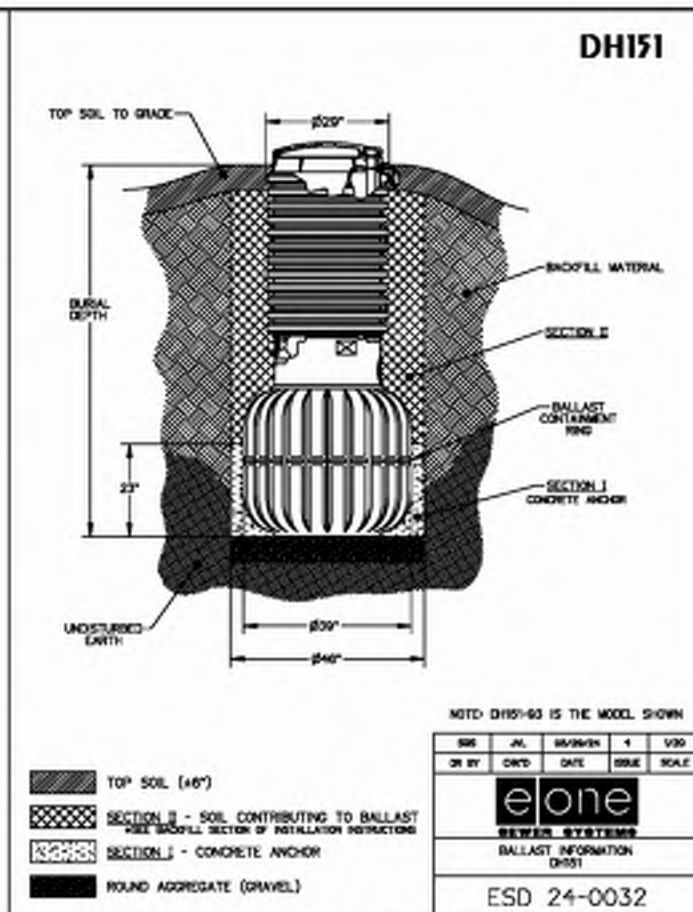
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C4.0	3900 S. TRAIL, DR.



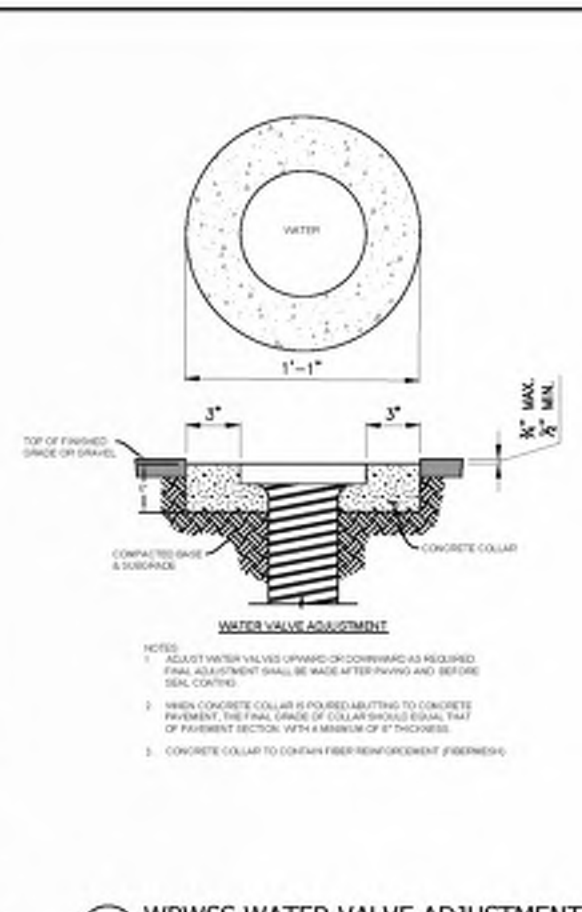
1 DH071 SEWER GRINDER PUMP STATION
SCALE: N.T.S.



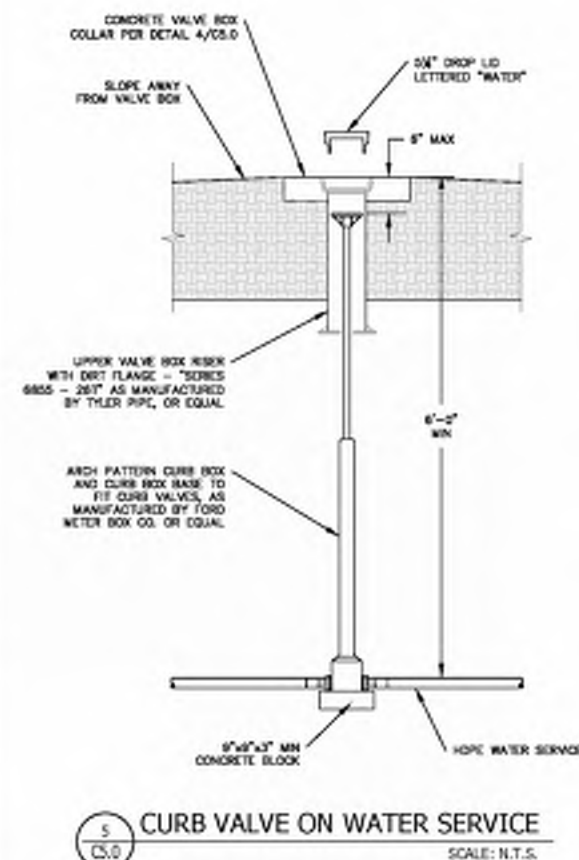
2 DH151 SEWER GRINDER PUMP STATION
SCALE: N.T.S.



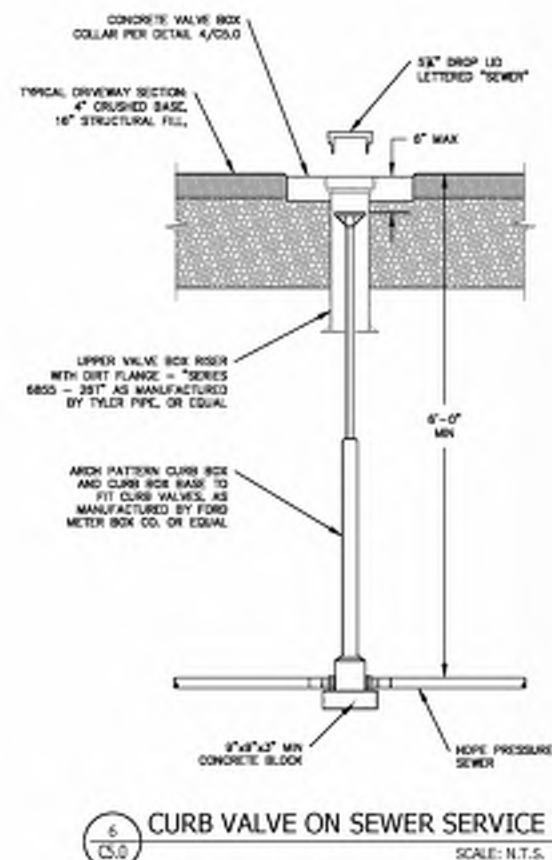
3 DH151 SEWER GRINDER PUMP STATION CONCRETE ANCHOR
SCALE: N.T.S.



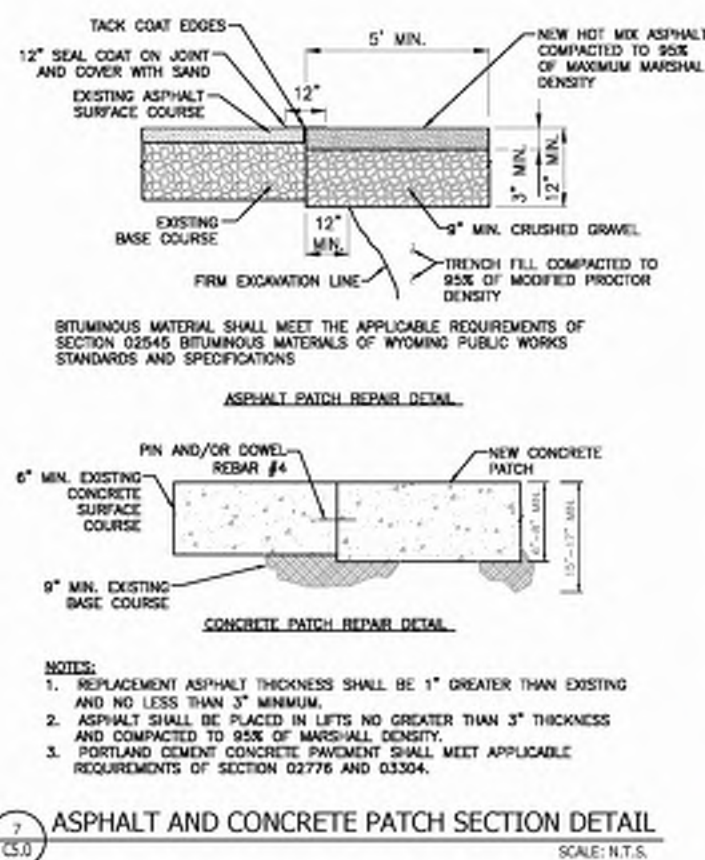
4 WPWS WATER VALVE ADJUSTMENT
SCALE: N.T.S.



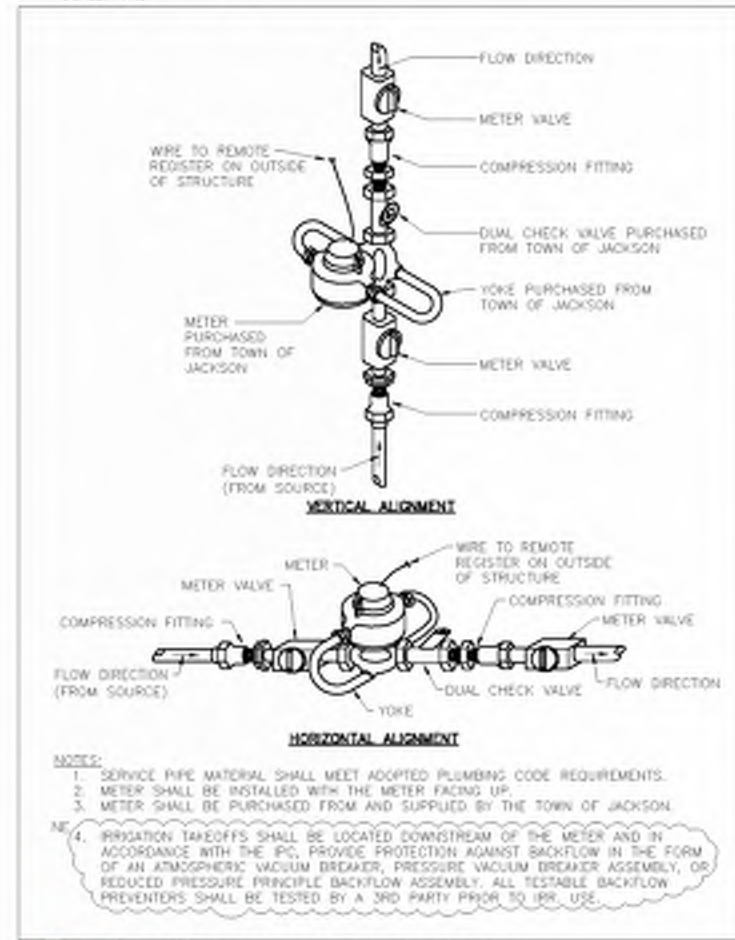
5 CURB VALVE ON WATER SERVICE
SCALE: N.T.S.



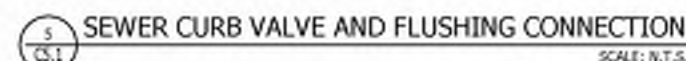
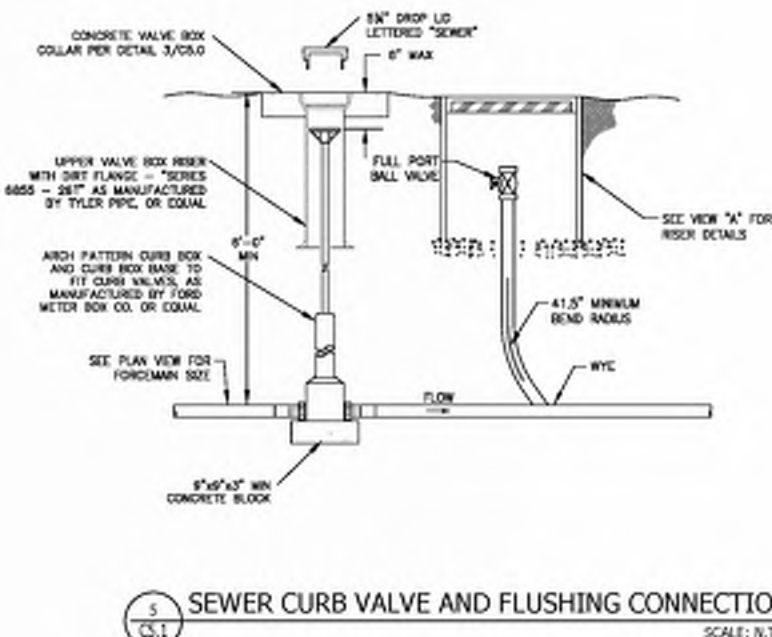
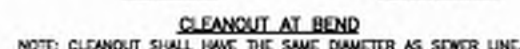
6 CURB VALVE ON SEWER SERVICE
SCALE: N.T.S.



7 ASPHALT AND CONCRETE PATCH SECTION DETAIL
SCALE: N.T.S.



WATER METER INSTALLATION
SCALE: N.T.S.



**NELSON
ENGINEERING**
P.O. BOX 1598, JACKSON WYOMING (307) 733-2087

RAWING TITLE
GENERAL SEWER DETAILS

DRAWING NO.	JOB TITLE
CS-1	3000 S. TRAIL, DR.

95-449-04

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Town Council Regular - Consent
Submitting Department:	Public Works	Presenter:	Brian Lenz
Agenda Item:	Request for Encroachments – 180 South King Street, TC Justice Center (E26-0061)	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider approving multiple encroachments into the Town's right-of-way as part of the Teton County Justice Center project at 180 South King Street, and to direct staff to prepare a formal Encroachment Agreement for Council approval at a future meeting. Council approval today is not final, the Encroachment Agreement will return to Council for execution.

Recommendations.

Staff recommends that Council approve the encroachments as conditioned in this staff report and direct staff to prepare an Encroachment Agreement for Council approval at a future meeting.

Background.

The Teton County Justice Center project is located at 180 S King. The project is SPET funded and will consolidate the existing county courthouse, county jail, and federal courthouse into one new facility. The site is currently under construction. As part of the project, Teton County is proposing to install several elements within the Town's right-of-way that do not comply with Town standards, will be owned, operated and maintained by the County, or both.

This application is made in accordance with the Town Municipal Code that requires an Encroachment Agreement to construct and maintain private improvements within the right-of-way.

The project has been reviewed and approved by Council through Sketch Plan, Development Plan, and Large Building Conditional Use Permit processes. The encroachments were included in those applications, and approval was conditioned on obtaining an Encroachment Agreement. The County is requesting approval of the following six encroachments:

- A. Flagpole: A 30-foot flagpole placed in brick pavers within the right-of-way. The proposed location provides appropriate prominence for the pole and aligns with other right-of-way elements. Limited space within the property boundary, due to the building canopy and public art planter, makes placement within the right-of-way necessary.
- B. Cast-in-place Concrete Site Walls: Short concrete walls in the buffer strip serving as vehicle barriers and a security feature for the building and its occupants.
- C. Brick Pavers: Non-Town standard pavers in the sidewalk and buffer area installed in response to Town Design Review Committee comments to improve the pedestrian experience and better define the Sheriff's Entry.
- D. Trash Receptacle: A county-owned and maintained trash receptacle matching street furnishings on Simpson Ave.
- E. Sandstone Benches: Two-foot by four-foot sandstone benches installed in response to Town Design Review Committee comments to improve the pedestrian experience.

- F. Tree Root Enhancement System: A modular suspended-pavement system, known as Silva Cells, designed to support paving loads while providing large volumes of uncompacted soil for urban tree roots, allowing trees to reach maturity in hardscape environments.

ENCROACHMENT AGREEMENTS

PER DISCUSSION WITH TOWN ENGINEERING, AN ENCROACHMENT AGREEMENT APPLICATION MUST BE COMPLETED FOR ANY ELEMENT THAT IS LOCATED IN THE PUBLIC RIGHT OF WAY. ADDITIONALLY, AN ENCROACHMENT AGREEMENT APPLICATION MUST BE COMPLETED FOR ANY PORTION OF CONCRETE SIDEWALK THAT EXTENDS INTO PRIVATE PROPERTY.

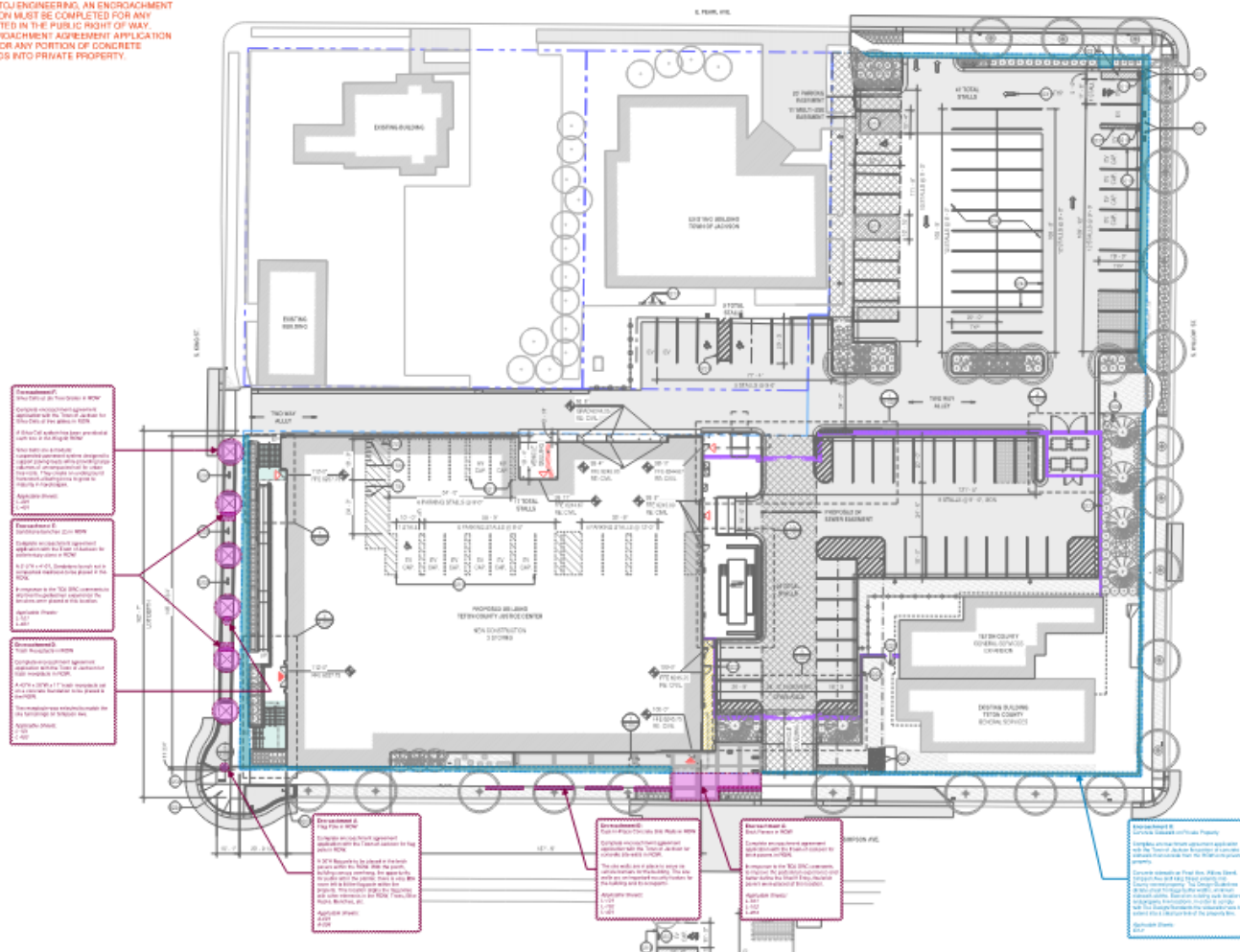


Figure 1: Proposed plan showing the Encroachment in purple. A larger map is attached to this file for clarity.

Analysis & Key Questions.

Staff finds that the Encroachments are consistent with prior approved applications and recommend approval with the following conditions:

1. All encroachments shall be owned, operated, and maintained by Teton County according to the terms set forth in the Encroachment Agreement.
2. Encroachment D: Trash Receptacle – Must comply with Town regulations for bear resistance.

Possible Alternatives.

Alternative 1: Town Council may choose to deny any or all of the encroachments. Denial of any individual encroachment would require the County to redesign that element of the project, which could delay construction

of an active SPET-funded project and may conflict with previously approved planning applications that included these elements as conditions.

Alternative 2: Town Council may choose to direct staff to revise the conditions of approval before proceeding. Council could modify any condition, including the maintenance obligations or bear-resistance requirement, before directing staff to prepare the Encroachment Agreement..

Key Policy Question:

Does Council agree with staff's recommendation to approve the encroachments as conditioned in this staff report dated June 1, 2026?

Note: If council does not agree with the recommendation the item must be pulled from the Consent Calendar for discussion.

Comprehensive Plan & Priority Alignment.

Proposed development aligns with the following Comp Plan Policies:

Common Value 2: Growth Management:

Principle 4.1—Maintain Town as the central Complete Neighborhood

Policy 4.1.d: Maintain Jackson as the economic center of the region.

Fiscal Impact.

The fees for the Justice Center have been waived. If assessed the fees for this application would have been \$690 for the request and \$690 for the agreement.

There are no direct costs to the Town associated with the Encroachments.

Staff Impact.

Total estimated staff time for this item is 16 to 23 hours across both steps.

Request Review: approximately 3 hours for Public Works, 1 hour for planning, 1 hours for Legal, and 1 hour for Administration; a total of 6 hours.

Encroachment Agreement: approximately 3-6 hours for Public Works, 1 hour for planning, 8-10 hours for Legal, and 2-4 hour for Administration; a total of 10-17 hours.

The encroachment agreement will stipulate that the ongoing maintenance, repair, replacement etc. of the Encroachments is the responsibility of the County.

Attachments or Links.

Application Materials

Suggested Motion.

I move to approve the encroachments as conditioned in this staff report dated June 1, 2026 and direct staff to prepare an Encroachment Agreement for approval by the Town Council at a future meeting.



ENCROACHMENT AGREEMENT APPLICATION

Planning & Building Department Planning Division

150 E Pearl Ave. ph: (307) 733-0440

P.O. Box 1687 fax: (307) 734-3563
Jackson, WY 83001 www.townofjackson.com

OWNER OF PROPERTY:

Name: Teton County General Services Phone: 307-732-8409

Mailing Address: PO Box 3594 / 185 S. Willow St. ZIP: 83001

E-mail: jpond@tetoncountywy.gov

APPLICANT/AGENT:

Name: Jason Berning - Berning Project Management Phone: 307-699-3733

Mailing Address: PO Box 485, Victor, ID ZIP: 83455

E-mail: berningpm@gmail.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent ☒

PROPERTY:

Physical Address of Property: 150 E. Simpson Ave

Lot, Subdivision: Lot 2 and Lot 3, Block 5

PIDN: 22-41-16-34-2-07-003

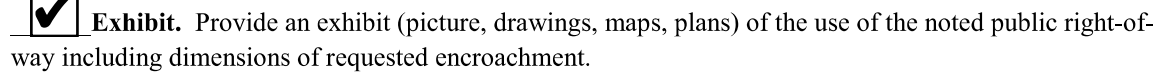
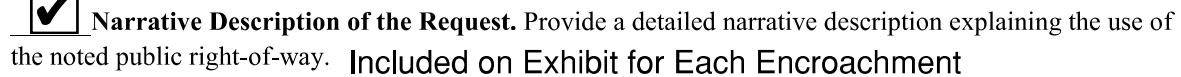
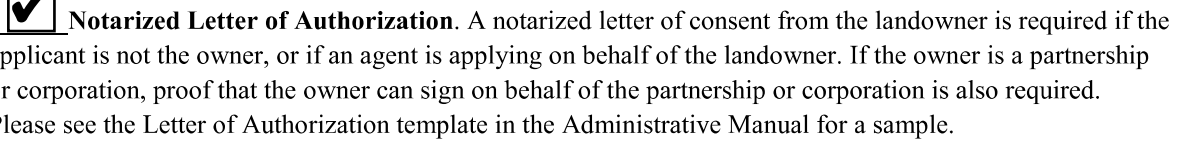
Description of Public Right-of Way: King Street, Simpson Ave, Willow Street

SUBMITTAL REQUIREMENTS. One(1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department via email to planning@jacksonwy.gov. 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.

Have you attached the following?

☐ **N/A** ☐ **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

6/15/2021



The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

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. 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 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 abovementioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Jason Berning

Jason Berning

Name Printed

3/19/26

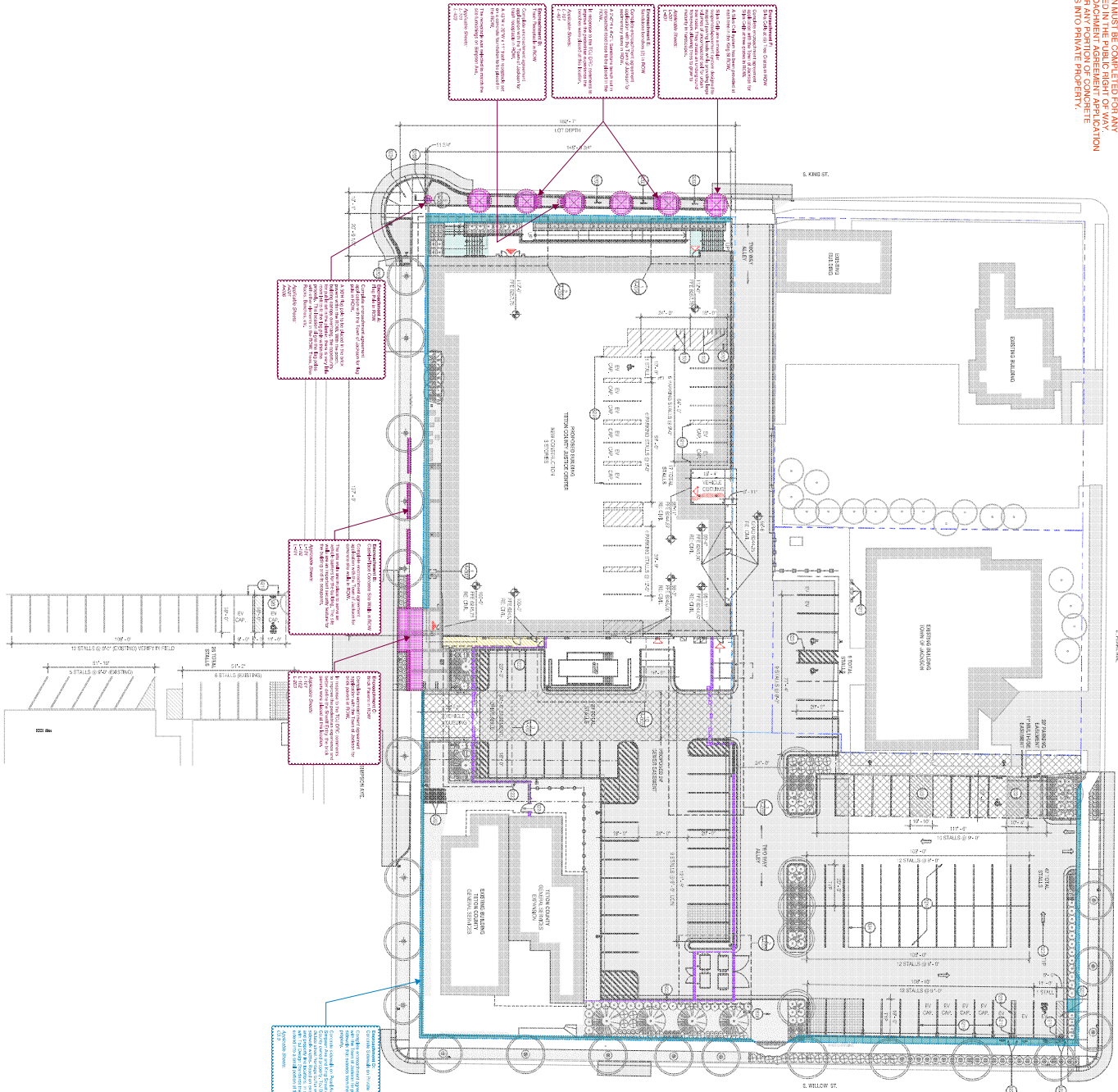
Date

Owner's Representative

Title

ENCROACHMENT AGREEMENTS

PER DISCUSSION WITH TOL ENGINEERING, AN ENCROACHMENT AGREEMENT HAS BEEN ENTERED INTO BY THE TOL ENGINEERING FIRM AND THE CITY OF TETON COUNTY. THE AGREEMENT STATES THAT THE ENCROACHMENT IS A PUBLIC RIGHT OF WAY. ADDITIONALLY, AN ENCROACHMENT AGREEMENT APPLICATION SIDEWALK THAT EXTENDS INTO PRIVATE PROPERTY.



ARCHITECTURAL SITE PLAN
1" = 30' 0"

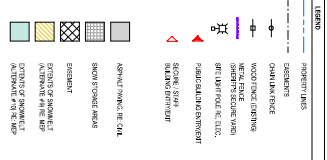
A-001

GENERAL NOTES

1. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.
2. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.
3. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.
4. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.
5. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.

WORK NOTES

1. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.
2. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.
3. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.
4. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.
5. REFER TO LANDSCAPE AND TOL ENGINEERING FOR ALL LANDSCAPE.



Anderson Mason/Dave

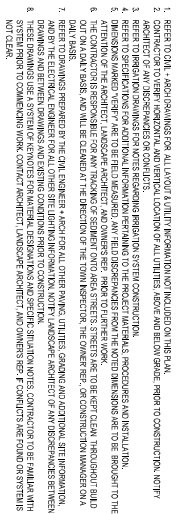
110 S King Street
Teton County
Jackson, WY 83001

Architect
Associate Architect
Structural Engineer
Mechanical/Electrical
& Plumbing Engineers
Technology, AV & Security
Landscape Architect
Civil Engineer

Owner's Representative
Energy Modeling
Food Consultant
Acoustic Consultant
Civil Engineer
Landscape Architect
Civil Engineer
Energy Modeling
Food Consultant
Acoustic Consultant
Civil Engineer
Landscape Architect
Civil Engineer

110 S King Street
Teton County
Jackson, WY 83001
Architect
Associate Architect
Structural Engineer
Mechanical/Electrical
& Plumbing Engineers
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Landscape Architect
Civil Engineer
Energy Modeling
Food Consultant
Acoustic Consultant
Civil Engineer
Landscape Architect
Civil Engineer
Energy Modeling
Food Consultant
Acoustic Consultant
Civil Engineer
Landscape Architect
Civil Engineer



[illegible]

UNIT PAVEMENT, RE. 4L-401 + L-203 + SPEC.

CONCRETE PAVING, RE. CML

UNIT PAVEMENT, RE. 4L-401 + L-203 + SPEC.

CONCRETE PAVING, RE. CML

- 4.4 SAND STONE BENCH, RE. 11L-401 + SPECS
- 4.5 BIKE RACK, RE. 14L-403 + SPECS
- 4.6 LITTER RECEPTACLE, RE. 31L-403 + SPECS
- 4.7 PARK BENCH WITH DINERS, ALRA 136, RE. 21-403 + SPECS

UNIT PAVEMENT, RE. 4L-401 + L-203 + SPEC.

CONCRETE PAVING, RE. CML

UNIT PAVEMENT, RE. 4L-401 + L-203 + SPEC.

CONCRETE PAVING, RE. CML

Teton County
P.O. Box 334
165 S. Willow Street
Jackson, WY, 83301
307 732-6456

3193 Speer BA
C4 made R021
303 224 34453193 Speer BA
C4 made R021
303 224 3445

215 S. Rury St.
307 733 4500
www.abacris.com

215 S. Rury St.
307 733 4500
www.abacris.com

307 021 2011
www.ahis.com

307 021 2011
www.ahis.com

866 1209 5916
303 232 2000
www.2000tj.com866 1209 5916
303 232 2000
www.2000tj.com

719.520.1112

719.520.1112

Overland, KS
913 461 9075

Overland, KS
913 461 9075

1510 N. 103rd
PO Box 9550
Jackson, WY 83001

1510 N. 103rd
PO Box 9550
Jackson, WY 83001

Little Green De
1165 S. Pierre
Suite 120A

Little Green De
1165 S. Pierre
Suite 120A

LEED CO
Kath Winters -
P.O. Box 1191

LEED CO
Kath Winters -
P.O. Box 1191

Energy

Energy

Food Co.

Food Co.

Acoustic

Acoustic

www.jocp.2009

www.jocp.2009

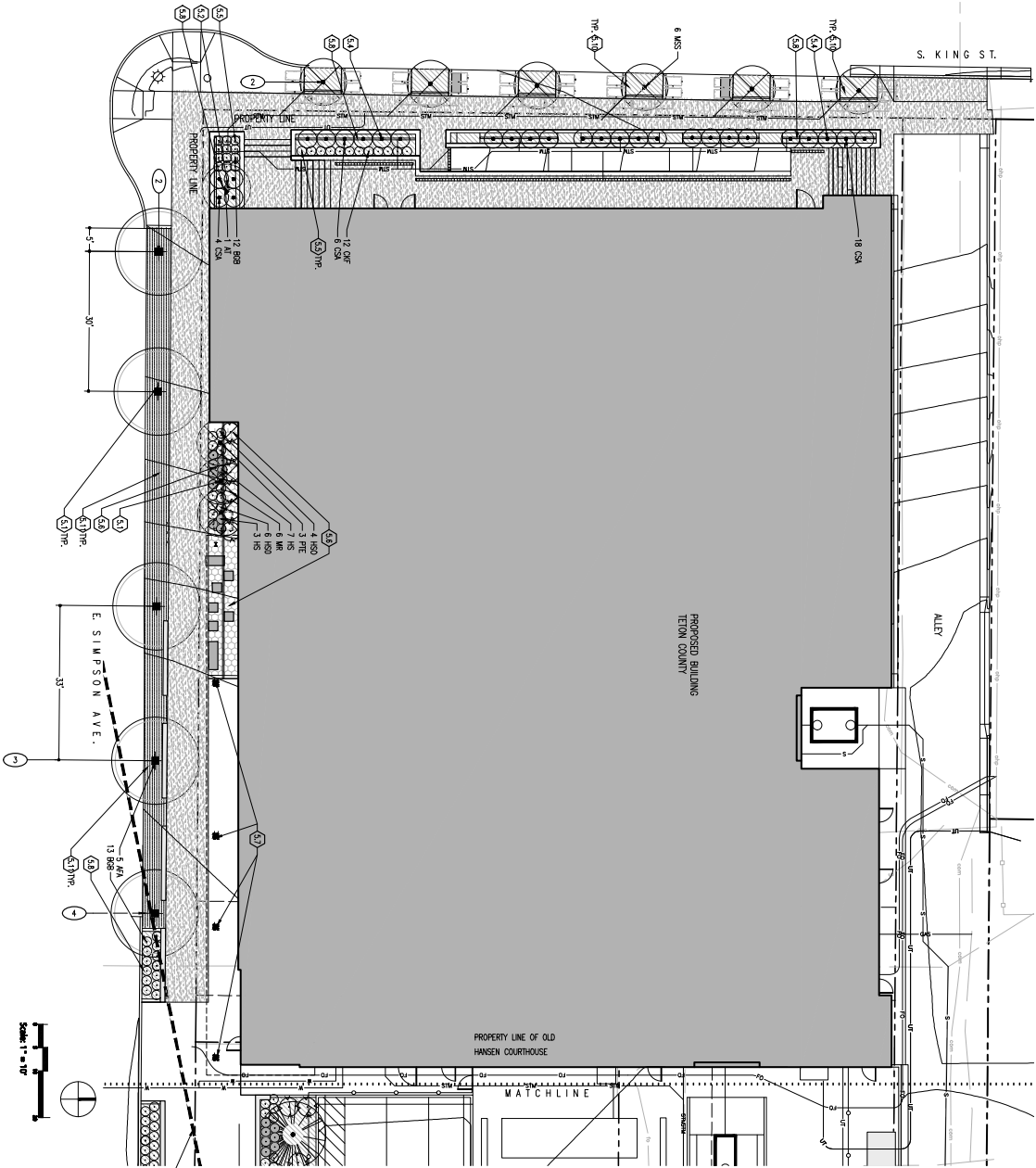
303 578 4150

303 578 4150

1

1





Scale: 1" = 10'

PLANTING NOTES

1. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF TETON COUNTY PLANTING SPECIFICATIONS.
2. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF TETON COUNTY PLANTING SPECIFICATIONS.
3. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF TETON COUNTY PLANTING SPECIFICATIONS.
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9. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF TETON COUNTY PLANTING SPECIFICATIONS.
10. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF TETON COUNTY PLANTING SPECIFICATIONS.

PLANTING KEY NOTES

- 60 MISC. PLANTING KEY NOTES
- 60 LANDSCAPE PLANTING KEY NOTES
- 60 PLANTING SYMBOLS LEGEND

PLANTING SYMBOLS LEGEND
WOOD MULCH (NO NEED BARRIER) RE: SPEC
WOOD MULCH (NEED BARRIER) RE: SPEC
WOOD MULCH (NEED BARRIER) RE: SPEC

PLANT LEGEND

PLANT LEGEND	COMMON NAME	SIZE	COMMENTS
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.
ABA	ABUTILON	3' CUL.	B&S, STAKE & DIV.

PLANTING SITUATIONAL NOTES

- 1. SOIL TYPE AND SOIL TO LIMIT OF DISTURBANCE
- 2. CENTER TREE ON CENTER OF WALK
- 3. CENTER TREE IN BETWEEN SEAT WALLS

180 S King Street
Justice Center
Jackson, WY 83001

Architect

Architect
180 S King Street
Justice Center
Jackson, WY 83001

Engineer

Engineer
180 S King Street
Justice Center
Jackson, WY 83001

LEED Consultant

LEED Consultant
180 S King Street
Justice Center
Jackson, WY 83001

Energy Modeling

Energy Modeling
180 S King Street
Justice Center
Jackson, WY 83001

Acoustic Consultant

Acoustic Consultant
180 S King Street
Justice Center
Jackson, WY 83001



**TEJON COUNTY
 JUSTICE CENTER**

1100 S King Street
 Madison, WI 53701

24-031

THIS DRAWING IS THE PROPERTY OF ANDERSON MASONRY. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF ANDERSON MASONRY.

Architect

24-031

Mechanical/Electrical

24-031

Structural Engineer

24-031

Engineer, A/E & Security

24-031

Demolition Specialist

24-031

Landscaping Architect

24-031

CM/Engineer

24-031

Acoustic Consultant

24-031

Energy Modeling

24-031

LEED Consultant

24-031

Pool/Spa Consultant

24-031

Owner's Representative

24-031

Acoustic Consultant

24-031

Energy Modeling

24-031

LEED Consultant

24-031

Pool/Spa Consultant

24-031

Owner's Representative

24-031



Site Details

24-031

Site Details

24-031

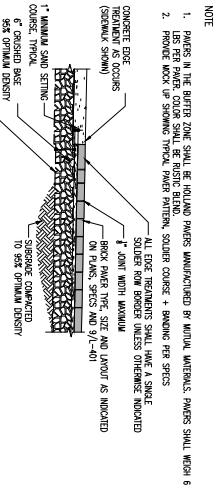
Site Details

24-031

Site Details

24-031

L-401



UNIT PAVERS

NOTE:

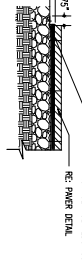
1. PAVES IN THE AFTER DOME SHALL BE HOLLOW PAVES MANUFACTURED BY MASONRY. PAVES SHALL WEIGH 6 LBS PER SQUARE FOOT. PAVES SHALL BE REINFORCED WITH 1/2" REBAR. PAVES SHALL BE REINFORCED WITH 1/2" REBAR.
2. PAVES SHALL BE REINFORCED WITH 1/2" REBAR. PAVES SHALL BE REINFORCED WITH 1/2" REBAR.
3. PAVES SHALL BE REINFORCED WITH 1/2" REBAR. PAVES SHALL BE REINFORCED WITH 1/2" REBAR.



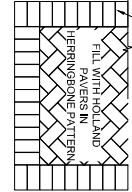
CONCRETE EDGE RESTRAINT

NOTE:

1. 10'-0" DIA. DOME FROM OUTDOOR, 124 E. ST. CHARLES ROAD, MILWAUKEE.
2. 10'-0" DIA. DOME FROM OUTDOOR, 124 E. ST. CHARLES ROAD, MILWAUKEE.



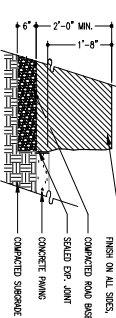
EDGE RESTRAINT AT COLUMN



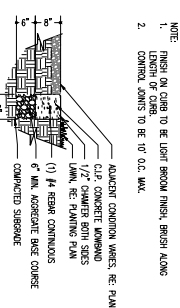
ENLARGED LAYOUT OF SOLDIER COURSE AND PAVER FIELD IN ROW



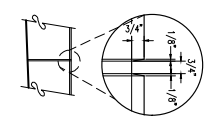
1. PROTECT SANDING FROM JUNE 7. CONCRETE SPALLER.
2. TO AVOID SCRAPING, SCORING, CHIPPING + OTHER DAMAGE.



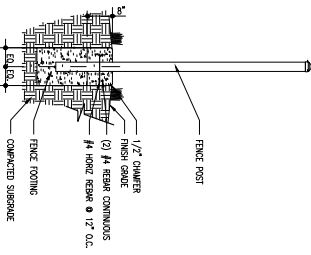
SANDSTONE BENCH



8" WIDE CONCRETE MOVABLE IN LANDSCAPE

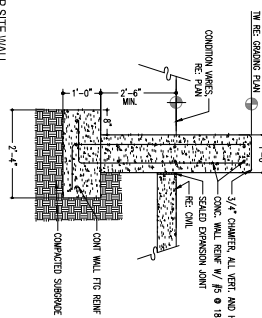


A. CURB/WALL CONTROL JOINT SECTION



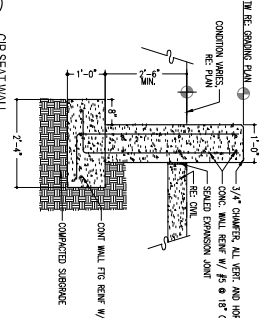
12" WIDE CONCRETE MOVABLE WITH FENCE IN LANDSCAPE

1. REFER TO ARCHITECTURAL FOR FENCE LINE PATTERN, INTEGRAL PROMENT COLOR AND JOINT LOCATIONS IN THE LINE.
2. WALL JOINTS TO BE LOCATED PER ARCH. 3/4"-40".

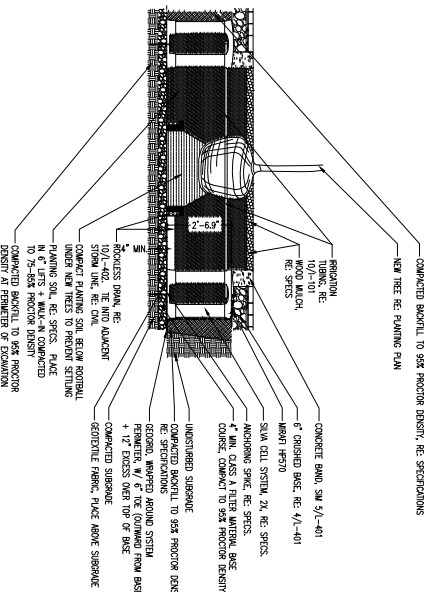


CIP SITE WALL

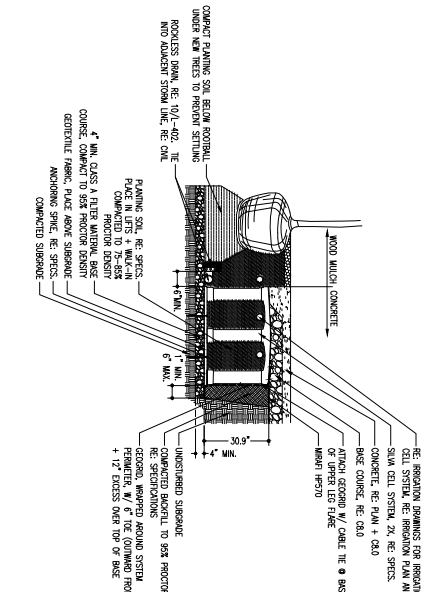
1. REFER TO ARCHITECTURAL FOR FENCE LINE PATTERN, INTEGRAL PROMENT COLOR AND JOINT LOCATIONS IN THE LINE.
2. WALL JOINTS TO BE LOCATED PER ARCH. 3/4"-40".



CIP SEAT WALL



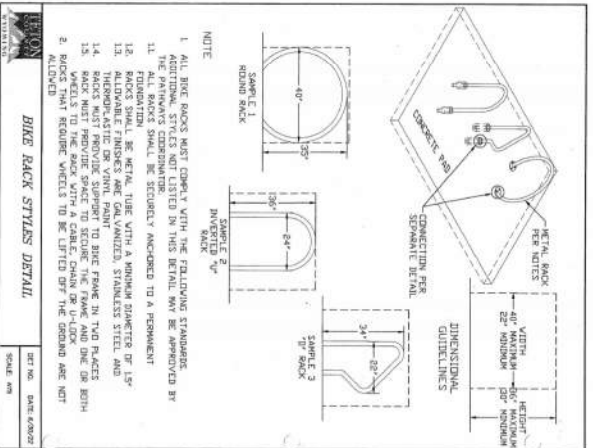
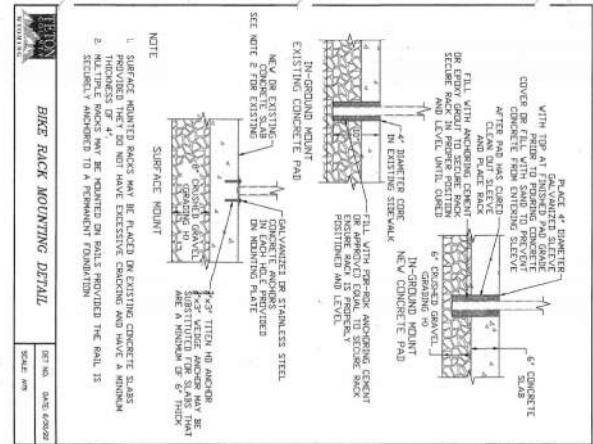
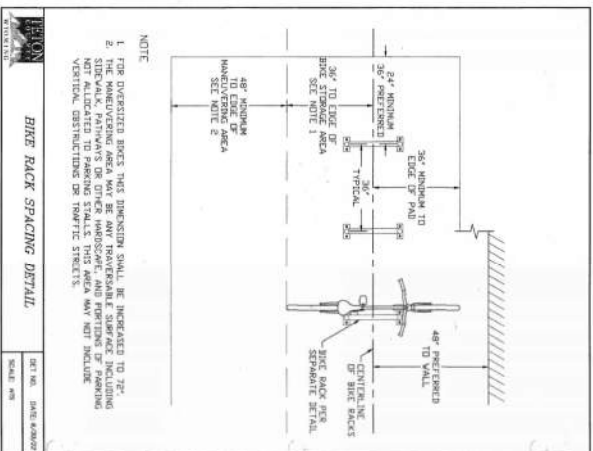
SECTION A - NORTH/SOUTH SECTION



SECTION B - EAST/WEST SECTION

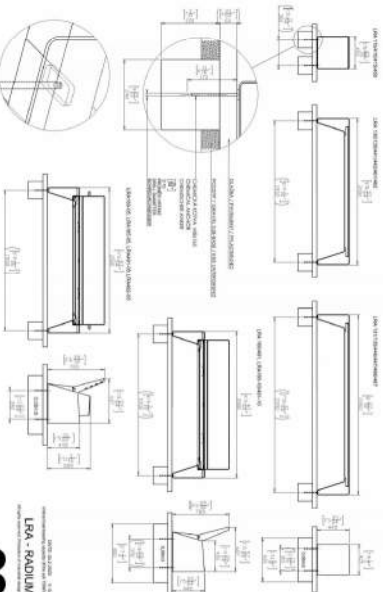
**TETON COUNTY
 JUSTICE CENTER**

190 S King Street
 Jackson, WY 83001
 24-031



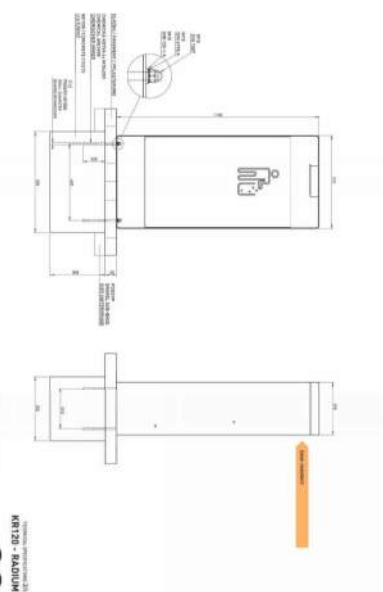
1 BIKE RACK DETAILS

NTS



2 BENCH FOUNDATION

NTS



3 LITTER RECEPTACLE FOUNDATION (DIMENSIONS IN MM)

NTS

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Regular Council Meeting
Submitting Department:	Internal Services	Presenter:	Lynsey Lenamond
Agenda Item:	Application for Transfer of a Satellite Winery Liquor License at 50 E. Broadway	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to consider the application for transfer of a liquor license. The Town Council is the local liquor licensing authority with the ability to regulate liquor licenses within the corporate limits of the Town of Jackson.

It is a statutory requirement for the Mayor to OPEN A PUBLIC HEARING on the issuance of liquor licenses. In accordance with our notice, and per Wyoming Statute, protests will be heard against the issuance during this hearing before the Town Council. Additionally, staff presentation, public comment, Council discussion, and any voting will take place during this hearing on the application. The procedure for this item is as follows:

1. The Mayor opens the public hearing.
2. The Mayor calls for the staff presentation on the application.
3. The Mayor calls for any and all public comment, protest comment included.
4. Council discusses the application.
5. The Mayor calls for a motion on the application and the vote on the motion.
6. The Mayor closes the public hearing.

Recommendations.

Staff recommends approval of this application with the conditions of approval contained in this staff report.

Background.

On April 24, 2026, staff received an application for a transfer of location of a Satellite Winery liquor license. With approval, the satellite winery will relocate to 50 East Broadway. The building is currently permitted as a Retail Use under the LDRs.

Staff from the Internal Services and Planning Departments visited the location and reviewed zoning codes extensively for this location. The applicant has chosen not to pursue a change of use to Restaurant/Bar Use which is an allowed use with a Basic Use Permit in the Town Square-1 (TS-1) zone and instead remain as a Retail Use. While Retail Use can accommodate this type of "tasting room", the Planning Department staff recommend the following conditions of approval for the liquor license in order to adequately preserve the purpose and intent of the Retail Use classification – as opposed to Restaurant/Bar Use – under the LDRs.

1. Floor area devoted to "tasting room" - including bar, bar back, and seating - shall not exceed 10% of the total floor area leased within the building to Jackson Hole Winery (This excludes seasonal outdoor seating on the balcony). Based on currently submitted floor plan, staff calculates 10% as 109sf max. Prior to approval, applicant shall provide updated floor plan which provides floor plan (seating/bar) and floor area calculation demonstrating this standard is met. At no time may additional seating -exceeding this 10% maximum – be introduced inside the building.
2. Floor area not part of the designated "tasting room" shall be actively used for retail use or for accessory functions such as storage of retail product.

Analysis & Key Questions.

Staff reviewed this application against each of the statutory criteria below and finds no basis for denial. The Town Council should consider the following from Wyoming Statute §12-4-104(b) regarding the transfer of a liquor license:

(b) A license or permit shall not be issued, renewed or transferred if the licensing authority finds from evidence presented at the hearing:

(i) The welfare of the people residing in the vicinity of the proposed license or permit premises shall be adversely and seriously affected;

(ii) The purpose of this title shall not be carried out by the issuance, renewal or transfer of the license or permit;

(iii) The number, type and location of existing licenses or permits meet the needs of the vicinity under consideration;

(iv) The desires of the residents of the county, city or town will not be met or satisfied by the issuance, renewal or transfer of the license or permit; or

(v) Any other reasonable restrictions or standards which may be imposed by the licensing authority shall not be carried out by the issuance, renewal or transfer of the license or permit.

Possible Alternatives.

The public hearing must be conducted or at least opened at this Council meeting. Alternatives to that include:

1. Continue the public hearing to gain further public comment or information on issues related to the findings.
2. Deny the application.

Comprehensive Plan & Priority Alignment.

This application relates to the Comprehensive Plan under:

Principle 8.1 – Maintain current, coordinated service delivery.

- Policy 8.1.a, the delivery of quality levels of service to the community.

It also relates to the health, safety and welfare of the community as discussed in section 8.

Fiscal Impact.

Upon approval, Jackson Hole Winery LLC will pay a transfer fee of \$100, the amount set by State Statute for transfers, and the fee will be deposited in the Town's General Fund.

Staff Impact.

The impact on the Clerk's office will total approximately 7 hours, including time spent with the applicant reviewing the license and application requirements, processing the application, reviewing the application and license with the Wyoming Liquor Division, and preparing the license. The Town Attorney, Administration, Planning and Building, and Fire Department spent time reviewing the application as well.

Attachments or Links.

Application for Transfer of Location of a Liquor License.

Suggested Motion.

Having considered Wyoming Statute 12-4-104(b) statutory factors for this application, I move to approve the application for a transfer of location from Jackson Hole Winery LLC, subject to the following conditions, and further direct the Town Clerk's office to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv):

1. The Clerk's office shall not issue the license until all required Town licenses and permits have been obtained.
2. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.
3. Floor area devoted to "tasting room" - including bar, bar back, and seating - shall not exceed 10% of the total floor area leased within the building to Jackson Hole Winery (This excludes seasonal outdoor seating on the balcony). Prior to approval, applicant shall provide an updated floor plan which provides floor plan (seating/bar) and floor area calculation demonstrating this standard is met.
4. At no time may additional seating -exceeding this 10% maximum – be introduced inside the building.
5. Floor area that is not part of the designated "tasting room" shall be actively used for retail use or for accessory functions such as storage of retail product.

NEW OR RENEWAL
LIQUOR LICENSE OR
PERMIT APPLICATION

(State of Wyoming-County and Municipal Jurisdictions)

FOR LIQUOR DIVISION USE ONLY			
Customer #:			
Transf. from:			
1 st Reviewer:		/	/
2 nd Reviewer:		/	/

CLERK SECTION: Completed by City / Town / County Clerk		Local License #	
Filing In Jurisdiction: ☒ CITY or TOWN OF: <u>Jackson</u> ☐ COUNTY OF:		Date filed with clerk: <u>4, 24, 26</u> Advertising Dates: (Minimum 2 Consecutive Weeks Prior to Hearing) <u>5, 20, 26 & 5, 27, 26</u> Public Hearing Date: <u>6, 1, 26</u> Publishing Fee: \$ <u>100.00</u> Publishing Fee Direct Billed to Applicant: ☐	
Fees Annual License Fee: \$ _____ Prorated License Fee: \$ _____ Transfer Fee: \$ <u>100.00</u> License Term: <u>6, 2, 26</u> Through <u>3, 31, 27</u> Month Day Year Month Day Year			
LICENSING AUTHORITY CLERK: BEGIN ADVERTISING PROMPTLY! PER W.S. 12-4-104(d): IMMEDIATELY FORWARD A COPY OF THE APPLICATION AND ALL ATTACHEMENTS TO THE DIVISION. NO LICENSING AUTHORITY SHALL APPROVE OR DENY AN APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.			
SECTION 1: APPLICANT & LOCATION INFORMATION			
Applicant (Business Name): <u>Jackson Hole Winery, LLC</u> Doing Business As (DBA) / Trade Name: <u>Jackson Hole Winery</u> Building to be licensed / Building Address: <u>50 E. Broadway</u> (Address Number, and Suite or Unit Number, and Street or Road Name) <u>Jackson WY 83001 Teton</u> City State Zip County Local Mailing Address: <u>PO Box 8827</u> (Address Number or PO Box, and Suite or Unit Number, and Street or Road Name) <u>Jackson WY 83002 Teton</u> City State Zip County Business Telephone Number: <u>307-201-1057</u> Fax Number: _____ Business E-Mail Address: _____ Business Primary Contact: <u>Robert Schroth</u> First Name Last Name			
SECTION 2: FILING AS (CHOOSE ONLY ONE)			
☐ INDIVIDUAL ☐ GENERAL PARTNERSHIP ☐ LP ☐ LLP ☐ LLLP ☒ LLC ☐ LC ☐ CORPORATION (INC) ☐ NON-PROFIT CORPORATION (NCORP) ☐ POLITICAL SUBDIVISION ☐ ORGANIZATION ☐ OTHER _____			
SECTION 3: FILING FOR (CHOOSE ONLY ONE)			
☐ NEW LICENSE OR PERMIT ☐ RENEWAL OF LICENSE OR PERMIT ☒ TRANSFER OF LOCATION ☐ TRANSFER OF OWNERSHIP* ☐ TRANSFER OF OWNERSHIP* and LOCATION *For a Transfer of Ownership: Attach a Form of Assignment Formerly Held by:			
SECTION 4: TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)			
(a) Licenses and Permits Authorized for On-Premise Sales and Off-Premise Package Sales ☐ RETAIL LIQUOR LICENSE ☐ COUNTY MALT BEVERAGE PERMIT ☐ MICROBREWERY PERMIT ☒ WINERY PERMIT ☒ WINERY SATELLITE PERMIT ☐ MANUFACTURER SATELLITE PERMIT (i) Primary Business Type (CHOOSE ONLY ONE) (W.S. 12-6-101(c)(vi)) ☐ ON-PREMISE: BAR ☐ OFF-PREMISE: PACKAGE STORE ☐ ON & OFF PREMISE: BAR & PACKAGE STORE (b) Licenses and Permits Authorized for ONLY On-Premise Sales ☐ RESTAURANT LIQUOR LICENSE ☐ BAR AND GRILL LIQUOR LICENSE ☐ SPECIAL MALT BEVERAGE PERMIT ☐ RESORT LIQUOR LICENSE ☐ RESORT HOTEL LIQUOR LICENSE ☐ RESORT LIQUOR LICENSE-SKI RESORT LIMITED RETAIL LIQUOR LICENSE (CLUB) ☐ GOLF CLUB ☐ VETERANS CLUB ☐ FRATERNAL CLUB ☐ SOCIAL CLUB			
SECTION 5: SPECIAL STATUTORY DESIGNATIONS-ONLY COMPLETE IF APPLICABLE (CHOOSE ONLY ONE)			
☐ COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv)) ☐ GOLF CLUB (W.S. 12-5-201(f)) ☐ GUEST RANCH (W.S. 12-5-201(f)) ☐ Other:			
SECTION 6: OPERATIONAL STATUS (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)) and to assist the Liquor Division with Scheduling Inspections)			
☐ SEASONAL MONTHS OF OPERATION: from _____ to _____ ☒ All Year (Jan-Dec) ☐ NON-OPERATIONAL / PARKED DAYS OF WEEK OF OPERATION: from _____ to _____ ☒ Every Day (Mon-Sun) HOURS OF OPERATION: from <u>11 AM</u> to <u>10 PM</u> ☐ 24 Hours a Day			

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3**1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)**

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building. ☐ YES (own)
- (b) The Applicant **LEASES** the licensed building. ☒ YES (lease)

If the building is leased, attach a copy of the lease agreement and complete (i) through (iii) below:

- (i) The lease term expiration date is: 3/31/25; or, ☐ Does not expire / Automatically Renews.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit.

- (ii) The lease term information is located on page(s) 1 paragraph(s) 1 & 1.5

- (iii) Sales provision for alcoholic or malt beverages: located, on page(s) 1.3 paragraph(s) 1.6 par. 4

Note: The lease **MUST** contain a provision specifically allowing the **SALE OF ALCOHOLIC or MALT BEVERAGES**.

- (c) **RENEWAL ONLY:** The lease is current and on file with the Licensing Authority. ☐ YES ☒ NO
- (i) If NO to (c), attach a copy of the current lease agreement and complete 1.(b), (i) through (iii)

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? ☐ YES ☒ NO
- (b) If the answer was YES to 2(a) above, attach a written explanation and copies of any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? ☐ YES ☒ NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? ☐ YES ☒ NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO
- (d) If the answer was YES to any of the above questions, attach a written explanation and copies of any documents in connection there within.

QUESTIONS 4-16 AND SIGNATURE PAGE: COMPLETED BY THE APPLICANT AS APPLICABLE**4. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)**

- (a) Will food and beverage services be contracted or subcontracted? ☐ YES ☐ NO
- (i) If YES, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO
- (ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iii) If NO to (a) (ii), attach a copy of the current contract or subcontract.

5. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)Is a copy of the valid food service permit or the approved permit application attached? ☐ YES ☐ NO**6. RESTAURANT LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-407(a) / W.S. 12-4-408**

- (a) Gross sales figures and percentages of income derived from:
- | | | |
|---------------------------------|-----------------------|----------------------|
| (Line 1) Liquor Sales: | \$ _____ | (_____) % |
| (Line 2) Food Sales: | \$ _____ | (_____) % |
| (Line 1 + Line 2 must = Line 3) | (Line 3) Gross Sales: | \$ _____ (_____) % |

7. BAR AND GRILL LICENSE LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-413(a) / W.S. 12-4-413(h),(i),(k)

- (a) Gross sales figures and percentages of income derived from:
- | | | |
|--|-----------------------|----------------------|
| (Line 1) Liquor Sales: | \$ _____ | (_____) % |
| (Line 2) Food Sales: | \$ _____ | (_____) % |
| (Line 3) Entertainment Sales: | \$ _____ | (_____) % |
| (Line 1 + Line 2 + Line 3 must = Line 4) | (Line 4) Gross Sales: | \$ _____ (_____) % |

8. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-405			
Does the resort complex:			
(a)	Have an actual valuation of at least one million dollars, or have committed or expended not less than one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)	☐	YES ☐ NO
(b)	Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)	☐	YES ☐ NO
(c)	Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)	☐	YES ☐ NO
(d)	If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00) on the facility? W.S. 12-4-401(b)(iv)	☐	YES ☐ NO
(e)	Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)	☐	YES ☐ NO
(i)	If YES to (e), attach a copy of the contract or subcontract.		
(ii)	RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.	☐	YES ☐ NO
(iii)	If NO to (e) (ii), attach a copy of the current contract or subcontract.		
9. RESORT HOTEL LIQUOR LICENSE: W.S. 12-4-416 / W.S. 12-4-403 through W.S. 12-4-405			
Does the resort hotel:			
(a)	Have an actual valuation of at least five million dollars, or have committed or expended at least five million dollars (\$5,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-416(b)(i)	☐	YES ☐ NO
(b)	Include a full-service restaurant? W.S. 12-4-416(b)(ii)	☐	YES ☐ NO
(c)	Include not less than twenty (20) sleeping rooms for short-term occupancy? W.S. 12-4-416(b)(iii)	☐	YES ☐ NO
(d)	Provide dining services to guest rooms for not less than twelve (12) hours each day? W.S. 12-4-416(b)(iv)	☐	YES ☐ NO
(e)	Provide facilities to accommodate business meetings for not less than fifty (50) participants? W.S. 12-4-416(b)(v)	☐	YES ☐ NO
(f)	Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)	☐	YES ☐ NO
(i)	If YES to (f), attach a copy of the contract or subcontract.		
(ii)	RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.	☐	YES ☐ NO
(iii)	If NO to (f) (ii), attach a copy of the current contract or subcontract.		
10. MICROBREWERY PERMIT:			
WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)			
(a)	Will or does the microbrewery at this location self-distribute its products or distribute through a licensed wholesaler?	☐	YES ☐ NO
If YES to (a); contact the Wyoming Liquor Division for further information.			
RENEWAL ONLY: PRODUCTION REQUIREMENTS: W.S. 12-1-101(a)(xix)			
(b)	Malt Beverage Production	Minimum barrel production required for the current license term: 50.00	
(i)	Barrels produced to date for the current license term: _____		
(ii)	Variance: _____		
(c)	Will the microbrewery at this location have produced at least 50 barrels (1,550 gallons) but less than 50,000 barrels (1, 550,000 gallons) by the end of the current license term as required by law?	☐	YES ☐ NO
(i)	If NO to (c), attach a written explanation.		
11. LIMITED RETAIL (CLUB) LIQUOR LICENSE: FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)			
(a)	Has the fraternal organization been actively operating in at least thirty-six (36) states?	☐	YES ☐ NO
(b)	Has the fraternal organization been actively in existence for at least twenty (20) years?	☐	YES ☐ NO
12. LIMITED RETAIL (CLUB) LIQUOR LICENSE: VETERANS CLUBS W.S. 12-1-101(a)(iii)(A)			
(a)	Does the Veteran's organization hold a charter by the Congress of the United States?	☐	YES ☐ NO
(b)	Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary?	☐	YES ☐ NO
13. LIMITED RETAIL (CLUB) LIQUOR LICENSE: GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e)			
(a)	Does the golf club have more than fifty (50) bona fide members?	☐	YES ☐ NO
(b)	Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse?	☐	YES ☐ NO
(c)	Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course?	☐	YES ☐ NO
(i)	Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e)	☐	YES ☐ NO
(ii)	If YES, is a copy of the food and beverage contract or lease attached?	☐	YES ☐ NO
(iii)	RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.	☐	YES ☐ NO
(iv)	If NO to (c) (iii), attach a copy of the current contract or subcontract.		

14. LIMITED RETAIL (CLUB) LIQUOR LICENSE: SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b)

- (a)

Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located?

☐ YES☐ NO
- (b)

Is the club incorporated and operating solely as a nonprofit organization under the laws of this state?

☐ YES☐ NO
- (c)

Is the club qualified as a tax-exempt organization under the Internal Revenue Service?

☐ YES☐ NO
- (d)

Has the club been in continuous operation for a period of not less than one (1) year?

☐ YES☐ NO
- (e)

Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues?

☐ YES☐ NO
- (f)

Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club?

☐ YES☐ NO
- (g)

Is a true copy of the club bylaws attached to this application?

☐ YES☐ NO
- (h)

Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached)

☐ YES☐ NO
- (i)

If YES to (h), attach a copy of the Petition(s).

15. For Applicants Filing As: Individual, General Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) listed below must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

16. For Applicants Filing As: Corporation (INC), Limited Company (LC), Limited Liability Company (LLC), Limited Liability Partnership (LLLP) or Limited Partnership (LP): W.S. 12-4-102(a)(iv) & (v)

- (a)

Is the Applicant Registered and Active with the Wyoming Secretary of State as required per W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws?

☐ YES☐ NO☐ NOT APPLICABLE

List below: Each Officer, Director, stockholder, legal entity or member holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.
Each Officer, Director or LLC member listed below must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
Robert E Schroth							
Linda M Schroth							
Anthony J Schroth							
						NO ☐	NO ☐

REQUIRED ATTACHMENTS:

FILING FOR: NEW, OR ANY TYPE OF TRANSFER

- ☐ A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- ☐ If Filing For a Transfer of Ownership: Attach a form of assignment from the current licensee assigning the current license or permit to the new Applicant. W.S. 12-4-601(b).
- ☐ A copy of any lease agreement(s). W.S. 12-4-103(a)(iii)
- ☐ Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- ☐ If filing for a Limited Retail Liquor License, operating as a Golf Club or Social Club, attach a copy of the club's bylaws including membership criteria. W.S. 12-4-301(c)
- ☐ If filing for a Microbrewery Permit or Winery Permit: Attach a copy of the approved Federal TTB Permit.
- ☐ If a current licensee is filing for a new, different license or permit: Attach a statement indicating the status of the current license or permit if the new license or permit is approved.

FILING FOR: RENEWAL

- ☐ A copy of any new or updated lease agreement(s) if not currently on file with the Licensing Authority. W.S. 12-4-103(a)(iii)
- ☐ Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement if the agreement on file with the Licensing Authority is not current. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)

OATH OR VERIFICATION W.S. 12-4-102(b)

Requires signatures by:

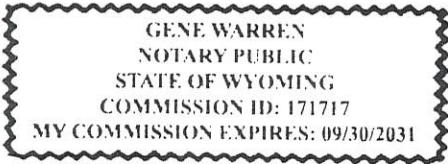
ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or ONE (1) Officer or Director, or Member of an Organization or Association.

Any individual who signs the application must also be listed on Question 15 or Question 16 as applicable or additional documentation must be provided confirming legal authority to sign the application on behalf of the Applicant.

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
COUNTY OF Teton) SS.

Signed and sworn to before me on this 24 day of April, 2026 that the facts alleged in the foregoing instrument are true by the following:
1) Robert E. Schrott 4/24/26
(Signature) (Printed Name) Title
2) (Signature) (Printed Name) Title
3) (Signature) (Printed Name) Title
4) (Signature) (Printed Name) Title
5) (Signature) (Printed Name) Title



Witness my hand and official seal:

Gene Warren
Signature of Notary Public

(SEAL)

My commission expires: 9-30-2031

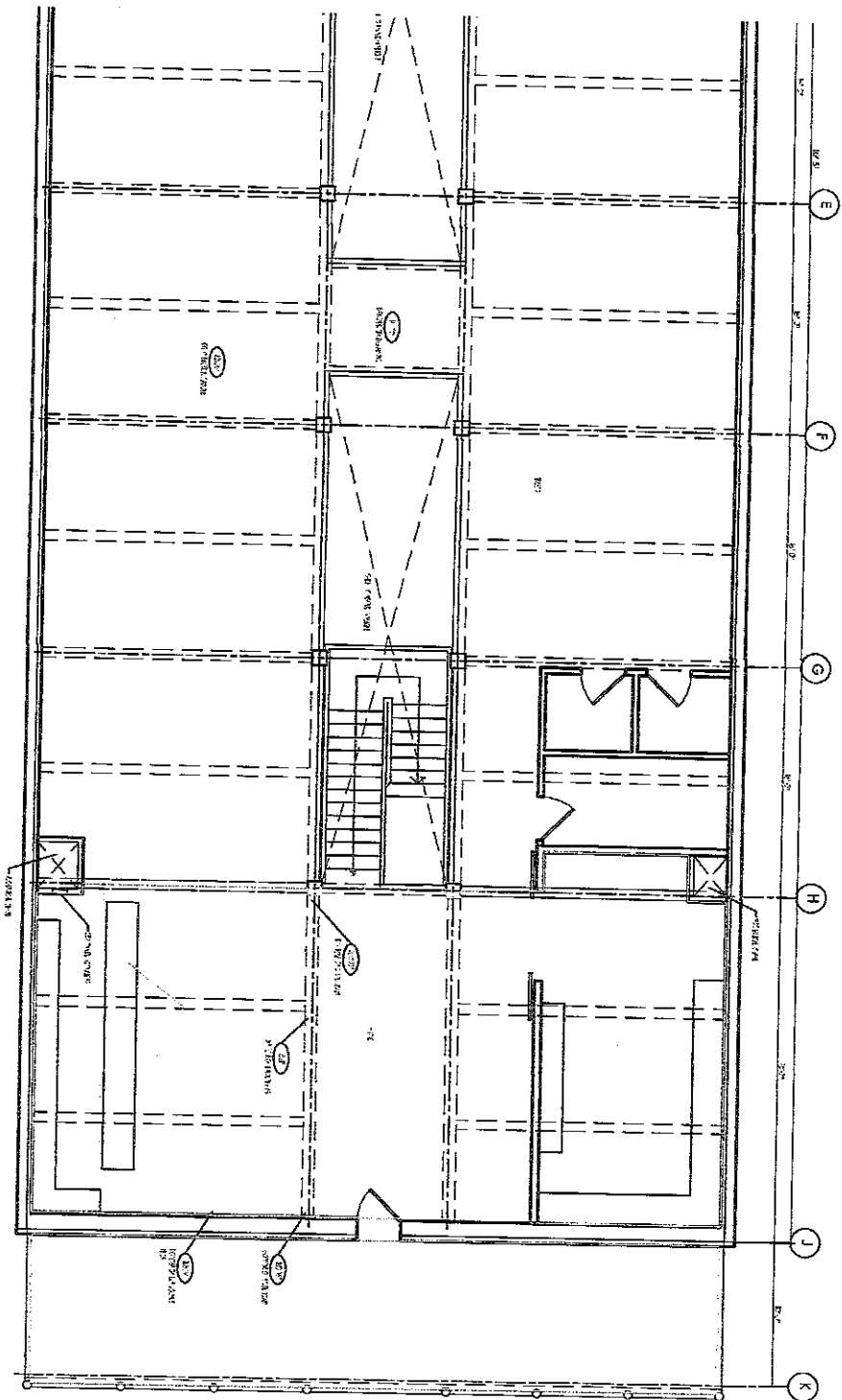


EXHIBIT "B" - SECOND FLOOR PLAN

JH WINERY
50 BROADWAY
24 APRIL 2026

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Council Regular
Submitting Department:	Joint Transportation	Presenter:	Charlotte Frei
Agenda Item:	Traffic Impact Analysis and Travel Demand Management Requirements (PM26-001)	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to seek Council direction on thresholds for when a traffic impact analysis is required.

Recommendations.

Staff recommends setting Transportation Impact Analysis thresholds as presented.

Background.

The Town's Land Development Regulations require a Transportation Impact Analysis (TIA) when a project is expected to create significant off-site transportation impacts, but the current regulations do not provide consistent definitions, methodologies, thresholds, or processes for monitoring and mitigating transportation impacts. Over the past several years, transportation-related development review in Jackson has become increasingly complex as traffic congestion, pedestrian safety concerns, multimodal demands, and seasonal visitation patterns continue to affect the transportation system. At the July 2025 Joint Meeting, the BCC and Town Council direct staff to initiate a process to adopt TIA requirements that included considerations for Travel Demand Management: <https://www.tetoncountywyo.gov/DocumentCenter/View/37380/0707A-Transportation-System-Monitoring-Traffic-Impact-Study-Update>.

In response, staff developed draft Transportation Impact Analysis (TIA) and Transportation Demand Management (TDM) Requirements to provide a more transparent and consistent framework for evaluating transportation impacts associated with development proposals. To formalize requirements, staff developed a three-tier review process: projects generating fewer than 10 PM peak-hour trips would be exempt; projects generating 10 to 30 trips would complete a simplified worksheet; and projects generating more than 30 trips would require a full Transportation Impact Analysis and traffic-reduction measures. The proposed requirements are intended to create a predictable, standardized process for applicants, staff, and decision-makers by defining:

- thresholds for when transportation analysis is required;
- the methodology and expectations for Transportation Impact Analyses;
- expectations for Transportation Demand Management (TDM) measures; and
- monitoring and reporting procedures to evaluate the effectiveness of mitigation measures over time.

The proposed framework is intended to align transportation review with adopted Comprehensive Plan goals related to safety, multimodal mobility, efficient land use, and reducing reliance on single-occupancy vehicle travel. The requirements also provide greater consistency with current professional transportation engineering practice and reflect approaches increasingly used in peer mountain and resort communities.

Several larger Jackson projects — including Dauntless on Pearl/Glenwood and Mogul Capital on Perry/Cache — have already completed similar analyses. Public comment on those projects reflected strong community

interest in a more consistent and transparent approach to reviewing traffic impacts. The draft requirements are intended to balance predictability and flexibility. The standards establish clear baseline thresholds and methodologies while still allowing staff discretion in unique circumstances where site access, safety concerns, existing congestion, or multimodal impacts warrant additional review. Since 2024, several developers have reached out to staff for guidance on completing a Traffic Impact Analysis. This is a common process in many communities, and developers and engineers are familiar with the purpose and need for TIAs and TDM programs. Most developers for larger sites, such as the Dauntless Development on Pearl/Glenwood and Mogul Capital on Perry/Cache, have coordinated with staff on their TIAs. Public comment related to these large developments has expressed a desire for a more systematic and quantitative review of transportation impacts of development.

The proposed TDM framework is intended to ensure that larger developments contribute toward the Town's adopted mobility goals by reducing vehicle trip generation through strategies such as transit support, ridesharing, bicycle and pedestrian improvements, parking management, and employer transportation programs. The draft requirements also establish a monitoring process to help the Town better understand actual trip generation over time and to refine future transportation planning assumptions using local data.

Analysis & Key Questions.

The requirements were informed by industry guidance from the Institute of Transportation Engineers (ITE), review of peer community practices, prior transportation analyses completed within Jackson and Teton County, and Council policy direction related to multimodal transportation and growth management. Based on peer community requirements, staff recommend a three-tier review process: projects generating fewer than 10 PM peak-hour trips would be exempt, projects generating 10 to 30 trips would complete a simplified worksheet, and projects generating more than 30 trips would require a full Transportation Impact Analysis and traffic reduction measures.

Table 1 below, reproduced from the proposed TIA and TDM Requirements, illustrates at what level of development 10 PM peak-hour trips would be generated, using the maximum and average values from ITE data, to illustrate recommended exemption thresholds. Trip generation data is based on data collected from sites around the country; entities may submit data based on vehicle driveway counts at various locations, such as hotels, multifamily housing, grocery stores, mixed-use commercial areas, and hundreds of other categories. Because the data is based on a cross-section of communities across the country, the ITE manual plots a fitted line to enable development-based trip forecasting. The values along the line correspond with a trip generation **rate** per quantity of development, such as hotel rooms or square feet of floor space. Analysts can reference the line to see the rate of trips generated per unit of development. For the Town of Jackson Requirements, staff recommends using the average rate as well as the maximum rate of trip generation to capture a more realistic range. Because household vehicle ownership in Jackson is higher than the national average, development is likely to generate more vehicle trips than the average.

Development below the 'Maximum PM Generation Rate' quantity in Table 1 would be exempt from a Trip Generation Worksheet. Developments larger than these quantities would be required to submit a Trip Generation Worksheet (screening tool) and potentially a full Traffic Impact Analysis. In other words, developments under the sizes in the 'Maximum PM Generation Rate' would not see any changes to their existing submittals to the Planning Department. If a destination is under 10 trips at the 'Average' but not at the 'Maximum', the recommended LDR amendments would require a Trip Generation Worksheet to gather

high-level information about multimodal site access. The Trip Generation Worksheet is designed to be completed in under one hour by the property owner, their developer, or their engineer.

Table 1: Quantity of Land Development above Minor Project Threshold (reproduced from Draft Requirements)

ITE Code	Land Use Description	10 Trips generated by Maximum PM Generation Rate <i>[Applicant is exempt from Trip Generation Worksheet]</i>	10 Trips generated by Average PM Generation Rate <i>[Applicant Completes Trip Generation Worksheet; likely not required to complete a full TIA]</i>
151	Mini-Warehouse/Self-Storage Facility	15,625 Sq Ft GFA	71,429 Sq Ft GFA
210	Single-Family Detached Housing	3 Units	11 Units
215	Single-Family Attached Housing	8 Units	20 Units
220	Multifamily Housing (Low-Rise)	10 Units	19 Units
223	Affordable Housing	8 Units	22 Units
230	Low-Rise Residential with Ground-Floor Commercial	23 Units	28 Units
310	Hotel	9 Rooms	21 Rooms
320	Motel	12 Rooms	27 Rooms
492	Health/Fitness Club	1195 Sq Ft GFA	2653 Sq Ft GFA
710	General Office Building	3861 Sq Ft GFA	8475 Sq Ft GFA
720	Medical–Dental Office Building	1129 Sq Ft GFA	2924 Sq Ft GFA
822	Strip Retail Plaza	564 Sq Ft GLA	1590 Sq Ft GLA
850	Supermarket	493 Sq Ft GFA	1138 Sq Ft GFA
851	Convenience Store	102 Sq Ft GFA	207 Sq Ft GFA
911	Walk-in Bank	414 Sq Ft GFA	824 Sq Ft GFA
930	Fast-casual restaurant	365 Sq Ft GFA	697 Sq Ft GFA
931	Fine-dining restaurant	535 Sq Ft GFA	1235 Sq Ft GFA

The four key questions below ask Council to confirm the key parameters of the proposed framework before staff proceeds to Planning Commission. Current Town Land Development Regulations include language requiring Traffic Impact Analysis if certain conditions are met, such as if significant off-site impacts are anticipated. Staff’s recommendation today is to systematize and clarify a) **when** a Traffic Impact Analysis is required and b) **how** a developer can mitigate their traffic impacts. Policy Questions 1 through 3 below address the question of ‘when’ and question 4 addresses ‘how’.

1. **Key Question 1:** Should developments generating 10 or fewer PM peak-hour trips be fully exempt, and should a simplified worksheet apply to projects generating between 10 and 30 PM peak-hour trips? Staff recommends yes. For reference, a 10-apartment building or a 9-room hotel would be exempt from the Trip Generation Worksheet.

2. **Key Question 2:** Does Council agree that more than 30 PM peak-hour trips is the appropriate threshold for a full Traffic Impact Analysis? Staff recommends yes. Jackson's proposed threshold is more lenient than peer communities; Park City, Utah sets its threshold at 25 trips and Aspen, Colorado at just 2 trips.
3. **Key Question 3:** Should the Planning Director have the authority to request more information from developments that are near the 30 PM peak-hour trip threshold? Staff recommends yes. Some projects may generate significant traffic outside of peak hours or on already-congested roads, and this flexibility ensures those situations are handled appropriately.
4. **Key Question 4:** Should developments generating more than 30 PM peak-hour trips be required to reduce their traffic impact by 50% of trips above that threshold? Staff recommends yes. For example, a development generating 45 PM peak-hour trips would need to reduce trips by 7 to 8, calculated as 45 minus 30 equals 15 excess trips, multiplied by 50%. Developers would select from an approved list of reduction strategies.

Staff notes that mitigation requirements may increase development costs, which could affect housing affordability, a topic Council should be aware of as this program is implemented.

Possible Alternatives.

1. The first alternative is to make no changes to the existing Land Development Regulations. Staff would continue reviewing traffic analyses on a project-by-project basis without formal thresholds or required mitigation. This does not fulfill Council's July 2025 direction and leaves developers without clear guidance.
2. The second alternative is to adjust the thresholds or mitigation percentage before proceeding. Council could direct staff to raise or lower the exemption threshold (recommended: 10 PM peak-hour trips), the full-analysis threshold (recommended: 30 PM peak-hour trips), or the 50% mitigation requirement.
3. The third alternative is to defer action until after the impact fee nexus discussion scheduled for the August 2026 Joint Meeting.

Comprehensive Plan & Priority Alignment.

The proposed requirements directly advance the following Comprehensive Plan goals:

1. Policy 7.2.a: Implement a Transportation Demand Management (TDM) program.
2. Policy 7.3.b: Coordinate transportation network decisions.
3. Policy 7.3.e: Require development to provide for walking, biking, carpooling, and transit.
4. Strategy 7.1.S.8: Develop and carry out a comprehensive sidewalk improvement program for the Town of Jackson, appropriate County Roads, and Teton Village streets.
5. Strategy 7.2.S.2: Create a Countywide Transportation Demand Management (TDM) program.
6. Strategy 7.2.S.5: Consider specific provisions for current planning review to require walk, bike, carpool, and transit components in new development.

Staff notes that while these requirements advance transportation and sustainability goals, increased mitigation costs could create tension with the Comprehensive Plan's housing affordability goals. Staff will monitor and report back as the program is implemented.

Fiscal Impact.

The fiscal impact falls on developers, who will fund their own traffic analyses and mitigation measures. There is no direct added cost to the Town. The Town currently spends approximately \$20,000 to \$35,000 per year on

traffic counts, funded through the Joint Transportation Division's professional services budget. Staff does not anticipate additional budget needs to implement the proposed requirements.

Staff Impact.

Staff do not anticipate a significant increase in workload associated with the proposed requirements because transportation review occurs today for many larger developments on an ad hoc basis. Staff spend hundreds of hours each year reviewing development plans and identifying traffic mitigation solutions. The proposed TIA and TDM requirements evolved to streamline these reviews and analyses into a clear process. Rather than adding to workload, the proposed framework codifies and standardizes an existing review process, which is expected to improve consistency, clarify expectations for applicants, and reduce the time spent resolving methodological questions during development review.

Staff anticipate that only a small number of developments each year — approximately two to three sites annually — would exceed the threshold requiring a full Transportation Impact Analysis and ongoing monitoring. The Transportation and Planning Divisions will maintain a database of monitored projects and use the collected data to better understand local trip generation patterns and the effectiveness of various TDM strategies over time. This information is expected to improve future development review, transportation planning, and calibration of mitigation assumptions specific to Jackson conditions.

While there will be some ongoing administrative responsibilities associated with monitoring and compliance tracking, staff believe the long-term benefit of a consistent, data-informed transportation review process outweighs the ~20 hours per year required to track these submittals annually. The Transportation Manager and Transportation Planner can absorb this workload within the current planning review and 'plan review committee' tasks.

Attachments or Links.

The following attachments are provided for reference, and they will be updated based on discussion from Council and the Planning Commission:

[Draft Trip Generation Worksheet](#), recommended for developments exceeding 10 peak-hour trips using the maximum generation rate

[Draft TIA and TDM Requirements](#), recommended to be followed by trips exceeding 30 peak-hour trips and at the Planning Director's discretion, to be adopted by reference as an Appendix in the LDRs

[Draft LDR red line](#)

Suggested Motion.

I move to direct staff to proceed with creating Traffic Impact Analysis and Travel Demand Management Requirement text amendments to the Land Development Regulations as recommended by staff in this staff report dated June 1, 2026, in accordance with applicable process and procedure.



Statement of Trip Generation

Purpose

Use this Statement worksheet to provide a concise trip-generation summary and site description for change-of-use or development projects. Complete all fields and attach the required site plan and frontage exhibits. This worksheet helps Town of Jackson Transportation, Planning, and Engineering staff determine what a development's transportation impacts will be, and if a full Transportation Impact Study (TIS) is required. Detailed information on each section of this Statement, as well as requirements for a full TIS, are available in the Town's Transportation Impact Study Guidelines located here: jacksonwy.gov/futureurl.

Thresholds

Projects generating fewer than 10 PM peak-hour trips are exempt from completing this Statement. All other development projects and change of uses are required to complete this Statement. Projects that are expected to generate **more than 30 net new PM peak hour trips** will require a full Transportation Impact Study (TIS) – this statement serves as a scoping document for the full TIS. Projects with expected trip generation between **10 and 30 net new PM peak hour trips** are only required to complete this Statement; however Town Staff may require additional analysis up to a full TIS for projects generating fewer than 30 net new PM peak hour trips if safety, frontage, or impact concerns exist.

Instructions for Applicants

Submit this completed Statement and attachments to the Town of Jackson Planning Department (electronic PDF via the Town's permit portal or email). If you are unsure about which ITE land use code to use or how to apply pass-by/internal capture, indicate the assumptions in the Notes column and staff will advise on acceptable methodology or required local adjustments.



Project / Applicant Information

Project Name: _____

Project Address / Parcel: _____

Applicant / Contact Name: _____

Phone / Email: _____

Date Submitted: ____ / ____ / ____

Project Narrative/Description

Project Land Uses

For each type of use, describe the size of use by gross floor area, number of units, or number of rooms as indicated by the ITE Trip Generation Rate Table on page 6 of this document.

Existing use:

Use: _____ Gross Floor Area or Number of Units/Rooms: _____ (sf/units/rooms)

Use: _____ Gross Floor Area or Number of Units/Rooms: _____ (sf/units/rooms)

Use: _____ Gross Floor Area or Number of Units/Rooms: _____ (sf/units/rooms)

On-site parking currently provided: _____ spaces

Proposed use:

Use: _____ Gross Floor Area or Number of Units/Rooms: _____ (sf/units/rooms)

Use: _____ Gross Floor Area or Number of Units/Rooms: _____ (sf/units/rooms)

Use: _____ Gross Floor Area or Number of Units/Rooms: _____ (sf/units/rooms)

New onsite parking required by Town Land Development Regulations: _____ spaces

New onsite parking proposed: _____ spaces



Project Trip Generation

Using the trip generation rates on page 6 of this worksheet, compute your project's net new PM expected peak hour trip generation. This is to be determined by calculating a range consisting of the average to the maximum expected generation for each discrete land use type, and summing these for a range of the total project net new PM expected peak hour trip generation. An example calculation is shown on page 7. If your project is not categorizable by the trip generation rates on page 6, consult the latest edition of the ITE Trip Generation Manual or contact Town Staff for guidance.

Land Use / ITE Code	Net Quantity Units (sf, units, rooms)	PM Peak Hour Average Trip Generation	PM Peak Hour Maximum Trip Generation	PM Peak Hour Trips Range (Average - Maximum)	Notes
Net New Peak-Hour Trips				_____ Total Net New PM Peak-Hour Trips	

Directional Distribution & Site Assignment

Summary of expected directional distribution (e.g., 65% northbound on Cache St, 35% southbound) and primary access points:

Nearest intersections / major street frontage and estimated impact to facilities:

Parking, Loading, & Access Improvements

[Note that the Town may require additional parking analysis per Land Development Regulations]



On-site parking supply - total vehicle spaces and access location:

Improvements to streets fronting the project and/or other site access improvements:

Typical employee shifts, customer hours, and expected peak occupancy:

Loading / delivery frequency, typical vehicle type (delivery truck, van), and site access location:

Multimodal Access

Existing walk, bicycle, and transit infrastructure allowing multimodal access to the site:

Proposed walk, bicycle, and transit considerations and improvements to the site:

Estimated mode share and number of trips for people walking, bicycling, or taking transit to the proposed development:

Transportation Demand Management Measures

TDM measures can reduce external automobile trips by mixing land uses, reducing the need to make trips to the development, and/or encouraging walking, biking, transit, or carpooling. List and describe any TDM measures being incorporated into the project (See Appendix C, Reference D for a list of example measures):



Site Plan & Frontage

Please attach the following documents when submitting this worksheet (PDF or scaled plan):

1. Site plan showing building footprint, parking layout, driveway(s), pedestrian connections, and location of loading areas. [Required]
2. Frontage exhibit (plan view or annotated photo) showing frontage improvements, curb/gutter, sidewalk, travel lane widths, and distance to nearest signalized or unsignalized intersection. [Required]
3. Photographs of the site frontage and adjacent intersections [optional].

Check when attached: ☐ Site plan ☐ Frontage exhibit ☐ Photos

Applicant Statement & Certification

I hereby certify that the information and calculations in this worksheet are, to the best of my knowledge, accurate and represent the project as proposed. I understand Town Staff may request additional information or a full Transportation Impact Study if the net new trips exceed the jurisdictional threshold or if safety or operational concerns are identified.

Applicant Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Staff Use Only

Reviewer(s): _____ Date: ____ / ____ / ____

Net New Peak-Hour Trips (PM): _____

Threshold exceeded? ☐ Yes ☐ No

Determination:

- ☐ No further study required
- ☐ Additional impact analysis memo required – specified contents to be provided to applicant
- ☐ Full TIS required

If mitigation recommended (list measures):

Notes / scope for full Transportation Impact Study (if required):



ITE Trip Generation Rate Table

Figures displayed are trip generation for the weekday peak hour of adjacent street, from the ITE Trip Generation Manual, 12th Edition.

ITE Code	Land Use Description	Quantity Unit	PM Peak Hour Average	PM Peak Hour Maximum
151	Mini-Warehouse/Self-Storage Facility	Per 1,000 sq ft GFA	0.14	0.64
210	Single-Family Detached Housing	Per dwelling unit	0.93	2.98
215	Single-Family Attached Housing	Per dwelling unit	0.51	1.25
220	Multifamily Housing (Low-Rise)	Per dwelling unit	0.52	1.04
223	Affordable Housing	Per dwelling unit	0.46	1.22
230	Low-Rise Residential with Ground-Floor Commercial	Per dwelling unit	0.36	0.44
310	Hotel	Per room	0.47	1.06
320	Motel	Per room	0.37	0.83
492	Health/Fitness Club	Per 1,000 sq ft GFA	3.77	8.37
710	General Office Building	Per 1,000 sq ft GFA	1.18	2.59
720	Medical-Dental Office Building	Per 1,000 sq ft GFA	3.42	8.86
822	Strip Retail Plaza	Per 1,000 sq ft Gross Leasable Area	6.29	17.72
850	Supermarket	Per 1,000 sq ft GFA	8.79	20.30
851	Convenience Store	Per 1,000 sq ft GFA	48.30	98.18
911	Walk-in Bank	Per 1,000 sq ft GFA	12.13	24.15
930	Fast-casual restaurant	Per 1,000 sq ft GFA	14.35	27.40
931	Fine-dining restaurant	Per 1,000 sq ft GFA	8.10	18.68



Project Trip Generation - Example Calculation

In this example, an existing 12 unit hotel is being redeveloped into a 24 unit hotel with 6 condo residences.

Land Use / ITE Code	Net Quantity Units (sf/unit/room)	PM Peak Hour Average Trip Generation	PM Peak Hour Maximum Trip Generation	PM Peak Hour Trips Range (Average - Maximum)	Notes
Hotel - ITE 310	[-12 rooms (existing)] + [24 rooms (proposed)] = 12 rooms	12 rooms x (0.47 trip gen rate) = 5.64	12 rooms x (1.06 trip gen rate) = 12.72	5.64 - 12.72	
Condo Apartments - ITE 220	6 units	6 units x (0.52 trip gen rate) = 3.12	6 units x (1.04 trip gen rate) = 6.24	3.12 - 6.24	
Net New Peak-Hour Trips		8.76 Net new PM peak hour trips	18.96 Net new PM peak hour trips	8.76 - 18.96 Net new PM peak hour trips	

Net new PM peak hour trip generation Average - Maximum Range (total for development): **8.76 - 18.96** Net new PM peak hour trips





Transportation Impact Analysis Requirements for the Town of Jackson, Wyoming

Draft: May 2024

Update: June 2026

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References

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Reference B: Traffic Impact Study Checklist and Forms

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Glossary

Development: A project that converts land to a new purpose by constructing new buildings or making new use of its resources.

Exempt Project: A development or change of use that is projected to generate fewer than 10 net new PM peak hour trips and is therefore exempt from transportation impact analysis requirements.

Internal Capture Rate: In mixed-use developments, trips may be shared between varying land uses. (e.g., A patron of a grocery store may also stop to eat at a restaurant in the same development). Thus, the total generation of external trips may be less than the simple sum of the trips generated by each discrete land use. The internal capture rate is a reduction applied to the total external trip generation estimate to account for this effect.

Major Project: A development that is projected to generate 30 or greater net new AM or PM peak hour trips.

Minor Project: A Development that is projected to generate fewer than 30 net new AM or PM peak hour trips.

Mixed-Use Development: A building, complex, or combination of buildings that combines differing land uses in the same development.

Monitoring Report: A report an applicant submits to the appropriate Town/County staff to ensure compliance with TIS and TDM guidelines and/or regulations.

Net New Peak Hour Trips: The difference in peak hour trip generation between a proposed use and any existing or previous use on the site, accounting for applicable adjustments such as pass-by rates, internal capture, alternative mode trips, and TDM credits. For sites without existing development, net new trips equal gross trip generation minus applicable adjustments.

Pass-By Rate: The percentage of trips to and from a Development that come from existing trips on the adjacent roadway, and not generated specifically by the Development. Total trip generation estimates may be reduced by this amount, as these trips are not net additions to background roadway traffic.

Statement of Trip Generation: A standardized worksheet documenting the transportation elements of a Development, including the processes, assumptions, and calculations used to estimate PM peak hour trip generation for a proposed development or change of use. The Statement serves as the required analysis for Minor Projects and as the scoping document for Major Projects requiring a full TIS.

Town Staff: Refers to the relevant Town of Jackson employees involved in the permitting process, including but not limited to the Transportation Manager, Town Engineer, and Planning Director.

Transportation Demand Management (TDM): The application of strategies and policies to reduce travel demand (specifically that of single-occupancy vehicles).



Transportation Impact Study (TIS): A study that evaluates the potential effects of proposed Development projects on surrounding and supporting transportation infrastructure and services. A TIS determines if the effects constitute significant impacts, and, if so, how the significant impacts can be mitigated.

Transportation Management Association (TMA): This is an organization that supports the development, coordination, and implementation of TDM programs and services in the community.

Transportation Management Plan: A section of the Transportation Impact Study where the Development's compliance with the Town's vehicular trip reduction goals is discussed. Proposed Transportation Demand Management (TDM) techniques and measures to be implemented as part of the Development are documented, potential trip reduction for each are stated (with source for the calculation), and total percent trip reduction is indicated.



1. Introduction

Transportation Impact Analysis (TIA) guidelines establish methodologies and procedures for assessing transportation impacts of Development projects. The following guidelines have been developed according to standard industry practice with modifications to meet the unique needs of the Town of Jackson. Any aspect of a TIS not explicitly addressed in this document shall be addressed in a manner consistent with guidelines found in the Institute of Transportation Engineers' (ITE) Transportation Impact Analyses for Site Development.¹

1.1. Intent of Transportation Impact Analysis Guidelines

The purpose of the Transportation Impact Analysis Guidelines is to create a standardized system for Developments to determine and mitigate transportation impacts of the Development on transportation infrastructure. This document describes how to prepare a Statement of Trip Generation, full Transportation Impact Study, and addresses the following topics:

- Transportation Impact Study (TIS) triggers.
- Scope, methods, and extent of the required study.
- Mitigation measure requirements, including TDM programs and (potentially) infrastructure.
- Criteria to determine if the transportation-related impacts of a proposed project are significant.
- Monitoring and reporting requirements for mitigation measures.

Transportation studies and reports were used to inform the basic framework of this document. However, each project is unique; not all criteria or analysis will apply to every project, and these guidelines are not intended to be prescriptive beyond what might be considered practical. Early and consistent communication with the appropriate transportation, engineering, and planning staff is encouraged to work through the details of a given project. This document is designed to simplify the requirements for transportation impact analysis in the Town of Jackson.

¹ *Multimodal Transportation Impact Analysis for Site Development: A Recommended Practice of the Institute of Transportation Engineers (ITE)*. Institute of Transportation Engineers, 2023.



2. Transportation Impact Analysis Thresholds

2.1. Determining Required Level of Transportation Impact Analysis for a Development Project

Developments expected to generate fewer than 10 net new peak hour trips are exempt from additional analysis. All Developments expected to generate greater than 10 net new peak hour trips are required to complete a Statement of Trip Generation. Developments expected to generate between 10 and 30 net new peak hour trips are considered Minor Projects, requiring a Statement of Trip Generation. Additional analysis up to a full TIS may be required if safety, frontage, or impact concerns exist. For Developments with an expected net new external peak hour trip generation of 30 trips or more, categorizable as Major Projects, a full Transportation Impact Study is required².

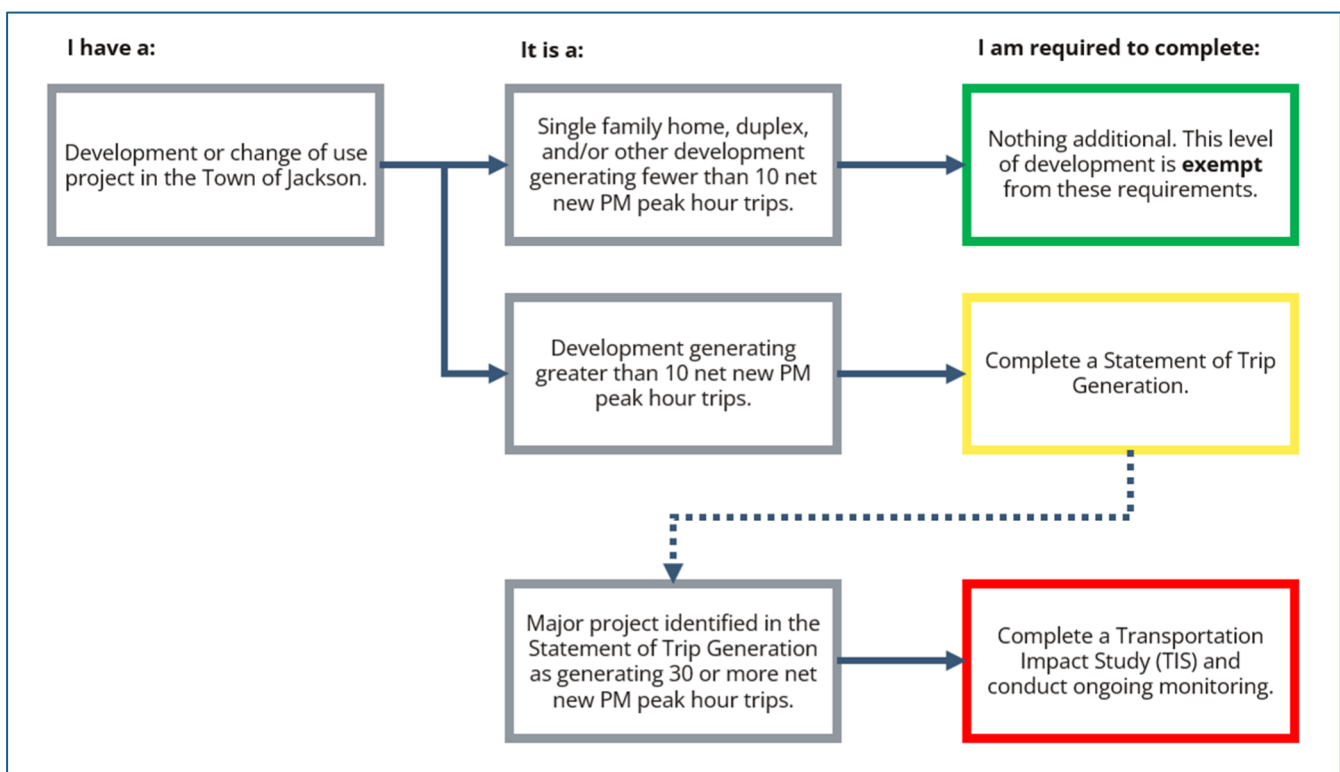
For both Minor Projects and Major Projects, a Statement of Trip Generation shall be required. The Statement of Trip Generation is a worksheet to be filled out by the applicant, and should include a documentation of the methodologies used to determine estimated peak hour trips, including details of the proposed development (location, land use type, and scale), the assumed peak hour period, and the trip generation rates used for the estimate. In addition, the Statement of Trip Generation should include an assessment of proposed site access points to demonstrate needed traffic control and/or auxiliary lanes.

At Town Staff's discretion, the Statement of Trip Generation requirement may be waived for Minor Projects.

² For all phased or master-planned [are these defined] Developments, trip generation estimates should be considered for each phase individually as well as the Development as a whole. Each phase that is expected to generate more trips than the "Major Project" threshold should be analyzed individually in a TIS report [seems like if they plan to build out then a TIS is warranted from the get go, with updates as phases are built.] [memo is for Minor Development].



Figure 1. Determining level of transportation analysis for a development or change of use project.



2.2. Methodology for Estimating Trip Generation

Whenever possible, the most recent version of the ITE Trip Generation Manual and Trip Generation Handbook should be used to determine peak hour trip generation. A sample of common development land uses and the respective quantities that would result in 10 peak-hour trips based on the ITE Trip Generation Manual, 12th Edition, is presented in Table 1. These values serve as a quick reference point for a subset of common land uses. Other factors unique to the Development (such as Mixed-Use Development or Pass-By Rates³) should also be considered.

Table 1: Quantity of Land Development above Minor Project Threshold

ITE Code	Land Use Description	10 Trip Quantity Calculated by Maximum PM Generation	10 Trip Quantity Calculated by Average PM Generation	Peak Hour Trips Generated
151	Mini-Warehouse/Self-Storage Facility	15,625 Sq Ft GFA	71,429 Sq Ft GFA	10
210	Single-Family Detached Housing	3 Units	11 Units	10

³ See Glossary for definition of terms.



215	Single-Family Attached Housing	8 Units	20 Units	10
220	Multifamily Housing (Low-Rise)	10 Units	19 Units	10
223	Affordable Housing	8 Units	22 Units	10
230	Low-Rise Residential with Ground-Floor Commercial	23 Units	28 Units	10
310	Hotel	9 Rooms	21 Rooms	10
320	Motel	12 Rooms	27 Rooms	10
492	Health/Fitness Club	1195 Sq Ft GFA	2653 Sq Ft GFA	10
710	General Office Building	3861 Sq Ft GFA	8475 Sq Ft GFA	10
720	Medical-Dental Office Building	1129 Sq Ft GFA	2924 Sq Ft GFA	10
822	Strip Retail Plaza	564 Sq Ft GLA	1590 Sq Ft GLA	10
850	Supermarket	493 Sq Ft GFA	1138 Sq Ft GFA	10
851	Convenience Store	102 Sq Ft GFA	207 Sq Ft GFA	10
911	Walk-in Bank	414 Sq Ft GFA	824 Sq Ft GFA	10
930	Fast-casual restaurant	365 Sq Ft GFA	697 Sq Ft GFA	10
931	Fine-dining restaurant	535 Sq Ft GFA	1235 Sq Ft GFA	10

The Transportation Manager or Town Engineer may also require a full TIS for Minor Projects that do not exceed 30 peak-hour trips in unique circumstances, such as when significant changes will be made to existing roadways, intersections, or site design by the project. Examples of such changes include but are not limited to:

- Changes to intersection control (i.e., stop-control to roundabout or signalization)
- A new leg is added to an existing signalized intersection.
- Parking requirements increase as dictated by a change of use.

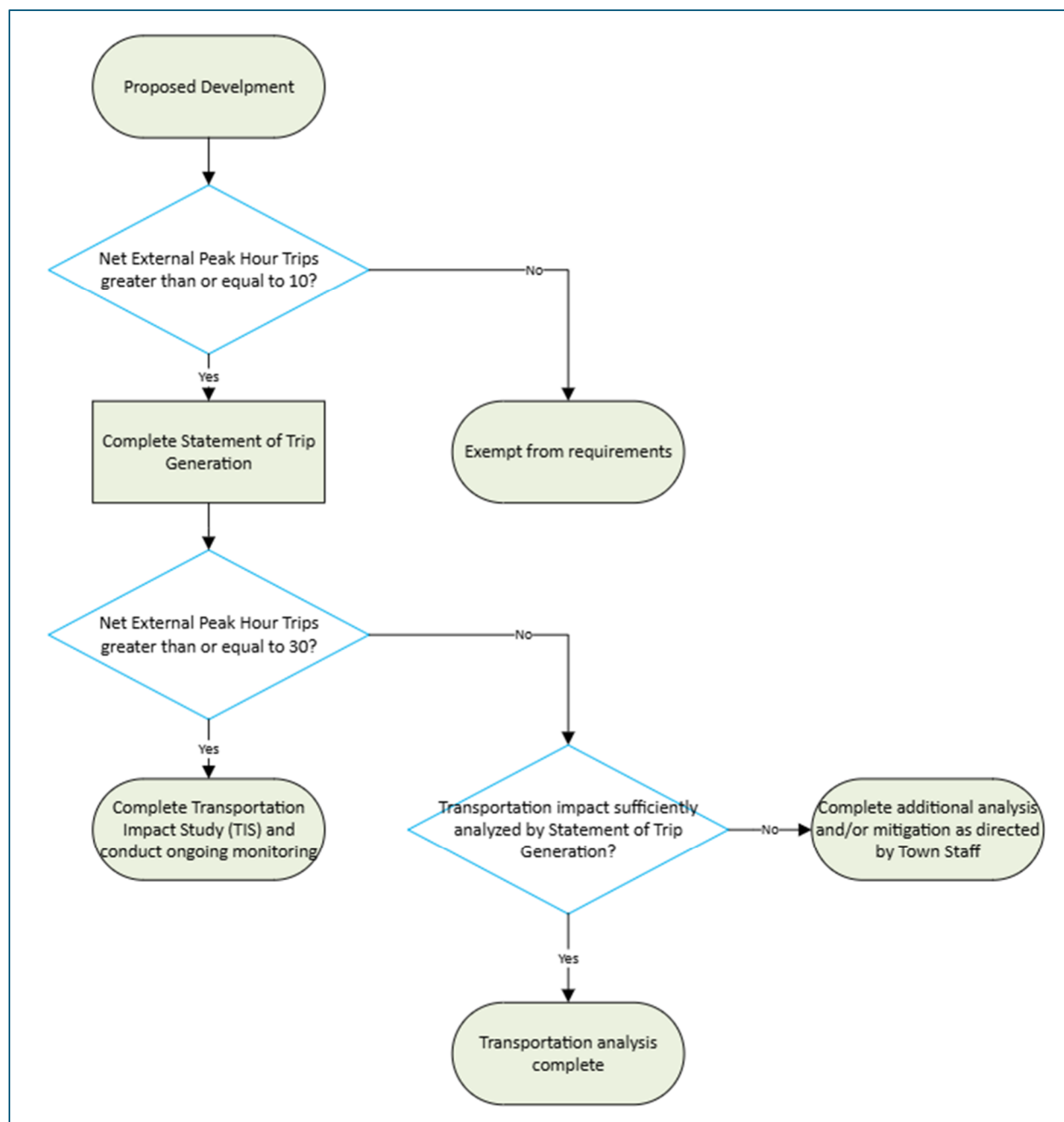
Standard peak hour trip generation estimates should include typical weekday AM and PM peak periods. For commercial, retail, hotel, recreational, and other land use (up to the discretion of Town Staff) Developments, the weekend peak hour shall also be included. For some projects, such as those expected to generate significant trips in non-traditional 9-5 peak periods, Town Staff may substitute or require an additional period to use as the peak period for estimating peak hour trip generation.

Trip generation estimates shall be based on the rates found in the most recent edition of the ITE Trip Generation Manual, or if an acceptable case can be made for the use of alternative trip generation rates (subject to approval by Town Staff). However, for Development types or peak periods that are not covered by or have insufficient documentation in the Manual, a custom trip generation analysis shall be conducted in accordance with the most recent ITE Trip Generation Handbook guidelines on developing custom trip generation rates. The methodology employed for the trip generation rate study (appropriate peer sites, time period for data, etc.) shall be approved by Town Staff prior to collection of local data.



For the purposes of assessing the need for a TIS, applicants may reduce the net external new peak hour trips based on Pass-By Trip rates⁴ (as represented in the most recent edition of the ITE Trip Generation Handbook) and internal capture with proper documentation. See **Figure 2** for a graphical representation of the report-type determination process.

Figure 2. Detailed Report Type Decision Flow Chart



⁴ See Glossary for definition of terms. [can use capitalization for the standard of defined terms, all of them]

3. Exempt Project Criteria

Developments generating fewer than 10 net new PM peak hour trips (calculated using the maximum trip generation rate from the ITE Trip Generation Manual) are exempt from transportation analysis. Exempt projects do not need to submit a Statement of Trip Generation.

3.1. Determining if a Project is Exempt

Clear Exemption: Consulting Table 1 in Section 2.2, if the Development is smaller than the quantity shown in the “10 Trip Quantity Calculated by Maximum PM Generation” column for the appropriate land use type, that Development is exempt from additional transportation impact analysis.

Calculating Trip Generation: If the appropriate land use category for the Development is not in Table 1 or the case can be made that the Development’s expected trip generation is under the threshold, calculate trip generation per the methodology in Section 4.3. If the result is fewer than 10 net new PM peak hour trips, the Development is exempt.

4. Statement of Trip Generation Requirements

The following subsections correspond to information fields on the Statement of Trip Generation worksheet, found in Reference C of this document and online: jacksonwy.gov/futureurl.

4.1. Project Narrative

The Statement of Trip Generation shall include a concise narrative describing the proposed Development, including the project location, existing site conditions, proposed land uses, development size and intensity, anticipated phasing (if applicable), and expected hours of operation. The narrative shall also describe how the Development will function within the surrounding transportation network, including primary access points, expected user types (residents, employees, customers, deliveries), and any unique operational characteristics that may affect trip generation or traffic patterns. The intent of this section is to provide sufficient context to support review of trip generation assumptions and transportation system impacts.

4.2. Project Land Uses

The Statement of Trip Generation shall identify all existing and proposed land uses on the site, including corresponding ITE Land Use Codes, size metrics (such as dwelling units, square footage, rooms, or other applicable independent variables), and anticipated occupancy or operational characteristics where relevant. Mixed-use developments shall clearly identify each component land use separately. If a proposed land use is not directly represented in the ITE Trip Generation Manual, the applicant shall identify the closest



applicable land use and provide justification, or provide a custom trip generation analysis conducted in accordance with the most recent ITE Trip Generation Handbook guidelines. The purpose of this section is to clearly establish the land use basis for trip generation calculations.

4.3. Project Trip Generation

Whenever possible, the most recent version of the Institute of Transportation Engineers (ITE) Trip Generation Manual and Handbook shall be used to determine peak hour trip generation. For land use types that are not covered by or have insufficient documentation in the ITE Trip Generation Manual, a custom trip generation analysis shall be provided in accordance with the most recent ITE Trip Generation Handbook guidelines. When applicable, developments with differing compatible uses may reduce the number of external trips by accounting for Internal Capture⁵ between on-site land uses. Net new external trips may also be reduced by accounting for pass-by trips consistent with methodology and pass-by rates according to the ITE Trip Generation Handbook, or custom collected data as applicable.

4.4. Directional Distribution & Site Assignment

The Statement of Trip Generation shall describe the expected directional distribution of project-generated trips and assignment of those trips to adjacent roadways and primary access points. Directional distribution may be based on existing traffic patterns, regional travel demand patterns, comparable land uses, or other data sources. This section shall identify primary site access locations and the expected proportion of traffic entering and exiting each access point during peak periods. The level of detail shall be sufficient to determine whether specific intersections, roadway segments, or access locations may experience measurable impacts from project traffic.

4.5. Parking, Loading, & Access Improvements

The Statement of Trip Generation shall summarize the proposed parking supply, loading areas, internal circulation, and site access configuration. This section shall identify the number and type of parking spaces provided, including accessible parking, employee parking, and short-term parking if applicable. Loading and service vehicle access shall be detailed, including expected delivery vehicle types and frequency if known. Proposed new driveways, driveway modifications, or frontage improvements shall be described. The purpose of this section is to identify potential operational or safety impacts related to site access, parking demand, and circulation.

4.6. Multimodal Access

The Statement of Trip Generation shall evaluate the project's potential adverse effects on transportation facilities and services related to transit, bicycles, and pedestrians.

⁵ See Glossary for definition of terms. [Use standard typeface for all defined terms, e.g. Capitalized or Bold]



The evaluation shall include identification of any disruption to existing facilities and services or interference with the implementation of planned facilities and services. This effort will require identifying and mapping existing facilities. Particular attention shall be given to roadway or intersection widening improvements and the addition of new driveway locations, that would increase pedestrian/bicycle crossing times or increase the potential for vehicle and pedestrian/bicycle conflicts. Consideration shall also be given to how a project affects accessibility between each travel mode and the surrounding land uses.

4.7. Transportation Demand Management Measures

To reduce the transportation impacts of new developments, the Statement of Trip Generation shall include a section to identify appropriate Transportation Demand Management (TDM) techniques and measures for the proposed Development, in-line with the Town's vehicular trip reduction goals, namely to meet new travel demand after 2012 with modes other than driving alone.

TDM measures can reduce external automobile trips by mixing land uses, reducing the need to make trips to the development, and/or encouraging walking, biking, transit, or carpooling. TDM strategies/improvements may include, but are not limited to, the following:

- Development intensity/density reduction – propose fewer units or land uses that generate fewer trips
- Access management – propose fewer and/or consolidated access points and locate them to maximize safety and reduce congestion spots.
- Transit initiatives – provide bus stops, shelters, route/schedule extensions, park-n-ride lots
- Demand management/commuter assistance – park-n-ride/transit for employees, modified hours to avoid peak periods.
- Pedestrian/bicycle improvements – trails, bridges/tunnels, crossing safety improvements, fill in missing network connections, shelters.
- Intelligent transportation system improvements – real-time transit schedule information, park-n-ride availability.
- Livable community site design features – incorporate amenities to minimize vehicular trips and promote alternative modes.

Reference A includes an estimated range of reductions for common TDM measures.

4.8. Site Plan & Frontage Attachments

The Statement of Trip Generation shall include a proposed site plan for the Development showing building locations, parking areas, drive aisles, access points, loading areas, pedestrian and bicycle facilities, and frontage improvements. The site plan must adhere to Principle 7.1 of the Comprehensive Plan to make walking, bicycling, transit, carpooling, and micromobility more convenient than driving alone. The site plan shall be developed in such a way that driveway spacing, sight distances, and curb radii provide for efficient and safe traffic operations.



4.9. Submittal Requirements

[Pending input from planning]

Best if completed as soon as possible in development process. For developments, Statement of Trip Generation with pre-app materials? Included with the next submittal after pre-app?

For change of use – with BUP/CUP/SUP?

[Pending input from planning]

5. Transportation Impact Study Requirements

When the net external new peak hour trips for a Development equals or exceeds 30, that Development is categorized as a Major Project. A TIS shall be commissioned by the applicant (at their own expense) to be performed by a qualified transportation professional. Study intersections and other requirements should be discussed and finalized during a pre-application conference with Town Staff prior to beginning the traffic study.

The elements that must be included in a TIS are listed in sections 5.1 through 5.18 below.

5.1. Site Plan

The TIS shall include a proposed site plan for the Development showing building locations, parking areas, drive aisles, access points, loading areas, pedestrian and bicycle facilities, and frontage improvements. The site plan must adhere to Principle 7.1 of the Comprehensive Plan to make walking, bicycling, transit, carpooling, and micromobility more convenient than driving alone. The site plan shall be developed in such a way that driveway spacing, sight distances, and curb radii provide for efficient and safe traffic operations.

5.2. Analysis Timeframe

To properly assess the traffic impacts of a Development, both in the near-term and the future, a TIS must include the following analysis scenarios:

- Existing Background Conditions
- Existing Background Plus Project Conditions
- 20-year Forecast Background Conditions
- 20-year Forecast Background Plus Project Conditions



The 20-year forecast scenarios shall assume a growth in background traffic at a rate determined by analysis of historical data near the proposed Development or at rates represented in the regional travel demand model, which is available from Town Staff upon request. In addition, Town Staff may require adding in detailed traffic forecasts for specific approved or known developments. For master-planned developments with more than one phase, Town Staff may require a TIS for the first phase and require the developer to meet monitoring requirements for at least two years before authorizing additional phases. Additional phases may also require an amendment to an original TIS after monitoring requirements are met.

5.3. Analysis Peak Time Periods

Analysis time periods for the study shall be determined in coordination with Town Staff. Typically, weekday (Tuesday, Wednesday, or Thursday) AM and PM peak periods will be analyzed. For developments that are only expected to generate trips in either the AM or the PM peak periods, the peak period in which the development is not expected to generate trips may be omitted from analysis. Furthermore, if the development is expected to have peak trip generation at a time outside of conventional peak periods or if the development will be built in an area that has unconventional background peak periods, Town Staff may require analysis of non-standard peak periods. Examples of additional peak periods that could be required are included in Section 2 of this report.

Developments and areas with unconventional peak traffic periods may include, but are not limited to, schools, theaters, or recreational sites.

[This paragraph reads more like a requirement.] The study shall analyze traffic conditions during the peak hour within each peak period, defined as the window with the maximum total intersection volume for any four consecutive 15-minute periods within each peak at each study intersection. If study intersections are near each other with differing peak hours, the consultant preparing the study may opt to determine a unified peak hour for analysis based on the overall peak hour of the study area.

5.4. Data Collection

TIS shall include turning movement counts for the applicable peak periods at all study intersections. Typical weekday AM peak periods shall include data from 6-9 AM, while typical weekday PM peak periods shall include data from 4-6 PM. If additional peak periods are required for analysis, as discussed in the previous section, data should be collected for a minimum of two hours for each peak period.

The data collected shall include turning movement counts for all motor vehicles movements, bicyclists, and pedestrians. Data should also include vehicle classification to determine the percentage of background traffic made up by heavy vehicles. Count data should be collected while schools are in session. Since the period with the highest amount of traffic is during the summer, traffic count data collected outside of



summer months shall be grown with a seasonal adjustment factor. Seasonal adjustment factors shall be calculated based on the table below. All required data must be submitted as an appendix to the TIS. Another source of data is Teton County's aggregated traffic information visualized on the GIS Teton County Traffic Study Map⁶.

Table 2. [Teton County] Traffic Volume Seasonal Adjustment Factors (Estimated Percent of Peak)⁷

Season	Dates	Traffic Volume as % of Peak	Seasonal Adjustment Factor
Summer	6/1 – 9/30	100%	1x
Fall	10/1 – 12/31	70%	1.43x
Winter	1/1 - 3/31	80%	1.25x
Spring	4/1 - 5/31	70%	1.43x

5.5. Study Intersections

The study **shall** include all intersections anticipated to be significantly impacted by traffic from the development. This includes, at a minimum, all project driveways, all public intersections within 1,000 feet of the development's boundaries, all signalized intersections within 0.5 miles of project boundaries, and any other intersection to be impacted by 30 or more project peak hour trips. Town Staff may also request additional intersections to be included in the analysis if existing and potential traffic volumes and trip distribution patterns suggest those could be impacted by the Development. Study area intersections shall be reviewed and approved by the Transportation Manager.

5.6. Trip Generation

Whenever possible, the most recent version of the Institute of Transportation Engineers (ITE) Trip Generation Manual and Handbook shall be used to determine peak hour trip generation. For land use types that are not covered by or have insufficient documentation in the ITE Trip Generation Manual, a custom trip generation analysis shall be provided in accordance with the most recent ITE Trip Generation Handbook guidelines. When applicable, developments with differing compatible uses may reduce the number of external trips by accounting for Internal Capture⁸ between on-site land uses. Net new external trips may also be reduced by accounting for pass-by trips consistent with methodology and pass-by rates according to the ITE Trip Generation Handbook, or custom collected data as applicable.

⁶ <https://experience.arcgis.com/experience/15dfdac87db843ad8a6aca4ae979427e>

⁷ Source: WYDOT 390 N of 22, 22 E of Wenzel Permanent Counters 2021-2025 **[Update with in-town vmt/month from model]**

⁸ See Glossary for definition of terms. [Use standard typeface for all defined terms, e.g. Capitalized or Bold]



5.7. Transportation Demand Management Measures

To reduce the transportation impacts of new developments, the Town **requires** preparation of a Transportation Management Plan section in the Transportation Impact Study to identify appropriate Transportation Demand Management (TDM) techniques and measures for the proposed Development, in-line with the Town's vehicular trip reduction goals.

TDM measures can reduce external automobile trips by mixing land uses, reducing the need to make trips to the development, and/or encouraging walking, biking, transit, or carpooling. Applicants may apply these trip reductions to the project trip generation. The TIS **shall** document all TDM measures being incorporated into the development and quantify⁹ their estimated effect in terms of a percent reduction on project trips. TDM strategies/improvements may include, but are not limited to, the following:

- Development intensity/density reduction – propose fewer units or land uses that generate fewer trips
- Access management – propose fewer and/or consolidated access points and locate them to maximize safety and reduce congestion spots.
- Transit initiatives – provide bus stops, shelters, route/schedule extensions, park-n-ride lots
- Demand management/commuter assistance – park-n-ride/transit for employees, modified hours to avoid peak periods.
- Pedestrian/bicycle improvements – trails, bridges/tunnels, crossing safety improvements, fill in missing network connections, shelters.
- Intelligent transportation system improvements – real-time transit schedule information, park-n-ride availability.
- Livable community site design features – incorporate amenities to minimize vehicular trips and promote alternative modes.

Reference A includes an estimated range of reductions for common TDM measures. TDM measures shall attempt to achieve at least a 50% trip reduction. Documentation for assumed trip reductions percentage shall be included in the TIS. Once approved by Town/County staff, a corresponding reduction in vehicle trip generation can be applied.

Note that capital improvements that may be required may not count as TDM measures per direction from the Transportation Manager

⁹ Caltrans hosts a publicly available tool for quantifying the impact of TDM measures on Vehicle Miles Traveled (VMT) at the following link:
https://www.dropbox.com/s/73w8vi3bdi27fiv/TDM%2B_CT_custom_ver20220913.xlsm?dl=0.
VMT reduction can be used as a proxy for trip reduction in TDM quantification estimates.



5.8. Trip Distribution and Assignment

Trip distribution shall be determined based on project proximity to major streets, population densities, regional destinations, and locations of similar developments.

5.9. Capacity Analysis

Analysis **shall** use a traffic analysis software program consistent with the state-of-the-practice. Examples of appropriate software include Vistro, Synchro, HCS, VISSIM, and SimTraffic. Analysis with Vistro or Synchro should use the latest version of the Highway Capacity Manual methodology available.

Signalized intersections shall be programmed in accordance with existing signal parameters for phases, splits, yellow and all-red times, and pedestrian crossing times. This information can be obtained from Town Staff.

The respective capacity analysis reports for all intersections, and all scenarios shall be provided to Town Staff as an appendix to the TIS. The Town reserves the right to request software files for any TIS.

5.10. Multimodal Analysis

The TIS **shall** evaluate the project's potential adverse effects on transportation facilities and services related to transit, bicycles, and pedestrians.

The evaluation shall include identification of any disruption to existing facilities and services or interference with the implementation of planned facilities and services. This effort will require identifying and mapping existing facilities. Particular attention shall be made to roadway or intersection widening improvements and the addition of new driveway locations, that would increase pedestrian/bicycle crossing times or increase the potential for vehicle and pedestrian/bicycle conflicts. Consideration shall also be given to how a project affects accessibility between each travel mode and the surrounding land uses.

For some projects, more detailed multimodal analysis may be required. In these cases, the methodology shall be selected in consultation with Town Staff and should consider new tools, procedures, and performance measures such as those listed below:

- Multimodal LOS – The HCM contains multimodal LOS analysis methods. Simulation models can also be used to measure performance (i.e., person-delay) for all modes using the transportation network.
- Activity Connectedness – Travel time for each mode (vehicles, transit, bicycles, and walking) between the project and surrounding land uses can be used to gauge the degree of accessibility for a project. The Town desires to minimize travel time to necessary destinations while minimizing unnecessary vehicle travel. The main idea is to evaluate activity centers and destinations around projects to



ensure that walk times to necessary destinations are minimized and the walking experience is comfortable and safe.

- Speed Management – Desired travel speeds for each mode should be considered in project evaluation where new transportation facilities are being constructed.
- On-Site Multimodal Accommodation - A development shall accommodate the needs of all users and properly connect them to the network. The location, quantity, and design of site access points can constrain traffic operations in the vicinity of the development and compromise an access' ability to process trips safely and efficiently. The internal circulation system has direct bearing on adequacy of site access points and its ability to move users once inside a development. The TIS shall address on-site multi-modal connectivity to ensure adequate and safe circulation of all multimodal on-site trips.

5.11. Level of Service Standards

Intersections **shall** be evaluated for Level of Service (LOS) according to the aforementioned methodologies. LOS and delay for signalized, all-way stop, and roundabout intersections shall be reported for the overall intersection, while LOS and delay for side-street stops shall be reported based on the worst movement. The LOS standard for all intersections under Town jurisdiction is LOS D. At intersections that are found to be below LOS D in background or plus project conditions, the TIS **shall** analyze potential mitigations for and document the proportional impact of the proposed development on increasing delay at the failed intersection. Multimodal LOS shall also be assessed and the LOS write up shall include qualitative and quantitative discussion of multimodal LOS per the aforementioned methodologies.

5.12. Crash Assessment

Obtain crash data for the latest 3-year period for the study area intersections and road segments. Develop a spreadsheet summarizing crash numbers, crash types, weather conditions, lighting and crash causes. Identify locations with higher-than-expected number of crashes, fatalities or injuries, identifiable patterns, and concentrations of pedestrian and bicycle crashes. Determine if the proposed development could make any safety problems worse by adding vehicle, pedestrian or bicycle volumes, or by the proximity of proposed access points. Identify improvements and methods to fix the identified safety concerns. Developments that proposed access to a road or intersection on the County High Injury Network¹⁰ may require additional partnerships/mitigations.

¹⁰ <https://storymaps.arcgis.com/stories/ad22e47f0ab2480ea3cd6a390c39d6a5>



5.13. Mitigations

The least intensive successful mitigation shall be recommended for all deficient LOS. Signalized phase split adjustments¹¹ may be recommended, though required minimums for yellow time, all-red time, and pedestrian crossing times must be maintained, and total cycle length must be preserved for coordinated signals. If an intersection control type modification is recommended, the appropriate planning-level warrants shall be provided. In certain cases, intersections with deficient LOS may be determined to be acceptable by Town Staff if queues are viewed as acceptable, and the only mitigations available could result in a substantial decrease in the suitability of the intersection for non-motorized users. This is particularly applicable at two-way stop-controlled intersections with low-volume minor streets.

The applicant is responsible for funding the mitigations of their impact on the transportation system. . These could include roadway and intersection improvements such as turn lanes, acceleration/deceleration lanes, multi-modal improvements, and intersection controls. The combination of TDM measures and mitigation shall achieve multimodal LOS D or better at affected intersections. Work with Town staff to determine if any safety mitigation measures are required for the proposed development.

Proposed mitigations shall consider the impact on all roadway-users, with the goal of improving mobility for all users. Potential mitigations include adding or upgrading sidewalks, driveway consolidation, adding bicycle amenities such as racks, and improving bus stop amenities. All facilities must meet standards set by the Americans with Disabilities Act (ADA) as well as the Town of Jackson Community Streets Plan and Jackson/Teton County Safe Streets for All plans, as applicable.

The TIS should comment on the following additional items, where applicable:

- Ensure the proposed site plan allows for the minimum required sight distance, as described in AASHTO's A Policy on Geometric Design of Highways and Streets.
- Applicable guidelines for auxiliary/turn lanes.
- Assessment of proposed access spacing.
- Pedestrian/bicycle improvements along the proposed site frontage and on-site to tie into these facilities.
- Transit/pedestrian/bicycle shelters and security.

5.14. Monitoring

After the opening year of the Development or phase of the Development, the property owner shall monitor project-generated motor vehicle trips to ensure that planned TDM measures are having the intended effect. The required monitoring period will last for ten years for Major Projects. Property owners will be required to document trips in and out of the development on an annual basis and submit a biannual report to the

¹¹ Split adjustments must be reviewed and approved by the Town.



planning director summarizing the updated data. Data collection shall include the same peak periods analyzed in the TIS.

For **Major Projects**, the monitoring requirements shall include driveway counts, transit ridership (as appropriate), vehicle occupancy, and active transportation trips. As shown in Figure 2, if actual project vehicle trips are more than 5% above those forecasted in the TIS, the County/Town will require the applicant to develop a new TDM strategy to get trip reductions to the forecasted levels. After the initial 10-year period when TIS reporting sunsets, TDM monitoring shall continue every three to five years via a report on TDM activities the owner is conducting and the estimated/measured efficacy of those activities.

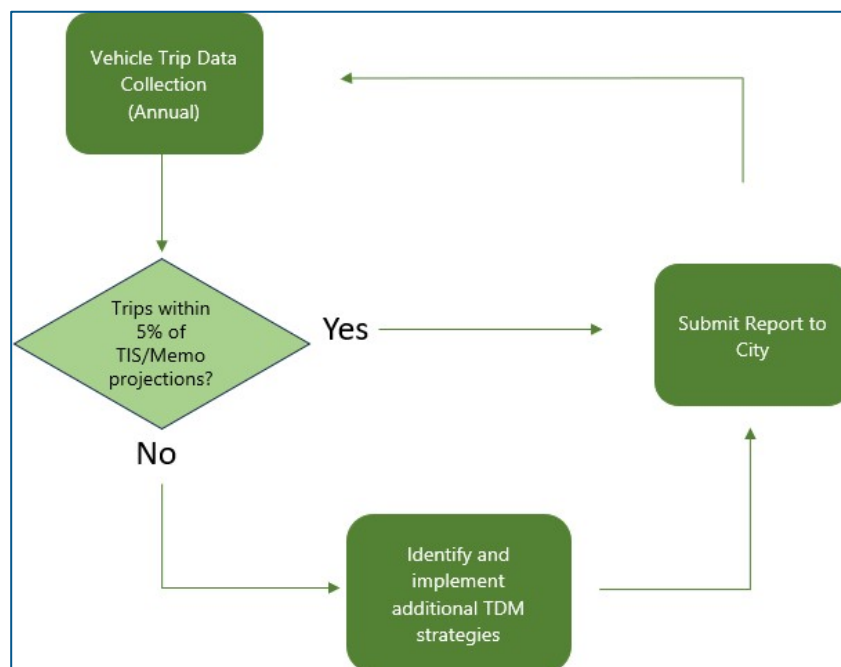


Figure 2. Trip Monitoring Process for Major Projects [Does not account for the end of the monitoring period.] Can they pay more fees?

5.15. Qualifications of Preparers

Traffic Impact Studies shall be prepared or reviewed by a licensed professional engineer (PE), preferably with Professional Traffic Operations Engineer (PTOE) certification, plus at least four (4) years of experience preparing traffic impact studies in resort/mountain communities.

5.16. Transportation Impact Study Checklists and Sample Table of Contents

See **Reference B.**

5.17. TIS Submittal Requirements

[Pending input from planning]

6. Transportation Management Association

At the time of this document creation (February 2026), no Transportation Management Association (TMA) exists in Teton County outside of master planned resort areas. Should a Transportation Management Association exist in the future, for projects that create 50 or more employees located within the jurisdictional area of a TMA, indefinite participation in the TMA shall be required.



Reference A: Transportation Demand Management Strategies and Relative Effectiveness



Table D1. Potential VMT Measures and Relative Effectiveness

Measure Number	Measure Category	Description	Typical Application	CAPCOA 2021 ¹² Reference	Estimated VMT Reduction Potential	Jackson, WY Estimated Trip Reduction
1	Bike & Ped	Provide traditional bike racks designed for short-term parking, in a visible publicly accessible space.	Land uses that expect short term visitors. Traditional bike racks are not suitable for longer term parking due to concerns regarding theft and exposure to the weather.	T-9	0.1% - 1.6%	0.8%
2	Bike & Ped	Construct or improve a bicycle lane facility (Class I, II, or IV) that connects to a larger existing bikeway network. This encourages mode shift from parallel roadways to bicycles, displacing VMT. A wider-based approach that expands more than one facility may be considered to be expanding the bicycle network.	New projects in dense areas, or in areas near existing bicycle infrastructure but without a current connection. Generally an off-site improvement.	T-18; T-19	0.2% - 0.8%	0.5%
3	Bike & Ped	Provide secure bicycle parking in either a dedicated room, via bicycle lockers, or a bike station incorporated into the project.	Residential and office land uses, where bicyclists will be expected to park their bicycles for 6+ hours per day.	T-9	0.1% - 1.6%	0.8%
4	Bike & Ped	Improve pedestrian spaces both within the project and on roadways approaching the project. Improvements may include providing sidewalks on both sides of the street, incorporating ADA-compliant improvements such as tactile ramps and audible pedestrian signals, providing sidewalk amenities such as trees, plants, and benches, and otherwise improving the pedestrian experience. Trip reduction potential of up to 10% will be approved for	New development in areas where pedestrian facilities are missing or lacking	T-17	0.5% to 6.4%	3.4% Allow up to 10% if applicant constructs the frontage in approved Community Streets Plan

¹² Source: Fehr & Peers, 2023. Prepared in conjunction with Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity, California Air Pollution Control Officers Association (CAPCOA 21). Link: https://www.caleemod.com/documents/handbook/full_handbook.pdf

		projects that reference the adopted Community Streets Plan (CSP) (Anticipated adoption Fall 2026) and construct the frontage consistent with the CSP.				
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Measure Number	Measure Category	Description	Typical Application	CAPCOA 2021 Reference	Estimated VMT Reduction Potential	Jackson, WY Estimated Trip Reduction
5	Bike & Ped	Roadways will be designed to reduce motor vehicle speeds and encourage pedestrian and bicycle trips with traffic calming features. Traffic calming features may include: marked crosswalks, count-down signal timers, curb extensions, speed tables, raised crosswalks, raised intersections, median islands, tight corner radii, roundabouts or mini-circles, on-street parking, planter strips with street trees, chicanes/chokers, and others.	Developments located near transit or pedestrian- focused areas; or in cities that have adopted a Vision Zero policy	N/A	0.25 - 1.0%	0.6%
6	General	Implement a generalized commute trip reduction program. This measure is intended as an umbrella measure, for use in instances where marketing of commute alternatives is desired, but the client or implementing agency may not want to commit to specific marketing actions. It can include any combination of measures indicated here other than those specific to land use.	Office developments; large residential developments; area plans	T-4, T-5	Up to 4% (voluntary compliance)	2.0%
7	General	Implement a generalized commute trip reduction program. This measure is intended as an umbrella measure, for use in instances where marketing of commute alternatives is desired, but the client or implementing agency may not want to commit to specific marketing actions. It can include any combination of measures indicated here other than those specific to land use.	Office developments; large residential developments; area plans	T-4, T-5	Up to 26% (mandatory monitoring)	13.0%



8	Bike & Ped	Install a bike share program in association with your development, either for exclusive use of the development residents or in conjunction with a future public system.	Cities and Communities		Up to 3%	1.5%
9	Parking	Reduce the proposed supply of parking at the development relative to other sites in the project vicinity.	Office development, mixed-use development, residential development, area plans, cities and communities	T-14	5 - 13.7%	9.3%
10	Parking	For residential developments, require that parking spaces be paid for separately from the primary mortgage/HOA dues/rent. This effectively reduces housing costs for households with no cars / fewer cars.	Residential development	T-15	2.6 - 15.7%	9.1%

Measure Number	Measure Category	Description	Typical Application	CAPCOA 2021 Reference	Estimated VMT Reduction Potential	Jackson, WY Estimated Trip Reduction
11	Parking	Price parking at all off-street facilities associated with the project. Pricing should be at a level equal to or higher than typical prices in the project area. Typically referred to as “unbundling” parking pricing for residential projects.	Office development; mixed-use development; residential development	T-11, T-15	Up to 20%	10.0%
12	Parking	If free parking is provided as an employee benefit, individuals opting not to receive a parking pass may instead receive the equivalent cash value to a monthly parking permit.	Office development; employers	T-12	Up to 12%	6.0%
13	Ridesharing	Provide subsidies in the form of cash or gas cards to individuals carpooling to/from work.	Office development, employers	T-7	0.0 - 8.0%	4.0%
14	Ridesharing	Provide subsidies or company-provided vehicles for vanpooling, and assist with vanpool formation by means of helping individuals identify others with similar commute patterns. This measure may also apply to point-to-point shuttles sponsored by an employer (i.e., “tech buses”).	Office development, employers	T-10	3.4 - 20.4%	11.9%
15	Ridesharing	Maintain a database of individuals interested in carpooling/ridesharing along with their commute characteristics. Allow individuals to search database and contact others to form carpools. At large employers, some one-on-one support may also be provided.	Office development, employers, cities and communities	T-7	0.0 - 8.0%	4.0%



16	Parking	Install parking meters or other paid parking programs on public roadways within 1/4 mile of the study area. Pricing should be market-rate. This is intended to both discourage driving to/from the project area, as well as reduce the amount of VMT generated by circling for parking by maintaining 85 percent occupancy rates.	Large developments; area plans; cities and communities	T-23	Up to 30%	15.0%
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Measure Number	Measure Category	Description	Typical Application	CAPCOA 2021 Reference	Estimated VMT Reduction Potential	Jackson, WY Estimated Trip Reduction
17	Pricing	Implement a toll or fee for vehicle access to a predetermined area, such as a central business district. An example of this is the fee to access London's core neighborhoods.	Cities and communities	N/A	7.9 - 22.0%	14.9%
18	Land Use	Locate the project near (and orient it with a clear means of access to) a high-quality transit station. Project design should support (and ideally prioritize) pedestrian access to/from transit. Project should be careful not to oversupply parking.	Mixed-use or residential projects in urban areas	T-3	0.5 - 31%	15.7%
19	Transit & Shuttles	Provide express / point-to-point shuttle service, connecting park & ride facilities or other residential neighborhoods directly to an employer's campus. In the SF Bay Area, these shuttle types have become common amongst Silicon Valley employers, and are sometimes known as "tech shuttles"	Employers, campuses	T-10	Up to 20.4%	10.2%
20	Transit & Shuttles	Provide subsidies in the form of cash, transit passes, or contributions to a regional fare card to transit riders. This is typically implemented by an employer, but may also be used by schools and large residential developments.	Employers, large residential developments, campuses	T-8; T-27 (Variant)	Up to 20%	10.0%
21	Tech-Assisted Approaches	Allow and encourage employees to telecommute or adopt alternative work schedules. Examples may include working from home a certain share of the time, or working a 9/80 or 4/40 work week.	Employers, campuses	N/A	Up to 5.5%	2.7%



22	Transit & Shuttles	Provide funding to support one of the following: new bus service, increased frequency on existing service, increased operating hours, etc. Effectiveness will range based on the level of investment.	Cities and communities	T-26 (variant)	Up to 11.3%	5.6%
23	Transit & Shuttles	Provide a publicly available shuttle service between a regional transit facility and employment, residential, or shopping centers located 1-5 miles away.	Employers, commercial development, institutions, campuses	T-24	0.1% to 8.2%	4.1%

Reference B: Traffic Impact Study Checklist and Forms



Traffic Analysis Procedures & Checklist

Teton County & The Town of Jackson, WY

Transportation Division | 320 S King St, PO Box 3594, Jackson, WY 83001 | (307) 733-3317

All proposed Minor Projects are required to complete a Trip Generation Memo performed by a qualified transportation professional. The Trip Generation Memo should include a documentation of the methodologies used to determine estimated peak hour trips, including details of the proposed development (location, land use type, and scale), the assumed peak hour period, and the trip generation rates used for the estimate. In addition, the memo should include an assessment of proposed site access points to demonstrate needed traffic control and/or auxiliary lanes.

Major Projects are required to complete a full Traffic Impact Study, including all sections in the following checklist:



Transportation Impact Study Checklist

Teton County & The Town of Jackson, WY

Transportation Division | 320 S King St, PO Box 3594, Jackson, WY 83001 | (307) 733-3317

I. Introduction	
☐	Study Purpose and Goals
☐	Project Description (type, size, location)
☐	Analysis Time Periods / Opening & Horizon Years (phasing of development)
☐	Study Area Boundaries
☐	<i>Site Location Map</i>
☐	<i>Site Plan</i>
II. Study Area Description	
☐	Existing Zoning and Land Uses
☐	Existing Road Network Description and Characteristics (classification, lanes, speed limit, sidewalks)
☐	Existing Intersection Description and Characteristics (lanes, traffic control, pedestrian crossings)
☐	Existing Pedestrian, Bicycle and Transit Facilities and Service
III. Existing Transportation Conditions	
☐	Data Collection (types, dates, peak hours)
☐	<i>Existing Peak Hour Traffic Volume Figure</i>
☐	<i>Existing Pedestrian/Bicyclist Volume Figure(s)</i>
☐	Analysis Methodology
☐	Existing Level of Service / Problem Identification
☐	<i>Existing Vehicular and Multimodal Level of Service Table</i>
☐	Crash Assessment / Problem Identification
☐	<i>Crash Data Summary Table</i>
☐	<i>Crash Comparison Graphs to Expected Levels</i>
☐	Existing Pedestrians, Bicycles and Transit Facilities
IV. 20-Year Future Traffic Conditions	
☒	Background Traffic Growth (annual growth rate)
☐	<i>Opening Year Grown Volumes</i>
☐	<i>20-Year Horizon Year Grown Volumes</i>
☐	Other Area Planned Developments
☐	<i>Other Planned Development Trip Generation Summary Table</i>
☐	<i>Opening Year No-Build Volume Figure</i>
☐	<i>20-Year No-Build Volume Figure</i>



☐	Trip Generation
☐	<i>Trip Generation Table with any Adjustments</i>
☐	Trip Distribution, Assignments, Adjustments (TDM measures)
☐	<i>Trip Distribution Figure</i>
☐	<i>New Trips Figure</i>
☐	<i>Trip Adjustment Figures</i>
☐	Future Traffic Volumes
☐	<i>Opening Year and 20-Year Traffic Volume Figures, With the Project</i>
V. Intersection Analysis	
☐	Capacity Analysis (latest HCM methodology) (Level of Service table by lane group)
☐	<i>Vehicular and Multimodal Level of Service Comparison Table</i>
☐	<i>95th-Percentile Queue Lengths</i>
☐	Intersections and Movements with Unacceptable Operations
VI. Transportation Management Plan	
☐	Proposed TDM Measures
☐	Forecast Trip Reductions (table)
☐	Proposed TDM Monitoring Program
VII. Proposed Mitigations	
☐	TDM Measures / Pedestrian, Bicycle, Transit Measures
☐	Traffic Control Improvements
☐	Mainline or Turn Lanes
VIII. Summary of Findings and Recommendations	
☐	Recommended Improvements and TDM Measures
☐	Key Findings, Overall Project Impacts, and Mitigation Strategies
IX. Appendices	
☐	Count Data
☐	Capacity Analysis Printouts (by peak hour and scenario)
☐	Transportation Management Plan Calculations
☐	Other supporting information
X. SUBMITTAL REQUIREMENTS	
☐	Electronic (PDF) File of the Traffic Impact Study (electronically stamped by a PE)



Reference C: Statement of Trip Generation Worksheet



Div. 4.3 – Planned Resort Zones

4.3.1. All Planned Resort Zones.

D.5. Transportation Element. The Planned Resort master plan contains a traffic impact analysis and transportation demand management plan that:

- a. Promote multimodal forms of transportation that are consistent with the transportation goals of the Jackson/Teton County Comprehensive Plan;
- b. Manage the generation of resort related traffic to avoid undermining community character and endangering the public health, safety, and welfare; and
- c. Follow the procedures and requirements of Division 7.9 Transportation Impact Analysis.

F. Standards Applying to All Planned Resorts.

8. Transportation Element. The Planned Resort master plan shall have a transportation element to ensure that resort development does not produce an amount of vehicular traffic that undermines the community's character, and endangers the public health, safety and welfare (i.e., noise, air quality and traffic impacts) The Planned Resort master plan shall provide an optimum mix of automobile, transit, and pathway facilities within the resort, encourage coordination of all resort transportation facilities with the County-wide transportation system, promote design and management which encourages shifts from single-occupancy vehicle trips to multi-occupancy trips, or other transportation modes, and provide equitable cost sharing for facilities and services.

- a. **Traffic Impact Analysis.** Follow the procedures and requirements of Division 7.9 Transportation Impact Analysis.
- b. **Transportation Demand Management Plan.** The Planned Resort master plan shall include a transportation demand management (TDM) plan that demonstrates how the travel behavior of resort visitors and employees will be managed to minimize the number of vehicle trips on the roadway network resulting from the resort development. ~~The transportation plan will allocate a number of vehicle trips to various roadway segments, based upon the projected traffic demand and the planned character of the roadway segments.~~ A goal of the applicant's TDM Plan shall be to manage the transportation demands of the resort so that it is consistent with the allocation of vehicle trips to the various roadway segments that serve the Planned Resort. Potential mechanisms for managing travel behavior may include, but are not limited to:
 - i. Increasing average vehicle occupancy.
 - ii. Shifting vehicular trips (resident and visitor) to public transit.
 - iii. Shifting vehicular trips (resident and visitor) to walking, bicycling and other nonmotorized means.
 - iv. Reducing vehicular trips through internal capture associated with mixed land use patterns.

9. Capital Improvements Element.

- a. **Identification and Acknowledgment of Service Providers.** The applicant shall identify the provider of all infrastructure facilities and services included in the plan. Where services are to be provided by an entity other than the applicant, documents from the service provider shall demonstrate the commitment and ability to provide such service according to the Planned Resort master plan.
- b. **Impact Analysis.** An impact analysis shall be performed for all facilities and services, unless waived by the Community Planning Director. Each impact analysis shall identify the following:
 - i. The maximum daily peak capacity of existing facilities.

-
- ii. The current daily peak demand on existing capacity.
 - iii. The daily peak capacity available for new development.
 - iv. The projected daily peak demand generated by new development in the Planned Resort.
 - v. When development outside of a resort is reasonably anticipated to utilize the same infrastructure system as the resort, the Town of Jackson shall provide the applicant with estimated peak demand.
 - vi. Any planned improvements by other entities, such as the Town of Jackson or the Teton Village Water and Sewer District, and the timing of such improvements.
 - vii Follow the procedures and requirements of Division 7.9 Transportation Impact Analysis.
 - viii. Any deficits in daily peak capacity potentially resulting from development within the Planned Resort—either from a strict demand standpoint or from a timing standpoint—taking into account other potential new development outside the Planned Resort.

c. Capital Improvements Program. The capital improvements plan shall be consistent with the impact analyses and specify how any deficiencies in infrastructure will be remedied or mitigated, including descriptions of the infrastructure improvements, the responsibility and sources of funding for the improvements, and the timing for completion of improvements. Concept plans for improvements shall be included in the capital improvements plan; engineered plans shall be provided in the final development plan application for subsequent development.

Div. 7.2 – Subdivision Standards

7.2.2. Standards Applicable to All Development

5. Oversize and Off-Site Improvements. 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. Such oversize improvement requirements shall be determined by the Town Council. Such requirements shall be subject to the following standards:

- a. The subdivider shall be required to pay for only that part of the construction costs for the ~~arterial streets~~ **site frontage streets**, trunk sewers or water lines that are necessitated by and are serving the proposed subdivision, as determined by the Town Engineer. The Town Engineer and subdivider shall mutually establish a proportionally distributed cost sharing arrangement that considers other persons who will benefit from such oversized improvements constructed to ultimately service the surrounding area.
- b. If streets or utilities are not available or adequate for services at the boundary of a proposed subdivision, the subdivider may be required to obtain necessary easements or rights-of-way and construct and pay for any extensions necessary to connect the proposed subdivision to adequate utility lines.
- c. Reimbursement for the installation of oversize improvements shall be effected only after such time as the Town accepts the subdivision improvements, a written request for reimbursement is submitted to the Town by the subdivider, and the Town Council, acting on the advice and recommendation of the Town Engineer, authorizes the reimbursement.
- d. Follow the procedures and requirements of Division 7.9 Transportation Impact Analysis.**

Division 7.9. Transportation Impact Study (TIS)

7.9.1. Purpose and Findings.

- A. **Purpose.** The purpose of this Division is to ensure that new and expanded uses are proportionally mitigated for their individual transportation impacts on the Town’s transportation network.
- B. **Findings.**
 - 1. .
 - 2. .
 - 3. .

7.9.2. Applicability.

- A. These standards shall apply to new and expanded uses that generate 30 or more net AM or PM peak hour vehicle trips resulting from the difference between existing and proposed use unless exempt below or eligible for a Statement of Minor Trip Generation. **Determination of Vehicle Trip Generation.** The most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual shall be used to determine estimated net vehicle trip generation. Net vehicle trip generation is the difference between the AM or PM peak hour vehicle trips generated by existing and proposed use.
- B. **Existing Use.** For the purpose of this standard an existing use is any legally established use(s) currently active at the property. If no use is currently active at the property, a legally established use within the last 5 years with the highest vehicle trip generation rate at the property may be used to determine trip generation. Otherwise, no existing use is attributed to the property for purposes of calculating existing vehicle trip generation. The burden of identifying the existing use shall be the responsibility of the landowner. The landowner shall provide the Planning and Building Director with permits, licenses, records, or other documentation that establishes the existing use.
- C. **Exemptions.** The following are exempt from the standards of this division.
 - 1. New or expanded uses that result in no net increase in required off-street vehicle parking.
 - 2. A Single Detached Dwelling Unit (Section 6.1.4.B).
 - 3. Attached Dwelling Unit Use with 21 units or fewer (Section 6.1.4.C).
 - 4. Apartment Use with 21 or fewer units (Section 6.1.4.D).
 - 5. Accessory Uses (Section 6.1.11).
 - 6. Temporary Use (Section 6.1.12).

7.9.3. Requirement.

- A. **Statement of Minor Trip Generation Required.** New and expanded uses estimated to generate fewer than 30 net AM or PM peak hour vehicle trips are required to complete a Statement of Minor Trip Generation in lieu of a TIS. The ITE table provided in Appendix C shall be used to prepare a Statement of Minor Trip Generation. Professional preparation is not required for a Statement of Minor Trip Generation.
- B. **Transportation Impact Analysis Required.** New and expanded uses estimated to generate 30 or more net AM or PM peak hour vehicle trips resulting from the difference between existing and proposed uses are required to complete a Transportation Impact Analysis (TIA) consistent with the procedures and requirements of the “Transportation Impact Study Requirements for the Town of Jackson, Wyoming” (Appendix C of these LDRs) unless exempt below.

-
1. **Professional Preparation.** A TIA shall be prepared by a qualified transportation professional licensed in the State of Wyoming with expertise in the subject of transportation impacts based on education, professional certifications, experience in the field, and their understating of these LDRs, the “Transportation Impact Study Requirements for the Town of Jackson, Wyoming” (Appendix C of these LDRs), and the goals and objectives thereof.
 2. **Expiration.**
 - a. A TIA that is completed two or more years before the submittal of the associated development application shall not be considered current and shall not meet the requirements of this section.
 - b. Notwithstanding the standard above, the Planning and Building Director may require a wholly new or amended TIS for those that are less than two years old if the standards or transportation-related circumstances analyzed have changed significantly.
 - c. The Planning Director may extend the expiration date of a TIA beyond two years if:
 - i. No significant development has occurred in the vicinity of the subject property that would significantly alter transportation patterns or volume; and
 - ii. There have been no other significant changes that render the analysis and conclusions in the TIS outdated or inaccurate.
 3. **Monitoring.** Monitoring requirements shall be consistent with the “Transportation Impact Analysis Requirements for the Town of Jackson, Wyoming” (Appendix C of these LDRs) LDRs.

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Regular
Submitting Department:	Joint Transportation	Presenter:	Charlotte Frei
Agenda Item:	Update on Parking Garage and Parking Action Plan	Public Comment:	Yes

Purpose or Policy Considerations.

The purpose of this item is for Council to decide whether to change the garage pricing structure effective September 1, 2026.

Recommendations.

Staff recommends adjusting the garage pricing to a 'first 10 hours free' structure, then \$4 per hour, up to a maximum of \$20 per day, effective September 1, 2026.

Background.

In September 2025 and February 2026, Town Council directed staff to move forward with key actions from the Town's Parking and Mobility Management Plan. Throughout the implementation of the SKIDATA armbar system at the parking garage, staff were also directed to come back to Council within 9-12 months of implementation to discuss findings from the pilot pricing.

Staff has also had an opportunity to hear public comment and concerns about the changes to the parking system that were recommended by both the 2019 and 2025 updates and has incorporated those concerns into the recommendation.

Parking Action Plan

On September 15, 2025, staff presented an updated Parking Action Plan, building on the 2019 Downtown Parking and Mobility Management Plan. On February 17, 2026, staff returned with additional information for Council consideration. Table 1 below summarizes all items Council has acted on since September 2025 and their current status.

Table 1. Staff Recommendations and Council's Direction on Parking Items since September 15, 2025

Staff recommendation to implement, place on hold, or continue evaluation	Motion/Direction From Council and further information
Staff recommended to implement: • Consolidate Management of the Public Parking Supply • Convert Home Ranch to 3-Hour Parking (Peak Season Only) - COMPLETE • Develop Employee Parking Maps & Communication Program • Implement Overnight Paid Parking in the Parking Garage - COMPLETE • Initiate Regular Data Collection Program to Monitor Performance • Conduct Regular Mode Choice Survey • Daylighting of 20 feet at all intersections per state statute, updated as soon as practicable. • Add Additional On-Street ADA Stalls in Downtown through 2026 and 2027	Council directed staff to implement. Significant progress has been made on all of these recommendations. Unless otherwise noted, all actions are in progress with support from Jackson PD and Town Public Works. Council's workplan and calendar include time for staff to present a report in October 2026 on how the conversion to 3-hour parking at Home Ranch has affected utilization and turnover in and around Home Ranch. Unfortunately, the Town was not awarded the RTA grant for the design of a mobility hub at Home Ranch. However, staff will carry the concept of a mobility hub at Home Ranch into the Integrated Transportation Plan

Staff recommendation to implement, place on hold, or continue evaluation	Motion/Direction From Council and further information
Initiate conceptual design for a mobility hub at Home Ranch (on hold pending funding, will be scoped as part of ITP update)	update process to better position the project for future funds.
Staff recommended placing the following action steps ‘on hold’ pending capacity and impacts from other recommendations: - Extend Enforcement Hours Until 7 pm - Explore Revised Winter Parking Restrictions	Council directed staff to place these items on hold pending implementation of higher-priority measures that may affect their relevance or effectiveness. The 3-hour zone is currently enforced from 9 a.m. to 6 p.m.
Staff recommended continuing to evaluate the following: - Invest in Real-Time Space Availability Technology- On- and Off-Street - Update Municipal Code to Require Drivers to Move at least One Block to Avoid a Time-Limit Citation - Stripe All On-Street Parking Stalls on Commercial Streets in Downtown	Council also directed staff to continue evaluating the following concepts after higher-priority measures are implemented, as some may become unnecessary or require modification depending on the outcomes of the ‘implement’ efforts. Earlier this year, staff issued a Request for Information to better understand smart parking management technology. Ten companies responded. Staff are reviewing systems that would allow users to scan a QR code, select a location, choose a stay length, and receive reminders before their time expires. These systems can be configured by location, time of day, and season, allowing flexible management over time and informing real-time space availability.
Staff did not present on residential parking more broadly within Town of Jackson limits. Residential parking impacts not only the downtown area but ‘midtown’ (between US-89 and Flat Creek Drive) and potentially West Jackson neighborhoods like Cottonwood.	Council added ‘Residential Parking’ to the PI list; staff have not been directed to write a scoping report.
Parklet Scoping Staff Report	On April 6, 2026, Council directed staff to write a scoping report and put a ‘parklet discussion’ on Council’s agenda. This item is scheduled for an October Council Meeting to coincide with reporting on how Summer 2026 performed with Home Ranch as a 3-hour lot.

Public comment received via e-mail and in person has highlighted interest in more flexible long-term parking options downtown; opportunities for employee parking at Home Ranch; and a future parking structure at Home Ranch, consistent with existing mobility hub recommendations.

Parking Garage

Between March 2024 and November 2025, Council and staff discussed how to balance transportation demand, housing affordability, environmental stewardship, economic activity, and equitable access at the Millward/Simpson garage. Council directed staff to treat garage pricing as a pilot for 9 to 12 months and return with data. Council's priorities include encouraging use by employees, customers, and residents while discouraging long-term vehicle storage, hotel guest

parking, and commercial use. Following that discussion, Council directed staff to implement: 1) a non-local overnight rate of \$5 per hour from midnight to 4 am, for a maximum daily rate of \$20, and 2) a resident discount program for up to 100 verified Town of Jackson residents at \$4 per night, valid November 1, 2025 through April 16, 2026.

Summary of Locals Program

Over 100 residents of Jackson, Kelly, Moran, Wilson, Victor, Driggs, Alpine, and Bondurant applied to the locals' discount program. Applicants verified residency and vehicle registration in person with staff. This process was designed to prevent commercial operators, taxis, and app-based rental vehicle operators (e.g. Turo) from taking advantage of the reduced rate. After completing these steps, a discount code was issued with an expiration date of April 16, 2026. Ultimately, 60 residents met the program's eligibility criteria and were issued a discount code. Many of these individuals were residents of Kelly Street Apartments, but others from apartments as far as Flat Creek Drive, Mercill Avenue, Redmond Street, and beyond applied and used the program.

Analysis & Key Questions.

Winter 2025-2026 Data on Use Among Locals and General Use

Table 2 below summarizes garage occupancy and length-of-stay data from November 2025 through April 2026. We assume the numbers carry a ~10% margin of error due to system calibration during the initial months. Industry best practice targets 85% occupancy for parking supply, meaning an asset is well-used while space remains available. Before November 2025, the garage was regularly 99 to 100% occupied overnight. While the parking garage reached as high at 75% occupancy, Table 2 illustrates that 95% of the time the garage was 34% or less occupied overnight and 44% or less occupied during the day.

Table 2. Performance Metrics for November 19, 2025 – April 16, 2026

Occupancy Metrics	Median (50th%)	75th Percentile	85th Percentile	95th percentile
Overnight occupancy (midnight to 4 am)	20%	25%	28%	34% occupied
Daytime occupancy (4 am to 10 pm)	26%	33%	36%	44% occupied
Local Program Duration of Stay	14 hours	20 hours	37 hours	61 hours ¹
All Users ² Duration of Stay	5 hours	11 hours	14 hours	27 hours
<i>Other performance metrics</i>				
CSO time in garage, tickets written	Before SKIDATA system: 3 hours per day patrol, tickets were issued daily for overstays and camping. Writing and processing citations consumes significant time by municipal court and patrol officers. After SKIDATA system: length of stay can be enforced remotely (up to 30 days is permitted); only 4 tickets were written in Q1 2026, and all were for expired plates.			
Cleanliness	Staff reports the garage is much cleaner since camping is deterred.			

1. Friday evening to Monday morning is approximately 60 hours, so this makes sense intuitively.
2. Includes locals

Current Garage Revenues and Expense

Total revenue between launch and May 15, 2026 is \$59,694. Between April 15 (when overnight parking on street is available) and May 15, the garage generated \$2,865, suggesting some users still prefer the covered, semi-secured parking option. If that pattern continued year-round, the garage would generate approximately \$42,000 annually at current rates. During the winter restriction period from November 19, 2025 through April 10, 2026, the garage averaged \$300 to \$400 per day in revenue, or \$54,000-\$72,000 for a winter season.

Expenses for the garage range from \$87,000 - \$155,000 per year, depending on major capital improvements, such as an anticipated fire suppression system improvement in FY2027.

Recommended Parking Garage Management Scheme

Staff is recommending a change to a first 10 hours free scheme, then \$4 per hour up to \$20 per day. Notably, 75% of all transactions during the pilot were 11 hours or fewer, meaning under the recommended structure, 75% of users would pay \$4 or less. Based on the pilot data, locals typically stayed 14 to 37 hours, and general visitors typically stayed 5 to 14 hours. Most locals parked overnight or across a weekend, while most visitors parked for a day or less. Staff's recommendation of a 'first 10 hours free' structure followed by \$4 per hour up to a maximum of \$20 per day, eliminates the administrative burden of the locals' program while keeping parking accessible and affordable for most users (see Table 3 below).

Table 3. Example Use Cases

User Type	Possible Time Of Day	They would pay... compared to current
Local resident	Overnight from 8 pm to 7 am	\$4 for an 11-hour stay (current: \$4 overnight)
	Overnight from Friday afternoon to Monday morning (61 hours)	\$20 for hours 11-24, \$20 for hours 25-48, \$20 for hours 49-61 = \$60 (current: \$12 for 3 consecutive nights)
Employee of downtown	Daytime 8:30-5:30 shift, park at 8 am and depart at 6 pm	10 hours, \$0 (current: \$0 daytime stay)
	Evening restaurant/bartending shift: arrive at 4 pm and depart at 1 am	9 hours, \$0 (current: \$5 for one hour in the paid period)
Commercial vehicle, Turo or Taxi [not permitted]	Varies – length of stay dependent on consumer demand	General public rate, and a fine when they are caught by PD
Hotel guest	Check in at 4 pm, depart for activity at 8 am	16 hours, \$20 (current \$20 overnight stay)

Compared to the current structure, the recommended approach is more accessible for downtown employees working late shifts, is similarly convenient for hotel guests, and removes the enrollment burden on staff and residents. Commercial vehicles remain prohibited and will be subject to ticketing and towing.

Staff expect this structure will increase overall utilization while encouraging turnover; the recommended structure does not offer preferential treatment to any group. If utilization regularly exceeds 85% during the day or overnight, the number of free hours can be reduced and/or the hourly and maximum daily rates can be increased to meet the goal of 75-85% utilization.

Key Policy Question #1: Does Council support converting to a first 10-hours free scheme?

Staff Recommendation: Staff recommends implementing the 'first 10 hours free' structure beginning September 1, in order to allow sufficient time to advertise this change prior to winter 2026-2027. Staff recommends against offering a locals' discount program, given the workload required to enroll users. Rather, the first 10 hours free allows anyone access to overnight parking as needed, and then \$4 per hour after encourages turnover.

Possible Alternatives.

1. Make no changes to the parking garage until after summer 2026. Council could defer the rate change to collect additional summer data before deciding whether 10 hours is the appropriate free period. Staff anticipates summer utilization will be lower than winter since on-street parking is available, but more data could inform the decision.

2. Council could direct staff to offer a locals' program again in 2026-2027; staff recommends against this given the administrative workload and preferential treatment involved in setting eligibility for users.

Comprehensive Plan & Priority Alignment.

Principle 7.1: Meet future transportation demand with walk, bike, carpool, transit and micromobility infrastructure.

Policy 7.1.b: Create a transportation network based on “complete streets” and “context sensitive” solutions

Principle 7.2: Reduce greenhouse gasses from vehicles from 2012 levels.

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

Policy 7.2.c: Explore and pilot innovative transportation solutions.

Strategy 7.2.S.4: Reevaluate parking standards and other regulations that currently promote travel by single-occupancy motor vehicles.

Principle 8.1 Maintain Current, Coordinated Service Delivery: The Town and County will coordinate and collaborate with independent service providers to ensure desired life-safety, educational, social, recreational, and cultural service levels are maintained consistent with the community's Common Values. Barriers to service delivery objectives will be identified, and the Town and County will budget sufficiently to meet desired service delivery objectives.

Strategy 8.1.S.1: Define desired service levels from government service providers that address all policies of Principle 8.1.

Fiscal Impact.

Annual garage revenue under the recommended structure is projected to fall between approximately \$42,000 — a conservative estimate based on current off-season patterns — and \$90,000, which is the FY2027 budget projection. Annual operating costs are approximately \$87,000 to \$155,000 depending on capital needs. The SKIDATA system allows the Town to use a user-pays approach, where those who use the garage most help cover operating costs.

Staff Impact.

Staff from Joint Transportation, Jackson PD, Town Public Works (Facilities, Streets), and Planning have spent hundreds of hours on the parking Action plan and implementing these recommendations. Changing to a “first 10 hours free” parking system is expected to keep staff workload manageable while improving garage availability compared to conditions before the SKIDATA system was installed. Before November 2025, the garage was regularly 99–100% full overnight, limiting availability for many users. Continuing to implement the recommendations from the 2019 and 2025 Parking Action Plans is expected to reduce the workload for the Police Department and Transportation staff while improving the customer experience. Enforcement, data collection, public communication, and parking management could all become more efficient as we carry out other action plan steps.

Attachments or Links.

Feb 17, 2026 staff report regarding Parking Action Plan status update:

<https://jacksonwy.portal.civicclerk.com/event/2464/files/attachment/7331>

Nov 3, 2025 staff report regarding Millward/Simpson Garage payment structure:

<https://jacksonwy.portal.civicclerk.com/event/2230/files/attachment/7075>

Sept 15, 2025 staff report regarding 2025 Parking Action Plan:

<https://jacksonwy.portal.civicclerk.com/event/2267/files/attachment/6934>

Suggested Motion.

I move to direct staff to implement the following parking garage rate structure effective September 1, 2026:

- a. The first 10 hours free; and
- b. \$4 per hour thereafter; and
- c. A maximum daily rate of \$20.

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Center for the Arts: Malt Beverage Industry Sponsorship of Annual Benefit Concert	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider a resolution to authorize Snake River Brewery to provide financial support to the Center for the Arts for its Annual Benefit Concert. Wyoming law requires Town Council's authorization of any financial sponsorship from by the malt beverage industry prior to such an arrangement taking place.

Recommendations.

Staff do not provide a recommendation. The Center for the Arts meets the requirements of the statute and the Town Council may approve Resolution 26-09 to enable Snake River Brewery to sponsor the Annual Benefit Concert.

Background.

On April 20, 2026 the Center for the Arts requested the Town Council, as the liquor licensing body with authority under Wyoming law to permit this sponsorship, do so. Council discussed the item under Matters From Mayor and Council and directed staff to present the item at a future Council meeting.

Analysis & Key Questions.

Wyoming State law prohibits malt beverage industry representatives from providing money or items of value directly to liquor licensees. This type of regulation is common nationwide, rooted in the post-Prohibition era, and intended to curb manufacturers from providing "inducements" intended to persuade retailers to buy specific brands, thus preventing the potential for unfair advantages and pay-to-play schemes. In 2009, Wyoming adjusted this blanket rule and now allows licensee to support annual community events open to the public, specifically stating:

With prior approval of the applicable licensing authority, malt beverage industry representatives may furnish, give or lend money or other things of value to a licensee to support annual community events open to the public if the licensee:

- (i) Is a nonprofit corporation organized under the laws of this state;
- (ii) Is qualified as a tax exempt organization under the Internal Revenue Code; and
- (iii) Has been in continuous operation for a period of not less than two (2) years.

The Center for the Arts is a nonprofit organized in Wyoming, tax exempt under the Internal Revenue Code, has been in operation for more than two years. The sponsorship is crafted for the years 2026, 2027, and 2028, which aligns with the desired financial commitment from Snake River Brewery, and automatically expires thereafter. The Town Council may approve this sponsorship.

Key Question 1: Will Council approve Snake River Brewery providing financial support to the Center for the Arts for the years 2026, 2027, and 2028?

Possible Alternatives.

Council could elect not to approve of this sponsorship, which would result in Snake River Brewery not being able to provide support to the Center for the Arts.

Comprehensive Plan & Priority Alignment.

- Town as Heart of the Region: This Comp Plan element explicitly positions Jackson as the primary center for services, amenities, and community life in Teton County and the concept of concentrating cultural and civic institutions in the Town, including a cultural hub such like the Center for the Arts.
- Quality Community Service Provision: This section emphasizes that the Town and County should provide or support community facilities and services that meet residents' needs and enhance livability, including cultural, educational, and civic facilities like the Center for the Arts.

Fiscal Impact.

There is no fiscal impact of this item.

Staff Impact.

The staff impact of this item was in the Legal Department and required 6 hours.

Attachments or Links.

Resolution 26-09.

Suggested Motion.

I move to approve Resolution 26-09.

RESOLUTION NO. 26-09

A RESOLUTION APPROVING SNAKE RIVER BREWERY SPONSORSHIP FOR THE CENTER FOR THE ARTS ANNUAL BENEFIT CONCERT

WHEREAS, the Center for the Arts ("Center") relies on sponsorships to assist in producing the annual Center for the Arts Annual Benefit Concert and has established sponsor relationships to support community programming and public events;

WHEREAS, Snake River Brewery is a local malt beverage industry representative and is interested in establishing a sponsor relationship with the Center for the Arts;

WHEREAS, the activities of alcohol industry representatives are strictly regulated under Title 12 of the Wyoming Statutes;

WHEREAS, Wyoming Statute §12-5-402(a) provides that "industry representatives shall not furnish, give or lend money or other things of value, directly or indirectly, to any person engaged in selling products of the industry at retail under privileges of a license or permit to sell any beverage or liquor in Wyoming."

WHEREAS, Wyoming Statute § 12-5-402(a) outlines an exception to the prohibition imposed upon industry representatives by further providing that "with prior approval of the applicable licensing authority, malt beverage industry representatives may furnish, give or lend money or other things of value to a licensee to support annual community events open to the public if the licensee: (i) Is a nonprofit corporation organized under the laws of this state; (ii) Is qualified as a tax exempt organization under the Internal Revenue Code; and (iii) Has been in continuous operation for a period of not less than two (2) years";

WHEREAS, the Center for the Arts holds a limited retail (social club) license, which license was granted by the Town of Jackson as the local licensing authority in accordance with Wyoming Statute § 12-4-301;

WHEREAS, in accordance with state law, the Center for the Arts and Snake River Brewery are seeking prior approval from the Town of Jackson to partner for a sponsor relationship which will allow Snake River Brewery to furnish, give or lend money or other things of value to the Center for the Arts to support the annual community event known as the Center for the Arts Annual Benefit Concert for the years of 2026, 2027, and 2028; and

WHEREAS, the statutory requirements articulated under Wyoming Statute § 12-5-402(a) are met in this instance as the Center for the Arts is a liquor licensee, is a nonprofit corporation organized under the laws of the State of Wyoming, is qualified as a tax exempt organization under the Internal Revenue Code, and has been in continuous operation for a period of not less than two (2) years.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, that the Governing Body approves the sponsor relationship between the Center for the Arts and Snake River Brewery for the Center for the Arts Annual Benefit Concert for the years of 2026, 2027, and 2028;

IT IS FURTHER RESOLVED, that thereafter this Resolution automatically expires and is of no further effect.

PASSED, APPROVED, AND ADOPTED this _____ day June 2026.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

_____, Town Clerk

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Special Event Ordinance Amendment	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Council to consider updates to provisions affecting special events in Jackson Municipal Code Title 12.

Recommendation.

Staff recommend Council approve Ordinance D on third reading.

Background.

On May 4, 2026 Council considered updating the Jackson Municipal Code to address special events, concurred with staff recommendations, and approved Ordinance D on first reading. On May 18, 2026 Council approved Ordinance D on second reading.

Analysis & Key Questions.

The key policy questions and analysis regarding amending the special event provisions in Title 12 were discussed, and resolved, by Council on May 4, 2026.

Possible Alternatives.

The Council has the option to:

1. Modify the ordinance attached to this staff report; or
2. Not approve the ordinance attached to this staff report.

Comprehensive Plan & Priority Alignment.

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

Fiscal Impact.

There are no fiscal impacts resulting from adopting Ordinance D.

Staff Impact.

The staff impact of this item was mostly felt in the Legal Department (30 hours); however, the Police, Public Works, and Administrative Departments were also involved to a lesser degree (5 hours each).

Attachments or Links.

- Special Event Code Sections: Ordinance D.

Suggested Motion.

I move to approve Ordinance D on third reading, and designate it 1461.

ORDINANCE D

AN ORDINANCE AMENDING SECTIONS 12.28.030, DEFINITIONS, 12.28.040, SPECIAL EVENT PERMIT—WHEN REQUIRED, EXCEPTIONS, 12.28.050, SPECIAL EVENT PERMIT—APPLICATION PROCEDURE—FILING PERIOD, 12.28.070, SPECIAL EVENT PERMIT—CONDITIONS OF ISSUANCE—GROUNDS FOR DENIAL, 12.28.080, SPECIAL EVENT PERMIT—NOTICE OF REJECTION, OF TITLE 12, STREETS AND OTHER PUBLIC PLACES, OF THE TOWN OF JACKSON MUNICIPAL CODE.

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

SECTION I.

Section 12.28.030, Definitions, of Title 12, Streets and Other Public Places, of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

12.28.030 Definitions.

For the purposes of this chapter, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- A. . . .
- B. . . .
- C. . . .
- D. . . .
- E. . . .
- F. . . .
- G. . . .
- H. . . .
- I. . . .

J. Short Notice Expressive Activity Event means a special event which arises out of, or is related to, events or other public issues which could not have been reasonably anticipated far enough in advance to allow for standard advance planning and review. The Applicant bears the burden of demonstrating that the application is for a Short Notice Expressive Activity Event.

K. Special Event means a preplanned single gathering, event or series of related gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature including, but not limited to, any parade, march, protest, demonstration, public ceremony, street fair, art and craft show, carnival, block party, soap box derby, farmer's market or jubilee day, athletic event, show, exhibition, pageant or procession of any kind, or any similar display, in the Town, including the Town Square. Short Notice Expressive Activity Events are a type of Special Event.

~~K~~L. . . .

~~L~~M. . . .

N. Permit Administrator means any person designated by the Town to administer, implement, and enforce the provisions of this chapter. The Permit Administrator shall have the authority to receive and review Special Event permit applications; issue, deny, suspend, revoke, or modify Special Event permits; impose reasonable conditions consistent with this chapter; and perform such other duties as are necessary to carry out its intent and purpose. The Permit Administrator may be an employee, officer, or authorized agent of the Town.

SECTION II

Section 12.28.040, Special Event Permit—When required, exceptions, of Title 12, Streets and Other Public Places, of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

12.28.040 Special Event Permit—When required, exceptions.

A. A Special Event Permit shall be obtained for either of the following:

~~A. Any Special Event in or upon a street, alley, sidewalk, Public Building or Public Park.~~

~~1B. An Special eEvent ion public propertythe Town Square for the purpose of informing, engaging or inviting the public with ten-fifty or more people in attendance, including the Applicant and its representatives and/or which may attract or accumulate ten-fifty or more people, as determined at the discretion of the Town Manager or designee. Events in the Town Square for the purpose of informing, engaging or inviting the public with less than ten people in attendance, including the Applicant and its representatives and/or which may attract or accumulate less than ten people as determined at the discretion of the Town Manager or designee are required to file an application with the Town Clerk on forms prepared by the Town Manager or designee within the timeframe outlined in Section 12.28.050(B) of this chapter. The forms provided by the Town Clerk shall require information reasonably necessary to make a fair determination as to whether a Special Event Permit should be required and/or issued.~~

2C. To request or enlist the services of Town personnel for a Special Event.

B~~D~~. This chapter shall not apply to:

1. Funeral processions or oversize load escorts;
2. Regularly scheduled school events, such as athletic events, which use existing parking, traffic controls and public safety support;
3. The Town of Jackson acting within the scope of its functions, or an event sponsored in whole or in part by the Town;
4. Any section or part of any Public Park or Public Building declared closed to the public by the Director of the Parks and Recreation Department or designee or the Town Manager or designee and for any interval of time, either temporarily or at regular and stated intervals, daily or otherwise and either entirely or merely to certain uses, ~~as the Town Manager or designee or the Director of the Parks and Recreation Department or designee finds reasonably necessary;~~

5. Events in Public Parks managed by the Parks and Recreation Department, with the exception of George Washington Memorial Park, when no services of Town personnel are requested or enlisted or when no exemptions from Town of Jackson Municipal Code are requested, and when the proper applications have been approved by the Parks and Recreation Director or designee;
6. When police services are enlisted or requested for private events when a Special Event Permit is not otherwise required and when the proper applications have been approved by the Chief of Police or designee;
7. When START services are enlisted or requested for events when a Special Event Permit is not otherwise required and when no other services of Town personnel are enlisted or requested, when no exemptions from Town of Jackson Municipal Code are requested, and when the proper applications have been approved by the START Board or designee;
8. Events held at the Fair Grounds and approved by the Fair Board, when no services of Town personnel are requested or enlisted or when no exemptions from Town of Jackson Municipal Code are requested; or
9. ~~Expressive Activity in traditional public forums as alternative channels of communication by the public, provided such use is for the free exercise of constitutionally protected activities, does not exceed the number or persons threshold set forth in Section 12.28.040(B), does not require sound amplification and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public. Such Expressive Activity, however, is subject to the same requirements and/or permits for signs, banners or structures, including, but limited to height or dimensional limitations, as set forth in this chapter, the Land Development Regulations, and/or Municipal Code.~~ Special Events with attendance i) less than fifty people, and ii) the Event does not have amplified sound, and iii) the Event does not require a permit from a local, state, or federal agency (including permits issued by the Jackson/Teton County Fire Department), and iv) the Event is not conducted as part of a commercial enterprise. Nothing in this chapter shall be interpreted to preclude the Town from permitting groups of fewer than 50 people if voluntarily applied for.

SECTION III

Section 12.28.050, Special Event Permit—Application procedure—Filing period, exceptions, of Title 12, Streets and Other Public Places, of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

12.28.050 Special Event Permit—Application procedure—Filing period.

- A. A person or organization seeking a Special Event Permit in or upon a street, alley, sidewalk, Public Building or a Public Park shall file an application with the Town ~~Clerk~~ Permit Administrator on forms prepared by the Town Manager or designee. The forms provided by the Town ~~Clerk~~ shall require information reasonably necessary to make a fair determination as to whether a Special Event Permit should be issued.
- B. Special Event applications ~~shall~~ may be filed with the Permit Administrator no earlier than 365 days ~~Town Clerk at least 21 days~~ prior to the ~~date that a proposed~~ Special Event ~~date.~~ is proposed to be

~~conducted.~~ The Permit Administrator~~Town Clerk~~ shall determine if the application is complete or requires Town Council approval.

1. Applications requesting Town Council exemption from Town of Jackson Municipal Code 6.40.050 prohibiting the consumption of Alcoholic Beverages in George Washington Memorial Park shall not be ~~granted~~accepted or processed by the Town Clerk.
 2. The Permit Administrator shall apply best efforts to provide approval, approval with conditions, or denial of Special Event applications within 30 days of receipt of a complete application, or at least seven days before the scheduled event, whichever is earlier.
 3. Applications for Short Notice Expressive Activity Events shall be processed on an expedited basis. The Permit Administrator shall apply best efforts to provide approval, approval with conditions, or denial of the application within three business days of the Town's receipt of a complete application, or prior to the event date, whichever is earlier.~~Any application filed less than 21 days before the date such Special Event is proposed to be conducted shall be subject to any conditions or restrictions deemed necessary by Town Council, or the Town Manager or designee. Such conditions or restrictions may be placed on the application prior to or after Town Council approval until such time the application and any other application associated with the Special Event may be fully reviewed by all Town Departments, Teton County Fire Department, Parks and Recreation Department, Pathways Department, and other agencies.~~
- C. ~~The Town Council shall approve or deny all Special Event Permit applications and related additional permits or applications, which are filed less than 21 days before the date such Special Event permit is proposed to be conducted or are new Special Event Permit applications.~~ The following Special Event Permit applications may be approved at the Staff level:
1. Applications for Special Events that have been previously approved by the Town Council in prior years and no significant or material changes are requested.
 2. Applications in which all potentially impacted Town, County and Joint departments have reviewed the application and signed off on the Special Event.
 3. Repealed.~~Applications in which the anticipated or estimated number of attendance/participants is 250 people or less.~~
 4. Applications for Short Notice Expressive Activity Events~~minor changes to a previously approved Special Event (e.g. a date change).~~
- D. ...
- E. ...
- F. ...
- G. ...
- H. ...
- I. ...
- J. Insurance. An insurance certificate naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and stating that coverage is primary and noncontributory is required for every Special Event and must be submitted to the Permit Administrator~~Town Clerk~~ at least ten days prior to the Special Event. Insurance limits must be at least \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate. The additional insured language on the

certificate may not include any limitations or exclusions. The policy shall include general liability insurance protecting against liability for bodily injury, death, and property damage in an amount not less than \$1,000,000.00 each occurrence. The ~~Permit Administrator-Town Manager, or designee,~~ or Town Attorney, may require additional insurance requirements to be met by the Applicant when deemed necessary. ~~Associated catering and/or Malt Beverage Permits for Special Events are required to include liquor liability insurance. Special Events for Expressive Activity, including Short Notice Expressive Activity Events, are exempt from this insurance provision.~~

- K. Sponsorship. The ~~Permit Administrator-Town Council,~~ may approve the sale of goods, products and/or services, food or alcohol by for-profit vendors or Applicants during a Special Event that is on public property or in a Public Park provided that Special Event is sponsored by a nonprofit organization. The Applicant shall submit to the ~~Permit Administrator-Town Clerk,~~ with the Special Event Application a letter from the nonprofit sponsor which describes in detail the direct benefit the nonprofit sponsor will receive as a result of the Special Event, financial or otherwise.

(Ord. 1353 § I, 2023; Ord. 1280 § 7, 2021; Ord. 1112 § 1, 2016; Ord. 1011 § 1, 2012; Ord. 1003 § 1, 2012).

SECTION III

Section 12.28.070, Special Event Permit—Conditions of issuance—Grounds for denial, of Title 12, Streets and Other Public Places, of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

12.28.070 Special Event Permit—Conditions of issuance—Grounds for denial.

- A. The ~~Permit Administrator-Town Council~~ may approve applications for Special Events, ~~deny them, or approve them, in whole or in part, with time, place, or manner restrictions-application.~~ In reviewing applications and placing time, place, or manner restrictions on a Special Event, the Town shall tailor restrictions to address governmental interests, and shall consider: partially or in its entirety for events as provided for under this chapter unless the Town Council finds, from a consideration of the application and from such other information and recommendations and/or conditions obtained from the Town Police Department, Town Fire Department, Planning Department, Town Attorney, Town Administration and Town Public Works, that it may be denied on the grounds that:
1. The ~~conduct of the~~ Special Event ~~Permit~~ will substantially interrupt the safe and orderly movement of other traffic, whether vehicular, pedestrian, or otherwise-contiguous to its route;
 2. The ~~conduct of the~~ Special Event will require the diversion of so great a number of police officers of the Town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Town;
 3. The ~~conduct of such~~ Special Event will require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Town other than that to be occupied by the proposed line of movement and the areas contiguous thereto;
 4. ...
 5. ...
 6. With ~~T~~the size, nature, or location of the Special Event, the applicant failed to provide sufficient safety, health, or portable sanitation equipment, services, or facilities that are reasonably

necessary to ensure that the event will be conducted with due regard for safety~~is reasonably likely to cause a clear and present danger of injury to persons and property;~~

7. ...

8. ...

9. Another Special Event Permit application has been received prior in time or has already been approved for the same time and place requested by the Applicant or so close in time and place to that requested by the Applicant that the issuance of both permits would unreasonably impede, obstruct, impair, or interfere with: cause undue traffic (vehicular, pedestrian or otherwise); police or emergency service provision, access, or care for participants, spectators, or individuals near the events; ability of residents and others not participating in the special event, to travel on the roadways and to access other public and private property without unreasonable disruption or parking congestion or cause the police or fire departments to be unable to meet the needs for police or fire services for both events;

10. The location of the Special Event will substantially interfere with Town or utility operations, or any event, construction, or maintenance work scheduled to take place or taking place upon Town streets, right-of-way, alleys, parks or Town property; ~~or~~

11. The Special Event will violate a federal, state, or local law or regulation~~Town Ordinance or Wyoming State Statute;~~

12. The Special Event will unreasonably impede, obstruct, impair, or interfere with reasonable access to adjacent properties and the applicant will not agree to redesign the proposed event so as to allow reasonable access to the adjacent properties.

B. Repealed.~~An Applicant for a Special Event Permit and any other permit application associated with a Special Event desiring to accept the modified Special Event Permit or any other permit associated with a Special Event shall, after receiving notice of the action of the Town Council, file a written notice of acceptance with the Town Clerk or designee prior to the event. The modified Special Event Permit shall conform to the requirements of, and shall have the effect of, a Special Event Permit and any other permit associated with the Special Event Permit under this chapter.~~

C. Repealed.~~The Town Council may condition or restrict the issuance of a Special Event Permit or any other permit associated with a Special Event by imposing reasonable requirements concerning the time, place and route of the event and such requirements as are necessary to protect the health, safety or welfare of persons and property and control of traffic.~~

D. ...

E. Appeal.

1. An Applicant may appeal the denial of a Special Event Permit or any time, place, or manner restriction placed on a Special Event Permit to the Town Manager. Appeals shall be filed with the Office of the Town Clerk.

2. Any appeal shall be filed within ten business days of the denial or issuance of a Special Event Permit with conditions, in writing, and include: (i) A statement of the basis for the appeal, (ii) Any supporting documents the Applicant wishes to be considered in the appeal, and (iii) A copy of any written decision issued by the Permit Administrator.

2-3. The Town Manager shall issue a decision that affirms, modifies, or reverses the decision of the Permit Administrator as soon as reasonably practicable, but no later than seven business days after

receiving the written appeal, not including the day the appeal is received. Such decision shall be final unless further appeal is provided by law.

SECTION IV

Section 12.28.080, Special Event Permit—Notice of rejection, of Title 12, Streets and Other Public Places, of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

12.28.080 Special Event Permit—Notice of rejection.

If the Permit Administrator ~~Town Council disapproves~~ denies the an application ~~for failure to meet the conditions as outlined in Section 12.28.060 of this chapter,~~ they ~~Town Clerk~~ shall state in writing the reason for the ~~recommendation of denial or stipulate additional conditions.~~

SECTION V

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

SECTION VI

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

SECTION VII

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day per violation.

SECTION VIII

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

PASSED 1ST READING THE _____ DAY OF _____ 2026.
PASSED 2ND READING THE _____ DAY OF _____ 2026.
PASSED AND APPROVED THE _____ DAY OF _____ 2026.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____ 2026. I further certify that the foregoing Ordinance was duly recorded on page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Hovorka, Town Clerk

STAFF REPORT



Meeting Date:	June 1, 2026	Meeting Title:	Town Council Meeting
Submitting Department:	Jackson Hole Fire/EMS	Presenter:	Mike Moyer Fire Chief
Agenda Item:	2026 National Electrical Code Adoption	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Council to consider adoption of the 2026 National Electrical Code.

Recommendations.

Staff recommend Council approve Ordinance E on second reading.

Background.

On May 18, 2026 Council considered adoption of the 2026 National Electrical Code, and approved Ordinance E on first reading.

Analysis & Key Questions.

Analysis

The key policy questions and analysis regarding adoption of the 2026 National Electrical Code were discussed, and resolved, by Council on May 18, 2026.

Possible Alternatives.

The Council has the option to:

1. Modify the ordinance attached to this staff report; or
2. Not approve the ordinance attached to this staff report.

Comprehensive Plan & Priority Alignment.

Adoption of the 2026 Electrical Code directly supports the Jackson–Teton County Comprehensive Plan by advancing safe, reliable, and efficient building systems that protect life, property, and critical infrastructure while aligning with the community’s core values of Ecosystem Stewardship, Growth Management, and Quality of Life. The updated electrical code improves fire prevention, system reliability, and energy performance, which supports the Plan’s emphasis on reducing hazards, improving building efficiency, and ensuring that development occurs with appropriate infrastructure and services.

The Comprehensive Plan addresses the following policies:

- Policy 2.1.c: Increase local use and generation of renewable energy
- Policy 2.4.a: Construct energy efficient buildings
- Policy 2.4.d: Use energy efficient building systems and appliances

Adoption of the 2026 National Electrical Code will support the above policy goals by ensuring that electrical systems in new and renovated buildings in Jackson meet current standards for safety, efficiency, and renewable energy integration.

Fiscal Impact.

There is no fiscal impact to the Town from adoption of the 2026 National Electrical Code.

Staff Impact.

Jackson Hole Fire/EMS has invested over 16 hours reviewing the 2026 National Electrical Code and the proposed ordinance. In preparation for adoption, staff will continue to invest time educating electrical contractors and the public on the key changes prior to July 1, 2026 effective date.

Attachments or Links.

Ordinance E.

Suggested Motion.

I move to approve Ordinance E on second reading.

ORDINANCE _____

AN ORDINANCE AMENDING SECTION 15.20.010, ADOPTION OF THE NATIONAL ELECTRICAL CODE, OF TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE TOWN OF JACKSON MUNICIPAL CODE.

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

SECTION I.

Section 15.20.010, Adoption of the National Electrical Code, of Title 15, Buildings and Construction, of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

15.20.010 Adoption of the National Electrical Code.

- A. *The National Electrical Code*, including Tables, Appendices and Uniform Administrative Code Provisions, by references, 2026 Edition, NFPA 70 (a document of the National Fire Protection Association, Inc.) is incorporated herein by reference as if the same were fully herein set out, except with the following amendments:

1. *Article 230, Services, SECTION VI, Service Equipment - Disconnecting Means, Subsection 230.70, (A), (1), & (2) Readily Accessible Location.*

~~The service disconnecting means shall be installed outside of the building or structure at a readily accessible location.~~

~~Exception: Services of 300 amp or less with line-to-line meter sockets with the service disconnect directly behind the meter base and connected to the meter base with rigid conduit are allowed to have service disconnect inside the building. Feeders to other buildings or structures are required to have a disconnect on the exterior.~~

The service disconnecting means shall be installed on the exterior of the building or structure it serves at a readily accessible location. Branch circuit(s) and feeder(s) to other buildings or structures shall have a disconnect(s) installed on the exterior of the building or structure it serves at a readily accessible location. All disconnects shall be grouped. If installed in a doghouse enclosure, doors must be hinged, and a maximum free space of 6 inches measured from face of the largest electrical equipment to the back side of door.

2. *Article 250, Grounding, Section III, Grounding Electrode System and Grounding Electrode Conductor, Subsection 250.52, (A), (3) Concrete-Encased Electrode.*

All services ~~over~~ 200 amperes or larger in size shall have at least 20 ft in length₂ of bare copper conductor sized in accordance with Table 250₂-66 installed in the foundation footers and with enough length added to ~~connect~~ terminate in the main disconnect.

3. *Article 300, Wiring Methods, Section I, General Requirements, Subsection 300.1, Scope, Subsection (A) All Wiring Installations.*

All electrical wiring installed in buildings, structures or premises designed using the International Building Code located in Teton County shall be installed in accordance with the following wiring methods:

- a. Article 320, Armored Cable: Type AC

- b. Article 330, Metal-Clad Cable: Type MC
- c. Article 332, Mineral-Insulated, Metal-Sheathed Cable: Type MI
- d. Article 342, Intermediate Metal Conduit: Type IMC
- e. Article 344, Rigid Metal Conduit, Type RMC
- f. Article 348, Flexible Metal Conduit, Type FMC
- g. Article 350, Liquid-Tight Flexible Metal Conduit: Type LFMC
- h. Article 358, Electrical Metallic Tubing: Type EMT

B. *Electrical Fee Schedule.* All electrical fees shall be in amounts established by resolution.

(Ord. ____ § I, 2026; Ord. 1417 § 1, 2024; Ord. 1280 § 8, 2021; Ord. 1254 § 1, 2020; Ord. 1171 § 1, 2017; Ord. 1101 § 1, 2015; Ord. 1057 § 1, 2014; Ord. 990 § 1, 2011; Ord. 899 § 1, 2008; Ord. 886 § 1, 2008; Ord. 803 § 1, 2005; Ord. 706 § 1, 2002; Ord. 633 § 1, 2000; Ord. 413 § 1, 1990; Ord. 325 § 1, 1984; Ord. 313 § 2, 1983)

SECTION II

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

SECTION III

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

SECTION VI

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day per violation.

SECTION V

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

PASSED 1ST READING THE ____ DAY OF _____ 2026.
PASSED 2ND READING THE ____ DAY OF _____ 2026.
PASSED AND APPROVED THE ____ DAY OF _____ 2026.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____ 2026. I further certify that the foregoing Ordinance was duly recorded on page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Hovorka, Town Clerk

MEMORANDUM

TO: Mayor and Town Council

FR: Tyler Sinclair, Town Manager

DT: June 1, 2026

RE: Town Manager's Report

Temporary Sign Permits

The Temporary Sign Permits for Council consideration at this meeting are:

- ✓ Jackson Hole Land Trust requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from September 13 – 19, 2026 to advertise for Old Bill's Giving Season (P26-088).
- ✓ Art Association of Jackson Hole requests to hang one temporary banner at 105 Buffalo Way (Albertson's) for two occurrences, one from June 14 – 20, 2026 and one from November 1-7, 2026 to advertise the Teton Mudpots Summer Sale (P26-089).
- ✓ Art Association of Jackson Hole requests to hang two temporary banners, one at 105 Buffalo Way (Albertson's) and one at 265 S Cache Street (Center for the Arts) for two occurrences, from July 19 – 25, 2026 and August 9-15, 2026, to advertise the July & August Art Fair Jackson Hole (P26-092).

Staff recommends approval of these requests and with the approval of the Town Manager's report, staff will issue the Temporary Sign Permits as requested.

Tree Removal

Based upon a request by the owner's agent of the property at 220 S. King Street, staff have approved a request for the removal of three mature Cottonwood trees located within the public right-of-way landscape strip along the S. King Street frontage. The Cottonwood trees are in the landscape strip between the pedestrian sidewalk and the street curb. The Cottonwood trees are approximately 27 years old and, according to the applicant, are "known to [have limbs] blow down in strong winds..". The Urban Forest Manager conducted a site visit and determined trees are not considered "hazard trees" at this time, but supports removal as cottonwoods are considered inappropriate for the space along the pedestrian frontage and have outgrown the landscape strip. This condition can cause damage to the public sidewalk infrastructure. Both the Town Engineer and Planning and Building Director support the removal based on the condition that the landowner replace the three removed trees with three new street trees in the landscape strip consistent with department reviews which specify plant

species, spacing, and installation standards. Removal of the trees will be accomplished as part of a forthcoming PROW permit with work estimated for completion summer 2026.

Sister City Partnerships

Lienz, Austria Delegation Visit: A group of twelve Austrians from Lienz will visit Jackson this fall from September 19-23. Please mark your calendars for related events on Monday, September 21. Staff is working to plan and schedule an itinerary for the group including a tour to Yellowstone; a Meet 'n Greet and tour with Town Staff; a reception at the History Museum; a State Dinner; and a tour and educational exchange with Grand Teton National Park. Many reservations for these events are requesting deposits long before September. With approval of the Town Manager's report, staff will plan to utilize \$25K from the FY27 Budget's Sister Cities line item for this visit and exchange.

Hueyotlipan, Tlaxcala, Mexico Cultural Exchange: This project, led by Oona Doherty who oversaw the first cultural exchange between Hueyotlipan and Jackson will continue to establish a consistent and meaningful cultural exchange rooted in the arts. It will include a month-long residency with visiting artists from Hueyotlipan that came to Jackson in 2024 and will focus on youth outreach for a number of weeks instead of a few days of events. The project plan includes a Latino Advisory Committee to provide guidance, insight and help ensure authentic and relevant programming as well as other funders to bring the series of events to fruition. While in Jackson for a month, the visiting artists will teach Ballet Folklorico and visual arts to Spanish speaking students. The residency will culminate in performances, exhibits, and a community wide celebration. Throughout their time in Jackson the artists will engage with community members through artist talks, social gatherings, teaching, and performances. This project will help build an enduring, community-driven program that celebrates cultural identity, strengthens relationships across borders, and fosters understanding. With approval of the Town Manager's report, staff will plan to utilize \$25K from the FY27 Budget's Sister Cities line item for this cultural exchange.