Jackson Town Council Regular Meeting

November 5, 2018
6:00 PM
Town Council Chambers

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

I. OPENING

A. Call to Order and Roll Call

B. Pledge of Allegiance

C. Announcements/Proclamations

1. New Employee Introductions: Donnie McBath - Transit Dispatcher and Kelly Sluder - Building Official
2. Proclamation for Extra Mile Day
3. Proclamation for National Apprenticeship Week
4. Jackson Youth Hockey

II. PUBLIC COMMENT

This section is reserved for questions and comments from the public on items that are not otherwise included in this agenda. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item or send an email to *Council@jacksonwy.gov*.

A. Wyoming Stargazing - Ingrid Daffner Krasnow

III. 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. Minutes

1. October 15, 2018 special meeting
2. October 15, 2018 workshop
3. October 15, 2018 regular meeting

B. Disbursements

C. Malt Beverage Permit for Annual Fireman's Ball

D. Temporary Sign Permit for Jackson Hole Moose Hockey P18-302

E. Temporary Sign Permit for Holiday Bazaar P18-308

F. Temporary Sign Permit for Winter People's Market P18-309

G. Bid 19-06: Sewer-Camera Equipped Van for Sewer Division

H. Storm Water Treatment Unit Design Services Contract

I. Staffing to Support Expanded Bus Service to Teton Valley

J. Four Bus Leases for 2018-19 Winter Season

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

K. Public Defender Contract Renewal

L. Jackson Hole Children's Museum Lease Extension

M. Design Review Committee Appointments

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

A. Planning Department:

1. **Item P18-047, 048, 049**: Sketch Plan, Zoning Map Amendment, & Conditional Use Permit for Central Wyoming College at 235 & 255 Veronica Lane (Brendan Conboy, Associate Planner)
2. **Item P18-046**: Fee Waiver Request for Central Wyoming College for 235 & 255 Veronica Lane (Brendan Conboy, Associate Planner)
3. **Item P18-247**: Town of Jackson Sign Code Repeal (Paul Anthony, Principal Planner)
4. **Item P18-270**: Conditional Use Permit Amendment for Brush Buck Tours at 490 S. Highway 89 (Tyler Valentine, Senior Planner)

V. RESOLUTIONS

VI. ORDINANCES

A. **Ordinance P**: An Ordinance Adding Chapter 8.36 to the Jackson Municipal Code Establishing Disposable Bag Requirements (Presented for 1st Reading, Johnny Ziem, Assistant PW Director)

B. **Ordinance Q**: An Ordinance Adding Chapter 16.50 to the Jackson Municipal Code Establishing an Office of the Housing Ombudsman (Presented for 1st Reading, Audrey Cohen-Davis, Town Attorney)

C. **Ordinance R**: An Ordinance Repealing Sections of the Jackson Regulations on Sign Code (Presented for 1st Reading, Lea Colasuonno, Assistant Town Attorney)

VII. MATTERS FROM MAYOR AND COUNCIL

A. Board and Commission Reports

VIII. MATTERS FROM THE TOWN MANAGER

A. Town Manager's Report

IX. ADJOURN

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

PROCLAMATION
DECLARING NOVEMBER 1ST AS "EXTRA MILE DAY"

WHEREAS, Jackson, Wyoming is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, Jackson is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Jackson is a community which chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

WHEREAS, Jackson acknowledges the mission of Extra Mile America to create 575+ Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1.

NOW THEREFORE, I, Pete Muldoon, Mayor of the Town of Jackson, on behalf of the Jackson Town Council and the entire Jackson community, wish to recognize **Robyn Vincent**, for going the extra mile as a dedicated and fearless journalist; **Myles Still**, for going the extra mile in service to our country and in serving visitors to our community at Jackson Hole Airport; **Cristina Briones,** for going to the extra mile in advocating for housing for underprivileged families; **Bruce Burkland**, for going many extra miles in a long career at Teton Youth and Family Services; **Miriam Morillon**, for going the extra mile by inspiring women to get outdoors and stay healthy; **Lindsey Ehinger**, for going the extra mile in each and every one of her jobs serving the Community; **Maribel Bautista**, for going the extra mile in supporting our children and vulnerable mothers; and last but not least, **Amando Perfecto,** for going the extra mile with a smile in providing great food for our senior citizens.

FURTHER, I hereby proclaim that November 1, 2018, was Extra Mile Day and urge each individual in the community to take time this month to not only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

DATED THIS 5th DAY OF NOVEMBER, 2018.

TOWN OF JACKSON

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Pete Muldoon, Mayor

ATTEST:

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Sandra P. Birdyshaw, Town Clerk

Proclamation

Recognizing National Apprenticeship Week

WHEREAS, the demand for skilled workers continues to increase in Wyoming, Apprenticeship is an industry-led proven training model, designed to meet this demand, as well as retrain workers needed to diversify Wyoming's economy for generations to come; and

WHEREAS, Apprenticeship is a unique, flexible, training system that combines industry-directed technical instruction with structured, paid, on-the-job learning experiences, which contributes to increased hiring and retention rates; and

WHEREAS, Apprenticeship training models prepare Wyoming workers to compete in a diverse economy while keeping pace with technological advancements and occupation-based innovations; and

WHEREAS, today in Jackson, Lower Valley Energy has taken the step to develop a Department of Labor Registered Apprenticeship Program to train lineman, metermen, and substation technicians in the area; and

WHEREAS, Wyoming employers have developed and led apprenticeship training programs since the late 1930's, resulting in rewarding technical careers, offering livable wages, most often without college debt; and

WHEREAS, Apprenticeship is a pathway for technical training, higher education, industry licensing, portable and stackable credentialing, required by industry in Jackson and Wyoming.

NOW THEREFORE, I, Pete Muldoon, Mayor of the Town of Jackson, do hereby proclaim November 12-16 as **JACKSON APPRENTICESHIP WEEK**.

DATED THIS 5TH DAY OF NOVEMBER, 2018.

TOWN OF JACKSON

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Pete Muldoon, Mayor

Attest:

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Sandra P. Birdyshaw, Town Clerk

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 31, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Larry Pardee
PRESENTER: Roxanne Robinson, Assistant Town Manager

SUBJECT: Wyoming Stargazing Letter of Support

STATEMENT/PURPOSE
The Town Council is frequently asked to provide letters of support for various community centered grant applications.

BACKGROUND/ALTERNATIVES
Ingrid Daffner Krasnow of Wyoming Stargazing will be at the Council meeting on Monday evening to request a letter of support from the Town Council for a grant application with a very short application timeline. The grant funds would be used to support the light pollution work they've been doing with the Town and the County. Because the grant is due on November 5 at 11:59 PM, should the Council be willing to provide a letter of support, they would need the Council's action on the request at the meeting tonight. A draft letter of support is attached should the Council choose to support the request.

Staff makes no recommendation at this time and also printed the letter on Town letterhead should the Council be ready to approve the request. If approved, during a break or right after the meeting is ended, Mayor Muldoon will be asked to sign the letter and it can be provided to Ms. Krasnow.

The Town Council has many options, several are listed below:

1. Approve the request for a letter of support for a grant application for Wyoming Stargazing as presented and authorize the Mayor to execute the letter.
2. Take no action at this time.
3. Other.

STAKEHOLDER ANALYSIS
The stakeholders involved include members of Wyoming Stargazing, residents in the community that may be affected by the efforts of Wyoming Stargazing.

ATTACHMENTS
Draft Letter of Support.

FISCAL IMPACT
None.

STAFF IMPACT
Staff impact would be minimal and would involve obtaining a signature and copying for the public record.

LEGAL REVIEW
Not applicable.

RECOMMENDATION
Staff makes no recommendation. Action is not normally taken under Public Comment. However, staff wanted to provide a possible motion to the Council listed below since their submittal timeline is short.

SUGGESTED MOTION
Should the Council be ready to take action, one possible motion would be:

I move to approve the request for a letter of support for a grant application for Wyoming Stargazing as presented and authorize the Mayor to execute the letter.

Synopsis for PowerPoint (120 words max):
Background:

Mayor Pete Muldoon
Town of Jackson
P.O. Box 1687
Jackson, WY 83001

National Environmental Education Foundation
4301 Connecticut Avenue NW, Suite 160
Washington, DC 20008-2326

November 5, 2018

Dear Sir or Madam,

I am writing on behalf of the Town of Jackson in support of Wyoming Stargazing's application for the National Environmental Education Foundation's Every Day Capacity Building Grant.

In 2015 Wyoming Stargazing began collaborating with the Town of Jackson and Teton County in order to draft updates to the existing Exterior Lighting Standard for residential and commercial outdoor lighting within the Town and County Land Development Regulations. Wyoming Stargazing researched existing best practice language from around the country and consulted with representatives from the International Dark Sky Association to propose updates for the Exterior Lighting Standard. The proposed changes went through a lengthy review process with Long Range City/County Planners and Planning Committees before the proposal was passed unanimously by both the Town Council and Board of Teton County Commissioners.

The updated Exterior Lighting Standard creates more rigorous limitations for outdoor lighting in order to reduce light pollution across Teton County Wyoming. The new Exterior Lighting Standard was designed to inform municipal engineers and architects about best practices in outdoor lighting with the hopes that they will make informed decisions when designing new structures.

In addition to its work with local government, Wyoming Stargazing also designed a light pollution pamphlet for the general public, funded in part by the Jackson Hole Travel and Tourism Board. The pamphlet summarized the changes to the Town/County Exterior Lighting Standard and presented information about the dangers of light pollution. Wyoming Stargazing continues to educate the public about the dangers of light pollution and best practices to reduce light pollution through their year-round public outreach programs that take place in Jackson and in the surrounding area within Teton County.

Wyoming Stargazing is also contributing to ongoing data collection processes that will help our community measure impact of our work moving forward. For example, Wyoming Stargazing collected sky brightness quality measurements around Teton County in order to get baseline data on sky brightness that can be compared to future measurements. Wyoming Stargazing has also collaborated with other organizations in

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the valley to collect similar measurements before and after lighting retrofits in order to measure changes in light pollution.

The Town of Jackson and Teton County applaud Wyoming Stargazing's dedication to protecting our dark night skies, which are part of our desired community character in the Town of Jackson as identified in the Comprehensive Plan.

Wyoming Stargazing needs sustained community support to continue this critical work to protect our dark night skies. To this end, we strongly encourage you to fully fund their request for support to: 1) develop a funding database; 2) train staff to use the database; and 3) develop a strategic plan to fund their ongoing dark sky preservation programs. I have no doubt that with the help of Wyoming Stargazing, Jackson can set an example for dark sky preservation in other communities nationwide.

Sincerely,

Mayor Pete Muldoon
Town of Jackson

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TOWN COUNCIL PROCEEDINGS - UNAPPROVED

OCTOBER 15, 2018 **JACKSON, WYOMING**

The Jackson Town Council met in special session in the Council Chambers of Town Hall located at 150 East Pearl at 2:36 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon
COUNCIL: Jim Stanford, Hailey Morton Levinson, Bob Lenz, and Don Frank.
STAFF: Larry Pardee, Audrey Cohen-Davis, Tyler Sinclair, Carl Pelletier, Johnny Ziem, Floren Poliseo, Kelly Thompson, and Lea Colasuonno.

This meeting was designed to allow Snow King an opportunity to present proposed amendments to their Master Plan. No Council action will be taken.

Snow King Presentation of their Master Plan. Tyler Sinclair made staff comment. Ryan Stanley with Snow King Mountain Ski Area introduced the Snow King Proposal. Mr. Stanley provided information about other regional "town hills" such as Howelson Hill Ski Area (Steamboat, Colorado), Sleeping Giant (Cody, Wyoming), Hogadon Basin (Casper, Wyoming), and Bogus Basin (Boise, Idaho). Since 2014, U.S. Forest Service Master Plans have been submitted, reviewed and accepted by the National Forest Service. Mr. Stanley explained that since 2014 there has been extensive public outreach in regards to these plans. He discussed the stakeholder process as well as the components to the proposed projects including a backside ski lift, additional beginner and intermediate ski terrain, additional magic carpets, additional ski runs, additional night lighting, proposed snow making, additional hiking and biking trails, addition of gondola, zip lines, as well as changes to the base area. Mr. Stanley discussed several topics related to the proposed development such as the rational for a gondola, the rational for not improving the road down Leeks Canyon, the rational for beginner ski terrain at the top of the mountain, the proposed zip line, parking considerations, and the rational for a new building and restaurant at the top of the mountain to replace the Panorama House. Mr. Stanley also addressed potential community benefits.

Adjourn. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to adjourn the Town Council meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 3:10 P.M. minutes: crp

TOWN OF JACKSON

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Pete Muldoon, Mayor

ATTEST:

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Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: October 24, 2018

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

OCTOBER 15, 2018 **JACKSON, WYOMING**

The Jackson Town Council met in regular workshop session in the Council Chambers of the Town Hall at 150 East Pearl at 3:11 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon
COUNCIL: Jim Stanford, Hailey Morton Levinson, Don Frank and Bob Lenz.
STAFF: Larry Pardee, Audrey Cohen-Davis, Lea Colasuonno, Tyler Sinclair, Carl Pelletier Johnny Ziem, Brian Lenz, and Floren Poliseo.

Reducing Plastic Bag Waste. Johnny Ziem made staff comment covering a variety of topics including public outreach efforts, comparison of other similar towns with plastic bag bans, determination of costs associated with paper and plastic bags, number of plastic bags issued by stores in the Town of Jackson, administrative costs to implement such an ordinance, potential visitor / tourism impact and possible waste reduction. Mr. Ziem indicated that he was seeking Council direction on which businesses would be included in the bag ban, if a fee should be implemented, how this fee would be collected and remitted, and an effective date. Mr. Ziem indicated that the purpose of this proposed ordinance would be to reduce single use bags and not to generate income for the Town. Mr. Ziem estimated that approximately 80% of plastic bag distribution was completed through grocery stores and spoke about the potential store benefits of not having to supply plastic bags to consumers. Discussion was held on the effective date for implementing a plastic bag ban ordinance for different types of businesses. In other communities, businesses spent time, money, and effort preparing for their community's success of a plastic bag ordinance.

Mayor Muldoon discussed the potential implementation date based on business type versus square footage, or business size, he supported April 15, 2019 and November 2019 phase-in dates, goals should be to apply this to retailers across the board, to ensure that we have a way to start this prior to an effective date, he was in favor of a 20 cent fee split evenly between business and Town. Councilman Stanford discussed the amount of plastic bags that the Town would be able to capture, the rational of keeping half of the fee in perpetuity versus having a sunset clause on the fee collection, he supported seeing the ban begin July 1, 2019 for grocery stores and November 1, 2019 for all retailers, and supported the Town's fees to be used for education. Councilwoman Morton Levinson made comment that she would be comfortable including a wide range of businesses and comfortable with an effective date of November 2019, and if a retailer is concerned about this start date they should reach out to Council. Councilman Lenz raised questions on how Park City collects fees and how these fees were distributed, and commented on the cost of paper and plastic bags, and the amount of the fee. He would like to consider rolling back implementation date to the off-season to make it easier for the businesses and supported implementation in general retail stores to begin in 2020 to allow businesses time to consume their bag inventory. He did not support overseeing reporting and was concerned with the impact of early implantation dates on small retail shops, he encouraged keeping things simple and giving the public plenty of time to adjust. Councilman Frank questioned why such an ordinance would be administered to all businesses opposed to the biggest users, focusing on environmental messaging to the community, the decision to charge 10 cents for paper bags as well as the goal of having individuals purchase reusable bags, and he was agreeable to the idea of stores keeping the full amount of the fee.

Public comment was open. Heather Overholser, Superintendent of Teton County Integrated Solid Waste and Recycling (ISWR) made comment that ISWR has been collecting single use plastic bags since 2007. Last year ISWR received over 1 million plastic bags and that single use plastic bags are the number one cause of wind-blown litter, costing tens of thousands of bags. She stated plastic bags are a serious contaminate of recyclables, and that education is a big portion of the Road to Zero Waste initiative along with the distribution of wide spread reusable canvas tote bags. Nikki Kaufman a community member provided public comment recommending a 20 cent fee for paper bags, 10 cents to the business owners and 10 cents to the ISWR education, outreach and resources. Dawn Webster a community member provided public comment encouraging Council to keep ISWR involved with this initiative moving forward and stressed the importance of signage and education. Encouraged having this ban implemented by 2019 and not 2020. Mahtisa Djahangiri community member provided public comment that such a ban should encompass all businesses as well as the inclusion of all single-use plastics such as forks, straws, lids, etc. Bonnie Stalenski, Store Director for Albertson's, provided public comment that such a ban should be implement to all retailers as opposed to just grocery stores, explained other costs involved with the implementation such as the time of employees to explain the charges of fees. She stated that the fee should stay with the retailer and said that not all point

of sale systems have easily programmed systems. Tom Scott with Jackson Hole Grocer made public comment on how a similar ban in Sonoma County, California compares to this proposal. The difference between paper and plastic is about 12.5 cents, which is a significant amount and encouraged the Council to allow the retailer to keep fee. Jackson Hole Grocer is on board with any type of ban. Wes Gardner with Teton Toys made public comment on applying such a ban across the board to all retailers. He supported a tiered roll out of a plastic bag ban, requested consideration of an effective date for a ban of all bags on November 1, 2019 and to possibly consider a tiered fee collection system. Supports a 50/50 split of fee. An effective date of November 1, 2021 for smaller retail stores. Paul Hansen a county resident made public comment regarding a concern of a delayed implementation date and potential for the State to block attempts for such regional action.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to direct staff to present the ordinance as proposed and as discussed today regarding regulating single use plastic bags for first reading at the next available regular Council meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Hillside LDR Regulations Update. Regan Kohlhardt, Paul Anthony, and Tyler Sinclair made staff comment regarding the need to improve regulations dealing with steep slopes and unstable soils. Staff reviewed current regulations pertaining to steep slopes and unstable soils and reviewed potential deficiencies in current regulations. Staff posed specific questions to Council regarding a potential LDR update addressing the Town's Natural Hazard Protection Standards: 1) What are the general goals for the Hillside LDR update? 2) Does Council have a preference for a certain type of Hillside regulations? 3) What Natural Hazards and other topics should be addressed in the update? 4) What type of review process does Council prefer for the updated hillside regulations? 5) What type of public engagement?

Public comment was given by: Reed Armijo with Jorgenson Engineering

Councilman Stanford made the comment that avalanches and landslides would seemingly go hand-in-hand in categorizing hazards. Mayor Muldoon also mentioned the category of rockfall. Councilman Frank mentioned some concerns that he would like to address at a future meeting.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to continue this item to a date uncertain in the near future. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded Jim Stanford to adjourn. The vote showed all in favor and the motion carried. The meeting adjourned at 5:09 P.M. minutes:crp

TOWN OF JACKSON

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ATTEST: Pete Muldoon, Mayor

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Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: October 24, 2018

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

OCTOBER 15, 2018 **JACKSON, WYOMING**

The Jackson Town Council met in regular session in the Council Chambers of the Town Hall at 150 East Pearl at 6:00 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon
COUNCIL: Hailey Morton Levinson, Don Frank and Bob Lenz. Jim Stanford arrived at 6:04 p.m.
STAFF: Larry Pardee, Roger Schultz, Todd Smith, Audrey Cohen-Davis, Tyler Sinclair, Floren Poliseo, Johnny Ziem, Kelly Thompson, and Carl Pelletier.

Mayor Muldoon read two proclamations into the record for the 2018 Fall Yard Clean-Up and Burn Week and Domestic Violence Awareness Month.

Public Comment. Carl Pelletier made public comment on a temporary sign permit for the Fireman's Ball. Alyssa Friedman made public comment.

Consent Calendar. A motion was made by Hailey Morton Levinson and seconded by Don Frank to approve the consent calendar including items A-E as presented with the following motions.

A. **Meeting Minutes.** To approve the meeting minutes for the October 1, 2018 regular meeting as presented.

B. **Disbursements.** To approve the disbursements as presented. Jackson Curbside $360.00, Cash $182.57, Safety Supply $631.50, Ace Hardware $2116.72, Teton County Sheriff Jail $1224.00, Curran-Seeley $12062.50, Thyssen Krupp Elevator $288.39, Evans Construction $92.12, High Country Linen $3278.05, Caselle $4794.68, Interstate Battery $403.80, Jackson Lumber $427.00, Jim & Greg Locksmith $140.00, Jackson Hole News & Guide $2483.44, The Children's Learning Center $25350.00, LVPL $18394.23, Teton County Fund 19 $143811.96, Nalley Steamway $325.00, Nelson Engineering $11409.75, O'Ryan Cleaners $157.27, Napa $1586.63, Community Safety Network $10000.00, Sam Jewison $250.00, Teton Youth and Family Services $40500.00, White Glove Cleaning $1333.13, Hunt Construction $2520.00, WYDOT $28.00, On Sight Land Surveyors $1175.51, WAM $230.00, Jackson Hole Title & Escrow $250.00, Centurylink $2499.88, Westbank Sanitation $678.02, Teton County Integrated $294.00, Cummins Rocky Mountain $34.13, Freedom Mailing $1820.53, Robert Heiner $1310.33, RST Sand & Gravel $410.40, Teton County Special Fire $81867.52, Galls $790.75, Wyoming Department of Health $240.00, Energy Laboratories $212.00, Teton County Transfer Station $674.00, Teton County Clerk $279572.25, One Call of Wyoming $237.00, Spring Creek Animal Hospital $732.11, Blue Spruce Cleaners $271.15, Teton County Fund 10 $68067.12, Western States $3005.81, Wyoming.com $15.00, AT&T $1099.18, Verizon Wireless $6948.62, Division of Victim Services $350.00, Xerox Corp $1339.72, First American $4625000.00, Teton County Sheriff Dispatch $3633.48, Employers Council Services $5600.00, Alpine Vet Clinic $15.00, Amerigas $121.80, Kenworth $584.39, Benefit Administrators $18.00, Teton Water Works $100.00, Ranch Inn $525.00, Ameriwest Water Service $9348.79, Yellow Iron Excavation $650.00, LDA $99.27, Portis Group $1190.00, Teton Trash Removal $42.50, Ferguson Enterprises $68198.99, James Bristol $405.00, Kilmers BG $3800.00, Jeremy Minor $90.00, ER Office $777.18, Bison Lumber $119.48, UPS $61.74, Exposure Signs $550.00, Advanced Glass $620.00, Indentikit Solutions $408.00, Rush International Truck $179.58, Wyoming Title & Escrow $350.00, Miller Sanitation $8484.00, Thomson West $1051.35, Charter $3296.52, Ross Concrete $1890.00, Gillig $8912.73, Commercial Tire $611.96, Fire Services of Idaho $4439.00, Mailfinance $463.47m Sherwin-Williams $19.03, Jade's Heating $857.14, Meyring $92.38, Brower Psychological $300.00, Chris Rorke $862.50, Tom Mason $130.00, C&A Professional Cleaning $356.44, MSC Industrial $259.36, Teton Signs $577.73, Snake River Roasting $339.15, Fleetpride $447.99, Silverstar $4626.83, Ron's Towing $125.00, Norhwest Parkway $5.80, Control Systems Technology $50195.30, Dean's Pest Control $140.00, Premier Vehicle Installation $219.72, Wyoming Water Quality $680.00, Swagit $3550.00, OldCastle $12304.00, Open Creative $1853.21, Scott Schmillen $1187.50, ISC Inc $1807.99, Seamless Docs $3448.50, Routematch Software $181.28, Partsmaster $20.26, Salt City Sales $45.50, Mike's Welding $274.33, Kellerstrass $27119.75, Y2 Consultants $480.38, Palomino LLC $500.00, Snake River MEP $7593.00, John Tighe $83.95, Lepco $855.45, Amazon $3628.36, Casper Star Tribune $1150.80, MountainScapes $105.75, Hansen & Hansen $1116413.00, Burkes $10000.00, Kimley Horn $2930.00, City of Driggs $918.34, Water Werks $1242.51, Energy 1 $971.09, Center of Wonder $8000.00, Intellichoice $2000.00, Wyoming Drywall $1470.00, Stephen Rhoades $100.00, West Coast Code $10255.00, Bald Eagle $8500.00, Four Lazy F Ranch $8000.00, Stephyn Duck $73.00, Wolfgang Reckart $667.00, James Ray $740.00, Discount Snow Stakes $877.98, Avis Budget Car Rental $93.00, Jahton Stephens $90.00, Jim Clouse $100.00, David Rees $115.00, Jackson Hole Aviation $21280.00, Deborah Supowit $130.00, Vicki Garnick $29129.03, Westech $35574.49, Robinson Rentals $501.67, JMIR Snow King $10.00, UCP Inc $9.24.

C. **September Municipal Court Report.** To accept the September 2018 Municipal Court Report into the record as presented.

D. **Temporary Sign Permit: WYSAW (P18-283)**: To approve the temporary banner in conjunction with Teton County Search & Rescue Foundation, subject to three (3) conditions of approval.

E. **Homeland Security Grant Award for Jackson Police Department**. To approve the Office of Homeland Security Grant Award #18-SHSP-TET-LP-HIT18 for the Jackson Police Department and authorized the Mayor to execute the agreement.

Mayor Muldoon called for the vote on the motion to approve the consent calendar. The vote showed all in favor and the motion carried.

Winery Satellite Permit for Jackson Hole Winery, LLC. Carl Pelletier made staff comment. Mayor Muldoon opened a public hearing to hear any protest against the issuance of this license. None were presented. Mayor Muldoon closed the public hearing.

A motion was made by Hailey Morton Levinson and seconded by Don Frank to approve the issuance a winery satellite permit to Jackson Hole Winery, LLC d/b/a Jackson Hole Winery for the remaining license year ending 3/31/2019, subject to the conditions listed in the staff report, and further direct the Town Clerk to issue the permit upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv).

1. Prior to license issuance, the applicant shall comply with all Town of Jackson Building Codes, Fire, Health & Safety Codes, and the Land Development Regulations, and will have obtained all required permits and approvals from all applicable Town/County departments.
2. Applicant shall provide TIPS training for staff serving wine samples.
3. If applicant does not apply for annual renewal, the permit will expire at the end of the current liquor year, March 31, 2019.
4. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.

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

Temporary Sign Permit – JH Fireman's Ball. A motion was made by Hailey Morton Levinson and seconded by Don Frank to approve the temporary banner in conjunction with Jackson Hole Fire EMS, subject to three (3) conditions of approval as presented in a draft staff report at this meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

2019 Rodeo Dates and 2018 Annual Report. Larry Pardee made staff comment. Rachel Grimes, Teton County Fair and Fairgrounds Manager, Philip Wilson, Brandon Wilson, and Bodee Wilson with the Jackson Hole Rodeo, and Deanne Mangis and Emily Fates Beardsley all made public comment. Jim Stanford, Bob Lenz, Don Frank, Hailey Morton Levinson and Pete Muldoon made comment.

A motion was made by Hailey Morton Levinson and seconded by Bob Lenz to approve the rodeo schedule for 2019 as requested by Teton County that excludes the June 29, 2019 date to allow for the World Series of Roping and accept the 2018 Rodeo Season Report. Mayor Muldoon called for a vote. The vote showed Lenz, Morton Levinson, Stanford, and Frank in favor and Mayor Muldoon opposed. The motion carried.

A motion was made by Don Frank and seconded by Pete Muldoon to add one rodeo date on either August 1, July 11 or July 18 left up to concessionaire. Mayor Muldoon called for a vote. The motion showed Muldoon, Morton Levinson, and Frank in favor. The vote showed Lenz and Stanford opposed. The motion carried.

Item P18-047, 48, 49: Sketch Plan, Zoning Map Amendment, & Conditional Use Permit for Central Wyoming College at 235 & 255 Veronica Lane.
Item P18-046: Fee Waiver Request for Central Wyoming College for 235 & 255 Veronica Lane.
Tyler Sinclair and Audrey Cohen Davis made staff comment.

A motion was made by Hailey Morton Levinson and seconded by Don Frank to continue Item P18-046 and P18-047, 48, 49 to November 5, 2018 regular Council meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Item P18-271: Encroachment at 215 N. Cache Street. Tyler Sinclair made staff comment. This item was withdrawn indefinitely from the agenda. No motion was made.

Resolution 18-17: Budget Amendment #1 for Fiscal Year 2019 Budget. Kelly Thompson, Larry Pardee and Darren Brugmann made staff comment.

A motion was made by Hailey Morton Levinson and seconded by Don Frank to approve a Resolution for a Budget Amendment #1 to the Fiscal Year 2019 Budget. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council. Jim Stanford and Don Frank made comment on the Fall Yard Waste Drop Off and Burn Week. Johnny Ziem and Larry Pardee made staff comment.

Employee Appointments to Human Services Core Committee. A motion was made by Hailey Morton Levinson and seconded by Don Frank to appoint Town Manager Larry Pardee and Assistant Town Manager Roxanne Robinson to represent the Town of Jackson and serve on the Human Services Planning Core Committee. The committee, made up of two representatives from the non-profit human services sector, Town, and County, would write a Request for Proposal for consultant services as outlined in phases one through three of the planning process and then evaluate the responses and provide a recommendation to the Town and County. Mayor Muldoon called for the vote. The vote showed 4-1 in favor with Lenz opposed. The motion carried.

Town Manager's Report. A motion was made by Don Frank and seconded by Hailey Morton Levinson to accept the Town Manager's Report. The Town Manager's Report contained an update on sales and lodging tax, special meetings in November on Snow King, downtown parking management study open house and summary of accounting for purchase of 115 E. Pearl Avenue. Larry Pardee and Tyler Sinclair made staff comment. Jeff Golightly made public comment regarding Snow King. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to adjourn the meeting. Vice Mayor Stanford called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 7:25 p.m. minutes: crp

TOWN OF JACKSON

_____

ATTEST: Pete Muldoon, Mayor

_____

Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: October 24, 2018

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
2	JACKSON CURBSIDE INC.	000261616	RECYCLING COLLECTION @ D	10/10/2018	1,335.00	.00	
2	JACKSON CURBSIDE INC.	0026184	3rd quarter franchise fee	10/18/2018	734.25-	.00	
2	JACKSON CURBSIDE INC.	0026184	oct-dec town square recycling	10/18/2018	795.00	.00	
Total 2:					1,395.75	.00	
5	CARQUEST AUTO PARTS INC.	6090-407324	REAR MIRROR ADHESIVE	10/01/2018	14.07	.00	
5	CARQUEST AUTO PARTS INC.	6090-407484	BRK PAD PLAT CERAMIC, PAIN	10/02/2018	184.58	.00	
5	CARQUEST AUTO PARTS INC.	6090-409956	AIR GREASE GUN	10/20/2018	99.99	.00	
5	CARQUEST AUTO PARTS INC.	6090-410279	PAINTED ROTOR	10/23/2018	102.56	.00	
5	CARQUEST AUTO PARTS INC.	6090-410283	AIR	10/23/2018	8.28	.00	
Total 5:					409.48	.00	
13	SAFETY SUPPLY & SIGN CO., I	165781	SNOW KING JOB- SIGNS AND F	09/06/2018	1,226.93	.00	
Total 13:					1,226.93	.00	
36	IDAHO STATE TAX COMMISSIO	103118	OCTOBER WITHHOLDINGS	10/31/2018	2,221.00	2,221.00	10/31/2018
Total 36:					2,221.00	2,221.00	
51	ACE HARDWARE	625448	SIGN NO TRESPASSING	10/10/2018	9.96	.00	
51	ACE HARDWARE	625615	SS HEX CAP BOLT, SS FLAT W	10/11/2018	15.18	.00	
51	ACE HARDWARE	625650	BRUSH DECK W/HANDLE 54", C	10/12/2018	21.98	.00	
51	ACE HARDWARE	625955	RECOVERY STRAP 20' 7000#	10/15/2018	19.99	.00	
51	ACE HARDWARE	625997	KEYBLANK SCHLAGE SC1 ACE,	10/15/2018	33.95	.00	
51	ACE HARDWARE	626046	STIHL-DEPUTY/BROWN, RAKE	10/16/2018	27.98	.00	
51	ACE HARDWARE	626188	GORILLA TAPE WHITE AND BL	10/17/2018	19.48	.00	
51	ACE HARDWARE	626311	HX BOLTS USS Z, USS FLAT W	10/18/2018	1.94	.00	
51	ACE HARDWARE	626320	SPRYPNT 2X GLS DEEP BLUE	10/18/2018	9.98	.00	
51	ACE HARDWARE	626342	CLAMP 9/16 TO 1-1/4" SS, CLAM	10/18/2018	5.92	.00	
51	ACE HARDWARE	626476	CARR SCREW Z, FENDER WAS	10/19/2018	7.20	.00	
51	ACE HARDWARE	626508	14X1-1/2 HEX HD SD, NUT DRIV	10/19/2018	12.98	.00	
51	ACE HARDWARE	626582	ELBOWS & CEMENT PVC 4OZ	10/19/2018	8.45	.00	
51	ACE HARDWARE	626773	USS FLAT WASHERS Z 5/8, CA	10/22/2018	34.58	.00	
51	ACE HARDWARE	627321	LIGHT BULBS	10/25/2018	57.98	.00	
51	ACE HARDWARE	627458	INDOOR FOGGER HS 3-2 OZ	10/26/2018	14.98	.00	
51	ACE HARDWARE	627527	KEYS	10/27/2018	19.94	.00	
51	ACE HARDWARE	627535	KEYS	10/27/2018	3.49	.00	
51	ACE HARDWARE	627750	HX BOLTS USS Z, USS FLAT W	10/30/2018	29.00	.00	
Total 51:					354.96	.00	
65	DELCON INC	18313	PROJ: 10003M- INSTALL NEW F	07/31/2018	485.87	.00	
65	DELCON INC	18520	PROJ: 9-487 TOJ WELL #3 FEE	09/30/2018	2,322.50	.00	
65	DELCON INC	18522	PROJ: 9-488- TOJ/SNOW KING	09/30/2018	479.07	.00	
Total 65:					3,287.44	.00	
81	EVANS CONSTRUCTION INC	191388	TICKET #: 140165609- SAND	10/09/2018	569.77	.00	
81	EVANS CONSTRUCTION INC	191414	TICKET #: 140165688 & 1401657	10/10/2018	1,168.32	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 81:					1,738.09	.00	
88	AIRGAS INTERMOUNTAIN INC.	1602313815	CREDIT	07/02/2018	69.80-	.00	
Total 88:					69.80-	.00	
96	HIGH COUNTRY LINEN	0094730	MATS @ SHELTER	10/10/2018	61.93	.00	
96	HIGH COUNTRY LINEN	0094735	BUILDING MAINT @ WWTP	10/10/2018	83.37	.00	
96	HIGH COUNTRY LINEN	0094964	BUILDING MAINT @ PUBLIC W	10/11/2018	76.45	.00	
96	HIGH COUNTRY LINEN	0094964	BUILDING MAINT @ ADMIN	10/11/2018	9.70	.00	
96	HIGH COUNTRY LINEN	0094964	BUILDING MAINT @ SEWER	10/11/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0094964	BUILDING MAINT @ WATER	10/11/2018	26.67	.00	
96	HIGH COUNTRY LINEN	0094964	UNIFORMS @ STREET	10/11/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0094964	UNIFORMS @ FLEET	10/11/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0094964	UNIFORMS @ WWTP	10/11/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0095518	BUILDING MAINT @ TOJ HOME	10/15/2018	7.50	.00	
96	HIGH COUNTRY LINEN	0096035	BUILDING MAINT @ PUBLIC W	10/18/2018	26.00	.00	
96	HIGH COUNTRY LINEN	0096035	UNIFORMS @ ADMIN	10/18/2018	9.70	.00	
96	HIGH COUNTRY LINEN	0096035	UNIFORMS @ SEWER	10/18/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0096035	UNIFORMS @ WATER	10/18/2018	26.67	.00	
96	HIGH COUNTRY LINEN	0096035	UNIFORMS @ STREET	10/18/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0096035	UNIFORMS @ FLEET	10/18/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0096035	UNIFORMS @ WWTP	10/18/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0096881	MATS @ SHELTER	10/24/2018	61.93	.00	
96	HIGH COUNTRY LINEN	0097547	BUILDING MAINT @ TOJ HOME	10/29/2018	7.50	.00	
96	HIGH COUNTRY LINEN	S0087603	UNIFORMS: SAFETY VEST	08/30/2018	3.25	.00	
96	HIGH COUNTRY LINEN	S0087603	UNIFORMS: ENGINEERING	08/30/2018	13.98	.00	
96	HIGH COUNTRY LINEN	S0087603	UNIFORMS: SAFETY VEST	08/30/2018	6.50	.00	
96	HIGH COUNTRY LINEN	S0094459	BUILDING MAINT @ PUBLIC W	10/08/2018	267.55	.00	
96	HIGH COUNTRY LINEN	S0095088	UNIFORMS: STREET CLEANING	10/11/2018	15.00	.00	
96	HIGH COUNTRY LINEN	S0095088	UNIFORMS: SAFETY VEST	10/11/2018	3.25	.00	
96	HIGH COUNTRY LINEN	S0095764	PAPER PRODUCTS @ TOWN H	10/16/2018	421.95	.00	
96	HIGH COUNTRY LINEN	S0095765	PAPER SUPPLIES @ START	10/16/2018	382.75	.00	
Total 96:					1,807.51	.00	
106	INTERSTATE BATTERY	22241101	(1) SRM-24	09/17/2018	86.95	.00	
106	INTERSTATE BATTERY	22241188	(1) SRM-24	09/24/2018	86.95	.00	
106	INTERSTATE BATTERY	22241389	(2) MTP-48/H6, (1) MTP-94R/H7,	10/15/2018	519.80	.00	
106	INTERSTATE BATTERY	22241488	(2) 4D-XHD	10/22/2018	347.90	.00	
106	INTERSTATE BATTERY	22241581	(1) MTP-48/H6, (1) SRM-24	10/29/2018	208.90	.00	
Total 106:					1,250.50	.00	
123	JIM & GREG THE LOCKSMITHS	47266	KEY DUPLICATE (4)	10/22/2018	12.00	.00	
Total 123:					12.00	.00	
131	JACKSON HOLE NEWS & GUID	286633	AD#354376	10/10/2018	76.62	.00	
131	JACKSON HOLE NEWS & GUID	286634	AD#354038	10/10/2018	135.30	.00	
131	JACKSON HOLE NEWS & GUID	286635	AD#354611	10/10/2018	594.95	.00	
131	JACKSON HOLE NEWS & GUID	286695	AD#353823- FPN: 2018 CHIP SE	10/10/2018	85.59	.00	
131	JACKSON HOLE NEWS & GUID	286701	AD#354613	10/10/2018	24.45	.00	
131	JACKSON HOLE NEWS & GUID	286894	AD#354038	10/17/2018	135.30	.00	
131	JACKSON HOLE NEWS & GUID	286986	AD#354800	10/17/2018	36.68	.00	
131	JACKSON HOLE NEWS & GUID	286987	AD#354801	10/17/2018	101.88	.00	
131	JACKSON HOLE NEWS & GUID	286988	AD#354802	10/17/2018	28.53	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
131	JACKSON HOLE NEWS & GUID	287211	AD#355233	10/24/2018	89.65	.00	
131	JACKSON HOLE NEWS & GUID	287352	AD#354964	10/31/2018	719.81	.00	
131	JACKSON HOLE NEWS & GUID	287353	AD#354267	10/31/2018	881.40	.00	
131	JACKSON HOLE NEWS & GUID	287354	AD#354039	10/31/2018	440.70	.00	
131	JACKSON HOLE NEWS & GUID	287355	AD#355067	10/31/2018	682.92	.00	
Total 131:					4,033.78	.00	
156	LOWER VALLEY ENERGY INC	920500374 101	455 vine street #1	10/22/2018	60.10	60.10	10/29/2018
156	LOWER VALLEY ENERGY INC	92050-359- 09/	92050-359: MILLER PARK PARKI	10/10/2018	53.93	.00	
156	LOWER VALLEY ENERGY INC	92050-361- 09/	92050-361: 625 W BROADWAY	10/10/2018	19.80	.00	
156	LOWER VALLEY ENERGY INC	92050-369- 09/	92050-369: 1195 S HWY 89 S/O	10/10/2018	9.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP895	92050-GRP:8952- MULTIPLY ST	10/10/2018	2,211.55	.00	
Total 156:					2,354.62	60.10	
187	NELSON ENGINEERING	48109	PROJ: 14-175-03 WEST BROAD	10/24/2018	7,878.60	.00	
Total 187:					7,878.60	.00	
244	WATTS STEAM STORE ROCKY	71596	SERVICE CALL ON CLEAN BUR	10/12/2018	591.63	.00	
Total 244:					591.63	.00	
257	NAPA AUTO PARTS INC.	807104	NAPAGOLD OIL FILTERS, NAPA	10/02/2018	143.91	.00	
257	NAPA AUTO PARTS INC.	807109	BLADES	10/02/2018	257.85	.00	
257	NAPA AUTO PARTS INC.	807678	NAPA BATERY, CORE DEPOSIT	10/04/2018	113.93	.00	
257	NAPA AUTO PARTS INC.	807945	NAPAGOLD AIR FILTER	10/05/2018	51.16	.00	
257	NAPA AUTO PARTS INC.	809052	TOGGLE SWITCH	10/10/2018	53.22	.00	
257	NAPA AUTO PARTS INC.	809117	SIL-GLYDE LUBRIC	10/11/2018	6.55	.00	
257	NAPA AUTO PARTS INC.	809179	FUEL FILTERS	10/11/2018	47.88	.00	
257	NAPA AUTO PARTS INC.	809404	RV ANTI FREEZE, BOTTOM TAP	10/12/2018	8.82	.00	
257	NAPA AUTO PARTS INC.	810065	NAPA BATERY, CORE DEPOSIT	10/16/2018	117.81	.00	
257	NAPA AUTO PARTS INC.	810074	NAPA BATERY, CORE DEPOSIT	10/16/2018	302.20	.00	
Total 257:					1,103.33	.00	
258	JACKSON HOLE COMMUNITY C	637	2ND QUARTER	10/22/2018	25,000.00	.00	
Total 258:					25,000.00	.00	
268	TETON MOTORS INC	5087486	BUSHING	09/24/2018	4.38	.00	
268	TETON MOTORS INC	5087728	CREDIT: RETURN GENERATOR	10/12/2018	398.43-	.00	
Total 268:					394.05-	.00	
324	GFOA	2901703	BETTER BUDGETUBG WEBINA	10/29/2018	50.00	.00	
Total 324:					50.00	.00	
328	842-NCPERS GROUP WYOMIN	8421118	PAYROLL DEDUCTIONS	10/19/2018	64.00	64.00	10/31/2018
Total 328:					64.00	64.00	
329	WYOMING RETIREMENT SYST	165245	OCTOBER CONTRIBUTIONS	10/31/2018	28,652.19	28,652.19	10/31/2018
329	WYOMING RETIREMENT SYST	165246	OCTOBER CONTRIBUTIONS	10/31/2018	32,678.02	32,678.02	10/31/2018
329	WYOMING RETIREMENT SYST	165247	OCTOBER CONTRIBUTIONS	10/31/2018	34,862.50	34,862.50	10/31/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 329:					96,192.71	96,192.71	
406	WYOMING LAW ENFORCEMEN	A-0462	AMMO & TRAINING COST RAAB	10/10/2018	1,647.70	.00	
Total 406:					1,647.70	.00	
463	ANIMAL CARE CLINIC OF JACK	625925946	BLOOD TESTING	09/25/2018	183.75	.00	
463	ANIMAL CARE CLINIC OF JACK	625936260	ANIMAL CARE	10/04/2018	150.00	.00	
Total 463:					333.75	.00	
472	WHITE GLOVE CLEANING, INC.	35400	CLEAN SHELTERS SEPTEMBE	10/29/2018	1,202.00	.00	
472	WHITE GLOVE CLEANING, INC.	35400	TRASH CANS	10/29/2018	131.13	.00	
Total 472:					1,333.13	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4551515.001	WIRE THHN 10 GRN	10/11/2018	118.04	.00	
Total 502:					118.04	.00	
503	HUNT CONSTRUCTION INC	8100	CRACK REPAIR @ BROADWAY	10/22/2018	15,529.00	.00	
503	HUNT CONSTRUCTION INC	8101	CRACK REPAIR @ STORMY CI	10/22/2018	2,311.00	.00	
Total 503:					17,840.00	.00	
506	NORTH PARK TRANSPORTATI	36045150	SHIPPING PATHWAYS	06/26/2018	273.51	.00	
Total 506:					273.51	.00	
544	CENTURYLINK	1452817850	307-734-4419	10/15/2018	7.77	.00	
544	CENTURYLINK	1453216485	307-733-3932	10/19/2018	260.50	.00	
544	CENTURYLINK	307-111-5050	307-111-5050	10/07/2018	1,884.85	.00	
544	CENTURYLINK	307-733-3106	307-733-3106	10/13/2018	36.70	.00	
Total 544:					2,189.82	.00	
581	TETON COUNTY INTEGRATED	3408	E-WASTE DISPOSAL FEE	10/18/2018	163.88	.00	
Total 581:					163.88	.00	
611	CUMMINS ROCKY MOUNTAIN L	024-66834	ELC CNR REPAIR TERMINAL, E	10/10/2018	102.60	.00	
Total 611:					102.60	.00	
614	TETON COUNTY TREASURER	OJ-000287	410 SCOTT LANE	08/31/2018	4,100.87	.00	
614	TETON COUNTY TREASURER	OJ-000327 201	145 WEST HANSEN	08/31/2018	949.18	.00	
614	TETON COUNTY TREASURER	OJ-000327 201	145 WEST HANSEN	08/31/2018	949.18	.00	
614	TETON COUNTY TREASURER	OJ-000327 201	145 WEST HANSEN	08/31/2018	949.18	.00	
614	TETON COUNTY TREASURER	OJ-000327 201	145 WEST HANSEN	08/31/2018	949.19	.00	
614	TETON COUNTY TREASURER	OJ-000665 201	940 SIMON LANE	08/31/2018	2,798.03	.00	
614	TETON COUNTY TREASURER	OJ-000955 201	955 MAPLE WAY	08/31/2018	2,754.95	.00	
614	TETON COUNTY TREASURER	OJ-001154 201	455 VINE STREET	08/31/2018	1,231.33	.00	
614	TETON COUNTY TREASURER	OJ-001154 201	455 VINE STREET	08/31/2018	1,231.33	.00	
614	TETON COUNTY TREASURER	OJ-001154 201	455 VINE STREET	08/31/2018	1,231.33	.00	
614	TETON COUNTY TREASURER	OJ-001154 201	455 VINE STREET	08/31/2018	1,231.35	.00	
614	TETON COUNTY TREASURER	OJ-001257 201	915 SIMON LANE	08/31/2018	3,014.32	.00	
614	TETON COUNTY TREASURER	OJ-001631 201	930 SIMON LANE	08/31/2018	2,634.69	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
614	TETON COUNTY TREASURER	OJ-005483 201	675 EAST HANSEN AVENUE	08/31/2018	6,851.06	.00	
614	TETON COUNTY TREASURER	OJ-005484	685 E HANSEN	08/31/2018	6,133.52	.00	
614	TETON COUNTY TREASURER	OJ-007165 201	65 VIRGINIAN LANE UNIT 65-5	08/31/2018	1,895.13	.00	
614	TETON COUNTY TREASURER	OJ-007166 201	65 VIRGINIAN LANE UNIT 65-7	08/31/2018	1,895.13	.00	
Total 614:					40,799.77	.00	
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	30.10	30.10	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	171.15	171.15	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	115.02	115.02	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	69.60	69.60	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	186.86	186.86	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	245.28	245.28	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	218.30	218.30	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	224.52	224.52	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	98.78	98.78	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	198.63	198.63	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	154.97	154.97	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	113.96	113.96	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	1,501.18	1,501.18	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	130.93	130.93	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	88.70	88.70	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	186.80	186.80	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	301.36	301.36	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	390.47	390.47	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	87.23	87.23	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	190.34	190.34	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	198.92	198.92	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	91.75	91.75	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	452.67	452.67	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	169.65	169.65	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	44.45	44.45	10/31/2018
671	LINCOLN NATIONAL LIFE	107747 1118	NOVEMBER PREMIUM 107747	10/25/2018	44.45	44.45	10/31/2018
671	LINCOLN NATIONAL LIFE	3767414498	NOVEMBER PREMIUM 107391	10/19/2018	1,089.69	1,089.69	10/31/2018
Total 671:					6,795.76	6,795.76	
708	DELTA DENTAL PLAN OF WYO	101618	NOVEMBER PREMIUM	10/16/2018	582.40	582.40	10/31/2018
Total 708:					582.40	582.40	
721	EMERG + A + CARE	943226044	PRE- EMP DRUG SCREEN	09/20/2018	251.00	.00	
Total 721:					251.00	.00	
858	JACKSON HOLE COMMUNITY H	TOJ 2018-2018	CONTRACT PAYMENT	10/01/2018	3,750.00	.00	
Total 858:					3,750.00	.00	
1081	JACK'S TIRE & OIL	664121-37	275/70R22.5 MICHELINE XTY2 L	10/16/2018	1,910.40	.00	
1081	JACK'S TIRE & OIL	666717-37	275/70R22.5 MICHELIN XTY2 LR	10/24/2018	5,686.22	.00	
Total 1081:					7,596.62	.00	
1134	ENERGY LABORATORIES INC.	190035	INFLUENT, EFFLUENT	10/10/2018	106.00	.00	
1134	ENERGY LABORATORIES INC.	191831	INFLUENT, EFFLUENT	10/16/2018	106.00	.00	
1134	ENERGY LABORATORIES INC.	193756	ANALYSIS PARAMETER @ WEL	10/25/2018	131.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1134:					343.00	.00	
1334	WYTRANS	1424	MEMBERSHIP DUES	10/01/2018	410.00	.00	
Total 1334:					410.00	.00	
1628	JP COOKE CO	533673	PURPLE AA LIC TAGS	10/18/2018	271.60	.00	
Total 1628:					271.60	.00	
1691	CORE & MAIN LP	J641668	1" PROCODER, 1 MATCH, COP	10/15/2018	11,321.58	.00	
Total 1691:					11,321.58	.00	
1783	AT&T	287259163099	MONTHLY CHARGES	10/16/2018	591.81	.00	
1783	AT&T	287272169264	START CELL PHONES	10/20/2018	116.35	.00	
1783	AT&T	287272169264	PROJECT PHONE	10/20/2018	50.38	.00	
1783	AT&T	287272169264	BIKE SHARE	10/20/2018	90.02	.00	
1783	AT&T	287279795460	MONTHLY CHARGES	10/19/2018	251.88	.00	
Total 1783:					1,100.44	.00	
1839	RAFTER J IMPROV/SERV DIST	4535	ANIMAL SHELTER QUARTERLY	10/01/2018	146.43	.00	
Total 1839:					146.43	.00	
1949	VERIZON WIRELESS	9815699603	MONTHLY SERVICES	10/01/2018	5,184.77	.00	
1949	VERIZON WIRELESS	9815699604	MONTHLY SERVICES	10/01/2018	1,822.91	.00	
1949	VERIZON WIRELESS	9816601730	690-7868	10/15/2018	36.44	.00	
1949	VERIZON WIRELESS	9816601730	699-2277	10/15/2018	46.21	.00	
Total 1949:					7,090.33	.00	
2247	WATKINS, MARK	101818	MILEAGE REIMBURSEMENT	10/18/2018	250.00	.00	
Total 2247:					250.00	.00	
2269	AFLAC	895511	ACCOUNT #y9599	10/25/2018	3,629.21	3,629.21	10/31/2018
Total 2269:					3,629.21	3,629.21	
2320	FIRST AMERICAN TITLE COMP	4551-3101281	155 E PEARL	10/01/2018	4,625,000.00	.00	
Total 2320:					4,625,000.00	.00	
2327	TETON COUNTY SHERIFF-DISP	101218	COMM. OPERATIONS, RADIO	10/12/2018	19,227.99	.00	
Total 2327:					19,227.99	.00	
2674	TEUSCHER, CORY	103118	TRAVEL EXPENSES	10/31/2018	113.35	.00	
Total 2674:					113.35	.00	
2802	WESTWOOD CURTIS	14-175-03 #12	PROJ: GMP AMENDMENT #4 W	10/16/2018	341,411.63	.00	
2802	WESTWOOD CURTIS	17-010 #6	PROJ: TOJ SNOW KING ESTAT	10/25/2018	130,872.81	.00	
2802	WESTWOOD CURTIS	17-010 #6	PROJ: TOJ SNOW KING ESTAT	10/25/2018	124,542.91	.00	
2802	WESTWOOD CURTIS	30207	PROJ: 18-903 SNOW KING EST	09/26/2018	20,108.70	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2802:					616,936.05	.00	
2830	FOREMOST PROMOTIONS	451265	HALLOWEEN BAGS	10/17/2018	674.60	.00	
Total 2830:					674.60	.00	
2842	YELLOW IRON EXCAVATION, L	31138	SEPT DUMPSTER	09/30/2018	120.00	.00	
Total 2842:					120.00	.00	
3001	CREATIVE ENERGIES, LLC	4528	P.O. #: IPS INV VETER REPLAC	10/11/2018	273.90	.00	
Total 3001:					273.90	.00	
3194	HARRINGTON, STEVE	101518	DOT	10/15/2018	100.00	.00	
Total 3194:					100.00	.00	
3213	ALTA PLANNING & DESIGN	00-2018-260-1	PROJ: 00-2018-260- N CACHE S	10/12/2018	1,472.00	.00	
Total 3213:					1,472.00	.00	
3237	MCI FLEET SUPPORT, INC.	3710589	SWITCH ASM-ROCKER, ENGIN	10/23/2018	109.06	.00	
Total 3237:					109.06	.00	
3274	DICK MAY WELDING CO	16126	BASE PLATES, PIPE, HINGE, LA	09/10/2018	1,886.00	.00	
3274	DICK MAY WELDING CO	16126	BASE PLATES, PIPE, HINGE, LA	09/10/2018	240.00-	.00	
Total 3274:					1,646.00	.00	
3340	BARNHILL LANDSCAPING INC	9780	REMAINING IRRIGATION WORK	09/27/2018	500.50	.00	
Total 3340:					500.50	.00	
3362	STICKNEY, ARLEN	102318	REIMBURSEMENT DOT PHYSIC	10/23/2018	175.00	.00	
3362	STICKNEY, ARLEN	102918	REIMBURSEMENT DOT PHYSIC	10/29/2018	80.00	.00	
Total 3362:					255.00	.00	
3408	E.R. OFFICE EXPRESS	10209	HARDBOARD CLIP BOARD 1"	08/28/2018	8.12	.00	
3408	E.R. OFFICE EXPRESS	10712	PAPER	10/15/2018	151.98	.00	
3408	E.R. OFFICE EXPRESS	10732	INK PAD	10/17/2018	19.98	.00	
3408	E.R. OFFICE EXPRESS	10750	QUICKNOTES	10/18/2018	33.07	.00	
3408	E.R. OFFICE EXPRESS	10758	CDS & ENVELOPES	10/18/2018	114.00	.00	
Total 3408:					327.15	.00	
3420	VISA	1164 1018	PEARL ST BAGEL	09/23/2018	42.00	42.00	10/12/2018
3420	VISA	1164 1018	1-800 stencil	09/23/2018	90.00	90.00	10/12/2018
3420	VISA	1164 1018	ABC-NV	09/23/2018	100.00	100.00	10/12/2018
3420	VISA	1164 1018	OWPSACSTATE	09/23/2018	115.00	115.00	10/12/2018
3420	VISA	1164 1018	smiths	09/23/2018	32.91	32.91	10/12/2018
3420	VISA	1164 1018	smiths	09/23/2018	23.76	23.76	10/12/2018
3420	VISA	1164 1018	EXXON	09/23/2018	12.64	12.64	10/12/2018
3420	VISA	1164 1018	TETON BIKE	09/23/2018	600.00	600.00	10/12/2018
3420	VISA	1164 1018	BUBBA'S	09/23/2018	584.00	584.00	10/12/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420	VISA	1164 1018	BIKE HELMETS	09/23/2018	395.12	395.12	10/12/2018
3420	VISA	4564 1018	STAPLES	09/23/2018	21.18	21.18	10/12/2018
3420	VISA	4564 1018	OUNG HINO TRUCK	09/23/2018	4,203.28	4,203.28	10/12/2018
3420	VISA	8144 1018	AMAZON BRAKE PADS	09/23/2018	58.04	58.04	10/12/2018
3420	VISA	8144 1018	AMAZON MAINTENANCE KIT	09/23/2018	149.99	149.99	10/12/2018
3420	VISA	8144 1018	YARDSTASH	09/23/2018	119.80	119.80	10/12/2018
3420	VISA	8144 1018	JACKSON MATTRESS	09/23/2018	799.00	799.00	10/12/2018
3420	VISA	8144 1018	AA FILTERS	09/23/2018	277.20	277.20	10/12/2018
3420	VISA	8144 1018	CHEAP O AIR	09/23/2018	1,521.48	1,521.48	10/12/2018
3420	VISA	8144 1018	CREDIT YOUNG HINO TIRE	09/23/2018	2,021.92-	2,021.92-	10/12/2018
3420	VISA	8144 1018	KUM N GO	09/23/2018	15.89	15.89	10/12/2018
3420	VISA	8144 1018	AMAZON ANTENNA	09/23/2018	43.44	43.44	10/12/2018
3420	VISA	8144 1018	AMAZON EXTENSION SPEAKE	09/23/2018	194.06	194.06	10/12/2018
3420	VISA	8144 1018	AMAZON COAX CABLE	09/23/2018	240.45	240.45	10/12/2018
Total 3420:					7,617.32	7,617.32	
3452	SMITH, MARK	103118	TRAVEL EXPENSES	10/31/2018	113.35	.00	
Total 3452:					113.35	.00	
3487	ARCHITECTURAL BUILDING SU	7882574	DEADLOCK B560P 606	10/11/2018	50.96	.00	
3487	ARCHITECTURAL BUILDING SU	7882575	FOREARM	10/11/2018	20.00	.00	
Total 3487:					70.96	.00	
3521	FRIENDS OF PATHWAYS	1146	MOU START BIKE OPERATION	09/30/2018	9,245.00	.00	
Total 3521:					9,245.00	.00	
3527	UPS	0000129VW44	SHIPPING CHARGE-POLICE	10/20/2018	20.52	.00	
Total 3527:					20.52	.00	
3596	ADVANCED GLASS TRIM, LLC	24033	WINDSHIELD #3944- 2015 CHEV	10/01/2018	335.00	.00	
3596	ADVANCED GLASS TRIM, LLC	24125	WINDSHIELD #1395 2015 SUBA	10/16/2018	300.00	.00	
3596	ADVANCED GLASS TRIM, LLC	25584	WINDSHIELD #580- 2017 FORD	09/05/2018	300.00	.00	
Total 3596:					935.00	.00	
3619	WY CHILD SUPPORT ENFORCE	102118	case #209790 GALLEGHER	10/21/2018	146.76	146.76	10/24/2018
Total 3619:					146.76	146.76	
3704	WYOMING TITLE & ESCROW	104757	W-19361 680 S CACHE	10/26/2018	200.00	.00	
Total 3704:					200.00	.00	
3761	RAE, JOSHUA	43	BOARDWALK WORK REPAIR- C	07/24/2014	14,319.00	.00	
Total 3761:					14,319.00	.00	
3794	FISH CREEK VET CLINIC, LLC	57108	ANIMAL CARE	10/01/2018	15.00	.00	
Total 3794:					15.00	.00	
3810	FIREWISE LANDSCAPES INC	7368	PLANTER PROJECT PATHWAY	06/28/2018	2,448.78	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3810:					2,448.78	.00	
3841	MIKE'S OILFIELD SERVICES IN	101826	CLEAN OUT STORM DRAINS U	10/24/2018	3,276.00	.00	
Total 3841:					3,276.00	.00	
3876	FITZGERALD, TODD	1250	GRIND STUMP REMOVED ASP	10/20/2018	170.00	.00	
Total 3876:					170.00	.00	
3932	MILLER SANITATION	12750	CITY CANS 74/DAY 31 DAY IN N	10/15/2018	2,331.00	.00	
3932	MILLER SANITATION	12751	NOVEMVBER TRASH COLLECTI	10/15/2018	315.00	.00	
Total 3932:					2,646.00	.00	
3955	THOMSON WEST	839078674	LIBRARY PLAN CHANGES	10/04/2018	42.06	.00	
Total 3955:					42.06	.00	
3961	CHARTER	030285210171	MONTHLY SERVICES	10/17/2018	45.41	.00	
Total 3961:					45.41	.00	
4044	IDAHO FALLS PETERBILT	491431	XL ORANGE	10/16/2018	30.56	.00	
4044	IDAHO FALLS PETERBILT	491447	TRUCK	10/16/2018	452.00	.00	
Total 4044:					482.56	.00	
4088	C.M. OWEN CONSTRUCTION, L	18205-2 FINAL	PROJ: TOJ 2018 FALL STREET	09/20/2018	130,227.12	.00	
Total 4088:					130,227.12	.00	
4102	LACAL EQUIPMENT, INC	0291252-IN	BAH CARBIDE RUNNER	10/29/2018	1,868.88	.00	
Total 4102:					1,868.88	.00	
4125	ROSS CONCRETE CONST LLC	07032018	PROJ: SIDEWALK WORK- HWY	07/03/2018	135.00	.00	
4125	ROSS CONCRETE CONST LLC	07032018	PROJ: SIDEWALK WORK- HWY	07/03/2018	135.00	.00	
Total 4125:					270.00	.00	
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	321.20	321.20	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	21.02	21.02	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	201.84	201.84	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	45.71	45.71	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	46.94	46.94	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	434.20	434.20	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	476.41	476.41	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	85.55	85.55	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	344.11	344.11	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	415.92	415.92	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	181.47	181.47	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	2,086.44	2,086.44	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	207.10	207.10	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	170.41	170.41	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	311.14	311.14	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	483.18	483.18	10/31/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	122.25	122.25	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	582.05	582.05	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	256.54	256.54	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	358.90	358.90	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	138.16	138.16	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	1,640.11	1,640.11	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	254.45	254.45	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	55.03	55.03	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	55.03	55.03	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	10.50	10.50	10/31/2018
4139	WY WORKERS' SAFETY & COM	103118	NOVEMBER PREMIUM	10/31/2018	.01	.01	10/31/2018
Total 4139:					9,305.67	9,305.67	
4198	RESPOND FIRST AID SYSTEMS	193406	FIRST AID KIT SUPPLIES @ PU	10/18/2018	72.10	.00	
Total 4198:					72.10	.00	
4212	GILLIG LLC	40506054	CUMMINS VALVE FAN CONTRO	10/10/2018	1,106.65	.00	
4212	GILLIG LLC	40506555	ASM HOSE, OIL HYBIRD POWE	10/11/2018	1,538.99	.00	
4212	GILLIG LLC	40506968	BRAKE CHAMBERS, AUTO SLA	10/12/2018	4,791.73	.00	
4212	GILLIG LLC	40507860	EXHUAST SENSOR, TEMP SEN	10/16/2018	317.20	.00	
4212	GILLIG LLC	40507861	COVER GASKET	10/16/2018	53.04	.00	
4212	GILLIG LLC	40510723	REAR SPRING ARM	10/24/2018	540.32	.00	
4212	GILLIG LLC	40511243	WIPER BLADES	10/25/2018	569.76	.00	
Total 4212:					8,917.69	.00	
4292	Commercial Tire-ID Falls	113068	245/55R18 BLIZZAK LM32	09/13/2018	682.72	.00	
4292	Commercial Tire-ID Falls	113539	LT245/75R16 DISC AT3 LT	10/02/2018	863.96	.00	
4292	Commercial Tire-ID Falls	113961	BLIZZAK WS-80	10/22/2018	492.68	.00	
Total 4292:					2,039.36	.00	
4294	FIRE SERVICES OF IDAHO	39600P	CELLULAR DIALER	08/31/2018	400.00	.00	
Total 4294:					400.00	.00	
4320	WARNER TRUCK CENTER	X101218922:0	INJECTOR, CONNECTORS, KIT	10/10/2018	7,703.71	.00	
Total 4320:					7,703.71	.00	
4380	LONG BUILDING TECHNOLOGI	JC134191	MOBILIZATION DESIGN, EQUIP	10/12/2018	4,111.00	.00	
Total 4380:					4,111.00	.00	
4466	BANK OF JACKSON HOLE	103118	RELEASE BOND 986 BROADWA	10/31/2018	5,000.00	.00	
Total 4466:					5,000.00	.00	
4474	FISH CREEK EXCAVATION LLC	780	PROJ: SIMPSON / HANSEN ALL	10/19/2018	31,037.20	.00	
Total 4474:					31,037.20	.00	
4485	BLISS CARGO	12359	PACKAGE DELIVERY FROM SC	10/14/2018	53.50	.00	
Total 4485:					53.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4490	COBAN TECHNOLOGIES, INC	16527	CABLE	06/29/2018	134.00	.00	
Total 4490:					134.00	.00	
4614	C & A PROFESSIONAL CLEANI	OCT2018- GY	CLEANING SERVICE OCTOBER	10/31/2018	951.62	.00	
4614	C & A PROFESSIONAL CLEANI	OCT2018- PP	CLEANING SERVICE OCTOBER	10/31/2018	286.44	.00	
4614	C & A PROFESSIONAL CLEANI	OCT2018- PW	CLEANING SERVICE OCTOBER	10/31/2018	2,227.96	.00	
4614	C & A PROFESSIONAL CLEANI	OCT2018- STA	CLEANING SERVICE OCTOBER	10/31/2018	120.00	.00	
4614	C & A PROFESSIONAL CLEANI	OCT2018- TH	CLEANING SERVICE OCTOBER	10/31/2018	3,983.56	.00	
4614	C & A PROFESSIONAL CLEANI	OCT2018-STA	CLEANING SERVICE OCTOBER	10/31/2018	1,712.47	.00	
4614	C & A PROFESSIONAL CLEANI	OCT2018-THD	CLEANING SERVICE OCTOBER	10/31/2018	192.50	.00	
Total 4614:					9,474.55	.00	
4623	MSC INDUSTRIAL SUPPLY CO	2438277001	FUSE BLOCK	09/25/2018	120.95	.00	
4623	MSC INDUSTRIAL SUPPLY CO	2470472001	BOWMAN FLT WASHER, AMP M	10/05/2018	176.81	.00	
Total 4623:					297.76	.00	
4635	TETON SIGNS LLC	9212	PARKING SIGNS- ART DESIGN,	10/11/2018	156.48	.00	
Total 4635:					156.48	.00	
4699	SNAKE RIVER ROASTING	603472	COFFEE- PW MAIN BREAKROO	10/11/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	603542	COFFEE	10/15/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	603638	Coffee	10/18/2018	101.75	.00	
4699	SNAKE RIVER ROASTING	603769	COFFEE	10/29/2018	53.30	.00	
4699	SNAKE RIVER ROASTING	603771	COFFEE	10/29/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	603774	COFFEE- PW MAIN BREAKROO	10/25/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	603916	COFEE	10/30/2018	48.45	.00	
Total 4699:					397.30	.00	
4709	FLEETPRIDE	10520403	TOUGH COVER HYD HOSE	10/16/2018	174.00	.00	
4709	FLEETPRIDE	10656281	4MJ-4MP, CAP BNUTM HEX NIP	10/16/2018	82.88	.00	
4709	FLEETPRIDE	11832742	HI NUT WASHER, GR8 THREAD	10/24/2018	75.84	.00	
4709	FLEETPRIDE	9724174	HUBO BRACKET, FRT	10/01/2018	67.64	.00	
Total 4709:					400.36	.00	
4732	ERIKS NORTH AMERICA, INC	IF111307	10 MALE JIC MALE NPT	10/22/2018	37.37	.00	
Total 4732:					37.37	.00	
4774	BIG R RANCH & HOME	1349108	MNS SURREY CLOTHING	10/10/2018	94.48	.00	
4774	BIG R RANCH & HOME	1349110	BLM ACRYLIC WATCH LINE, MN	10/10/2018	196.17	.00	
4774	BIG R RANCH & HOME	1349208	MENS BOTTOM REG, SHIRT	10/11/2018	53.98	.00	
4774	BIG R RANCH & HOME	1349426	COAT MNS SURREY REG	10/12/2018	62.99	.00	
Total 4774:					407.62	.00	
4801	PHILLIPS, JAMES	102318	Reimburse for credit card expendi	10/23/2018	238.87	238.87	10/24/2018
Total 4801:					238.87	238.87	
4839	Wyoming Water development Co	101218	PAYMENT #21LOAN #9404126/F	10/12/2018	41,244.82	41,244.82	10/24/2018
4839	Wyoming Water development Co	RE 0901057 18	LOAN PAYMENT RE 0901057	10/12/2018	66,969.91	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4839:					108,214.73	41,244.82	
4902	KOIS BROTHERS EQUIPMENT	53226	KUEPER-CECO PUNCH, 4' CUR	10/16/2018	4,512.37	.00	
Total 4902:					4,512.37	.00	
4964	BIG BEAR TOWING & REPAIR	6957	TOW START BUS	10/08/2018	1,050.00	.00	
Total 4964:					1,050.00	.00	
5020	SCARLETT, SEAN	103118	RETRUN BOND B18-0709 275 E	10/31/2018	500.00	.00	
Total 5020:					500.00	.00	
5022	VISION SERVICE PLAN - (WY)	805880302	NOVEMBER PREMIUM AND 03/	10/17/2018	4,907.38	4,907.38	10/31/2018
Total 5022:					4,907.38	4,907.38	
5026	PELLETIER, CARL	101718	REIMBURSEMTN FOR GIFT CE	10/17/2018	50.00	.00	
Total 5026:					50.00	.00	
5072	VALENTINE, B. TYLER	102218	Return Housing Deposit 145 w Ha	10/22/2018	1,200.00	1,200.00	10/22/2018
Total 5072:					1,200.00	1,200.00	
5085	CORNFORTH CONSULTANTS, I	11285	WEST BROADWAY SLIDE	10/12/2018	6,003.53	.00	
Total 5085:					6,003.53	.00	
5244	ISC, INC	SIN026978	VMWARE SUPPORT COVERAG	10/17/2018	19,945.00	.00	
Total 5244:					19,945.00	.00	
5280	ROUTEMATCH SOFTWARE, INC	20180928	PROFESSIONAL SERVICES BUI	09/21/2018	3,125.00	.00	
5280	ROUTEMATCH SOFTWARE, INC	20180928-1	IN VEHICLE VALIDATOR	09/21/2018	45,000.00	.00	
5280	ROUTEMATCH SOFTWARE, INC	20180928-2	SMARTCARDS	09/21/2018	7,000.00	.00	
5280	ROUTEMATCH SOFTWARE, INC	37044	RM PAY PLATFORM MOBILE TI	09/21/2018	124,200.00	.00	
Total 5280:					179,325.00	.00	
5473	KELLERSTRASS ENTERPRISES	993408	CHEV DELO 50/50 ANTIFREEZE	10/10/2018	1,036.00	.00	
5473	KELLERSTRASS ENTERPRISES	994985	DRUM DEPOSIT, DRUM RETUR	10/18/2018	136.56	.00	
5473	KELLERSTRASS ENTERPRISES	995561	MIDGRADE 87 E-10	10/23/2018	28,716.07	.00	
5473	KELLERSTRASS ENTERPRISES	996111	HAV SYN ATF MV DEX	10/24/2018	315.42	.00	
Total 5473:					30,204.05	.00	
5489	WRENCH IT PLUMBING & HEAT	5028	START BUS BARN- LEAKY LOB	10/19/2018	257.95	.00	
Total 5489:					257.95	.00	
5601	MALWAREBYTES	IN100025570	ENDPOINT PROTECTION	10/09/2018	7,838.00	.00	
Total 5601:					7,838.00	.00	
5607	LINCOLN COUNTY SHERIFF	100 1018	CONTRACT LAW ENFORCEMN	10/18/2018	12,375.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5607:					12,375.00	.00	
5619	ART ASSOCIATION	103018	REFUND DEPOSIT BARRICADE	10/30/2018	500.00	.00	
Total 5619:					500.00	.00	
5632	SNAKE RIVER MEP COMPLETE,	3250	PUBLIC WORKS- HEATERS SHI	10/11/2018	569.50	.00	
5632	SNAKE RIVER MEP COMPLETE,	3259	BIG ASS FAN SERVICE CALL	10/11/2018	135.00	.00	
5632	SNAKE RIVER MEP COMPLETE,	3297	START BUS SERVICE- ERV & A	10/23/2018	1,238.50	.00	
Total 5632:					1,943.00	.00	
5637	TIGHE, JOHN	15953	81PC AUTO MASTER	08/16/2018	325.55	.00	
5637	TIGHE, JOHN	16780	ENDURO PRO HEAT	10/11/2018	40.25	.00	
5637	TIGHE, JOHN	16781	DOOR LATCH	10/11/2018	11.55	.00	
Total 5637:					377.35	.00	
5691	LEPCO	29507	LUSTRASHIELD, GRANULAR B	09/11/2018	837.00	.00	
5691	LEPCO	29932	1050 GRANULAR BASE, LUSTR	10/23/2018	1,436.00	.00	
Total 5691:					2,273.00	.00	
5726	AMAZON	1DLD-YV4F-G	WIRELESS MOUSE	10/16/2018	315.99	.00	
5726	AMAZON	1GKG-H4C9-P	POWER STRIP	10/25/2018	380.44	.00	
5726	AMAZON	1JN9-HL3W-P	CARBON FIBER FOLDING PRO	08/07/2018	169.15	.00	
5726	AMAZON	1LYC-N3HW-N	CABLE	09/08/2018	97.64	.00	
5726	AMAZON	1NDJ-R1W6-J	CHARGER	10/05/2018	22.88	.00	
5726	AMAZON	1NFR-DFJW-C	HOBBY SIGNAL QUICK RELEAS	08/07/2018	90.96	.00	
5726	AMAZON	1NFR-DFJW-N	DJI PHANTOM CASE	08/07/2018	29.99	.00	
5726	AMAZON	1T9M-GGFC-4	ADAPTER	09/07/2018	34.72	.00	
5726	AMAZON	1VXQ-HP4X-G	battery backup	09/25/2018	366.48	.00	
5726	AMAZON	1YNJ-46CL-W	SHIPPING	04/28/2018	203.88	.00	
Total 5726:					1,712.13	.00	
5788	WYOMING GARAGE DOOR, LLC	1956	PROJ: PUBLIC WORKS- SERVIC	10/17/2018	1,280.00	.00	
5788	WYOMING GARAGE DOOR, LLC	1957	PROJ: START BUS- SERVICE C	10/17/2018	19.50	.00	
5788	WYOMING GARAGE DOOR, LLC	1957	PROJ: START BUS- SERVICE C	10/17/2018	171.00	.00	
Total 5788:					1,470.50	.00	
5841	DBR, Inc.	74052	RECREATION CENTER	09/30/2018	274.87	.00	
Total 5841:					274.87	.00	
5873	SAUER, CALEB	2018 DOT	REIMBURSTMENT FOR YEARL	10/29/2018	155.00	.00	
Total 5873:					155.00	.00	
5926	DASH MEDICAL GLOVES	INV1126506	BLACK MAXX GLOVES AND AL	10/18/2018	115.80	.00	
Total 5926:					115.80	.00	
5941	PETHEALTH SERVICES INC	SIUN12378098	ADOPTION	09/28/2018	4.85	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5941:					4.85	.00	
5965	KIMLEY HORN	12135007	JACKSON PHASE 2 PARKING	09/30/2018	10,752.50	.00	
Total 5965:					10,752.50	.00	
5967	CITY OF DRIGGS	BBSTART2018	BUS BARN RENT NOVEMBER	10/24/2018	828.00	.00	
5967	CITY OF DRIGGS	BBSTART2018	ELECTRIC NOVEMBER	10/24/2018	103.64	.00	
Total 5967:					931.64	.00	
6068	POWER ENGINEERING CO, INC	0212203-IN	COOLING TRTMENT DRUM @ S	10/09/2018	1,729.03	.00	
Total 6068:					1,729.03	.00	
6086	WATER WERKS, INC	2213	PROJ: HOME RANCH & DELON	10/29/2018	380.00	.00	
Total 6086:					380.00	.00	
6090	BAUER, JAMISON	CDL-P-ENDRM	REIMBURSTMENT FOR CDL "P"	09/27/2018	48.50	.00	
Total 6090:					48.50	.00	
6124	DAVID STUBBS	101518	TOWN START POLICE WEB PA	10/15/2018	4,665.00	.00	
Total 6124:					4,665.00	.00	
6147	OUTLAW BROTHERS CONSTR	62	REMODEL FLOORING- STYLE U	10/03/2018	3,334.21	.00	
6147	OUTLAW BROTHERS CONSTR	62	REMODEL FLOORING- STYLE U	10/03/2018	3,334.21	.00	
6147	OUTLAW BROTHERS CONSTR	67	JOB: 149 E PEARL ST PART 1-	10/29/2018	9,263.03	.00	
Total 6147:					15,931.45	.00	
6156	BUCKRAIL, LLC	1473	MEMBERSHIP SUBSCRIPTION	11/01/2018	375.00	.00	
Total 6156:					375.00	.00	
6157	INTELLICHOICE, INC	1229286	SET UP & TRAINING	01/01/1918	42,311.00	.00	
Total 6157:					42,311.00	.00	
6160	WEST FORK CONSTRUCTION	1028	SIDING @ WELL 1	10/31/2018	27,392.00	.00	
Total 6160:					27,392.00	.00	
6178	FORTRESS HOME IMPROVEME	PAY APP #2	PROJ: TOWN HALL RE-ROOF-	09/13/2018	21,256.50	.00	
Total 6178:					21,256.50	.00	
6188	MINUTEMAN SECURITY TECHN	23080	INSTALLATION LABOR	02/02/2018	200.00	.00	
Total 6188:					200.00	.00	
6226	WEST COAST CODE CONSULT	UT18-579-007	PLAN REVIEWS	10/10/2018	4,055.00	.00	
Total 6226:					4,055.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6236	UNIFORMS2GEAR	84575	RAF PUBLIC SAFETY VESTS	07/31/2018	232.35	.00	
6236	UNIFORMS2GEAR	84610	SS WOOL BLEND	07/31/2018	98.40	.00	
6236	UNIFORMS2GEAR	84695	PANT	08/02/2018	320.00	.00	
6236	UNIFORMS2GEAR	84696	STREALMIGHT	08/02/2018	558.98	.00	
6236	UNIFORMS2GEAR	84719	WOOL BLEND	08/03/2018	147.60	.00	
6236	UNIFORMS2GEAR	84763	SMITH & WESSON MODEL 100	08/06/2018	143.40	.00	
6236	UNIFORMS2GEAR	84782	TACTICAL TACLITE PDU	08/07/2018	46.66	.00	
6236	UNIFORMS2GEAR	84810	PANTS	08/08/2018	714.97	.00	
6236	UNIFORMS2GEAR	85100	PANTS AND SHIRTS	08/21/2018	1,277.69	.00	
6236	UNIFORMS2GEAR	85105	WOOL BLENDS ARMORSHKIN	08/21/2018	46.66	.00	
Total 6236:					3,586.71	.00	
6257	CERTIFIED LABORATORIES	3303451	QUEOX, AEROSOL, LOK-CEAS	10/15/2018	1,017.90	.00	
Total 6257:					1,017.90	.00	
6275	JACKSON HOLE AVIATION LLC	100118	2 months lease agreement	10/01/2018	6,580.00	6,580.00	10/24/2018
Total 6275:					6,580.00	6,580.00	
6279	ROBINSON, SAMI	EASEMENT-O	TEMPORARY ROADWAY & ACC	10/18/2018	2,150.00	.00	
Total 6279:					2,150.00	.00	
6282	NEWCOMB, KATHY	102318	REIMBURSEMENT DOT PHYSIC	10/23/2018	90.00	.00	
Total 6282:					90.00	.00	
6283	ZUMAYA, FRANCISCO	101518	RETURN DEPOSIT AND RENT	10/15/2018	50.00	50.00	10/24/2018
6283	ZUMAYA, FRANCISCO	101518	RETURN DEPOSIT AND RENT	10/15/2018	445.00	445.00	10/24/2018
Total 6283:					495.00	495.00	
6284	RAUDMAN, RENEE	101518	DOT	10/15/2018	195.00	.00	
Total 6284:					195.00	.00	
6285	CRYSTAL CREEK CAPITAL	102918	680 SOUTH CACHE - RELEASE	10/29/2018	12,000.00	12,000.00	10/30/2018
Total 6285:					12,000.00	12,000.00	
6286	HENDERSON, REMY E.	102918	BAIL REFUND CASE 18-07-0799	10/29/2018	1,500.00	1,500.00	10/30/2018
Total 6286:					1,500.00	1,500.00	
6287	MERCADO, ISSAC	102918	bail refund case 18-03-0493	10/29/2018	240.00	.00	
Total 6287:					240.00	.00	
6288	MEEKS BROTHERS FENCING, L	078780	TOP RAIL RENCE FOR SOLAR	10/10/2018	7,247.12	.00	
Total 6288:					7,247.12	.00	
6289	940 WEST BROADWAY, LLC	103118	RETURN BOND B18-0541 960 W	10/31/2018	6,000.00	6,000.00	10/30/2018
Total 6289:					6,000.00	6,000.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6290	HARMON, GLENDA	103018	PONDEROSA RENT & DEPOSIT	10/30/2018	2,900.00	2,900.00	10/30/2018
Total 6290:					2,900.00	2,900.00	
6291	Jackson Hole WILD	103118	Contract 2018-2019	10/31/2018	5,000.00	.00	
Total 6291:					5,000.00	.00	
6292	SHUTTLE BUS LEASING	103118	BUS LEASE & DEPOSIT	10/31/2018	21,000.00	21,000.00	10/31/2018
6292	SHUTTLE BUS LEASING	103118	BUS LEASE & DEPOSIT	10/31/2018	21,000.00	21,000.00	10/31/2018
Total 6292:					42,000.00	42,000.00	
6293	EVOLUTION CONCRETE CUTTI	410	GRINDING TRIPPING HAZARD-	10/22/2018	280.00	.00	
Total 6293:					280.00	.00	
6294	WYO DIVISION OF CRIMINAL IN	0106	REGISTRATION ROGER SCHUL	09/06/2018	150.00	.00	
Total 6294:					150.00	.00	
6295	WESTERN RECORDS DESTRU	M10453	ONSITE SHREDDING	10/23/2018	150.00	.00	
Total 6295:					150.00	.00	
6296	LENNON, THOMAS	102918	DOT REIMBURSE	10/29/2018	130.00	.00	
Total 6296:					130.00	.00	
6297	ROUNDY, MICHELLE	101118	REIMBURSE FOR CHILDRENS	10/11/2018	191.43	.00	
Total 6297:					191.43	.00	
Grand Totals:					6,387,089.20	245,681.00	

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

City Treasurer: _____

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

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

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 17, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne Robinson
PRESENTER: Sandy Birdyshaw

SUBJECT: Malt Beverage Permit – Fireman's Ball

PURPOSE STATEMENT
The Town Council, as the local liquor licensing authority, approves the issuance of all malt beverage permits.

BACKGROUND/ALTERNATIVES
The Jackson Fire Association applied for a malt beverage permit for the Fireman's Ball to be held at the Heritage Arena on Saturday, November 10, 2018, from 6:00 P.M. to 11:59 P.M.

Section 12-4-502(a) of Wyoming Statutes provides:

> A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

The application has received the approval of the Police Department, subject to the conditions and restrictions listed in the recommendation section below.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT
This event supports Town is Heart because the event will attract locals and guests to the downtown area.

ATTACHMENTS
Malt Beverage Permit Application.

FISCAL IMPACT
A malt beverage permit fee of $100.00.

STAFF IMPACT
Minimal.

LEGAL REVIEW
N/A

RECOMMENDATION

Staff recommends approval of the requested malt beverage permit, subject to the following conditions and restrictions:

1. The applicant shall take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off of the authorized premises.
2. Every sale will include an age verification by checking IDs.
3. Beer may only be sold in plastic cups, no more than 16 oz.
4. No more than 2 beers may be sold to any one person in a transaction.
5. There will be no serving of alcohol to obviously intoxicated people.
6. Permit holder shall be responsible to be alert and report any instances of underage drinking to the Jackson Police by calling 733-2331.
7. Alcohol sales cease at the conclusion of the event or 11:59 P.M., whichever occurs first.

SUGGESTED MOTION

I move to approve the issuance of a malt beverage permit to the Jackson Fire Association for the Fireman's Ball on November 10, 2018 from 6:00 P.M. to 11:59 P.M., subject to the conditions and restrictions listed in the staff report.

~~Special Event~~ No

Nov 5 Meeting

MALT BEVERAGE PERMIT APPLICATION

Fee $ 100.00

Date Paid 11-12-18 TS

The fee is $100 per day (for each 24-hour period). If malt beverage service runs past 12-Midnight, then it will be counted as two days with a $200 fee.

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.

(a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

JMC 6.50.020. Malt Beverage Permits.

B. It shall be the duty and obligation of the permit holder to ensure that no sales are made to any person under the age of twenty-one (21) years.

C. The permits authorized by this section shall be issued for one, twenty-four hour period, subject to the schedule of operating hours provided in Section 6.40.030 of this Code. No person or organization shall receive more than a total of twelve malt beverage permits for sales at the same premises in any one year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises.

D. The permit shall be issued without notice on application to the Town Council on forms prepared by the Town of Jackson. The fee for a malt beverage permit, shall be one hundred dollars ($100.00) per twenty-four hour period.

All Malt Beverage Permits requests must be approved by the Jackson Town Council.
Please submit the completed application at least 21 days in advance of the date of the event.

Name of Organization Requesting Permit: JACKSON FIRE ASSOCIATION

Event Contact Person and Phone Number: FRANK LANE 307 690 0473

Date(s) of Permit: Saturday NOVEMBER 10, 2018.

Hours of Permitted Service and Consumption: ~~7pm - 11:00pm~~ Changed to 6pm - 11:59pm

Description of Premises where malt beverages are to be served (physical address):

HERITAGE ARENA - 305 W SNOW KING AVE

Purpose of Event: ANNUAL FIREMAN'S BALL

I have read, understand, and will comply with the above laws governing a Malt Beverage Permit.

(Sign Here) _____

Malt Beverage Permit will be processed and issued upon payment to the Town of Jackson.
Submit application to Town Hall or fax to 739-0919.

Updated 7 / 2017

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: NOVEMBER 1, 2018 **SUBMITTING DEPARTMENT**: PLANNING & BUILDING
MEETING DATE: NOVEMBER 5, 2018 **DEPARTMENT DIRECTOR:** TYLER SINCLAIR
PRESENTER: TYLER SINCLAIR
APPLICANT: CENTER MANAGEMENT, INC – JACKSON HOLE MOOSE HOCKEY

SUBJECT: TEMPORARY SIGN PERMIT – JH Moose Hockey

STATEMENT/PURPOSE

To approve or deny relief from the Town's sign ordinance for the use of temporary signage not requiring a special event or exposition license.

BACKGROUND/ALTERNATIVES

The applicant has requested a temporary banner to be located at 105 Buffalo Way, Albertsons during:

October 28, 2018 – November 3, 2018
November 11, 2018 - November 17, 2018
December 9, 2018 - December 15, 2018
December 30, 2018 – February 9, 2019
February 17, 2019 – March 9, 2019

Section 4670.I of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposal is consistent with Councils strategic intent.

ATTACHMENTS

Applicant Submittal

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

The Planning Director makes no recommendation for the banner located at 105 Buffalo Way, subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign for JH Moose Hockey may be installed during:
   October 28, 2018 – November 3, 2018
   November 11, 2018 - November 17, 2018
   December 9, 2018 - December 15, 2018
   December 30, 2018 – February 9, 2019
   February 17, 2019 – March 9, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Jackson Hole Moose Hockey subject to three (3) conditions of approval.

(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)

TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department
Planning Division

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

ph: (307) 733-0520 or
(307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: Jackson Hole Moose Hockey Physical Address of Event: 100 East Snow King Ave. Description of Event: 2018-19 season of Jackson Hole Moose Hockey - This temporary sign permit application is for the large banner at albertsons that promotes each individual weekend of Moose hockey games throughout the season

EVENT SPONSOR/APPLICANT:

Name: Center Management, Inc. Phone: 307-201-1633 x3

Mailing Address: PO Box 10965, Jackson ZIP: 83002

E-mail: jhjpotter@yahoo.com Non-Pofit: X For Profit: _____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: Albertson's

Physical Address: 105 Buffalo Way

Dates of Display: 10/28-11/3, 11/11-17, 12/9-15, 12/30-2/9, 2/17-3/9

Consent from Owner Obtained? Yes____ No____

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes____ No____

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes____ No____

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes____ No____

SUBMITTAL REQUIREMENTS. *Attach the following:*

X Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

_____ Installation specifications, and any structural details or specifications required for freestanding signs.

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

Signature of Authorized Event Applicant

10/22/18
Date

Jeffrey Potter
Applicant Name Printed

Business Manager
Title

JACKSON HOLE MOOSE .COM

GAMES THIS
FRIDAY & SATURDAY NIGHT

DOORS & MUSIC @ 7PM • PUCK DROPS @ 7:30PM

"20' x 12' banner "
"with changing opponent information"

ADULTS $10 KIDS $5

SNOW KING SPORTS & EVENTS CENTER

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: NOVEMBER 1, 2018
MEETING DATE: NOVEMBER 5, 2018

SUBMITTING DEPARTMENT: PLANNING & BUILDING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER SINCLAIR

APPLICANT: OUR LADY OF THE MOUNTAINS

SUBJECT: TEMPORARY SIGN PERMIT – Holiday Bazaar

STATEMENT/PURPOSE

To approve or deny relief from the Town's sign ordinance for the use of temporary signage not requiring a special event or exposition license.

BACKGROUND/ALTERNATIVES

The applicant has requested temporary banners to be located at 862 W. Broadway, Gun Barrel Restaurant and 25 S. Gros Ventre St, Rendezvous Engineering during:

November 11, 2018 - November 17, 2018

Section 4670.I of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposal is consistent with Councils strategic intent.

ATTACHMENTS

Applicant Submittal

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

The Planning Director makes no recommendation for the banners to be located at 862 W. Broadway, Gun Barrel Restaurant and 25 S. Gros Ventre St, Rendezvous Engineering, subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign for Holiday Bazaar may be installed during:
   November 11, 2018 - November 17, 2018

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Our Lady of the Mountains subject to three (3) conditions of approval.

(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)

TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department
Planning Division

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

ph: (307) 733-0520 or
(307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: OUR LADY OF THE MOUNTAINS CHRISTMAS BAZAAR

Physical Address of Event: 201 S. JACKSON ST.

Description of Event: CHRISTMAS BAZAAR

EVENT SPONSOR/APPLICANT:

Name: MARY SALERNO

Phone: 307 200 6322

Mailing Address: PO BOX 6384

ZIP: 83002

E-mail: SALERNOM@SBCGLOBAL.NET

Non-Pofit: ____ For Profit: ____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: Gun Barrel Restaurant
Physical Address: 862 W. Broadway, Jackson
Dates of Display: 11/11/18 - 11/17/18
Consent from Owner Obtained? Yes X No____

Business/Description: Rendezvus Engineering
Physical Address: 25 S. Gros Ventre St, Jackson
Dates of Display: 11/11/18 - 11/17/18
Consent from Owner Obtained? Yes X No____

Business/Description: ____
Physical Address: ____
Dates of Display: ____
Consent from Owner Obtained? Yes____ No____

Business/Description: ____
Physical Address: ____
Dates of Display: ____
Consent from Owner Obtained? Yes____ No____

SUBMITTAL REQUIREMENTS. *Attach the following:*

_____ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign. 2x6 feet

_____ Installation specifications, and any structural details or specifications required for freestanding signs. 4x4 feet

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

Mary Salerno
Signature of Authorized Event Applicant

10/25/18
Date

Applicant Name Printed

Title

Holiday Bazaar

Saturday 9 am - 2 pm

Soup & Salad Lunch 11 am - 1:30 pm

Our Lady of the Mountains Catholic Church

201 South Jackson Street

Holiday Bazaar
SATURDAY 9AM-2PM
Our Lady of the Mountains
201 S. JACKSON
SOUP & SALAD LUNCH 11AM-1:30PM

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: NOVEMBER 1, 2018
MEETING DATE: NOVEMBER 5, 2018

SUBMITTING DEPARTMENT: PLANNING & BUILDING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER SINCLAIR

APPLICANT: SCOTT STEEN

SUBJECT: TEMPORARY SIGN PERMIT – Winter People's Market

STATEMENT/PURPOSE

To approve or deny relief from the Town's sign ordinance for the use of temporary signage not requiring a special event or exposition license.

BACKGROUND/ALTERNATIVES

The applicant has requested temporary banners to be located at 350 W. Snow King Drive, Teton County Fairground Building and 25 S. 105 Buffalo Way, Albertsons during:
The following Saturdays:
12/15/18
12/29/18
1/12/18
1/26/18
2/9/18
2/23/18
3/9/18
4/6/20
4/20/18

Section 4670.I of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposal is consistent with Councils strategic intent.

ATTACHMENTS

Applicant Submittal

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

The Planning Director makes no recommendation for the banners to be located at 350 W. Snow King Drive, Teton County Fairground Building and 25 S. 105 Buffalo Way, Albertsons, subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign for Winter People's Market may be installed during:
   The following Saturdays:
   12/15/18
   12/29/18
   1/12/18
   1/26/18
   2/9/18
   2/23/18
   3/9/18
   4/6/20
   4/20/18

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Scott Steen/Winter People's Market subject to three (3) conditions of approval.

(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)

P18-309

TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department
Planning Division

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

ph: (307) 733-0520 or
(307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: Winter People's Market

Physical Address of Event: 350 W Snow King Drive

Description of Event: Farmers Market, ~~2nd Saturday of the month from~~ ~~12/15-4/20~~ 12/15, 12/29, 1/12, 1/26, 2/9, 2/23, 3/9, 4/6, 4/20

EVENT SPONSOR/APPLICANT:

Name: Scott Steen

Phone: 406 579 7852

Mailing Address: PO Box 7290 , Jackson, WY

ZIP: 83002

E-mail: tetonslowfood@gmail.com

Non-Profit: X For Profit: ____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: Teton County Fairground Bldg

Physical Address: 350 W Snow King Drive

Dates of Display: 2nd Sat of the month, 12/15-4/20

Consent from Owner Obtained? Yes X No____

Business/Description: Albertsons

Physical Address: 12/15, 12/29, 1/12, 1/26, 2/9, 2/23, 3/9, 4/6, 4/20

Dates of Display: ____

Consent from Owner Obtained? Yes____ No____

Business/Description: ____

Physical Address: ____

Dates of Display: ____

Consent from Owner Obtained? Yes____ No____

Business/Description: ____

Physical Address: ____

Dates of Display: ____

Consent from Owner Obtained? Yes____ No____

SUBMITTAL REQUIREMENTS. *Attach the following:*

X Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

X Installation specifications, and any structural details or specifications required for freestanding signs.

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

Scott A Steen

Signature of Authorized Event Applicant

10/29/18

Date

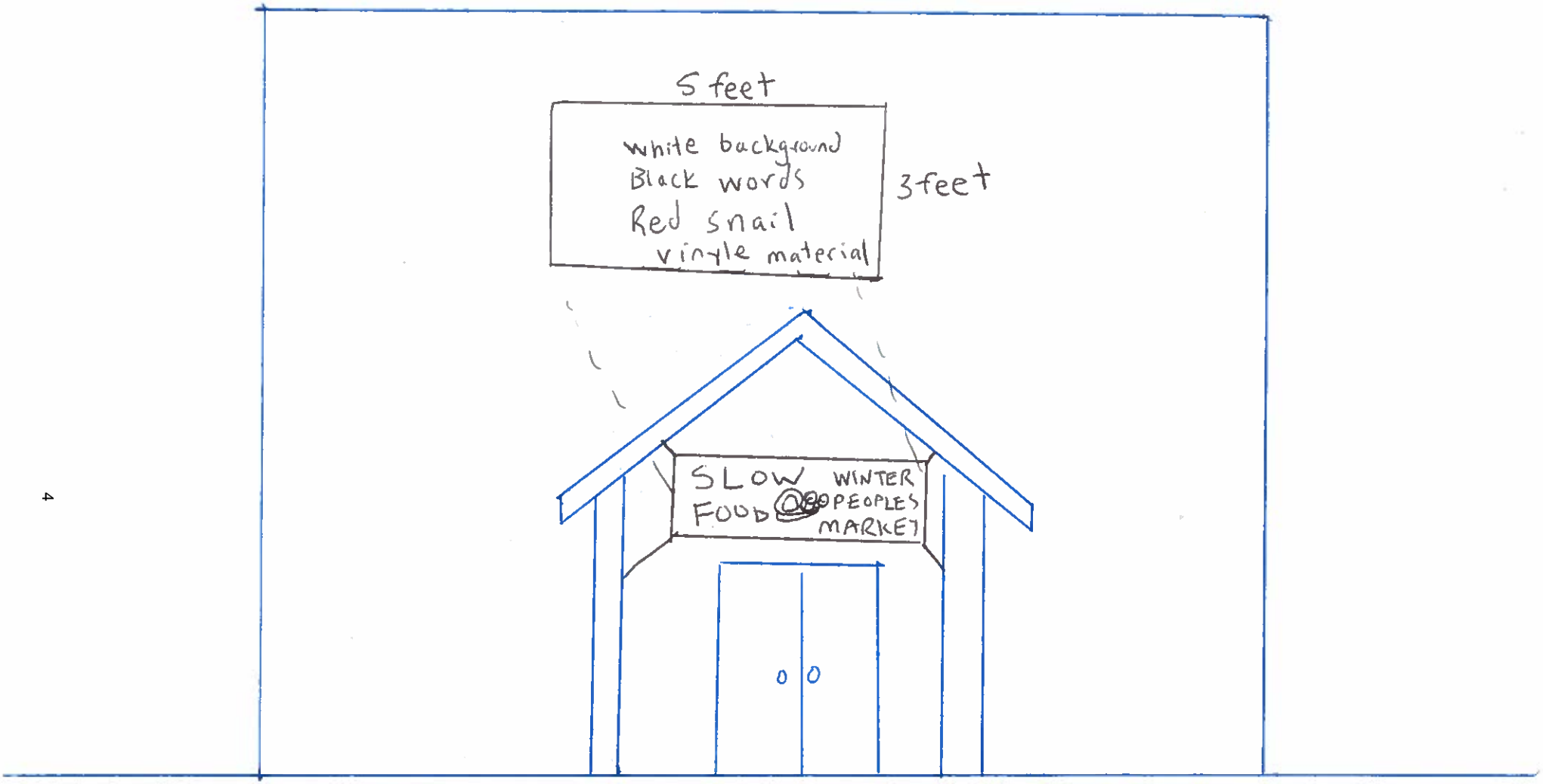
Scott Steen

Applicant Name Printed

Executive Director

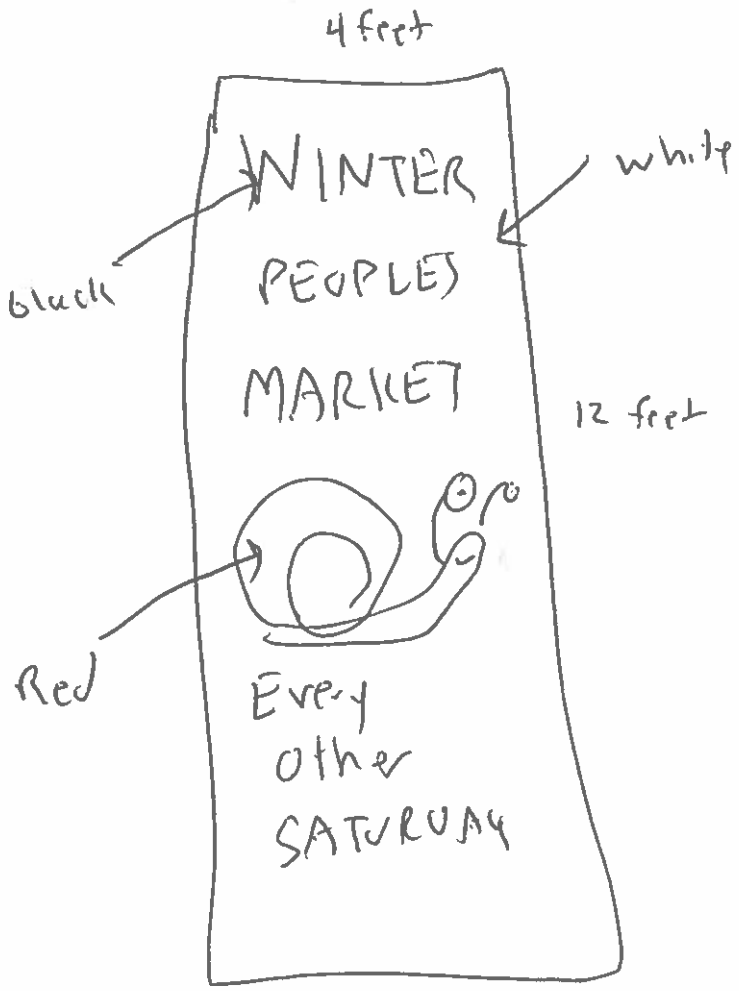
Title

WINTER PEOPLE'S MARKET



FAIRGROUND
BUILDING
350 West
Snow King Ave

Albertsons


4 feet
WINTER
PEOPLES
MARKET
Every
other
SATURDAY
black
white
Red
12 feet

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 28th, 2018
MEETING DATE: November 5th, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Floren Poliseo
PRESENTER: Johnny Ziem, Assistant Public Works Director

SUBJECT: **Bid# 19-06 for the Purchase of a New Sewer-Camera Equipped Van**

STATEMENT/PURPOSE

The purpose of this item is to accept and award Bid# 19-06 for the purchase of a new sewer camera van for use in the Sewer Division in Public Works.

BACKGROUND/ALTERNATIVES

The Public Works Department administers the bidding and purchasing of all new vehicles for the Town of Jackson. When tasked with the purchase of any new vehicle, Public Works will work directly with each submitting department to consider current and future vehicular needs, potential vehicle types, and how each vehicle will be used. This information is important because each department has been challenged to look for efficiency gains when making new vehicle purchases (when possible).

This vehicle will be purchased for and used in the Sewer Division of Public Works to assist in sewer line camera inspections performed on all Town of Jackson 56 miles of sewer line. The current sewer camera vehicle is a 1978 GMC. Over the years, Public Works staff has made a few investments into the current sewer camera van, including new software, some new electronics (CPU), and a new camera/transporter. This new camera van will come with latest state-of-the-art electronics and the most up-to-date sewer camera technology, including (but not limited to): a 2018 model cargo van, roof mounted AC, heating system, LED lighting, HD TV monitors, wireless electronics, a professional work station (office) with two computer screens, an onboard 5.5 kW generator, a safety wash station, and the newest gold camera reeling system (1,000 ft.) on the market. The only piece of equipment that will be moved to the new camera van is the sewer camera/transporter itself, which is fairly new and in good working condition. Training on the new camera system and delivery is included in the bid price.

When new vehicles are purchased, Public Works staff usually includes the current vehicle into the bid as a trade-in value against the price of the newer vehicle replacement. As is the case with this new purchase, staff was unable to trade our current sewer van in. Staff plans on selling/auctioning off the older sewer camera van as per state statute 15-1-112, since it is valued more than $500.00. This will most likely take place in the spring of 2019.

ALIGNMENT WITH THE SEWER DIVISION'S MISSION STATEMENT

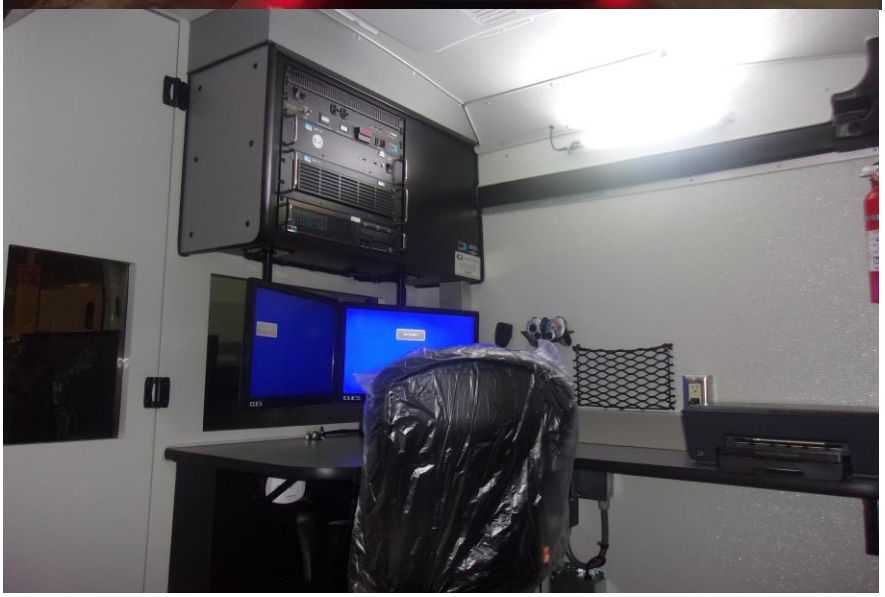
"To protect Public Health and Safety, to preserve the environment and enhance quality of life. We will exceed the expectations of our customers while acting in a forward thinking, professional manner."

ATTACHMENTS

- CUES bid response
- Photos of current camera van and new camera van

Current sewer camera van:

New sewer camera van:



FISCAL IMPACT

The only bid received is listed below. For the FY19 Capital Equipment Budget, we show a budget of $132,000 for the purchase of a new camera van.

Vendor	Vehicle Type	Unit Cost
CUES	Sewer Camera Cargo Van	$131,999.00

STAFF IMPACT

Staff impact will be minimal and will include training on new equipment (2 – 4 days).

LEGAL REVIEW

Town attorney review is required before final transaction to purchase a new vehicle.

RECOMMENDATION

Staff recommends the Town Council accept and approve Bid# 19-06 for the purchase of a new Sewer Camera Cargo Van and award to CUES of Orlando, Florida, in the amount of $131,999.00.

SUGGESTED MOTION

I move to accept and approve Bid# 19-06 for the purchase of a new Sewer Camera Cargo Van and award to CUES of Orlando, Florida, in the amount of $131,999.00.

Synopsis for PowerPoint (120 words max):

Purpose: The purpose of this item is to accept and award Bid# 19-06 for the purchase of a new sewer camera van for use in the Sewer Division in Public Works.

Background: This vehicle will be purchased for and used in the Sewer Division of Public Works to assist in sewer line camera inspections performed on all Town of Jackson 56 miles of sewer line.

Fiscal Impact:

Vendor	Vehicle Type	Unit Cost
CUES	Sewer Camera Cargo Van	$131,999.00

BID OPENING FORM

BID NUMBER: 19.06 **PROJECT NAME:** SEWER CAMERA VAN

OPENING DATE & TIME: 10.25 3^05 PM **OPENED BY:** Eric / Sandy

Name of Bidding Agency & City	Proof of WY Residency	Number of Addendums	Bid Bond / Check	Model / Spec *if applicable*	*Trade Info, if applicable*	Bid Amount	Returned Bid Bond / Check
1 CUES Orlando, FL	—	No	CK $6,600.00	Ford Transit w/ CUES Equipment	*Before Trade* / *After Trade*	$ 131,999.00	
2					*Before Trade* / *After Trade*		
3					*Before Trade* / *After Trade*		
4					*Before Trade* / *After Trade*		
5					*Before Trade* / *After Trade*		
6					*Before Trade* / *After Trade*		

JHNAG 10/17, 10/24

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 31, 2018
MEETING DATE: November 5th, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Floren Poliseo
PRESENTER: Johnny Ziem, Assistant Public Works Director

SUBJECT: Design and Professional Services Contract for Storm Water Treatment Units

STATEMENT/PURPOSE
The purpose of this item is to seek Council approval for design and professional engineering services for the installation of two storm water treatment units.

BACKGROUND/ALTERNATIVES
Public Works staff has identified two locations to install two storm water treatment units on storm water lines that discharge directly to Flat Creek. The two locations identified are on south highway 89 (near Mad River Boat Trips) and on the southern end of Powderhorn Lane.

The purpose of adding these treatment units, prior to discharge into Flat Creek, is to help prevent storm water impairment in urbanized areas (Flat Creek in the Town of Jackson is one example). Storm water treatment units are ideal for capturing and retaining trash, debris, sediment, and hydrocarbons from storm water runoff.

Public Works staff would like to retain the design and professional engineering services of Nelson Engineering to assist the Public Works in the design of two storm water treatment units for systems that discharge into Flat Creek.

ALIGNMENT WITH COMP PLAN
Policy 1.2.b: Require filtration of runoff:

> *"The Town and County will promote innovative storm water and snowmelt collection, storage, and diversion systems to reduce the amount of sediment and pollution entering our local water bodies."*

ATTACHMENTS
See Proposal and Contract

FISCAL IMPACT
Fiscal impact for this proposal is $24,990 and will cover study and investigation services, preliminary design services, and final design services.

STAFF IMPACT
Staff impact required time meeting on-site with Nelson Engineering to discuss the layout and project outcomes in general. Further staff impact will include working with Nelson Engineering during the preliminary and final design phases, bidding, and implementation of construction in the spring of 2019.

LEGAL REVIEW
Complete.

RECOMMENDATION

Staff recommends approval of the professional engineering services contract with Nelson Engineering to provide design services for two storm water treatment units in the amount of $24,990.00.

SUGGESTED MOTION

I move to approve the professional services contract with Nelson Engineering to provide design services for two storm water treatment units in the amount of $24,990.00.

Synopsis for PowerPoint (120 words max):

Purpose: The purpose of this item is to seek Council approval for design and professional engineering services for the installation of two storm water treatment units.

Background: Public Works staff has identified two locations to install storm water treatment units that discharge directly to Flat Creek. The two locations identified are on south highway 89 (near Mad River Boat Trips) and on the southern end of Powderhorn Lane.

Fiscal Impact: Fiscal impact for this proposal is $24,990 and will cover study and investigation services, preliminary design services, and final design services.

NELSON ENGINEERING *since 1964*
Professional Engineers & Land Surveyors
JACKSON, WY • BUFFALO, WY WWW.NELSONENGINEERING.NET

October 15, 2018 RN/P-174-18
Town of Jackson
P.O. Box 1687
Jackson, WY 83001
Via email: Johnny Ziem <jziem@jacksonwy.gov>

ATTN: **Johnny Ziem, Assistant Public Works Director/Wastewater Manager**
RE: **Proposal and Agreement for Professional Engineering Services, Jackson Stormwater Treatment Facilities**

Dear Johnny:

As requested, this is a proposal for Professional Engineering services to assist the Town of Jackson in the design of storm water treatment facilities for West Broadway/South Hwy 89 and Powderhorn storm water systems that discharge to Flat Creek.

PROJECT DESCRIPTION

It is our understanding that the Town of Jackson plans to construct storm water treatment facilities that will remove sediment and oil/grease from the runoff that enters the W. Broadway/S. Hwy 89 storm water system. The existing storm water collection system along W. Broadway/Hwy 89 starts just east of the Towns Water Booster Pump Station and flows southwesterly approximately 1.6 miles to where it discharges to Flat Creek. The contributing drainage area is very large, including the south side of East Gros Ventre Butte but the primarily runoff into the system is from the public road way and the developed areas north of the road this developed area encompasses 87 acres. The pipe at the point of discharge to Flat Creek is 54-inch diameter reinforced concrete with an estimated capacity of 88 cfs. It is our understanding that the Town would like to install the stormwater treatment unit in the highway right-of-way at about 1195 S. Highway 89.

The Powderhorn Lane storm water system flows south from Alpine lane to the discharge to Flat Creek at 315 Crabtree Lane. The drainage area is urban with commercial and residential development encompassing 56 acres. The pipe at the point of discharge is a 27" x 42" reinforced concrete arch pipe, with an estimated capacity of 18 cfs. The primary contaminates that the Town would like to remove prior to discharge are sediment and oil/grease. It is our understanding that the Town would like to install the stormwater treatment unit in Powderhorn Lane at the south intersection with Crabtree Lane.

SCOPE OF SERVICES

Study and Investigation Phase Services

- Schematic Design and Project Coordination
  1. Coordination with Town of Jackson and WYDOT to obtain record drawings of the existing storm water facilities, review the condition and maintenance issues with the existing facilities, and the desired level of treatment.
  2. Develop design criteria.
  3. Determine 10 yr. and 25 yr. storm runoff to treatment units.
  4. Investigate viable treatment units.
  5. Conduct a site survey including utility locates at the stormwater system outfall and

proposed location of the treatment units.

6. Preparation of a schematic level, plan view, design of the treatment facilities.
7. Prepare a schematic level estimate of the probable project cost for the facilities.
8. Meet with representatives of Town to discuss the design criteria, schematic design and opinion of probable cost.

Preliminary Design Phase Services

- Design Development – 50% Design Review Documents:
  1. Prepare plan/profile drawings of the proposed diversion structures and storm water treatment systems based on the schematic design as revised and agreed to by Town of Jackson. Verify site conflicts and construction schedule.
  2. Prepare Design Development details for treatment facilities.
  3. Design Development drawings (50%) will be provided in pdf format for the Town to review.
  4. Prepare a Design Development level estimate of the probable project cost for the new storm water treatment systems.
  5. Meet with representatives of Town to discuss the design development and opinion of probable cost.

Final Design Phase Services

- Construction Documents -100% Permitting and Construction Documents
  1. Prepare final plan profile drawings of the storm water treatment system and construction details for storm water pipeline connections.
  2. Prepare construction specifications for the storm water treatment system.
  3. Prepare construction contract documents
  4. Prepare a final estimate of the probable project cost for the new sewer system.
  5. Meet with representatives of Town to discuss the final design and opinion of probable cost.

- Final Construction Documents- for Signature
  1. Provide any changes or improvements to be made for incorporation into the final Construction Documents.
  2. Provide PDF files of Construction Documents, for Owner including drawings, construction specifications and contract documents.

EXCLUSIONS TO SCOPE OF SERVICES

Our scope of services **does not** include the following:

1. Bidding or Negotiation Phase Services
2. Construction Phase Services
3. Post Construction Phase Services

Note: For additional fee, Nelson Engineering is capable of providing the services listed above upon request.

PROPOSED FEE

Nelson Engineering will provide the above described professional services on a time and materials basis with the following estimated fee for each phase of service. The total fee, summation of all phases of service, will not exceed $39,260 without prior written consent from the Town of Jackson.

• Study and Investigation Phase Services	$ 9,410
• Preliminary Design Phase Services	$ 6,480
• Final Design Phase Services	$ 9,120
Total Fee	$24,990

AGREEMENT

An Owner Engineer Agreement utilizing the EJCDC Standard Documents is attached to this proposal. If the attached Owner Engineer Agreement satisfactorily represents your understanding of the Engineer and Owner responsibilities, we would appreciate your signing in the space provided and returning a signed copy.

We appreciate the opportunity to submit this proposal and to be of service to you. Please call if you have any questions.

Sincerely,

Robert R. Norton PELS
Vice President

Encl.

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

Prepared by

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

and

Issued and Published Jointly by

ACEC
AMERICAN COUNCIL OF ENGINEERING COMPANIES

AGC of America
THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA
Quality People. Quality Projects.

ASCE American Society of Civil Engineers

National Society of Professional Engineers
Professional Engineers in Private Practice

AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASSOCIATED GENERAL CONTRACTORS OF AMERICA

AMERICAN SOCIETY OF CIVIL ENGINEERS

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE
A Practice Division of the
NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

This Agreement has been prepared for use with the Standard General Conditions of the Construction Contract (EJCDC C-700, 2007 Edition) of the Engineers Joint Contract Documents Committee. Their provisions are interrelated, and a change in one may necessitate a change in the other.

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1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
(202) 347-7474
www.acec.org

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
(800) 548-2723
www.asce.org

Associated General Contractors of America
2300 Wilson Boulevard, Suite 400, Arlington, VA 22201-3308
(703) 548-3118
www.agc.org

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SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between Town of Jackson, Wyoming (Owner") and Nelson Engineering, a Wyoming Corporation ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Design stormwater treatment facilities prior to the outfall of the West Broadway/ South Highway 89 stormwater collection system and the Powderhorn Lane stormwater collection system. ("Project").

Engineer's Services under this Agreement are generally identified as follows: As described in Exhibit A

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement and Exhibit A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02. In addition to other responsibilities of Owner as set forth in this Agreement, Owner has the responsibilities as described in Exhibit B.

B. Engineer shall complete its services within a reasonable time to meet the following construction completion objective: The Owner desires to advertise and bid the project in February 2019 and construct the facilities in the Spring 2019 with final completion prior to July 1, 2019.

C. If the Project includes construction-related professional services, then Engineer's time for completion of services is conditioned on the time for Owner and its contractors to complete construction not exceeding 3 months. If the actual time to complete construction exceeds the number of months indicated, then Engineer's period of service and its total compensation shall be appropriately adjusted.

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2.01 *Payment Procedures*

A. *Invoices*: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.

b. By Engineer:

1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues

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diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4.01 *Successors, Assigns, and Beneficiaries*

A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at

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the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

B. Engineer shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.

C. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.

D. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor. Engineer is not responsible for variations between actual construction bids or costs and Engineer's opinions or estimates regarding construction costs.

E. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.

F. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (EJCDC C-700, 2007 Edition) unless the parties agree otherwise.

G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or

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adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.

H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to $50,000 or the total amount of compensation received by Engineer, whichever is greater.

I. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.

J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

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7.01 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.

2. Engineer's Standard Hourly Rates are attached as Appendix 1.

3. The total compensation for services under Paragraph C2.01 is estimated to be $24,990 based on the following estimated distribution of compensation:

   a. Study and Investigation Phase $ 9,410

   b. Preliminary Design Phase $ 6,480

   c. Final Design Phase $ 9,120

4. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner. See also C2.03.C.2 below.

5. The total estimated compensation for Engineer's services included in the breakdown by phases as noted in Paragraph C2.01.A.3 incorporates all labor, overhead, profit, Reimbursable Expenses and Engineer's Consultants' charges.

6. The amounts billed for Engineer's services under Paragraph C2.01 will be based on the cumulative hours charged to the Project during the billing period by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and Engineer's Consultants' charges.

7. The Standard Hourly Rates and Reimbursable Expenses Schedule may be adjusted annually (as of January 1) to reflect equitable changes in the compensation payable to Engineer.

B. *Compensation for Reimbursable Expenses*

1. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth in Appendix 1 to this Agreement.

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2. Reimbursable Expenses include the following categories: transportation and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls and mobile phone charges; reproduction of reports, Drawings, Specifications, Bidding Documents, and similar Project-related items in addition to those required under Exhibit A. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.

3. The amounts payable to Engineer for Reimbursable Expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to the Project, the latter multiplied by a factor of 1.0.

C. *Other Provisions Concerning Payment*

1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of 1.0.

2. Factors. The external Reimbursable Expenses and Engineer's Consultants' factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.

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3. Estimated Compensation Amounts:

   a. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.

   b. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice, Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend the Engineer's services during the negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.

4. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

Attachments: Appendix 1, Engineer's Standard Hourly Rates.
Exhibit A, Engineer's Services
Exhibit B, Owner's Responsibilities

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

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OWNER:	ENGINEER:
By: _____	By: _____
Title: _____	Title: _____
Date Signed: _____	Date Signed: _____
	Engineer License or Firm's Certificate Number: _____
	State of: _____
Address for giving notices:	Address for giving notices:
_____	_____
_____	_____
_____	_____
_____	_____

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TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: November 1, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Larry Pardee
PRESENTER: Roxanne Robinson, Assistant Town Manager

SUBJECT: Staffing to Support Expanded Service to Teton Valley

STATEMENT/PURPOSE

The Town Council approves all full time/full benefitted employees for the Town of Jackson organization.

BACKGROUND/ALTERNATIVES

The START Bus currently provides 3 year round commuter runs to Teton Valley, Idaho that occur Monday through Friday. We cover these 3 commuter runs with 4 full time/full benefitted Town of Jackson employees because the drivers are each working 4/10 hour days to meet our operational needs and minimize further congestion on the roads.

We recently were awarded a grant from the State of Idaho to provide 50% of the funding for a 4th commuter run to Teton Valley, Idaho. The revenue from this grant has already been included in the FY19 budget. However the offsetting fare revenue was not included and the additional operating expenses needed to fund the new service was not included. The full time/full benefitted position we hire to provide this new service for this 4th commuter run to Teton Valley will be driving other 'in valley' routes between the commuter run that are currently funded and provided by variable hour drivers. The new service will result in the addition of approximately 18,600 additional miles (approximately 72 miles round trip multiplied by 5 days/week multiplied by 52 weeks/year). The Town also calculates operating expenses (fuel, maintenance, overhead, etc.) at an additional $1.50/mile.

The grant, when combined with offsetting fare revenue, leaves approximately $8,838 remaining for the Town and County to subsidize this additional commuter run [(Grant + Fares) – (New Service Hours + Benefits + Operating Costs)]. The START Board has unanimously endorsed the Town's acceptance of this grant in order to provide an additional year round commuter run to Teton Valley. They will make the final determination as to the departure and arrival times but they are looking to serve the 12 hour shift workers in the community working 7:00 AM to 7:00 PM. The Board expects to make this final decision at their November 8th meeting and the service is expected to begin Monday, November 26, 2018.

Because START Bus is a joint department administered by the Town of Jackson and START employees are Town of Jackson employees, adding this additional full time/full benefitted position to the Town requires the Town Council's approval.

Staff is recommending the Town Council approve of the addition of one full time/full benefitted position in the Transit Department for the purpose of providing a 4th commuter run to Teton Valley Idaho and direct staff to include the cost for the service along with estimated offsetting fare revenue in the next budget amendment.

The Town Council has many options, several are listed below:

1. Approve the addition of one full time/full benefitted position in the Transit Department for the purpose of providing a 4th year round commuter run to Teton Valley, Idaho and direct staff to include the cost for the service along with estimated offsetting fare revenue in the next budget amendment.
2. Discuss the request and continue action to a future Town Council meeting.
3. Take no action at this time.
4. Other.

STAKEHOLDER ANALYSIS

The stakeholders in this issue include employees in the Jackson Hole community that commute from Teton Valley, Idaho who no longer need to drive a separate vehicle but can instead rely on a professional transit driver, employers in the Jackson Hole community that employ residents of Teton Valley, Idaho in order to provide their services to our community, the Town of Jackson organization in that we are creating an additional position that pays a competitive wage and provides full benefits for quality of life, Teton County as our partner in the START Bus system, and the residents and guests to Jackson that will benefit from more employees riding the bus rather than adding to already existing traffic congestion.

ATTACHMENTS

None.

FISCAL IMPACT

The net fiscal impact to the Town of Jackson and Teton County is approximately $8,838 annually. However, the Town may experience an indirect positive fiscal impact in that there may be fewer accidents due to fewer vehicles on the road, longer life of capital improvements such as road resurfacing due to less wear and tear from fewer vehicles. In terms of bang for our buck, this is a positive move in that the service is funded except for a small remaining match amount. The Town will not be fiscally impacted related to the cost of providing more employee housing units in Jackson because this route originates and ultimately terminates in Teton Valley, Idaho and a requirement for employment will be residency in Teton Valley Idaho.

STAFF IMPACT

The staff impact of adding this 4th commuter run is notable. We will hopefully be converting a current driver to a position that will now be receiving full benefits from the Town of Jackson including health insurance, retirement, leave time, etc. This would be a positive step for a current variable hour employee and will result in higher morale and less turnover. The staff impact of posting the position internally and to the public is minimal. There will be notable time spent during employee orientation and training for Finance, Personnel, and Transit.

LEGAL REVIEW

Not applicable.

RECOMMENDATION

Staff recommends the Council approve the addition of one full time/full benefitted position in the Transit Department for the purpose of providing a 4th year round commuter run to Teton Valley, Idaho and direct staff to include the cost for the service along with estimated offsetting fare revenue in the next budget amendment.

SUGGESTED MOTION

Should the Council be ready to take action on this item, one possible motion would be:

I move to approve the addition of one full time/full benefitted position in the Transit Department for the purpose of providing a 4th year round commuter run to Teton Valley, Idaho and direct staff to include the cost for the service along with estimated offsetting fare revenue in the next budget amendment.

Synopsis for PowerPoint (120 words max):

Background:

The Town of Jackson was awarded a grant from the State of Idaho to provide 50% of the funding for a 4th commuter run to Teton Valley, Idaho. The grant, when combined with offsetting fare revenue, leaves the Town and County with approximately $8,838 left to subsidize this additional commuter run.

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: November 1, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: START
DEPARTMENT DIRECTOR: Darren Brugmann
PRESENTER: Darren Brugmann

SUBJECT: Four Bus Leases for 2018-19 Winter Season

STATEMENT/PURPOSE

START is looking to replace four (4) buses that have been decommissioned due to end of useful life. This lease is for four (4) 1996 refurbished MCI Commuter Style buses to be used in the upcoming 2018-19 Winter Season.

BACKGROUND/ALTERNATIVES

START operates at peak time upwards to 23 vehicles during our Winter Season. Since last season, START has had to decommission five (5) 40ft low floor Blue Bird vehicles due to end of useful life (i.e., beyond FTA required 12 years and mechanical, financial factors). START also lost a 40ft low floor Gillig vehicle due to an unfortunate vehicle fire in April 2018. START recently purchased two (2) used 35ft low floor Gilligs from a national public auction site and is readying these vehicles for our Winter Season.

Winter Season commences on November 24, 2018 and ends on April 8, 2019. In order to operate the same level of service for this upcoming Winter Season, START needs the same level of fleet as previous Winter Season. Specifically, our peak need for vehicles of 23 is needed in the morning and later afternoon peak hours. Unfortunately, these are the same hours in which four (4) 40ft Gillig vehicles are being taken out of local service and readying for the commuter runs to Star and Teton Valley, two (2) vehicles respectively for each area. These four (4) vehicles are then parked overnight until the return to Jacskon on weekday mornings and stored entire days for weekend – Saturday and Sunday.

START's plan is to lease four (4) MCI Commuter Style buses (Same manufacturer as our current 2 "white" commuter buses assigned on each to our Star and Teton Valley service) to be used on the Star and Teton Valley routes, therefore allowing the four (4) Gilligs to stay and remain in service in the Jackson/Teton Village local service area for weekday, and even more importantly, weekend local service needs. The commuter style buses allow for more passenger seating – upwards to 57 seats vs. the 39 in the Gillig Low floor version. Besides increased passenger capacity, on many of our runs nearing capacity, the commuter style buses also provide an enhanced riding experience for our passengers – a bus that is built for the longer travel duration. The Commuter style buses also provide a better accommodating air temperature factor for our passengers. This plan also removes the low floor Gillig version from long haul service that these vehicles are not necessarily intended.

START staff did extensive research of national firms focusing on transit bus leasing. Shuttle Bus Leasing (SBL) was the preferred vendor. SBL was a proud supplier to the U.S. Winter Olympics in 2002, and Vancouver Winter Olympics in 2010. You may also find their buses operating at national parks, construction sites, airports, university campuses, tour operations and seasonally at many ski resorts and amusement parks around the country. SBL is the Nation's largest bus leasing company with a customer service driven attitude with a diverse inventory of over 1000 transit buses for lease.

This lease also includes a Lease to Buy option that START may consider to bring forward to Council at the end of this lease term. We would consider such factors as condition of vehicles, how they performed this winter season, useful life remaining and the need for continued use of commuter style vehicles on our commuter runs - the two (2) mud and one (1) Summer season annually. The need for additional vehicles will be required for next Winter Season (2019-20) as we wait the build and delivery of recently awarded Proterra Electric vehicles.

STAKEHOLDER ANALYSIS

START Operations and Public Works – maintenance for our fleet are involved. Public Works Mechanic did a pre-cursory review of these vehicles before pursuing this arrangement.

ATTACHMENTS

SBL lease for 4 MCI Commuter Style Buses

FISCAL IMPACT

Budget Amendment #1 was approved on October 15, 2018 which accounted for the cost of this lease agreement: $105,000: $5250 per vehicle (4) per month (5).

STAFF IMPACT

Executing the lease is minimal. Readying the four (4) buses will entail considerable staff time with installation of fare and related RouteMatch data equipment. It also requires 4 days of travel to obtain the vehicles in Southern California. START considers this work as part of annual preparation for Winter Service Needs. It is hoped the use of these four (4) refurbished vehicles will require much less labor and parts for these vehicles thus reducing Public Works maintenance attention vs. the vehicles used last winter season.

LEGAL REVIEW

Town Attorney has reviewed, offered edits to SBL which have been accepted and approves the attached draft lease.

RECOMMENDATION

Staff recommends approval of this lease in order to keep the same level of service and improve our commuter passenger experience for the Winter Season 2018-19.

SUGGESTED MOTION

I move to approve the Vehicle Lease Agreement with Shuttle Bus Leasing (SBL) allowing for the lease of four (4) MCI commuter style vehicles for Winter Season 2018-19, a duration of five (5) months, and request the Mayor to sign.

LEASE AGREEMENT

This Lease Agreement made and entered into this ____day of November, 2018, by and between: **Shuttle Bus Leasing**, 1863 Service Court, Riverside, CA 92507, hereinafter called Lessor, and, Southern Teton Area Rapid Transit (START), 55 Karns Meadow Drive, Jackson, WY 83001, hereinafter called Lessee.

WITNESSETH:

Article I

Whereas Lessor is in the business of leasing buses and desires to lease buses to Lessee for Lessee's exclusive use and control, subject only to the terms and conditions of this Lease Agreement as hereinafter set forth.

Now, therefore, in consideration of the mutual covenants, conditions, and premises as hereinafter set forth below, it is mutually agreed as follows:

Article II

Leased Equipment: Lessor hereby leases to the Lessee the following buses described individually below (each a “Leased Bus”):

Make/Model	SBL	VIN
1996 MCI 102-DL3	S1082	1M8PDMPA9VP049108
1996 MCI 102-DL3	S1083	1M8PDMPA8VP049147
1996 MCI 102-DL3	S1085	1M8PDMPA9VP049089
1996 MCI 102-DL3	S1086	1M8PDMPA9VP049142

Hereinafter collectively referred to as “Leased Equipment”

Article III

Delivery and Return:

Upon delivery of said Leased Equipment at the agreed upon location, Lessee shall acknowledge receipt by completing, signing and returning to Lessor the Delivery Receipt form herein incorporated by reference. Such Delivery Receipt acknowledges that said Leased Equipment is satisfactory for Lessee's intended use.

Lessee agrees to return all Leased Equipment in the same condition as received, normal wear and tear excepted. Lessee agrees all Leased Equipment deliveries and returns upon commencement and expiration of the Lease Agreement term (including early termination) shall be at 1863 Service Court,

Riverside, CA 92507, unless a different location is confirmed in writing by Lessor. All Leased Equipment shall be returned at Lessee's expense, unless delivery and return charges are to be included in the first lease payment.

Article IV

Lease Terms and Commencement Date:

The term of this Lease Agreement shall be for a minimum of five (5) months, commencing on the date that said Leased Equipment is delivered and accepted by Lessee. In the event that said Leased Equipment is not returned upon the agreed expiration date, this Lease Agreement shall renew on the same terms and conditions on a month to month basis until either party provides a thirty (30) day written notice of termination and said Leased Equipment is returned as per this Lease Agreement.

Article V

Lease Rate:

Lessee agrees to pay to Lessor Five Thousand Two Hundred Fifty Dollars ($5,250.00) per each Leased Bus per month. Upon execution of this Lease Agreement, Lessee shall pay to Lessor the sum of Twenty-One Thousand Dollars ($21,000.00) for the Leased Equipment, which represents the first monthly payment due for this Lease Agreement. All remaining payments are due within thirty (30) days of invoice date.

Lessee agrees to pay registration fees in the state(s) where buses are to be operated. Lessee agrees to maintain current registration on the vehicles for the duration of this Lease Agreement.

Lessee agrees to pay a security deposit in the amount equal to one month's lease payment for said Leased Equipment, for a total of Twenty-One Thousand Dollars ($21,000.00) ("Security Deposit"). Security deposit shall be included in the first payment due under the Lease Agreement. Upon expiration of this Lease Agreement, the security deposit shall be refunded within thirty (30) days of Leased Equipment being returned to Lessor.

Lease to Buy Option: if during the term of the Lease Agreement, Lessee chooses to purchase any Leased Bus or the Leased Equipment, 55% of lease payments made prior to the commitment to purchase will be applied to the purchase price. Purchase price is set at $62,000 per Leased Bus, or $248,000 for the Leased Equipment.

Article VI

Damage Repairs:

Lessor shall inspect said Leased Equipment upon their return for physical damage, and at its discretion shall determine whether cosmetic or mechanical repairs or adjustments are necessary due to the extent and nature of the physical damage, if any. If Lessor determines that such repairs are necessary, documentation of any such cosmetic or physical damage, or alleged necessary mechanical repairs shall be provided to Lessee immediately for verification and approval. In the event there is a loss of use to the Lessor, Lessee agrees to pay Lessor for the loss of use of said Leased Equipment at the rate of One Hundred Seventy Five Dollars ($175.00) per day plus materials. The daily responsible rate shall apply from the time the work

commences to the time the work is completed, and shall be performed in an expeditious and reasonable amount of time for the work necessary in the discretion of the Lessee.

Article VII

Exclusive Use and Control:

Lessee, during the term of this Lease Agreement and while said Leased Equipment is in Lessee's possession, shall have the absolute and exclusive control of said Leased Equipment in the same manner as though Lessee were the absolute owner.

Lessee will employ and have absolute control and supervision over the driver(s) of said Leased Equipment and Lessor shall not in any manner interfere therewith. The driver(s), shall occupy the relationship of servant to Lessee; and as master, Lessee shall pay all wages, social security and unemployment taxes, workmen's compensation, or any other taxes which may be imposed by reason of the employment of persons.

Lessor shall be responsible for all, licenses on the Leased Equipment and any and all taxes, payable to or which may become hereafter payable to the Federal, State, County or any municipality by reason of said operation, gross receipts or ownership of Leased Equipment herein described as subject wholly to the control and direction of Lessee.

Article VIII

Insurance:

a) Lessee shall furnish Lessor with proof of liability insurance, providing coverage of $1,000,000.00 single limit public liability and Sixty Two Thousand Dollars ($62,000.00) property damage insurance per Leased Bus and as LOSS PAYEE on the stated value of Sixty Two Thousand Dollars ($62,000.00) per Leased Bus. Lessee agrees that if a property claim is made, that Lessee will collect property damage and forward monies to Lessor up to the stated value of Sixty Two Thousand Dollars ($62,000.00) per Leased Bus.

b) Lessee shall, with an insurance company reasonably satisfactory to Lessor and without cost to Lessor keep said Leased Equipment fully insured against loss by fire, theft or collision in an amount equal to the value of said Leased Equipment; that in event of total loss of any piece of said Leased Equipment covered hereunder; once the replacement cost is paid in full to Lessor by the insurance carrier; then, in that event there shall be no further obligation on the part of Lessee under this Lease Agreement as respects such piece of said Leased Equipment. The parties to this Lease Agreement stipulate and agree that the value of said Leased Equipment herein is set at Sixty Two Thousand Dollars ($62,000.00) per Leased Bus.

c) Lessor shall furnish Lessee with proof of liability insurance providing coverage of $1,000,000.00 single limit liability and Sixty Two Thousand Dollars ($62,000.00) property damage insurance per Leased Bus in the event of negligence on behalf of Lessor, and shall include indemnity in the event of alleged or actual negligent acts of Lessor, its officers, agents or employees.

Article IX

Indemnity and Hold Harmless:

Lessee agrees to indemnify and hold Lessor harmless for any damages arising out of the use, maintenance, or operations of said Leased Equipment by the Lessee or any third party for any purpose whatsoever, with the Lessee's responsibilities more fully described hereinafter

a) Definitions. The following definitions shall apply when used in this Lease Agreement:
A 'Claim' means any and all liability, claims, loss, damages, or expenses, including counsel fees and costs, arising by reason of the death or injury of any person, including any employee or agent of LESSEE, or by reason of damage to or destruction of any property, including property owned by LESSEE, caused or allegedly caused-by: (1) any cause whatsoever while the Injured person or property is a passenger or operator of a Leased Bus or in any way injured by the operation of a Leased Bus or injured by any personal property owned by LESSEE; (2) some condition of a Leased Bus not a result of LESSOR failing to provide heavy maintenance; (3) some act or omission by LESSEE or any person, on, or about a Leased Bus with the permission and consent of LESSEE; or (4) any matter connected with LESSEE'S operation and use of the Leased Equipment. With respect to this paragraph only, the term LESSEE shall include employees or agents of LESSEE except as to the obligation to indemnify. 'Expenses' means expenses (including attorneys' fees and any expenses incurred to establish a right to indemnification from LESSEE), judgments, fines, penalties, settlements and other amounts actually and reasonably incurred by LESSOR in connection with the investigation, defense, settlement or appeal of a Claim regardless of whether an actual court or administrative proceeding is instituted by the creditor.

b) **General Indemnity. Subject to the requirements and restrictions of the applicable provisions of the Lease Agreement and to the fullest extent legally permissible under the law, Lessee shall indemnify Lessor against all reasonable Expenses incurred as the result of a Claim. This indemnity is expressly agreed to include any claim, lawsuit, action or legal proceeding against Lessor by a Lessee employee, agent or guest.**

c) Payment of Expenses. All reasonable expenses incurred by Lessor in defending any Claim for which Lessor is entitled to be indemnified under this Lease Agreement shall be paid by Lessee prior to the final disposition of that Claim at the request of Lessor within thirty (30) days of receipt by Lessee of each reasonably detailed expense statement from Lessor.

d) No Automatic Adverse Presumption. The termination of any Claim by judgment, order, settlement, conviction, consent, decree or upon a plea of nolo contendere or its equivalent shall not, of itself adversely affect the rights of Lessor to indemnification except as may be provided herein.

e) Effect of Insurance Coverage. The rights to indemnification provided in this Lease Agreement shall be in addition to the existence of any insurance policy maintained by Lessee, which exists as of the date of this Lease Agreement or as of the date a Claim is made under this Lease Agreement; provided, however, that to the extent any Claim made under this Lease Agreement is covered by insurance and timely paid to Lessor, Lessee will only be obligated to indemnity after the coverage under any applicable insurance policy is exhausted or coverage thereunder otherwise becomes unavailable.

f) Enforcement Actions. Any right of Lessor to indemnification under this Lease Agreement shall be enforceable, in a Wyoming court of competent jurisdiction, if: (i) the **demand for indemnification**

is expressly denied by Lessee in whole or in part; or (ii) no acceptance of the Claim is made by Lessee within thirty (30) days of a request. If Lessor is successful in such an enforcement action, in whole or in part, Lessor shall be entitled to be reimbursed for the Expenses of prosecuting its claim for indemnification under the Lease Agreement.

g) Rights Cumulative; Intended Scope of Indemnification. The rights to indemnification and advancement of Expenses provided in this Lease Agreement shall be in addition to any rights to which Lessor may otherwise be entitled under other agreements or as a matter of law. It is the intent of Lessee that the indemnity provided under this Lease Agreement shall be of the broadest scope legally permissible (subject to express requirements and restrictions of this Lease Agreement).

h) Waiver of Subrogation. Lessee hereby waives its rights of recovery against Lessor, its successors, assigns, directors, agents and representatives in connection with any loss or damage caused to Lessee's property or employees and covered by any insurance policies of the Lessee. Lessee hereby waives on behalf of its insurance carriers any right of subrogation it may have against Lessor and shall notify its insurance carrier of the waiver contained herein.

i) Consequential Damages. Neither party shall, in any event, be liable for any special, exemplary, incidental, indirect or consequential damages to the other party.

Article X

Dispute Resolution:

Any controversy, claim, or dispute arising out of **or related to this Lease Agreement or the interpretation, performance, or breach hereof, including (a "Dispute") shall be resolved according to the procedures set forth in this section, which shall constitute the sole dispute resolution mechanisms hereunder. In the** event that the parties are unable to resolve any Dispute after meeting and attempting in good faith to reach a negotiated resolution, such Dispute(s) shall be first mediated by a retired judge or justice of any Wyoming state or **federal court. If the parties are unable to agree upon a mediator, either party may apply to the Inland Empire office of JAMS/Endispute, or its successor ("JAMS") for the appointment of a mediator from a panel of retired judges and justices** maintained by that organization; (i) if the parties are unable to resolve one or more Dispute(s) by mediation, then either party may initiate arbitration of such Dispute(s). The arbitration shall be initiated and conducted according to **the JAMS/Endispute Comprehensive Arbitration Rules and Procedures in effect as of the date hereof, including the Optional Appeal Procedure provided for in such rules (the "Arbitration Rules"). The arbitration shall be conducted in Teton County before a single neutral arbitrator appointed in accordance with the Arbitration Rules. Any appeal shall be heard and decided by a panel of three neutral arbitrators. The neutral arbitrator and the members of any Appeal Panel shall be retired judges or justices of any Wyoming state or federal court. In all their substantive (as opposed to procedural or discovery-related) ruling, the arbitrator and Appeal Panel shall apply the law specified in the choice of** law provision of this Lease Agreement. If either party refuses to perform any or all of its obligations under the final arbitration award (following appeal, if applicable) within thirty (30) days of such award being rendered, then the other party may enforce the final award in any court of competent jurisdiction in Teton County; **and (ii) any Dispute or portion** thereof, or any claim for a particular form or relief (not otherwise precluded by any other-provision-of-this Lease-Agreement that may-not-be arbitrated pursuant-to-applicable-state or-federal law shall be heard only in a court of competent jurisdiction in Teton County. If a party believes in good faith that all or part of a Dispute, or any claim for relief or remedy sought is not

subject to arbitration under then-prevailing law, then that party may seek a determination to that effect from an appropriate court. If the court determines that the matter is not arbitrable or that the remedy sought is not available in arbitration, then the specific matter or request for remedy in question shall be resolved by the court, sitting without a jury, and the parties hereby irrevocably waive their respective rights to trial by jury **of any cause of action, claim, counterclaim or cross-complaint in any action or other proceeding brought by any party against any other** party or parties with respect to any matter arising out of, or in any way connected with or related to, this Lease Agreement or any portion thereof, whether based upon contractual, statutory, tortious or other theories of liability. All other matters and claims for relief shall be subject to arbitration as set forth above.

Article XI

(a) Governing Law and Venue. It is the intention of the parties to this Lease Agreement that the laws of the State of Wyoming (irrespective of its choice of law principles) shall govern the validity of this Lease Agreement, the construction of its terms and the interpretation and enforcement of the rights and duties of the parties under this Lease Agreement. Any action brought in state or federal court shall be proper in the County of Teton, State of Wyoming.

(b) Entire Agreement. This Lease Agreement constitutes the entire understanding and agreement of the parties to this Lease Agreement with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, inducements or conditions, express or implied, written or oral, between the parties with respect to this Lease Agreement.

(c) Notices. Whenever any party to this Lease Agreement desires or is required to give any notice, demand or request with respect to this Lease Agreement, each such communication shall be in writing and shall be effective only if it is delivered by personal service or mailed, United States certified mail, return receipt requested, postage prepaid, addressed to

If to Lessor:	If to Lessee:
Shuttle Bus Leasing	Southern Teton Area Rapid Transit (START)
1863 Service Court	PO Box 1687
Riverside CA 92507	Jackson WY 83001

Communications shall be effective when they are received by the addressee; but if sent by certified mail in the manner set forth above, they shall be effective three (3) business days after being deposited in the United States mail. Any party may change its address for communications by giving notice to the other party in conformity with this section.

(d) Driver Training. Lessee assures Lessor that its drivers are properly trained on said Leased Equipment operation and the correct use of any special equipment on said Leased Equipment.

(e) Subleasing. Said Leased Equipment under this Lease Agreement cannot be leased to a sub-lessee without written authorization from Lessor.

(f) Governmental Immunity. The Lessee, Town of Jackson, does not waive its sovereign or governmental immunity by entering into this Lease Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Lease Agreement.

(g) Authority. Each Party represents that it has full authority to enter into this Lease Agreement, grant the rights and benefits herein described, and satisfy the obligations hereunder, without violating the rights of any third parties.

(h) Counterparts. This Lease Agreement may be executed in any number of counterparts, each of which shall constitute an original. Facsimile copies shall be deemed originals

Lessee:	**TOWN OF JACKSON** **Southern Teton Area Rapid Transit (START)**	Lessor:	**SHUTTLE BUS LEASING**
By:	_____	By:	_____
Name:	PETE MULDOON _____	Name:	_____
Title:	MAYOR _____	Title:	_____
Date:	_____	Date:	_____

By: _____

DARREN BRUGMANN, TRANSIT DIRECTOR

Attest: _____

Sandra P. Birdyshaw, Town Clerk

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: November 5, 2018
MEETING DATE: October 18, 2018

SUBMITTING DEPARTMENT: Legal
DEPARTMENT DIRECTOR: Audrey Cohen-Davis
PRESENTER: Lea Colasuonno

SUBJECT: Public Defender Contract Renewal

STATEMENT/PURPOSE
The purpose of this item is to renew the contract with the Public Defender, Elisabeth Trefonas.

BACKGROUND/ALTERNATIVES
The Town of Jackson Municipal Code includes offenses for which jail time may be imposed and therefore has contracted with Elisabeth Trefonas to serve as the Public Defender when such services are needed. The Public Defender is appointed on a case-by-case basis by the Municipal Judge in accordance with state and federal law. The Public Defender has been appointed to a total of 27 cases since 2014:

- 7 cases in 2014;
    - Average cost per case $221.22.
- 2 cases in 2015;
    - Average cost per case $152.50.
- 7 cases in 2016;
    - Average cost per case $206.23.
- 7 cases in 2017; and
    - Average cost per case $223.78 (one case this year accounted for $781.00).
- 4 cases in 2018.
    - Average cost per case $195.95. (The total cost for new 2018 cases was $787.80).

The are no changes to the existing contract for this renewal term.

One thing to note is that this year the Town paid out a total of $1,801.00, of which the new cases accounted for $787.80, while cases to which she was previously appointed accounted for the $1,013.20.

ATTACHMENTS
- 2018 Public Defender Contract

FISCAL IMPACT
The fiscal impact of this item is minimal. The Public Defender would continue to be paid at a rate of $60.00 per hour for her services and is not appointed in every case. Additionally, if at the close of a case the Municipal Judge determines a defendant has the financial ability to pay the costs of the Public Defender, she may order that the Town be reimbursed.

STAFF IMPACT
The staff impact of this item is minimal. Whether a public defender is appointed is controlled and mandated by state and federal law and the Municipal Judge is constitutionally obligated to ensure each defendant has access to a lawyer when legally mandated. Other than the Municipal Judge's duty to appoint counsel as required by

law, the additional impacts include processing bills from the Public Defender and paying those bills per disbursements through the Finance Department.

LEGAL REVIEW
Complete.

RECOMMENDATION
The Legal Department recommends renewing this contract.

SUGGESTED MOTION
I move to approve the renewal of the Public Defender contract as drafted by the Legal Department.

INDEPENDENT CONTRACTOR AGREEMENT FOR SERVICES

THIS AGREEMENT made and entered into on the date last written below, by and between Town of Jackson, Wyoming (hereinafter "Town"), and Elisabeth M. W. Trefonas, an independent contractor (hereinafter "Attorney");

WHEREAS, the Town desires to retain the services of Attorney, and Attorney desires to render services to the Town, upon the terms and conditions hereinafter stated:

NOW, THEREFORE, the parties hereto, intending to be legally bound, do hereby promise and agree as follows:

SECTION 1 – SCOPE OF DUTIES TO BE PROVIDED

1.1 **Term**. Town agrees to hire Attorney, at will, for a term commencing on October 1, 2018 and continuing until terminated in accordance with Section 4 of this Agreement.

1.2 **Duties**. Attorney agrees to perform work for the Town on the terms and conditions set forth in this Agreement, and agrees to devote all necessary time and attention (reasonable periods of illness excepted) to the performance of the duties specified in this Agreement. Attorney's duties shall include the following: Representation of clients on a case by case basis assigned to Attorney at Town's discretion, including but not limited to drafting applications, declarations, motions, briefs, client conferences, court appearances when needed, and maintaining open communication with Town concerning the ongoing case status of each assigned case. Attorney further agrees that in all aspects of such work, Attorney shall comply with the policies, standards, regulations of the Town from time to time established, and shall perform the duties assigned faithfully, intelligently, to the best of her ability, and in the best interest of the Town.

SECTION 2 – CONFIDENTIALITY

2.1 **Confidentiality**. Attorney acknowledges and agrees that all records, lists and information pertaining to clients and cases and other Town data and information related to its business (hereinafter collectively "Confidential Information") are valuable assets of the Town. Except for disclosures required to be made to advance the business of the Town and information which is a matter of public record, Attorney shall not, during the term of this Agreement or after the termination of this Agreement, disclose any Confidential Information to any person or use any Confidential Information for the benefit of Attorney or any other person, except with the prior written consent of the Town. Town understands that certain Confidential Information may be required to be disclosed to certain individuals: directors, officers, employees, agents, or advisors (collectively, Representatives) of Attorney. Attorney shall maintain records of the persons to whom Confidential Information is distributed, will inform all such persons of the confidential nature of the information, will direct them to treat such information in accordance with this Agreement, will exercise such precautions or measures as may be reasonable in the circumstances to prevent improper use of Confidential Information by them, and will be responsible for any breaches by them of the provisions of this Agreement. The term “confidential information” does not include information that is or becomes publicly available (other than through breach of this Agreement) or information that is or becomes available to Attorney on a non-confidential basis, provided that the source of such information was not known by Attorney (after such inquiry as would be reasonable in the circumstances) to be bound by a confidentiality agreement or other legal or contractual obligation of confidentiality with respect to such information. In the event that Attorney or any of Attorney’s representatives, assigns, or agents are requested or required by law or legal process to disclose any of the Confidential Information, the party required to disclose such information shall provide Town with prompt oral and written notice before making any disclosure. In addition, Confidential Information may be disclosed to the extent required in the

course of inspections or inquiries by federal or state regulatory agencies to whose jurisdiction Attorney is subject and that have the legal right to inspect the files that contain the Confidential Information, and Attorney will advise Town promptly upon such disclosure.

2.2 **Return of Documents**. Attorney acknowledges and agrees that all originals and copies of records, reports, documents, lists, plans, memoranda, notes and other documentation related to the business of the Town or containing any Confidential Information shall be the sole and exclusive property of the Town, and shall be returned to the Town upon the termination of this Agreement or upon the written request of the Town.

2.3 **No Release**. Attorney agrees that the termination of this Agreement shall not release Attorney from any obligations under Section 2.1 or 2.2.

SECTION 3 - COMPENSATION

3.1 **Compensation**. In consideration of all services to be rendered by Attorney to the Town, the Town shall pay, for any case submitted to Attorney the amount of $ 60.00 per hour. Compensation will be paid within a reasonable time, not to exceed one (1) month, upon Attorney's written submission and documentation of hours spent for each case and/or client.

3.2 **Withholding; Other Benefits**. Compensation paid pursuant to this Agreement shall not be subject to the customary withholding of income taxes and other employment taxes. Attorney shall be solely responsible for reporting and paying any such taxes. The Town shall not provide Attorney with any coverage or participation in the Town's accident and health insurance, life insurance, disability income insurance, medical expense reimbursement, wage continuation plans, or other fringe benefits provided to regular employees.

SECTION 4 - TERMINATION

4.1 **Termination at Will**. This Agreement may be terminated by the Town immediately, at will, and in the sole discretion of Town. Attorney may terminate this Agreement upon three (3) days written notice to Town. This Agreement also may be terminated at any time upon the mutual written agreement of the Town and Attorney.

4.2 **Contract Duration.** Notwithstanding Section 4.1 of this Agreement, the duration of this contract shall be until October 1, 2020 unless further written agreement or written modification signed by both parties is made, except as noted below in Section 7 for the use of facilities and sublet agreement.

SECTION 5 - INDEPENDENT CONTRACTOR STATUS

5.1 **Status.** Attorney acknowledges that she is an independent contractor and is not an agent, partner, joint venturer nor employee of Town. Attorney shall have no authority to bind or otherwise obligate Town in any manner nor shall Attorney represent to anyone that it has a right to do so. Attorney further agrees that in the event that the Town suffers any loss or damage as a result of a violation of this provision Attorney shall indemnify and hold harmless the Town from any such loss or damage.

5.2 **Assignment.** The Attorney shall not assign any of her rights under this Agreement, or delegate the performance of any of her duties hereunder, without the prior written consent of the Town.

SECTION 6 - REPRESENTATIONS AND WARRANTIES OF ATTORNEY

6.1 Attorney represents and warrants to the Town that there is no employment contract or other contractual obligation to which Attorney is subject, which prevents Attorney from entering into this Agreement or from performing fully Attorney's duties under this Agreement.

6.2 Attorney represents that she is licensed by the appropriate licensing agency for the legal profession and that she is in good standing with such agency. Should said standing be altered, or should Attorney be suspended, disciplined, or reprimanded by any state agency, Attorney shall notify Town within eight (8) days or as soon as practicable.

SECTION 7 – INSURANCE AND USE OF FACILITIES

7.1 Attorney shall obtain and maintain in force, at her own expense, throughout the performance of Attorney's obligations under this Agreement, insurance coverage against claims, regardless of when asserted, that may arise out of, or result from, Attorney's operations in connection with the services or duties described above only in such case that Attorney hires or maintains additional employees separate and apart from Town. Attorney agrees, if necessary, to provide worker's compensation insurance for Attorney's employees and agents and agrees to hold harmless and indemnify Town for any and all claims arising out of any injury, disability, or death of any of Attorney's employees or agents.

7.2. Town shall obtain and maintain in force, at her own expense, throughout the performance of Attorney's obligations under this Agreement, insurance coverage against claims, regardless of when asserted, that may arise out of, or result from, Attorney's operations in connection with the services or duties described above. This insurance shall include the following coverages that below:

7.2.1. Workers Compensation and Town's Liability (if required by state law). Attorney agrees to provide worker's compensation insurance for Attorney's employees and

agents and agrees to hold harmless and indemnify Town for any and all claims arising out of any injury, disability, or death of any of Attorney's employees or agents.

7.2.2. General Malpractice Liability or General Errors and Omissions coverage in the minimum amount of $500,000.00 for losses incurred as a result of professional malpractice or professional errors and omissions made in the performance of this Agreement.

SECTION 8 - MISCELLANEOUS PROVISIONS

8.1 The provisions of this Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties. Any provision hereof which imposes upon Attorney or Town an obligation after termination or expiration of this Agreement shall survive termination or expiration hereof and be binding upon Attorney or Town.

8.2 No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

8.3 This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Wyoming.

8.4 This Agreement constitutes the entire agreement between the parties pertaining to its subject matter and supersedes all prior contemporaneous agreements, representations and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all parties.

8.5 If any provision of these policies and regulations or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of these policies and regulations which can be given

effect without the invalid provision or application, and to this end the provisions of these policies and regulations are severable. In lieu thereof there shall be added a provision as similar in terms to such illegal, invalid and unenforceable provision as may be possible and be legal, valid and enforceable**.**

8.6 The Town does not waive its sovereign immunity by entering into this Agreement, and retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.

WITNESS OUR SIGNATURES, this the____ day of_____, 2018.

_____

BY: Elisabeth M. W. Trefonas, ATTORNEY

_____

Town of Jackson, Wyoming, TOWN

BY: Pete Muldoon, Mayor

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 31, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Larry Pardee
PRESENTER: Roxanne Robinson, Assistant Town Manager

SUBJECT: Jackson Hole Children's Museum Lease Extension

STATEMENT/PURPOSE
The Town Council approves any major leases or amendments to leases.

BACKGROUND/ALTERNATIVES
The current lease between the Jackson Hole Children's Museum (JHCM) and the Town of Jackson for the 174 N. King space with the Town expires on February 28, 2019. Because of the Town's housing project at 174 N. King, they have secured a transition space at the Jackson Elementary School. However, the annex building is not available to them until April 1. In speaking with April Norton, Housing Director, she indicated that the lease could be extended through March 31, 2019 and that would not disrupt the construction schedule for the housing project. Jean Lewis from JHCM is therefore requesting a one month extension on her lease agreement with the Town so that they can have the space at 174 N King through March 31, 2019.

Staff recommends the Council approve the 3rd Amendment to the lease agreement with the Jackson Hole Children's Museum which extends the lease to March 31, 2019 as presented and authorize the Mayor to execute the amendment.

The Town Council has many options, several are listed below:

1. Approve the 3rd Amendment to the lease agreement with the Jackson Hole Children's Museum which extends the lease to March 31, 2019 as presented and authorize the Mayor to execute the amendment.
2. Discuss the requested extension and continue action to a future Town Council meeting.
3. Take no action at this time.
4. Other.

STAKEHOLDER ANALYSIS
The stakeholders involved in this issue include the JHCM, the patrons of the JHCM, the Town of Jackson as the property owner, and the Housing Department as they are constructing the housing project at 174 N. King.

ATTACHMENTS
JHCM Lease, 1st Amendment, 2nd Amendment, Draft 3rd Amendment

FISCAL IMPACT
There is no significant fiscal impact to this action to the Town of Jackson but it is likely a significant fiscal impact to JHCM should they no longer have a location for a month during their transition to a different space.

STAFF IMPACT

Staff impact is minimal and would involve obtaining the Mayor's signature and the JHCM signature and scanning and archiving the document for the Town's records.

LEGAL REVIEW

Complete. The Town Attorney approved the 2nd Amendment to the lease and the only change from that amendment to the 3rd amendment is the date.

RECOMMENDATION

Staff recommends the Council approve the 3rd Amendment to the lease agreement with the Jackson Hole Children's Museum which extends the lease to March 31, 2019 as presented and authorize the Mayor to execute the amendment.

SUGGESTED MOTION

Should the Council be ready to take action, one possible motion would be:

I move to approve the 3rd Amendment to the lease agreement with the Jackson Hole Children's Museum which extends the lease to March 31, 2019 as presented and authorize the Mayor to execute the amendment.

Synopsis for PowerPoint (120 words max):

Background:

The current lease between the Jackson Hole Children's Museum (JHCM) and the Town of Jackson for the 174 N. King space with the Town expires on February 28, 2019. Because of the Town's housing project at 174 N. King, they have secured a transition space at the Jackson Elementary School. However, the annex building is not available to them until April 1. In speaking with April Norton, Housing Director, she indicated that the lease could be extended through March 31, 2019 and that would not disrupt the construction schedule for the housing project. Jean Lewis from JHCM is therefore requesting a one month extension on her lease agreement with the Town so that they can have the space at 174 N King through March 31, 2019.

LEASE AGREEMENT

This Lease Agreement ("Lease") is made and entered into to be effective as of the 1st day of April, 2014, by and between the Town of Jackson, a municipal corporation of the State of Wyoming, P. O. Box 1687, Jackson Wyoming 83001(hereinafter sometimes referred to as "Town" or "Landlord") and the Jackson Hole Children's Museum, a Wyoming nonprofit corporation, of P.O. Box 995, Jackson, WY 83001 ("Tenant").

WITNESSETH:

WHEREAS, the Town is the owner of that certain parcel of real property and improvements described generally as the 174 North King Street building ("Property"); and,

WHEREAS, the parties hereto desire to enter into a written Lease agreement providing terms, covenants and conditions for the use and occupancy of a portion of the Property by the Tenant; and,

WHEREAS, pursuant to W.S. § 15-1-103(a)(v), the Town may lease any estate owned by the Town.

NOW, THEREFORE, in consideration of the mutual covenants, agreements and undertakings and benefits to the parties, herein set forth to be kept and performed by the parties hereto, the parties agree as follows:

1. **Leased Premises:** Landlord's Property is located at 174 North King Street and consists of a 5,000 square foot building which is to be used for public purposes. Tenant shall occupy approximately 2,000 square feet of the Property on the first floor of the building as illustrated in the construction documents, which does not include the garage on the first floor ("Leased Premises"). Tenant has use of the eastern half of the yard on the south side of the lawn.

   Rent and Payment. Tenant shall occupy the Leased Premises and shall pay One Dollar per year ($1.00) per year Rent payments shall begin on April 1, 2014, and on the first day of each month thereafter and shall be made payable to Landlord as above defined, and sent to the following address, until directed otherwise: P.O. Box 1687, Jackson, Wyoming 83001.

2. **Security Deposit.** Tenant shall, on or before April 1, 2014, deposit the sum of Five Thousand dollars ($5,000.00). Said deposit will be held by Landlord, without liability for interest, as security for the faithful

performance by Tenant of all of the terms, covenants and conditions of this Lease by said Tenant to be kept and performed during the term hereof. If at any time during the term of this Lease, any of the rent herein reserved shall be overdue or unpaid, or should Tenant fail to sufficiently maintain and keep clean the Leased Premises, or should equipment or furnishings on the Leased Premises be damaged or destroyed and the same not replaced by the Tenant as herein agreed, or any other sum payable to Tenant to Landlord hereunder shall be overdue or unpaid, then Landlord may, at the option of the Landlord (the Landlord shall not be required to), appropriate and apply any portion of said deposit to the payment of any such overdue rent or other sums.

In the event of failure of Tenant to keep and perform any of the terms, covenants, conditions of this Lease to be kept and performed by Tenant, then the Landlord at its option may appropriate and apply said entire deposit or so much therefore as may be necessary, to compensate the Landlord for loss or damage sustained or suffered by the Landlord due to such breach on the part of the Tenant. Should the entire deposit, or any portion thereof, be appropriated and applied by Landlord for the payment of overdue rent or other sums due and payable as hereinabove set forth, then Tenant shall, upon the written demand of the Landlord, forthwith remit to Landlord a sufficient amount in cash to restore said security to the original sum deposited, and Tenant's failure to do so within fifteen (15) days after receipt of such demand shall constitute a breach of this Lease. Should Tenant comply with all of said terms, covenants and conditions and promptly pay all of the rental herein provided for as it falls due, and all other sums payable by Tenant to Landlord hereunder, and keep the premises sufficiently clean, and repair or replace any damaged or destroyed furnishings or equipment, then said deposit shall be returned in full to Tenant at the end of the term of this Lease, or upon earlier termination of this Lease.

3. **Term of the Lease.** The Term of this Lease shall be for three (3) years, effective as of the first day of April, 2014 and terminating on March 31, 2017, unless sooner terminated or extended under the provisions contained herein. Tenant acknowledges and understands that there is no automatic renewal of this Lease, and if at termination of the initial term of this Lease Tenant desires to continue renting the Leased Premises, Landlord and Tenant shall enter into good faith negotiations to establish the term and base rent for such extended term. All other conditions of this Lease shall remain in full force and effect, unless modified as provided herein.

4. **Additional Rent.** Tenant shall pay Landlord as additional rent those charges with respect to common area expenses such as maintenance of the outdoor lawn and garden space and other expenses (herein

referred to as "Triple Net Provisions"). Any such charges shall be deemed to be rent and shall be payable in the manner provided and recoverable as rent, and Landlord shall have all rights specified in this Lease against Tenant for default in the payment thereof as in the case of arrears of rent.

5. **Late Rent Charges.** In the event the monthly rent payments are not paid within ten (10) days of the due date, a late charge of 5% of the monthly base rent shall be paid by Tenant. Additionally, said late rent payment shall automatically accrue interest at an interest rate of eighteen percent (18%) from the due date, which accrual of interest shall continue until the rent payment, together with accrued interest is paid. Such interest shall begin to accrue automatically on all delinquent rent payments not paid within the ten (10) day grace period, and shall be payable on demand without further notice to Tenant.

6. **Use of the Leased Premises**. The use of the Leased Premises shall be restricted to use as a Children's Museum and activities that support the operation of a Children's Museum. Furthermore, the Leased Premises may be used jointly by the Teton County Law Library ("TCLL"), Local Access to Justice Board ("LAJB") and the Friends of the Teton County Library ("Friends"), as needed by such non-profit organizations pursuant to a separate Memorandum of Agreement ("MOU") between the Tenant and TCLL, LAJB and Friends, subject to approval by the Town.

   The Leased Premises shall be used and occupied by Tenant in a careful, safe and proper manner and Tenant shall pay on demand for any damage to the Leased Premises caused by the misuse of same by it, its agents, employees, licensees and invitees. Tenant shall use the Leased Premises only for purposed not prohibited by the laws, regulations, covenants and ordinances of the United States, State of Wyoming, Teton County and Town of Jackson. Tenant shall not use or keep any substance or material in or about the Leased Premises, which may vitiate or endanger the validity of the insurance on the Leased Premises or increase the hazard of risk.

   While the Leased Premises provides that Tenant may also use of the eastern half of the front yard, Tenant shall take measures to properly protect the turf should the yard be used for activities that support the operation of a Children's Museum. In addition, utility locates will be required should a tent be staked to protect the sprinkler system. Any damages to the sprinkler system or the turf are the sole responsibility of Tenant.

Additionally, the Town of Jackson agrees to allow the Friends to use the eastern half of the front yard for the semi-annual book sales. Friends may also request in writing to use the western half of the front yard, if necessary for the book sales, which shall be subject to approval by the Town. Tenant shall coordinate such use with the Town of Jackson and in consideration of the residential tenant living in the upstairs unit. In the event the front yard needs to be used, Tenant is required to contact the Town of Jackson at least three (3) weeks prior to the book sale for approval of such use. Friends shall take measures to properly protect the turf should the yard be used for such purposes. In addition, utility locates will be required should a tent be staked to protect the sprinkler system. Any damages to the sprinkler system or the turf are the responsibility of the Friends.

The sale or use of alcoholic and malt beverages is hereby authorized in the leased premises as licensed or permitted by the Town of Jackson, a Municipal Corporation and the local licensing authority, and the Wyoming Liquor Division for up to four non-profit fundraising events per year. The sale or use of alcoholic and malt beverages shall be restricted to beer and wine only, to times in which the Tenant is not operating under normal business hours not to exceed 10:00 P.M., and shall not conflict with agreed hours of use for TCLL, LAJB and the Friends pursuant to the MOU, or without prior written approval of TCLL, LAJB and/or the Friends in the event of a conflict. The Tenant shall provide notification at least three weeks prior to any event in which alcoholic and malt beverages are sold to both the Landlord and the residential tenant on the second floor of the property. Alcoholic and malt beverages shall be stored off of the leased premises at all times except during authorized events as permitted in this First Amendment to Lease Agreement in which alcoholic and malt beverages are being sold or used.

7. **Acceptance of the Leased Premises.** Tenant has inspected the Leased Premises and acknowledges, agrees and accepts that the Leased Premises are being leased "AS IS" as a result of such inspection and not as a result of any representation by the Landlord. Additionally, Tenant agrees to pay for all costs associated with its remodel and refurbishment of the Leased Premises for its use in accordance with its plan presented to the Town Council on February 14, 2011.

8. **Utilities.** Tenant shall pay for its proportionate use of utility services used by and in connection with the Leased Premises including garbage, water, sewer, electrical and gas, and will be billed according to its proportionate share. Telephone, cable, Internet service accounts will be maintained in Tenant's own name and Tenant shall be solely responsible for said accounts.

9. **Taxes.** To the extent any taxes are charged with respect to the Leased Premises and are not exempt from taxation under Wyoming Statutes, Lessee will be responsible to pay such taxes when due.

10. **Insurance.** The Tenant will provide and keep in force for the benefit of Tenant and Landlord, a comprehensive general liability insurance policy that includes a combined single limit for bodily injury and property damage of not less than One Million Dollars ($1,000,000). The Tenant shall deposit with the Landlord certificates of all such insurance policies obtained at or prior to the commencement of the term of this Lease, and copies of all insurance policies obtained at any time thereafter during the term of this Lease. All such policies, including such policies referred to immediately above, shall provide that the same may not lapse or be cancelled without at least ten (10) days' prior notice to the Landlord.

11. **Repair and Maintenance.** Tenant acknowledges that the Leased Premises are in good repair and working order. Tenant shall, at its sole expense, maintain its proportionate share of the Leased Premises, (including without limitation, electrical, plumbing and mechanical systems) in as good order and repair as it was at the date of the commencement of this Lease, reasonable wear and tear excepted. Tenant shall not knowingly commit or willingly permit to be committed any act or thing contrary to the rules and regulations of any federal, state, municipal or quasi-governmental authority.

    Tenant shall permit Landlord, or its representatives, to inspect upon reasonable notice the Leased Premises and to make improvements to the Leased Premises as Landlord may now or hereafter deem to be necessary and/or appropriate for the Leased Premises. All such improvements shall be done, so far as is practicable, to avoid interference with Tenant's occupancy and use of the Leased Premises, provided Tenant shall not be entitled to compensation for unavoidable interference with its occupancy and use.

12. **Alterations and Improvements.** Landlord shall have the right at any time to enter the Leased Premises to make such additions, repairs or alterations as it may deem necessary or proper for the safety, improvement or preservation of the Leased Premises. The Tenant waives any claim for damages including loss of business resulting therefrom.

    Tenant shall make no alterations in or additions to the Leased Premises without first obtaining the written consent of the Landlord, and all additions or improvements made by Tenant shall be deemed a part of the Leased Premises and permanent structure thereon and shall remain

upon and be surrendered with the Leased Premises at the termination of the Lease by lapse of time or otherwise.

Tenant shall work with the Town of Jackson to fully separate the upstairs employee housing unit from the portion of the building leased by the Jackson Hole Children's Museum. Alterations are expected to include: purchase of a stacker washer and dryer unit; moving the laundry facilities to the upstairs apartment; construction of a new access door; construction of a wall at the base of the stairs; construction of a new path from the garage to the new access door; and any other improvements as requested by the Town of Jackson to ensure access to the upstairs unit. Tenant acknowledges that the Town of Jackson has a budget of Ten Thousand Dollars ($10,000) to put towards these renovations and that any renovations for the separation of the employee unit above and beyond the Ten Thousand Dollars ($10,000) shall be the responsibility of the Jackson Hole Children's Museum.

13. **Assignment, Sublease and Mortgage by Tenant.** Tenant shall not assign or create a security interest in, pledge or encumber this Lease or the Leased Premises, in whole or in part, unless Tenant first obtains Landlord's written consent. Excepting TCLL, LAJB and Friends, Tenant shall not sublet the whole or permit the use of the whole or any part thereof by any subtenant, licensee, or concessionaire, unless Tenant first obtains Landlord's written consent, such consent not to be unreasonably withheld. In the event of any such assignment, subletting, licensing or granting of a concession, Tenant shall nevertheless remain liable for the performance of all the terms, conditions and covenants of this Lease, including, without limitation, the covenant to pay rent.

14. **Signs.** Tenant shall have the right to erect and maintain signs in, on or about the Leased Premises provided that same shall comply with governing laws, regulations, covenants and ordinances of the United States, State of Wyoming, County of Teton and Town of Jackson.

15. **Tenant's Covenants.** Tenant covenants that it shall:

    a. Comply with all laws, orders, regulations, rules, ordinances and covenants of any state or federal statute or local ordinance or regulation applicable to Tenant and/ or its use of the Leased Premises.

    b. Give to Landlord prompt written notice of any accident, fire or damage occurring on or to the Leased Premises.

    c. Keep the Leased Premises sufficiently heated to prevent freezing of pipes, waterlines and fixtures.

d. Keep the Leased Premises orderly, clean, sanitary and free from dirt, rubbish, obstructions, objectionable odors and insects, vermin, pets, pests, or nuisances, and in a high condition of repair and safety.

e. Do all things reasonably possible to prevent filing of any mechanics' liens against the Leased Premises or any part thereof by reason of work, labor, services or materials furnished or claimed to have been furnished to Tenant, or anyone holding the Leased Premises or any part thereof, through or under Tenant. If any such lien shall be filed against the Leased Premises, Tenant shall either cause the same to be discharged of record within twenty (20) days after the date of the filing of same, or if the Tenant, in Tenant's discretion and in good faith, determines the lien should be contested, Tenant shall furnish such security as may be necessary or required to prevent any foreclosure against Tenant's or Landlord's interest in the Leased Premises. If Tenant shall fail to discharge such lien within such period, or fail to furnish adequate security, then in addition to any other right or remedy of Landlord, Landlord may, but shall not be obligated to, discharge the lien either by paying the amount claimed to be due or by procuring the discharge of such lien either by obtaining security or in any consent or agreement on the part of Landlord to subject Landlord's interest in the Leased Premises to liability under any mechanics; or other lien law.

f. Repay Landlord, as additional rent, on demand, all sums disbursed or deposited by Landlord pursuant to the provisions of this section, including Landlord's costs, expenses and reasonable attorney's fees incurred by Landlord in connection therewith.

g. Permit no one other than employees, agents, servants, and business invitees to remain in or loiter upon the Leased Premises.

h. Comply with all reasonable rules and regulations that may be established, from time to time, by Landlord. Tenant covenants that it shall not do or suffer to be done anything objectionable to the fire insurance companies, whereby fire insurance or any other insurance now in force or hereafter to be placed on the Leased Premises or any part thereof shall become void or suspended, or be rated as a more hazardous risk than at the date when Tenant receives possession hereunder. In the event of breach of this covenant, in addition to all other remedies of Landlord, Tenant shall pay Landlord as additional rent any increase in insurance premiums.

i. Tenant shall be responsible for maintaining and staffing a reception area as specified in the construction documents. Tenant shall keep the Leased Premises orderly, clean and accessible to guests.

j. Tenant shall be responsible for maintaining all other space as outlined in the construction documents. Terms of the other uses of space by TCLL, LAJB and Friends as set forth before the Town Council on February 14, 2011 shall be agreed upon in the separate MOU between the Tenant and TCLL, LAJB and Friends, subject to approval by the Town.

k. Tenant shall have use of the basement for storage if the upstairs tenant's laundry facilities are relocated. Tenant shall keep the basement orderly, clean, sanitary and free from objectionable odors and insects, vermin, pets, pests, or nuisances.

16. **Covenants of Quiet Enjoyment.** The Tenant understands and acknowledges that there is a residential tenant on the second floor of the Property, and further agrees and covenants that it shall not interfere with the residential Tenant's peaceful and quiet enjoyment of the Property.

17. **Damage or Destruction to Leased Premises.** If the Leased premise shall be damaged by fire, the elements, unavoidable accident or other casualty, without the fault or negligence of Tenant, or Tenant's servants, employees, agents, visitors, licensees, invitees, or sub-tenants, and the Leased Premises are not thereby rendered untenantable in whole or in part, Landlord shall, at its expense, cause such damage to be repaired, and the rent shall not be abated. If, by reason of such occurrence, the Leased Premises shall be rendered untenantable only in part, Landlord shall promptly cause the damage to be repaired and the rent, during such period of repair, shall be abated. If, by reason of such occurrence, the Leased Premises shall be rendered untenantable only in part, Landlord shall promptly cause the damage to be repaired and the rent, during such period of repair, shall be abated proportionately to the portion of the Leased Premises rendered untenantable. If, by reason of such occurrence, the Leased Premises shall be rendered wholly untenantable, Landlord shall cause such damage to be repaired and the rent, during such period of repair, shall be abated in whole. There shall be no extension of the term of this Lease by reason of such abatement. Notwithstanding the foregoing provisions, if the Leased Premises cannot be repaired within two (2) months from the date such damage occurs, Landlord and Tenant shall, at their option, have the right to declare the balance of the term of this Lease to be null and void. If any such damage or destruction occurring to the Leased Premises, whether partial or complete, shall occur as the result of the fault or any negligence of Tenant or Tenant's servants, employees, agents, business invitees,

licensees or subtenants, there shall be not apportionment or abatement of rent during the term of this Lease.

18. **Default by Tenant.** The Tenant agrees to observe and perform the conditions and covenants set forth in this Lease, and further understands and agrees that ten (10) days after the due date for the payment of rent the Tenant shall be considered to be in default of the Lease agreement and subject to eviction. Furthermore, if Tenant shall fail to observe or perform any of the other conditions or covenants and such other default shall continue for more than thirty (30) days after written notice of such default, then and in that event, and as often as the same may happen, it shall be lawful for Landlord, at its election, with or without previous notice, to terminate this Lease or to re-enter and repossess itself of the Leased Premises without termination, with or without legal proceeding, using such force as may be necessary, and to remove therefrom any personal property belonging to Tenant without prejudice to any claim for rent or for breach of the covenants hereof, or without being guilty of any manner of trespass or forcible entry and detainer. The foregoing prescribed rights shall be non-exclusive and shall be in addition to any and all of the rights and remedies Landlord may have pursuant to governing law.

19. **Payments after Termination.** No payments of money by Tenant to Landlord after the termination of this Lease, in any manner of after giving of any notice by Landlord to Tenant shall reinstate, continue, or extend the term of this Lease or affect any notice given to Tenant prior to the payment of such money.

20. **Abandonment of Leased Premises.** If Tenant shall abandon or vacate the Leased Premises before the end of the term of this Lease, or if Landlord re-enters the Leased Premises without termination, the Landlord may, at its option and without notice to Tenant, enter the Leased Premises, and re-let the same, or any part thereof, as it may see fit, without thereby voiding or terminating this Lease, and, for the purpose of such re-letting, Landlord is authorized to make any repairs, changes, alterations or additions in or to the Leased Premises, as may, in the sole discretion of Landlord, be necessary or desirable for the purpose of such re-letting, and if a sufficient sum shall not be realized from such re-letting each month to equal the monthly rental under the provisions of this Lease, then Tenant agrees to pay such deficiency.

21. **Surrender**. Upon termination of this Lease, the Tenant shall quit and surrender the premises in as good condition and repair as it is at the date of commencement of this Lease, reasonable and wear and tear excepted, together with all alterations, interior decorations, additions and improvements that may have been made in, to, or upon the

premises, including but not limited to carpeting, wall paneling and ceiling tiles, and excepting movable furniture and unattached movable trade fixtures. Tenant shall have the right to remove removable light fixtures installed by Tenant, provided that Tenant shall repair any damage to the Leased Premises caused by such removal. All property and improvements of the Tenant not removed at the termination of this Lease shall be deemed abandoned by the Tenant.

22. **Indemnification.** Tenant shall indemnify Landlord and save it harmless from and against any and all claims, actions, damages, liability and expense (including attorney's fees related thereto) in connection with loss of life, personal injury or damage to property occurring in, on or about, or arising out of the Leased Premises or the occupancy or use of the Leased Premises by the Tenant or its sub-tenants, agents, licensees, invitees, concessionaires, guests, contractors, customers, employees, etc. or occasioned wholly or in part by any act or omission of Tenant, its agents, licensees, business invitees, concessionaires, guests, contractors, customers, employees or subtenants, etc.

23. **Attorney's Fees.** In the event either party shall find it necessary to obtain the services of an attorney to enforce any of the covenants and conditions of this Lease, the prevailing party shall be entitled to reimbursement for all costs and expenses, including reasonable attorney's fees, whether or not litigation is commenced.

24. **Trade Fixtures.** Trade fixtures installed by Tenant in the Leased Premises shall remain the property of the Tenant and shall be removable at any time by it on or before the termination of this Lease by lapse of time or otherwise. Any damage caused to the Leased Premises that is the result of such removal shall be repaired by Tenant at its own expense. Any such trade fixtures not removed at or prior to the termination shall become the property of Landlord.

25. **Snow Removal and Smoking.** Tenant shall be responsible for all ice and snow removal at the Leased Premises including the steps and walkways on the Leased Premises. Smoking is strictly prohibited inside the Leased Premises.

26. **General Provisions.**

    a. Time is of the essence.

    b. No waiver or any breach of any one or more of the conditions or covenants in this Lease by Landlord shall be deemed to imply or constitute a waiver of any succeeding or other breach hereunder.

c. This Lease and its provisions shall be construed and enforced in accordance with and pursuant to governing the laws of the State of Wyoming law. The Courts of the State of Wyoming shall have jurisdiction over any action arising out of this Lease and over the parties, and the venue shall be in the Ninth Judicial District, State of Wyoming.

d. The headings used in this Lease are for convenience only and are not to be used in its construction.

e. Whenever used, the singular shall include the plural, the plural the singular and the use of any gender shall include all genders.

f. If there is more than one person comprising the Tenant, the covenants, agreements, undertakings and obligations hereunder shall be the joint and several obligations of all such persons.

g. This Lease may be executed in multiple counterparts each of which shall be deemed to be an original.

27. Entirety of Agreement. This Lease represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

28. Severability. Should any portion of this Lease be judicially determined as illegal or unenforceable, the remainder this Lease shall continue in full force and effect, and neither party may renegotiate the terms affected in the severance.

IN WITNESS WHEREOF, the parties hereto have executed this Lease to be effective as of the 1st day of April, 2014.

LANDLORD	TENANT
By:	By: Ingrid Daffner Kronow
Its: Mayor	Its: Executive Director

Attest:

Its: Town Clerk

THE TOWN OF JACKSON INCORPORATED 1914 TETON COUNTY, WYOMING

1st Amendment to the Lease Agreement

Town of Jackson & Jackson Hole Children's Museum

The Town of Jackson & Jackson Hole Children's Museum entered into a Lease Agreement for the term of April 1, 2014 through March 31, 2017 for leased premises described as:

> Landlord's Property is located at 174 North King Street and consists of a 5,000 square foot building which is to be used for public purposes. Tenant shall occupy approximately 2,000 square feet of the Property on the first floor of the building as illustrated in the construction documents, which does not include the garage on the first floor ("Leased Premises"). Tenant has use of the eastern half of the yard on the south side of the lawn.

On August 1, 2016, and at the request of Jackson Hole Children's Museum, the Town Council approved extending the termination date of this lease agreement for one year, from March 31, 2017 to March 31, 2018.

By this First Amendment, the Lease Agreement is hereby extended for an additional one (1) year, or until March 31, 2018. Any and all provisions of the original Lease Agreement remain in place.

Dated this 29 day of Sept., 2016.

TOWN OF JACKSON
LANDLORD

By: _____

Its: MAYOR SARA FLITNER

Attest:

_____
Sandra P. Birdyshaw, Town Clerk

THE TOWN OF JACKSON INCORPORATED SEAL 1914 TETON COUNTY, WYOMING

JACKSON HOLE CHILDREN'S MUSEUM
TENANT

By: _____

Its: _____

JACKSON HOLE CHILDREN'S MUSEUM

SECOND AMENDMENT TO LEASE AGREEMENT

This Second Amendment is made and entered into to be effective as of the 28 day of August, 2017, to be and become a part of that Lease Agreement between the Town of Jackson, a Municipal Corporation of the state of Wyoming, (hereinafter sometimes referred to as "Town" or "Landlord") and the Jackson Hole Children's Museum, a Wyoming nonprofit corporation ("Tenant") made and entered into the 9th day of March, 2011 and the First Amendment thereto.

1. Section 3, Term of the Lease is hereby amended as follows:

   The Term of this Lease shall be extended until February 28, 2019 at which time it shall be deemed terminated.

2. All of the rest and remainder of the terms in the Lease Agreement and the First Amendment thereto shall remain in full force and effect to the extent not inconsistent herewith.

IN WITNESS WHEREOF, the Parties have hereunto set their hands to be effective as of the 28 day of August, 2017.

TOWN OF JACKSON
LANDLORD

By: _____
Pete Muldoon, Mayor

Attest:

_____
Sandra P. Birdyshaw, Town Clerk

THE TOWN OF JACKSON INCORPORATED SEAL 1914 TETON COUNTY, WYOMING

JACKSON HOLE CHILDREN'S MUSEUM
TENANT

By: _____

Its: _____

JACKSON HOLE CHILDREN'S MUSEUM

THIRD AMENDMENT TO LEASE AGREEMENT

This Third Amendment is made and entered into to be effective as of the ____ day of _____, 2018, to be and become a part of that lease Agreement between the Town of Jackson, a Municipal Corporation of the state of Wyoming, (hereinafter sometimes referred to as "Town" or "Landlord") and the Jackson Hole Children's Museum, a Wyoming nonprofit corporation ("Tenant") made and entered into the 9th day of March 2011 and the First and Second Amendments thereto.

1. Section 3, Term of the Lease is hereby amended as follows:

   The Term of this Lease shall be extended until March 31, 2019 at which time it shall be deemed terminated.

2. All of the rest and remainder of the terms in the Lease Agreement and the First and Second Amendments thereto shall remain in full force and effect to the extent not inconsistent herewith.

IN WITNESS WHEREOF, the Parties have hereunto set their hands to be effective as of the _____ day of _____, 2018.

TOWN OF JACKSON

LANDLORD

By:_____

Pete Muldoon, Mayor

Attest:

_____

Sandra P. Birdyshaw, Town Clerk

JACKSON HOLE CHILDREN'S MUSEUM

TENANT

By:_____

Its:_____

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 31, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne DeVries Robinson
PRESENTER: Sandy Birdyshaw

SUBJECT: Design Review Committee (DRC) Appointments

STATEMENT/PURPOSE
The Mayor appoints the members of the Design Review Committee with the consent of the Town Council.

BACKGROUND/ALTERNATIVES
Membership terms for four seats on the Design Review Committee expired October 31st. They were held by Brad Hoyt, KJ Morris, Larry Berlin, and Nona Yehia. Only Brad Hoyt voiced interest in continuing with another two-year term.

In October, advertisement was placed in the News & Guide for three weeks including the weekly and daily papers. Four letters of interest were received from Michael Stern, Hans Flinch, Chris Beda, and Katherine Koriakin.

Article 8.10.4. of the Land Development Regulations requires the Design Review Committee to be composed of seven members with two-year terms and without a limit on the number of terms a member can serve. Members must be a resident of the county or town with experience in architecture, landscape architecture, planning or other design related fields. The purpose of the DRC is to prepare Design Review Guidelines, conduct pre-application conferences, and provide recommendations. Members are appointed by the Mayor with the consent of Council.

With consent of the Council, the Mayor proposes to appoint new members Michael Stern, Hans Flinch, and Katherine Koriakin, and reappoint Brad Hoyt to two-year terms ending October 2020. The three other seats expire next October (2019) and are held by Ben Hammond, Eric Logan, and Karen Parent.

There are many options available to the Council including:

1. The Mayor may make appointments with the consent of the Town Council.
2. Make appointments at a later date.
3. Advertise for additional letters of interest.
4. Leave the positions vacant until further notice.
5. Other.

ATTACHMENTS
Letters of interest for reappointment.

FISCAL/STAFF IMPACT
None.

LEGAL REVIEW
N/A

RECOMMENDATION
Staff understands that the Mayor is interested in moving ahead with the appointments of Brad Hoyt, Michael Stern, Hans Flinch, and Katherine Koriakin to the Design Review Committee. As such, the following motion is offered for the consent calendar.

SUGGESTED MOTION

I move to approve the Mayor's appointments of Brad Hoyt, Michael Stern, Hans Flinch, and Katherine Koriakin to the Design Review Committee for two-year terms ending October 31, 2020.

From:	Katherine Koriakin
To:	Sandy Birdyshaw
Cc:	Katherine Koriakin
Subject:	Town of Jackson DRC Application- Katherine Koriakin
Date:	Monday, October 22, 2018 10:11:54 PM
Attachments:	Town of Jackson Design Review Committee application- Katherine Koriakin - Google Docs.pdf

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Dear Sandy Birdyshaw,

I would like to apply to serve on the Town of Jackson's Design Review Committee. I have attached my letter of application. I would be happy to drop off a hard copy too if that is preferred. Please feel free to contact me if you have any questions.

Thank you so much,
Katherine Koriakin
307-200-1999 cell
307-733-7393 office

KATHERINE KORIAKIN

P.O. Box 2911 / 2011 Wildflower Court / Jackson, WY 83001 / (307)200-1999 / kk@gydearchitects.com

MAYOR MULDOON AND TOWN COUNCIL OF JACKSON
ATTN: S. BIRDYSHAW TOWN CLERK
JACKSON TOWN HALL
150 E. PEARL AVENUE
JACKSON, WY 83001

OCTOBER 22, 2018

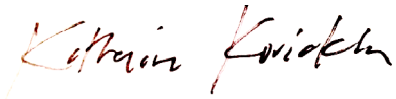
Dear Mayor Muldoon and the Town Council of Jackson,

I am writing in regards to the vacant position for the Town of Jackson Design Review Committee. I would be honored to serve on this committee and would like you to consider me for this position. I feel strongly that thoughtful design can change the environment and the community for the better. Thoughtful design can boost social capital, health and equity which creates a vibrant town. “Thoughtful design” might seem subjective when it comes to style or trend, but a well-designed building will display core design values. I take pride in understanding the necessity of proportion, scale, engaging people at the human level, integrity of materials, and a cohesive language throughout a project. I firmly believe that these design values can be implemented in any project.

My professional background and education qualifies me for this position. I am a licensed architect and have been working in the architectural field for thirteen years. I have practiced in the Town of Jackson and Teton County for over ten years. Throughout that time I have had extensive experience designing commercial, residential and civic projects, while navigating the local planning and building processes and protocol. I currently work as an associate at GYDE architects, and I previously worked for Gilday Architects and Hoyt/CTA. Before moving to Wyoming, I worked at Perkins Eastman Architects and co-founded their Green Committee. I received my Masters of Architecture from Tulane University in 2005 where my thesis explored ways to rethink a visitors’ center in Grand Teton National Park.

Beyond being a design professional in Jackson, I also have been an active community member that values the beautiful landscape, plethora of outdoor activities and strong community that makes this place unique. I am invested in the future of Jackson and will work to maintain our town’s identity while using my experience and talents to enhance our Town by serving on the Design Review Committee. I appreciate your consideration for this position.

Best regards,



KATHERINE KORIAKIN

From:	Christopher Beda
To:	Sandy Birdyshaw
Cc:	Christopher Beda
Subject:	Letter of Application for Design Review Committee
Date:	Monday, October 22, 2018 2:44:49 PM
Attachments:	Jackson Ltr 10.22.18.docx

Dear Ms. Birdyshaw,

Please find attached my letter of application to serve on the Design Review Committee.

Thank you for your consideration and let me know if you need anything else.

Regards,

Chris Beda
415.516.4048

Christopher Beda

3465 North Pines Way, Suite 104-217 | 415.516.4048 | cbeda@wabashpartners.com

October 22, 2018

Mayor and Town Council - Town of Jackson
Attn: S. Birdyshaw
Town Clerk
Town of Jackson
150 East Pearl Ave
PO Box 1687
Jackson, WY 83001

Dear Mayor and Town Council - Town of Jackson:

Please accept this letter of application to serve on the Design Review Committee. I relocated to Jackson in 2018 and currently reside at 3443 Boxelder Place, Wilson, WY 83014. I saw your listing in the Jackson Hole Daily and was immediately very interested in the position. I have been a real estate executive for 30 years and have a passion for real estate, urban planning and housing. I am an expert in housing having held various executive positions in real estate finance, investment, portfolio management and asset management. I am currently engaged in affordable housing and philanthropically pursuing a mission of impacting affordable housing in the United States through my work with the Urban Land Institute.

Professional Bio:

Beda founded and runs Wabash Partners, a private real estate investment and advisory firm. Wabash Partners focuses on US multifamily real estate sector and is engaged in managing and investing in US multifamily real estate. Wabash Partners also provides advisory services and capital to emerging real estate managers and businesses.

Prior to founding Wabash Partners, Beda was Senior Managing Partner, Chief Investment Officer for Carmel Partners, Inc., a private real estate investment firm. Beda was a founding partner at Carmel and responsible for managing Carmel Partners' investment activities across the country. From 2004 to 2017 he helped the firm raise and invest over $4.0 billion in equity while growing the firm into the preeminent national multifamily investment firm with offices in New York, DC, Denver, Seattle, San Francisco, Los Angeles and Honolulu.

Prior to joining Carmel Partners, Beda was the Acquisitions and Dispositions Officer for the Western United States at Equity Residential (NYSE:EQR). He joined Equity Residential's transactions group in 1994 when the company owned approximately 35,000 apartment units. During Beda's tenure, the group acquired over 200,000 apartment units through individual transactions, portfolios, debt purchases, partnership transactions, joint venture developments and company mergers. Beda started his real estate career in the real estate lending group at Continental Bank, N.A. in Chicago, IL.

Personal Information:

Beda graduated from the University of Wisconsin - Madison and considers himself a Midwesterner at heart despite the fact that he and his wife currently reside in Wilson, WY. He enjoys most things outdoors and is an avid skiier, fisherman and golfer. He lives to eat which makes cooking a serious hobby.

Thank you for your consideration. Please let me know if you have any questions.

Sincerely,

Christopher Beda

From:	Hans Flinch
To:	Sandy Birdyshaw
Subject:	Design Review Committee Application
Date:	Friday, October 19, 2018 3:25:04 PM
Attachments:	TownDRCCoverLetter.pdf HansNFlinchCV.pdf

Good afternoon Ms. Birdyshaw,
My name is Hans N Flinch and I am a landscape architect. I am interested in serving on the town Design Review Committee. Attached is my letter of interest and my CV for consideration for the position.
Please let me know if you have any questions.
Thank you and I look forward to hearing from you,
Hans

Hans N. Flinch, PLA

HERSHBERGERDESIGN
560 South Glenwood
PO Box 1648
Jackson, WY 83001
307.739.1001
www.hershbergerdesign.com

Mayor Pete Muldoon and Jackson Hole Town Council
Attention: S. Birdyshaw, Town Clerk
150 E. Pearl Ave.
PO Box 1687
Jackson, WY 83001

Dear Mayor and Town Council,
My name is Hans N Flinch and I am interested in serving on the town of Jackson's Design Review Committee (DRC). I am a licensed landscape architect in the state of Wyoming and I am currently employed by Hershberger Design. I have lived in Teton County for five years. I hold a Master's degree in Landscape Architecture from the University of Colorado Denver. I have attached my resume to this letter for your consideration.

I believe that my skill set is well placed to assist the town DRC as it makes design decisions and assists local private development projects. I view design in urban spaces as the intersection of the public and private sphere and strongly believe that all projects need to be judged with impact to the environment and pedestrian in mind (both local and visitor).

I look forward to discussing this further with you.

Thank you for your consideration.

Hans N Flinch, PLA
1170 W. Brangus Dr.
Jackson, WY 83001

Hans N. Flinch

Landscape Architect

Education

MLA, Landscape Architecture, University of Colorado, Denver, 2013

BFA, Theatre Arts, Syracuse University, 2007

Licenses/Registrations

Licensed Landscape Architect By State of Wyoming

Professional Associations And Honors

American Society of Landscape Architects, Active Member
ASLA UCD, Award of Honor 2013 Recipient
Invited Presenter at World Green Roof Congress 2012 in Storm Water Management for Urban Areas

Training and Certifications

Avalanche Level 2

Mr. Flinch is a landscape architect with experience in residential, commercial, and public projects. He is currently employed by Hershberger Design. He was awarded the American Society of Landscape Architect's 2013 Award of Honor while in graduate school and was invited to present his paper on storm water management "Space as Sponge" at the World Green Roof Congress 2012 in Copenhagen, Denmark. His skills include sustainable development, storm water management, streetscape and park design, bicycle planning and infrastructure, environmental planning, construction observation, plant selection, overseeing project staff, project management, concept development, construction documentation, Auto CAD, 3-dimensional modeling programs (particularly Sketch Up and Rhinoceros), Adobe Creative Suites, and hand sketching.

Mr. Flinch has worked on a wide variety of projects for clients including the National Park Service, Grand Teton National Park, international resort developers, Colorado sustainable neighborhood developers and local residential clients.

Project Experience

Hershberger Design

Position: Project Manager (2015-Present)
Tasks and responsibilities: Concept creation and development, Design direction and development, project schedule and budget creation and tracking, client, consultant and stakeholder communication, construction documentation, construction administration, plant selection, materials selection, quality control and overseeing project staff.
Projects / Clients:
Grand Teton National Park Jenny Lake Trails Renewal / National Park Service, Grand Teton National Park, Grand Teton National Park Foundation
Broken Arrow Ranch Master Plan / City Kids Wilderness Project.
Teton Raptor Center Master Plan / Teton Raptor Center
Geeks in the Woods Campus Master Plan in Valdez, AK / TUNE
Private residential clients

Position: Landscape Designer (2014-2015)
Tasks and responsibilities: drafting, detail design and development, 3D modeling, creation of graphics for client communication, construction documentation.
Inn at Jackson Hole / Molokai Parnters, LLC
Marriott Spring Hill Suites Downtown Jackson / Marriott
Grand Canyon of the Yellowstone Design Competitions / Yellowstone Park Foundation
Private residential Clients

AECOM Buildings + Places Group

Position: Landscape Designer (2013-2014)
Tasks and responsibilities: drafting, 3D modeling, detail design and development, creation of graphics for client communication, construction documentation.
Projects / Clients

Kaisa Resort Properties, Suizhong Development, Hong Kong, China.

New World (Chengdu) Limited, Residential Development, Chengdu, China.

Forest City, Stapleton Neighborhood, F42 Pool Development, Denver, Colorado.

Forest City, Stapleton Neighborhood Filing 45, Denver, Colorado.

Walt Disney Incorporated, Disney HK H3 Hotel, Hong Kong, China.

From:	Michael Stern
To:	Sandy Birdyshaw
Subject:	Design Review Committee application
Date:	Thursday, October 11, 2018 1:57:43 PM

Dear Mayor Muldoon and members of the Town Council,

Please consider this email as my letter of application for membership on the Design Review Committee.

I am currently a member and Treasurer of the Teton County Historic Preservation Board and have been a landscape architect and urban designer for the last 35 years. At the TCHPB we have been discussing the need to foster better coordination between our board and the Design Review Committee and it is to advance that idea that I have decided to apply for a position on the committee.

In general, my approach to design is to focus on connections and continuity within the urban context, which is to say that I favor a close attention to the existing setting of new architectural interventions. But, while I have a strong affinity for the architectural history of places, I am not biased towards traditional architecture. In fact, I recently designed and built a new house for my family that is quite contemporary in design at 365 W. Kelly Ave.

New buildings should respond to the historic character of the town of Jackson and make positive contributions to that on-going history of development by enhancing the public realm. Jackson has grown from a small ranching community to a global destination, but building on its history will only enhance its authentic appeal and value for the future. It is that perspective that I intend to bring to the Design Review Committee, if you chose to appoint me to it.

I refer you to my website (linked below) for more information about my work, experience and philosophy and thank you for your consideration.

Sincerely,

Michael A. Stern ASLA LEED AP

MAS*places*
Urban and Landscape Design

PO Box 837, Jackson, WY 83001

Phone: 412-956-3750
Email: Michael@MASplaces.com

www.masplaces.com

From:	Brad Hoyt
To:	Sandy Birdyshaw
Subject:	RE: Request to
Date:	Wednesday, September 19, 2018 10:54:46 AM
Attachments:	Brad Hoyt DRC reappointment.pdf

Sandy.

Happy Wednesday.

Please find attached a letter to Mayor Muldoon requesting consideration of my application for re-appointment to the DRC.

Please let me know if you have any issues opening the files or require additional information.

Sincerely,

Brad Hoyt, AIA
o 307.733.9955 | c 307.690.9954

From: Paul Anthony <panthony@jacksonwy.gov>
Sent: Tuesday, September 18, 2018 12:51 PM
To: Brad Hoyt <bradh@ctagroup.com>; Larry Berlin <larryb@berlinarchitects.com>; KJ Morris <kj@morrisjh.com>; Nona Yehia <nona@eye-des.com>
Cc: Sandy Birdyshaw <sbirdyshaw@jacksonwy.gov>
Subject: Request to

Hi Brad, Larry, KJ, and Nona,

As mentioned to you before, your 2-year terms for the DRC are set to expire on October 31. Being on the DRC is a major commitment and we greatly appreciate your dedication, service, and expertise. We also recognize, as previously discussed, that many of you have been on the DRC for many years and so may be looking to spend your time and energy in new ways. If so, we understand -- this is an unpaid volunteer board so we are truly appreciative of any time we can get from our local professionals. If not, we encourage you to reapply.

The purpose of this email is for you to respond whether you would like to volunteer for another 2-year term on the DRC. **Please respond by email by the end of the week if possible to our Town Clerk, Sandy Birdyshaw (copied on this email). If you would like to be reappointed, please be sure to include a brief statement as to why you want to stay on the DRC and what skills/qualifications you think you bring to the DRC.** Providing this additional information is important because DRC members are appointed by the Mayor who has the discretion to either reappoint a member or replace an existing member with a new one (as was done recently on the Planning Commission).

If you have any questions or want to discuss this further, please contact me any time.

Thanks, Paul.

Paul Anthony
Principal Planner
Planning & Building
Town of Jackson, Wyoming
(p) (307) 733-0440 (f) (307) 733-3563
panthony@townofjackson.com
www.townofjackson.com

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Brad Hoyt
1110 Maple Way, Suite F
Jackson, WY 83001

Sept. 19, 2018

Pete Muldoon
Mayor
Town of Jackson

Dear Mayor Muldoon:

I hope you found some time to enjoy the summer, it's starting to feel like autumn out there.

I am writing to let you know that my current term on the Town of Jackson DRC is set to expire and that I would like to be considered for reappointment.

I am a local architect/design professional who has been practicing full time in Jackson since 1992. I have been a member of the DRC from the beginning - somewhere around 2004. Given the sometimes subjective nature of the material it seems important that the committee remembers precedent and interprets the design guidelines in a consistent and neutral manner. I enjoy serving on the DRC and feel that the time spent on DRC is worthwhile, from both the Town's and a personal point of view.

Thank you for considering my application for reappointment.

Sincerely,

Brad Hoyt, AIA

c:\users\bradh\desktop\drc reappointment.docx

Hoyt / CTA
1110 Maple Way - Suite F, Jackson, WY 83001 307.733.9955 Fax: 307.733-9954
http://www.ctagroup.com E-mail: info@ctagroup.com

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: NOVEMBER 1, 2018
MEETING DATE: NOVEMBER 5, 2018

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: BRENDAN CONBOY

SUBJECT: **ITEMS P18-047, 048 & 049:** REQUEST FOR APPROVAL OF A ZONING MAP AMENDMENT, SKETCH PLAN, AND CONDITIONAL USE PERMIT, TO DEVELOP A NEW EDUCATIONAL CENTER FOR CENTRAL WYOMING COLLEGE

OWNER: CENTRAL WYOMING COLLEGE

APPLICANT: BRENDAN SCHULTE, JORGENSEN ASSOCIATES

[STAFF NOTE: This staff report is for the continuation of the Council's meeting on these items from October 1, 2018. The staff report has remained unchanged except for a brief discussion of staff's position regarding the possibility of the Town assuming ownership of the current private infrastructure in Veronica Lane. A summary of staff's discussions with relevant departments can be found in italics on pages 11-12]

REQUESTED ACTION

The applicant is requesting approval to rezone their property from Commercial Residential-3 (CR-3) to Public/Semi-Public (P/SP) in addition to a Sketch Plan and a Conditional Use Permit in order to construct a two story, 17,358 square foot educational facility for Central Wyoming College (CWC) located at 235 & 255 Veronica Lane.

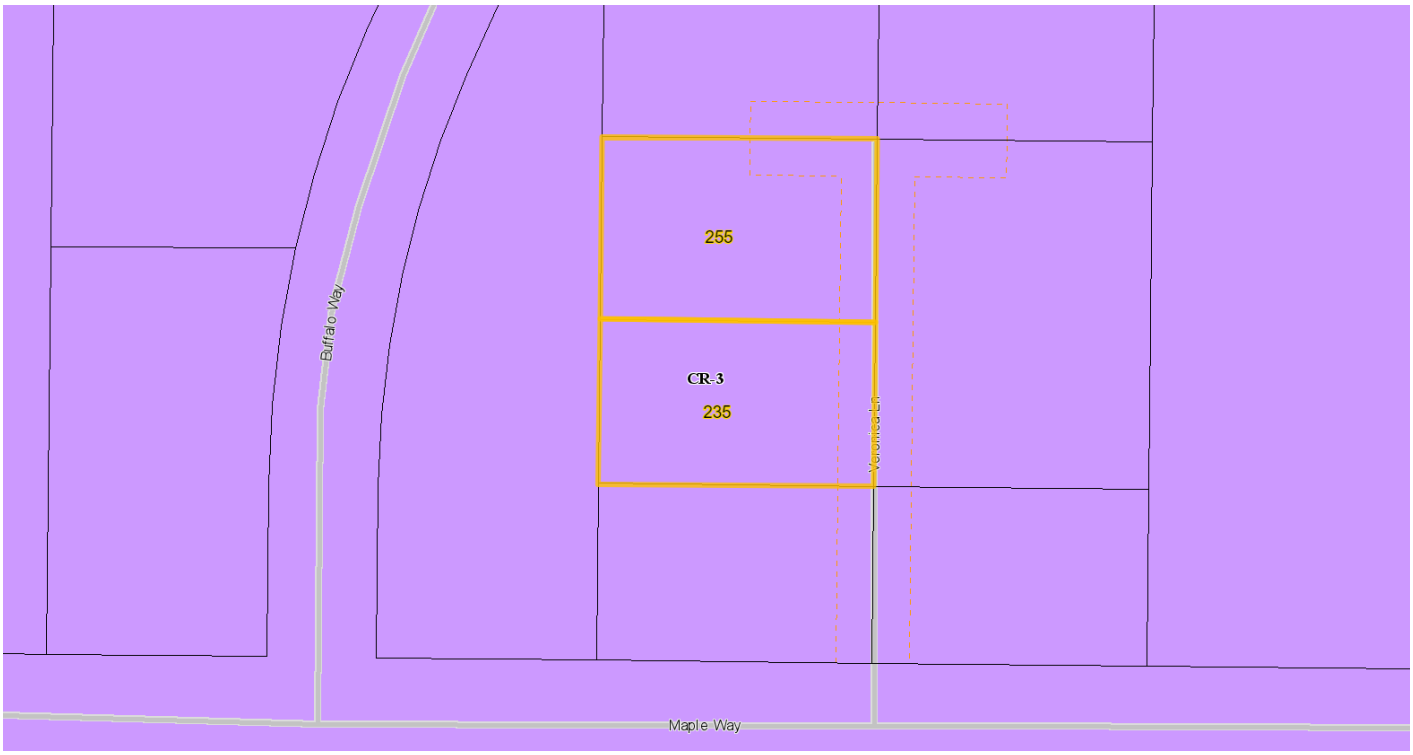
APPLICABLE REGULATIONS

Section 8.7.2 Zoning Map Amendment
Section 8.3.1 Sketch Plan
Section 8.4.2 Conditional Use Permit

LOCATION

The properties are located at 235 & 255 Veronica Lane, legally described as Lots 6 & 3, Stockhouse-Patterson Addition to the Town of Jackson. An aerial photo and zoning map are shown below:

255
235
Buffalo Way
Powderhorn Ln
Maple Way


255
CR-3
235
Buffalo Way
Maple Way

BACKGROUND

Existing Site Characteristics:
The subject site (Lots 3 & 6) are located on a private lane within the Commercial Residential – 3 (CR-3) zoning district and surrounded by CR-3 zoning. The area was recently rezoned in July, 2018, to CR-3 from Auto-Urban Commercial (AC) zoning as part of the Districts 3-6 updates to the Land Development Regulations. The two lots are a combined total 0.65 acres (28,314 sf) in size and are currently vacant. The lots are relatively flat and take their access from Veronica Lane, a 40' wide private common way easement which connects solely to Maple Way.

Project Background and History:

- Central Wyoming College is an accredited two-year college offering Associate Degrees which serves Fremont, Hot Springs, and Teton Counties. In 1976, The CWC Jackson Outreach Center (CWC-Jackson) opened and has continued to grow and change locations over the years. Currently, CWC-Jackson is located in leased space at the Center for the Arts and other auxiliary spaces at the High School and St. John's Medical Facility.

- A roughly defined Complete Neighborhood Master Plan P94-054 was approved for the Stockhouse-Patterson Addition on June 20, 1994, in accordance with the provisions of Section 17.64.060 (Title 17 Subdivisions, Chapter 17.64 Variances) of the Municipal Code, just prior to the adoption of the 1994 LDRs.

- Plat No. 882 was approved on August 15, 1994 which grants setbacks separate from the LDRs and coincident with building envelopes depicted on the plat.

- Previous development approvals/submittals: On October 6th, 2008, Council approved P08-091, a Final Development Plan for a 7,000 sf office building (5,284 sf above grade, .40 FAR) under the standards of the Auto-Urban Commercial Zone located at 235 Veronica Lane. The Development Plan subsequently expired in 2011 to lack of activity. In July of 2015, a pre-application meeting was held with the Town Council at the request of ESW Investments, LLC Fodor Law Firm to consider potential policy and LDR issues related to the development of two apartment buildings on the lots in question. No further applications were submitted.

- In May of 2017 the Jackson community voted on the Special Purpose Excise Tax (SPET) to award Central Wyoming College $3.82 million dollars in order to fund acquisition of land and easements, as well as the planning, design, engineering, construction, equipping, and furnishing of a new CWC-Jackson Center containing classrooms, medical/science labs, offices, and a commercial kitchen. In March, 2018 House Bill 194 signed by Governor Matt Mead appropriated $500,000 from the Legislative Stabilization Reserve Account to the Community College Endowment Challenge Account for use as matching funds for the new CWC-Jackson Center.

- The applicant held a Pre-Application meeting with Planning Department Staff on September 19, 2017.

- The applicant held a neighborhood meeting on February 15, 2018.

- The applicant appeared before the Planning Commission on May 2, 2018, and received unanimous approval.

Project Description:

The applicant is requesting approval of a Zoning Map Amendment to rezone the property from the Commercial Residential - 3 (CR-3) zone to Public/Semi-Public (P/SP) zone, a Sketch Plan, and a Conditional Use Permit for Institutional - Daycare/Education use. The proposed project consists of a single building totaling 17,358 square feet of floor area, or a Floor Area Ratio (FAR) of .61. The proposed building will be two-stories and ranges in height from 25' to a maximum height of 35'. The Science, Nursing, and Culinary Arts programs have seen the most rapid growth and the new Jackson Center aims to provide a centralized location for all of CWC-Jackson's programs with dedicated lab and culinary facilities. Programming space consists of Nursing (29%), Science (12%), Culinary/Hospitality (19%), and Shared Space (42%). The applicant has applied for the following:

- Zoning Map Amendment –The applicant is requesting a rezone in order to gain the flexibility provided by the P/SP zone which cannot be achieved with existing CR-3 zoning. According to the LDRs:

  > *The P/SP zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, which cannot be accommodated in other zoning districts. Land in the P/SP zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities.*

  CWC is a state-created governmental entity.

- Sketch Plan – Required for development greater than 15,000 SF.

- Conditional Use Permit – Institutional uses (Daycare/Education) require a CUP in the P/SP Zone.

The dimensional limitations of the Complete Neighborhood Master Plan/Plat No. 882, existing CR-3 zoning, and requested P/SP zoning are shown below. For the purposes of this application, the applicant need only comply with P/SP zoning provided a rezone is granted:

	Master Plan/ Plat	**CR-3 Allowed/Required**	**P/SP Allowed/ Required**	**CWC Proposal**	**Complies with P/SP?**
Lot Size (min)	Per Plat	7,500 sf	N/A	28,314 sf	Yes
FAR	.25 to .38	.40 (11,326 sf) (2:1 option higher)	N/A	.61 (17,358 sf)	Yes
LSR (min)	.25	.10 (2,831 sf)	N/A	.10 (2,831 sf)	Yes
Plant Units	Per LDRs	1 per 1,000 sf of landscape area + 1 per 12 parking spaces	1 per 8 parking spaces	4 required as proposed	Yes
Height/ Stories	N/A 1-2 stories	42' to 46' 3 Stories (48' and 4 stories w/ workforce housing incentive)	N/A	35' 2 Stories	Yes

	Master Plan/ Plat	CR-3 Allowed/Required	P/SP Allowed/ Required	CWC Proposal	Complies with P/SP?
Parking	Use not specified: TBD by closest approximate use in Municipal Code (Pre-94 LDRs)	Independent Calculation	Independent Calculation	30 spaces	Yes, as conditioned
Front Yard Setback (east)	20' min	0' – 10' (min-max)	N/A	24'	Yes
Rear Yard Setback (west)	15' min	10' min	N/A	42'	Yes
Side Yard Setback (north)	10' min	5' min	N/A	14'	Yes
Side Yard Setback (south)	10' min	5' min	N/A	11'	Yes

The dimensions of existing development in the Stockhouse-Patterson Addition are listed below for comparison to the proposed CWC Jackson Outreach Center:

	235/255 Veronica CWC (Proposed)	275 Veronica Berlin Architects*	270 Veronica Office Building	250 Veronica Hoke & Co.	1115 Maple Way Dental Office	1135 Maple Way Whitechapel
Lot Size	0.65 acres (2 lots) or 28,314 sf	0.34 acres or 14,810 sf	0.34 acres or 14,810 sf	0.65 acres (2 lots) or 28,314 sf	0.33 acres or 14,375 sf	0.33 acres or 14,375 sf
Building Square Feet	17,358 sf (8,679 per lot average)	7,659 sf	4,780 sf	10,472 sf (5,236 per lot average)	5,099 sf	4,528 sf
FAR	.61	.53*	.32	.37	.35	.315
Parking Spaces	30	23	15	30	17	16
Stories	2	3+ (mechanical equipment)	2	2	2	3
Height	35'	42'*	Unknown	33' – 6"	29' – 2 ½"	35'

* Variances from AC zoning granted in 2005 and 2006 for FAR, Parking, and height.

STAFF ANALYSIS

Zoning Map Amendment

According to the LDRs:

> *The purpose of a zoning map amendment is to publicly review a change to the Official Zoning Map to ensure that it improves implementation of the Jackson/Teton County Comprehensive Plan or addresses other health, safety, or welfare issues in the community.*

As described in the Staff Findings section below, land in the P/SP zone and/or facilities operated therein must be under the control of federal, state, or local governments, or other governmental entities. CWC is a state governmental entity that advances the goals of the Comprehensive Plan and therefore the rezone from CR-3 to P/SP is justifiable.

Sketch Plan Review

The Sketch Plan is a written and graphic representation of a development concept. According to the LDRs:

> *The purpose of a sketch plan is to publicly review a large physical development or development option for general consistency with these LDRs at a preliminary, conceptual level of detail before the development is fully designed. The objectives of the sketch plan review are:*
>
> *1. Identification of the opportunities to achieve the desired future character for the site;*
> *2. Identification of development related issues to be addressed through the development plan;*
> *3. Discussion of alternative site designs that may better implement these LDRs; and*
> *4. Identification of natural and scenic resource protected by these LDRs.*

Sketch Plan approval permits the submittal of a Development Plan, it does not permit actual physical development. The applicant will be required to address any concerns raised during Sketch Plan approval when they apply for a Development Plan. Staff has identified development related issues which need to be addressed prior to Development Plan submittal which include conditions addressing parking, trash, snow storage, bicycle parking, and sidewalks. These and other issues such as the scale and floor area of the proposed facility are within the purview of the Town Council.

Conditional Use Permit

The applicant has submitted an application for a Conditional Use Permit (CUP) for approval of the proposed educational uses which is required in the P/SP zone, but which is a Basic Use Permit (BUP) in the CR-3 zone. The majority of uses allowed within the P/SP zone require CUPs due to the fact that it provides the Town some degree of oversight of a project where the P/SP zone's standards are so flexible. Staff has added conditions of approval to the CUP regarding class scheduling as it relates to traffic impacts, and parking management requirements to ensure parking does not overflow and impact neighboring properties.

Conformance with the Comprehensive Plan

As stated in the **Staff Findings** section below, staff finds that the proposed project is in conformance with the Comprehensive Plan. The proposed development meets the goals of the Comprehensive Plan related to Community Vision, in particular a "better not bigger" economic philosophy that shifts our economy toward sustainable businesses and year-round lifestyle-based tourism. The proposed project promotes compatible infill development which maintains Jackson as the economic center of the region, helps create a more vibrant,

walkable mixed-use subarea, and helps provide a balanced mix of nonresidential uses to the town. This site is located within District 4, specifically subarea 4.3, which is a transitional subarea that has the goal of transforming the area into a walkable mixed use district. Opportunities to promote local entrepreneurship are encouraged for this subarea. It can be expected that students will frequent local businesses nearby the school. The college supports these types of businesses in the community and will produce trained employees that will work in or start their own local businesses.

Conformance with Other Applicable Regulations

Complete Neighborhood Master Plan:

A roughly defined Complete Neighborhood Master Plan was approved for the Stockhouse-Patterson Addition on June 20, 1994, in accordance with the provisions of Section 17.64.060 (Title 17 Subdivisions, Chapter 17.64 Variances) of the Municipal Code, just prior to the adoption of the 1994 LDRs. A component of the Master Plan is a Concept Development Plan, which is contained in the CC&Rs (shown in Section 6 of the application materials) that shows the range of options for each lot based off general assumptions and lists guideline ranges for building footprints, building sizes, FAR, LSR, and parking spaces.

On March 21, 1996, then Planning Director Robert Horne wrote a letter to the Stockhouse-Patterson Subdivision lot owners clarifying what the development standards of the subdivision were under the Complete Neighborhood Master Plan. The standards identified in the letter were meant to better define what lot owners would be allowed to build in comparison to the even broader standards listed in the Concept Development Plan. Mr. Horne listed what the FAR and LSR would be for the subdivision, which corresponds roughly with averages of AC zone standards for commercial and office uses, while retaining previous parking standards. Combined, the Master Plan letters and Plat provide development standards separate from the LDRs. Where the Master Plan and Plat are silent, the LDRs govern. Development in the Stockhouse-Patterson Addition over the past decade or more has not strictly adhered to the standards set forth by the Complete Neighborhood Master Plan, instead the underlying town zoning was utilized.

The applicant is proposing a development under the LDR standards of P/SP zoning which allows for greater flexibility for governmental uses. The Town Attorney has confirmed that the Town has the authority to rezone the property to P/SP if the Town Council can make the findings in LDR Section 8.7.2.C, which would allow the applicant to develop the CWC facility in the dimensions proposed; however, any issues raised by the CC&R's are beyond the scope of the Town's control and are issues that would need to be resolved between the applicant and the HOA. Staff finds that the applicant complies with the regulations set forth by the P/SP zone as described in the dimensional limitation table above, and as discussed in this report. Should Council approve the Zoning Map Amendment, the proposal will meet the requirements of the LDRs.

Current and Proposed LDRs

As shown in the dimensional limitation table above, the project meets all applicable LDR regulations related to setbacks, height restriction, and FAR for the P/SP zone. In addition the applicant meets most of the physical development standards for the CR-3 zone in regards to setbacks, height, LSR, and lot size, with the exception of base FAR. Staff finds that the proposed FAR is consistent with or below what could be developed utilizing the workforce housing tool in the CR-3 zone. As described above, the intent of the P/SP zone is to provide flexibility for public and semi-public uses that have unique functional needs.

Site Design

Staff finds that the proposed setbacks and 2 story, 35' building are compatible with the surrounding neighborhood in terms of bulk, scale, structural mass, and character. The proposed 35' height of the building

is lower than what would be allowed in CR-3, 46' for a roof pitch ≥ 5/12, or 48' with the workforce housing incentive for additional height. Staff finds that the applicant has successfully placed the building adjacent to Veronica Lane which helps create a more pedestrian oriented street frontage. This helps achieve the goals of subarea 4.3, Central Midtown, which calls for orienting mixed-use non-residential structures towards the street with parking behind. The applicant proposes a landscape buffer between the building and Veronica Lane as well as adding a sidewalk in the front and around the sides of the building.

DRC Review/Building Design

The proposed building is two stories in height with exterior materials consisting of corrugated and flat weathered steel panels, fiber-cement panels, and reclaimed wood siding. The scale of the building is a direct result of the programmatic needs of CWC which requires approximately 18,000 square feet of space.

This item was reviewed at the DRC on April 11, 2018 and was approved with the following conditions:

The applicant shall consider:

1. The direction of the slope of the roof and drainage.
2. The placement and appearance of rooftop equipment.
3. Simplification of the design.
4. More focus on the change in plane from the second to the first level.
5. Fenestration and size of windows.
6. Pedestrian access and landscaping.

The Design Review Committee discussed the idea that the site design could potentially benefit from reconfiguring the slope of the roof in the opposite direction so as to lessen the appearance of mass and height upon approaching the site from Veronica Lane in order to create a more human-scale pedestrian orientation. The applicant has stated that this is a preliminary design and that they are open to revising and/or simplifying the design prior to Development Plan. The applicant will need to reappear before the DRC prior to Development Plan.

Parking

In the P/SP Zone, an Institutional: Daycare/Education use calls for an independent calculation to determine parking. The CC&R's for the subdivision state that parking should be approximately 12-19 spaces per lot, which would result in an average of 15.5 spaces per lot, or 31 spaces for the combined 2 lots. The applicant has proposed 30 spaces for the site, 2 of which are required disability spots, by utilizing an independent parking calculation of 1.5 spaces per 1,000 sf, generating a need for 26.04 parking spaces. According to the applicant, the independent calculation was derived by analyzing enrollment data, scheduling, and a proposed staff of 7 fulltime employees on site all day with an additional 14 adjunct staff that will only attend when they teach.

Staff, the Planning Commission, and neighboring property owners in the Stockhouse Patterson HOA have expressed concern that the proposed amount of parking may be inadequate for the proposed size of the CWC-Jackson Center and the number of students enrolled. In staff's analysis of the proposed parking we believe the following measures could be taken by Council to address and/or alleviate the concern of sufficient parking on site:

- Require the applicant to increase the amount of parking on site by providing underground parking or reconfiguring the building to provide more surface parking.
- Reduce the building size.
- Limit the number of students allowed on site at any one time.

- Some combination of the aforementioned options; or
- Accept the proposed number of parking spaces with the requirement of a parking management plan and associated conditions of approval.

A preliminary Parking Management Plan is attached to this report. The applicant has stated that the total number of students enrolled is 430 students in the fall and 260 students in the spring. CWC is currently developing a scheduling model to identify the number of students, instructors and staff that will be in the building at one time on an hourly basis. Staff has yet to see this, but it will be required as part of the final Parking Management Plan to be submitted at Development Plan. However, per the preliminary Parking Management Plan provided by the applicant, the peak parking demand during business hours is estimated to be 43 persons between the hours of 11am and 12pm and the highest peak demand during non-business hours is 60 people between the hours of 8pm-9pm. The final parking plan submitted with the Development Plan will need to explain, for example, who the 60 people are and how they will be able to use 30 parking spaces. The plan also presents 4 successive tiers to address parking issues, with Tier 1 slated for implementation as soon as CWC begins operations at the new location. The applicant will have to clarify exactly how the 4 tiers will be implemented in the final parking plan. For example, staff is unsure when Tiers 2 – 4 would be triggered and what is meant by a "Full Parking Study" done as part of Tier 3. The proposed tiers are as follows:

- Tier 1: Alternative Mode Use Requirements
    - Class schedule balancing, promotional information for students, visitors, and faculty about alternative travel modes, availability of priority carpooling spots, bike racks, and encouragement of walking.
- Tier 2: As Built Evaluation and Fees/Incentives
    - Sidewalk upgrades, evaluation of parking behaviors and reassessment of fees and incentives if need be, and a parking management and enforcement program.
- Tier 3: Advanced Management Techniques
    - Full Parking Study, car share spots, and trip reduction program.
- Tier 4: Offsite and Overflow
    - Contingency-based overflow parking plan, on-street parking supplies, off-site satellite parking.

While staff finds that the applicant's preliminary Parking Management Plan is adequate for Sketch Plan, more detail is needed before the plan can be considered complete for final review. Thus, staff has added a condition of approval that requires the applicant to provide a more detailed, final Parking Management Plan with the submittal of the Development Plan. Furthermore, staff also has concerns about the Town's ability to enforce parking issues given that Veronica Lane is a private road and not subject to Town parking enforcement should Central Wyoming College be unable to adequately manage the impacts of students parking on the road or on neighboring property owner's lots. Therefore, staff has added an additional condition of approval that should the applicant be unable to manage parking on site the Town may take measures such as limiting student numbers at any given time, or potentially modifying or revoking the applicant's Conditional Use Permit should parking management problems persist.

Another option for the Council is to delay final approval of the CUP until the Development Plan so that it has the opportunity to review the applicant's final Parking Management Plan. In this scenario, the Council could approve the Zoning Map Amendment to P/SP and Sketch Plan now but would wait to officially approve the CUP as part of the Development Plan.

Access/ Circulation/Traffic

Vehicular Access/Circulation: Site circulation is achieved through two (2) two-way access points off Veronica Lane. The proposed access points have been coordinated with the Teton County Fire Marshall and road widths and circulation meet the needs for emergency vehicle access. Staff has concerns that on-street parking on Veronica Lane may visually obstruct vehicles entering and exiting the site. Public works has stated that Veronica Lane does not meet the standards for on street parking, which has been an issue, and could impede emergency access, and therefore recommend that 'no parking' signs should be installed with the project. The Town does not have the ability to enforce this, however, as Veronica Lane is a private road.

Traffic Analysis: A traffic impact statement prepared by Jorgensen Associates has been provided as part of this application. In summary, the analysis concludes that the proposed development will add an additional 530 trips per day during the fall and during peak enrollment to the adjacent transportation network of Maple Way. According to the traffic statement, the existing traffic along Maple Way and in the vicinity was 9,598 vehicles per day in 2017, 9,785 vehicles per day in 2014, and 9,937 vehicles per day in 2006, which indicates that traffic volumes along the corridor are relatively stable and that the proposed CWC campus will not significantly impact traffic along the corridor. Staff recommends that as a condition of approval of the CUP, CWC-Jackson Center shall schedule the majority of classes at times during the day that do not coincide with peak traffic hour volumes (7 to 9 a.m. and 4 to 6 p.m.) on the adjacent street network in order to lessen traffic impacts.

Trash/Snow Storage/Bicycle Parking

A required trash enclosure is not shown on the site plan and staff has added a condition of approval requiring that this be provided on the site plan prior to Development Plan review. Trash and recycling enclosures are required for all nonresidential uses. The applicant has stated that CWC-Jackson will have onsite refuse and recycling and that this will be located as part of the Development Plan.

The applicant has indicated locations on the Sketch Plan to accommodate snow storage at or in excess of 2.5% of impervious surfaces as is required in the LDRs.

The applicant has indicated the location of bicycle parking racks. Pathways Coordinator Brian Schilling has provided detailed comments regarding the location, design, and number of bicycle parking spaces that should be provided. Since the applicant is proposing to reduce traffic and parking impacts by promoting and encouraging multi-modal transportation options, the number of bike parking spaces provided should correspond with what the Pathways Coordinator deems sufficient which was stated as one bike parking spot per car parking spot. In the preliminary Parking Management Plan schematic that the applicant has provided following the Planning Commission hearing, the applicant proposes 1 bike space per parking space, or 30 total bike parking spaces. Staff recommends that as a condition of approval that the applicant coordinate with the Town of Jackson Pathways Coordinator regarding bicycle parking prior to Development Plan submittal.

Streetscapes/Pedestrian Access

The applicant is proposing a landscape buffer adjacent to the main building between the sidewalk and Veronica Lane. Staff supports the comments made by Pathways Coordinator Brian Schilling which requests that the sidewalks on site be buffered from the adjacent travel lanes by landscaping and/or surfacing or otherwise detached. Upon further review by the Planning Director, Staff is recommending as a condition of approval that the applicant demonstrate that the sidewalks on site are buffered from the adjacent travel lanes by landscaping and/or surfacing, or are otherwise detached at Development Plan.

Affordable/Employee Housing

The applicant is exempt from employee housing mitigation pursuant to Sec 6.3.1.C.5 - Institutional Uses (deleted) as the application was received on February 21, 2018, and is therefore subject to the standards in place at that time. The applicant has not proposed providing any voluntary employee housing on or off-site. Were the applicant to submit the same application today under the newly adopted Affordable Workforce Housing Standards the application would still be exempt if the Zoning Map Amendment is approved, as employee generating development in the P/SP zone is exempt, otherwise Daycare/Education as a use would necessitate an independent calculation to determine the required Affordable Workforce Housing in another zone.

Planning Commission

The items were reviewed before the Planning Commission on May 2, 2018, and received unanimous approval. The Commission expressed concerns related to the proposed amount of off-street parking and questioned whether the proposed 30 spaces is sufficient for the scope of the project, however the Commission was interested in gaining more information from a Parking Management Plan at the time of Development Plan submittal. The Commission was interested in learning how many students would be on site at one time and how this would affect parking and as a result decided to alter the condition of approval requiring a Parking Management Plan to also include snow management to ensure that parking spaces would not be used for snow storage. In addition, the Commission conveyed disappointment in the fact that the project has no affordable housing requirement or a voluntary proposal for affordable housing by the applicant.

The Planning Commission recommended approval of the project with the following recommended conditions of approval:

1. The applicant shall provide a landscape plan prepared by a licensed Wyoming Landscape Architect which reflects the minimum plant unit requirement with adequate screening at Development Plan submittal.
2. The applicant shall indicate the location and dimensions of required trash and recycling enclosures at Development Plan submittal.
3. Prior to Development plan submittal the applicant shall coordinate with the pathways Department regarding bicycle parking location, design, and quantity.
4. The applicant shall provide a parking and snow management plan that will address management of class schedules, carpooling, off-site impacts, and any other strategies to reduce parking demand at Development Plan submittal.
5. The CWC-Jackson center shall schedule the majority of classes at times during the day that do not coincide with peak traffic hour volumes (7 to 9 a.m. and 4 to 6 p.m.) in order to lessen traffic impacts.

Following the Planning Commission hearing some slight rewording of conditions and additional conditions have been added to the report by the Planning Director in order to address parking management and enforcement as well as the timing of approvals regarding required ordinance readings for the Zoning Map Amendment.

Veronica Lane Ownership

Public comment from representatives and members of the Stockhouse Patterson HOA at the October 1, 2018, Town Council hearing suggested that the HOA would be more amenable to CWC's proposal should the Town assume ownership and maintenance of Veronica Lane, a private road. Town ownership of Veronica Lane would include maintenance of the roadway, sewer, water, and stormwater infrastructure, snowplowing, sweeping, general maintenance and replacement requirements, and other duties like on-street parking enforcement. Following the Town Council hearing, staff met with Public Works on October 17, 2018, and

sought input from other relevant departments during the Development Review Team meeting on October 22, 2018.

At this point in time staff does not have a recommendation either for or against the Town assuming ownership of Veronica Lane without greater detail from the applicant regarding the costs associated with upgrading existing infrastructure. However, the following comments have been provided based off of preliminary discussions with relevant departments regarding what the potential impacts and obligations would be for the Town if it assumed ownership and maintenance of the private roadway and infrastructure of Veronica Lane:

- *Planning: The Planning Department notes that private infrastructure is usually not accepted by the Town because it is frequently substandard and unable to meet the requirements of Town standards. Developers often propose private roadways and infrastructure as it is less expensive on the front end and costs are then shared by future owners with increased HOA dues to maintain and replace the private systems. Staff has concerns that accepting private infrastructure at a later time shifts the burden and responsibility from individual owners within a subdivision who benefited from lower costs initially to construct on to the general public. The Planning Department also shares the concerns of Public Works that this could set a precedent for other private roads and infrastructure in Town.*

- *Public Works: Beyond the concerns relating to the as yet unknown financial obligations involved in assuming ownership of Veronica Lane, this might set a precedent for other private roads in town. There are concerns about the Town assuming ownership of the road because it may have a domino effect for other private roads requesting the Town take over their obligations for water and sewer infrastructure costs, increasing the Town's resource needs to fund the additional capital, operational and staffing requirements.*

- *Legal: Town ownership of the road would increase the Police and Legal Departments' obligations. It is unclear what benefit the Town would receive from assuming ownership of Veronica Lane.*

- *Police: No concerns at this time other than an acknowledgement that Town ownership would entail Police enforcement of any on-street parking issues that may arise, although this is not anticipated to be significantly more substantial than resources devoted to the area in general already.*

- *Fire: No concerns at this point in time.*

- *Pathways: At this point in time it is unclear what benefit the Town assuming ownership of Veronica Lane would be from a pathways perspective as it is a dead-end road without connections/circulation to adjoining roads.*

<u>Staff Findings</u>

Item A: Zoning Map Amendment. The findings for a Zoning Map Amendment found in Section 8.7.2.C must be made:

1. *The proposed project is consistent with the purposes and organization of the LDRs.*

   Complies. Staff finds the proposed project to be consistent with the purpose and intent of the LDRs, specifically the P/SP zoning district. The purpose of the P/SP zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs,

such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP-ToJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district.

2. *The proposed project improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan.*

   Complies. Staff finds that the proposed project improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan. See **Item B**, Finding #1.

3. *The proposed project is necessary to address changing conditions or a public necessity.*

   Complies. Staff finds that the proposed project is necessary to address the institutional and facility needs of Central Wyoming College's educational curriculum which in turn provides the community with qualified graduates for a number of fields which are in demand.

4. *The proposed project is consistent with other adopted Town Ordinances.*

   Complies. Staff finds that the proposed project is consistent with all other Town Ordinances.

Item B: Sketch Plan. Pursuant to Section 8.3.1.C (Sketch Plan Standards) of the Land Development Regulations, the following findings shall be made for the approval of a Sketch Plan.

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

   The proposed development is located within District 4 Midtown - Subarea 4.3 Central Midtown of the 2012 Comprehensive Plan which states:

   Subarea 4.3: Central Midtown. This TRANSITIONAL Subarea in the core of the district will be critical in achieving the overall goal of transforming the area into a walkable mixed use district. Opportunities should be taken to expand the currently limited street network in order to break up large existing blocks and increase connectivity for all transportation modes. Key to this transition will be the addition of increased residential intensity in a variety of types and forms to take advantage of the Complete Neighborhood amenities in the area. Mixed use structures will be encouraged with non-residential uses located predominantly on the street level and residential units on upper levels. Multifamily structures in a variety of forms will also be desirable. Mixed use and multifamily residential buildings should be a combination of two and three story structures oriented to the street, though a buffer should be placed between buildings and the street with green space and/or hardscaping. Parking areas should be predominantly located behind buildings or screened from view. Live-work housing opportunities will be encouraged, as well as any other opportunities to promote local entrepreneurship. Single family residential units are not envisioned for this area. Particular care and attention will need to be given to ensure a successful transition between this mixed use subarea to the adjacent Midtown Residential (Subarea 4.3). The location of buildings and parking, types of uses and overall intensity of use should be considered to ensure a successful blend of these two subareas.

Complies. Staff finds that the project is consistent with the described vision for Subarea 4.3. The proposed use fits within the existing neighborhood and is consistent with the physical development standards within the P/SP zoning district. In regards to size and scale, the new project will be consistent with surrounding development. Parking is located behind the main building and the site plan emphasizes pedestrian access. The project helps to transform the area into a more walkable mixed use district and anticipates utilizing multimodal transportation options in order to decrease the impact of increased vehicle traffic.

In addition, Staff finds that the application should be reviewed for consistency specifically with the policy objectives of District 4 Midtown as follows

Common Value 1: Ecosystem Stewardship

Complies. Not Applicable.

Common Value 2: Growth Management

Policy 4.1.b: Emphasize a variety of housing types, including deed-restricted housing

Complies. Not Applicable.

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

Complies. CWC-Jackson provides opportunities for Teton County residents to attain higher education and skills in fields that are in demand in the region such as culinary arts and nursing. In turn, employers have a pool of well qualified applicants to choose from. This will help maintain Jackson as the economic center of the region by keeping talented individuals employed locally as employees or business owners.

Policy 4.2.c: Create vibrant walkable mixed use subareas

Complies. The project is an infill development situated in an established mixed use area along a walkable corridor. Furthermore, the applicant is proposing to add sidewalks where none currently exist.

Policy 4.3.a: Preserve and enhance stable subareas

Complies. Not Applicable.

Policy 4.3.b: Create and develop transitional subareas

Complies. The project helps to create and develop Central Midtown by providing a balanced mix of nonresidential uses to the town.

Policy 4.4.b Enhance Jackson gateways

Complies. The project is located near major gateways to Jackson just south of “The Y” and Highway 89. The project enhances these gateways by showcasing the educational opportunities available in Jackson.

Policy 4.4.d: Enhance natural features in the built environment

Complies. Not Applicable.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. Not Applicable.

Policy 5.3.b: Preserve existing workforce housing stock

Complies. Not Applicable.

Policy 6.2.b: Support businesses located in the community because of our lifestyle

Complies. The programmatic offerings of CWC-Jackson are geared towards providing students with the skills and qualifications necessary to be employed in the region. These include tourism related industries like the culinary arts, hospitality, and outdoor education, but also the healthcare, education, and business sectors.

Policy 6.2.c: Encourage local entrepreneurial opportunities

Complies. CWC-Jackson will prepare graduates to be employed in a number of different fields in demand but also to start their own businesses. Having a dedicated CWC-Jackson Center will increase the likelihood of retaining entrepreneurial-minded individuals in Jackson who might otherwise go elsewhere to gain the skills they need to start a business.

Policy 7.1.c: Increase the capacity for use of alternative transportation modes

Complies. Students and faculty will benefit from nearby existing START Bus stops on Buffalo Way and Maple Way. Additionally, the proposed project will provide bicycle parking on site. START has expressed interest in the addition of a covered bus stop at Veronica Lane which could be a discussion and potential condition of approval regarding what role the applicant may play, if any, in helping to provide resources for a covered stop should the Town see fit.

Policy 7.2.d: Complete key Transportation Network Projects to improve connectivity

Complies. Not Applicable.

Policy 7.3.b: Reduce wildlife and natural and scenic resource transportation impacts

Complies. Not Applicable.

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

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

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

   Complies. Staff finds that the proposed project will not have significant impacts on public facilities and infrastructure as conditioned, however Public Works has submitted comments regarding whether any upgrades to the water supply structure are required for this project and this should be addressed at Development Plan. The new building will have an automatic fire sprinkler apparatus which helps reduce impacts on the Fire Department.

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

   Complies. Staff finds that the application meets all standards required of the LDRs for development in the P/SP zoning district. Staff also finds the project to be in compliance will all other Town Ordinances.

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

   Complies. Should the applicant be granted a Zoning Map Amendment, the dimensional standards of P/SP zone would allow for the applicant to build the CWC facility in the dimensions proposed on these parcels.

Item C: Conditional Use Permit. Pursuant to Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations, the following findings shall be made for the approval of a Conditional Use Permit.

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

   Complies. See **Item B** Finding #1.

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

   Complies as conditioned. Staff finds that the proposal is compliant with the standards of Division 6.1. The proposed Institutional (Education) use is an allowed use within the Public/Semi-Public – (P/SP) zoning district with the approval of a Conditional Use Permit.

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

   Complies. Staff finds that the proposed facility will minimize the visual impact on adjacent lands by situating the building adjacent to Veronica Lane. The design will also include a delineated parking area and entrance which is helpful in keeping the use contained to a certain area.

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

Complies. Staff finds that the proposed use will not have an adverse environmental impact. The site is also not located within the NRO and SRO, and all proposed use and operations will be conducted within previously platted and an otherwise developed area save for the vacant lots the facility will be built upon.

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

   Complies as conditioned. Parking has the greatest potential to be a nuisance to the surrounding neighborhood. The applicant has provided a preliminary parking management plan that addresses parking demand through class scheduling, alternative mode use requirements, fees and incentives, advanced management techniques, and contingency-based overflow parking locations if needed. Conditions of approval have been added to address potential impacts from parking.

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

   Complies. Staff finds that the proposal will not have significant impacts on public facilities and services as conditioned.

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

   Complies. Staff finds that the proposed use and building improvements complies with the provisions of the LDRs and with all other Town Ordinances. Since the property is located within the P/SP zone, development standards such as setbacks, building height, FAR, etc. are flexible.

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

   Not applicable to this proposal.

ATTACHMENTS

Stockhouse-Patterson HOA Letter of Protest and Signatures
Response from Applicant - Holland & Hart
Parking Management Plan - Schematic
Applicant Submittal
Department Reviews

STAKEHOLDER ANALYSIS

The main stakeholders are the community members who will attend/work for CWC-Jackson, business owners who will employ the graduates locally, and adjacent property owners in the Stockhouse-Patterson Addition.

PUBLIC COMMENT

Staff received a phone call on 4/26 from Ms. Liza Hoke, a property owner in the Stockhouse-Patterson Addition with questions pertaining to the Zoning Map Amendment request. In particular, Ms. Hoke sought clarification on the differences that P/SP zoning would entail for the project. Staff also discussed the proposed zone change for the other lots in the Stockhouse-Patterson Addition to CR-3 with the upcoming District 3-6 LDR updates this summer. Ms. Hoke also sought materials related to the required neighborhood meeting which were sent to her via email.

Staff received an email on 4/27 from Mr. Jim Stockhouse, co-developer of the Stockhouse-Patterson Addition and a lot owner in the subdivision. Mr. Stockhouse has concerns about the zoning change to accommodate a larger sized building in the subdivision and questions what the impact the building will have on traffic, parking, infrastructure, snow storage, impermeable surface area / stormwater runoff, landscaping, and general aesthetics to the subdivision. The email is attached to this report.

Staff met with Ms. Liza Hoke on 5/29 in regards to the scale of the proposal, traffic and infrastructure impacts, and other P/SP zoned properties in town.

Staff received a Letter of Protest on 5/29 addressed to Council from John Wylie of Wylie Baker LLP which is attached. The firm represents the Stockhouse-Patterson Homeowner's Association (the "HOA") whose members own Lots 1-8 of the Stockhouse Patterson Addition to the Town of Jackson. The letter protests the applicant's proposal for a Zoning Map Amendment to rezone Lots 3 and 6 to P/SP zoning, and the request for a Conditional Use Permit. The HOA is concerned about the scale of the proposed facility and the impact it will have on parking in the subdivision. In addition, the HOA is concerned about the impacts the CWC facility will have on the subdivision's infrastructure and sewer system, noting that the HOA is responsible for the operation and maintenance of Veronica Lane and the sewer infrastructure. Please see the Legal Review section below regarding the requirements of State Statute as it affects the Zoning Map Amendment vote by Council as a result of the Letter of Protest, and regarding the applicant's formal response to the Letter of Protest.

FISCAL IMPACT

There will be no significant fiscal impact to the Town if the proposed project is approved.

STAFF IMPACT

There will be no significant impact to staff resources if the proposed project is approved.

LEGAL REVIEW

Complete. The applicant has held a series of meetings with the Stockhouse-Patterson Home Owners Association in an attempt to alleviate the concerns of the HOA. Staff and the applicant have continued this item multiple times to provide additional time for the parties to reach a resolution. As of this writing, however, the applicant has yet to reach an official agreement with the HOA and the HOA has not withdrawn its Letter of Protest. Per Wyoming State Statute, an affirmative vote of three-fourths of all members of the Council is required to make effective the Zoning Map Amendment as a result of the Letter of Protest:

15-1-603. Regulations; protest makes change ineffective; exception; hearing and notice.

> *(a) If there is a protest against a change in the regulations, restrictions or district boundaries signed by the owners of twenty percent (20%) or more of the area of the lots included in the proposed change, or of those immediately adjacent within a distance of one hundred forty (140) feet, the change is not effective except upon the affirmative vote of three-fourths (3/4) of all the members of the*

governing body. In determining the one hundred forty (140) feet, the width of any intervening street or alley shall not be included.

Due to the protest submitted by the Stockhouse-Patterson HOA, which appears to provide the required landowner signatures to meet State requirements, the Council is now required to have **four (4) affirmative votes** (i.e., 3/4 of a 5-person board) to adopt the proposed zoning map amendment to P/SP.

Additionally, attached hereto is a letter from the Applicant to the Town Attorney formally responding to the Letter of Protest from the HOA.

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

Item A: The Planning Director recommends **approval** of a Zoning Map Amendment P18-048 for the property located at 235 and 255 Veronica Lane from Commercial Residential - 3 (CR-3) to Public-Semi-Public (P/SP-ToJ), subject to three ordinance readings.

Item B: The Planning Director recommends **approval** of a Sketch Plan P18-047 for a new two-story CWC Jackson Center for the property located at 235 and 255 Veronica Lane, subject to the department reviews attached hereto and 6 conditions of approval:

1. The applicant shall provide a landscape plan prepared by a licensed Wyoming Landscape Architect which reflects the minimum plant unit requirement with adequate screening at Development Plan submittal.
2. The applicant shall indicate the location and dimensions of required trash and recycling enclosures at Development Plan submittal.
3. Prior to Development plan submittal the applicant shall coordinate with the Pathways Coordinator regarding bicycle parking location, design, and quantity.
4. At Development Plan submittal the applicant shall provide a final Parking and Snow Management Plan. This plan shall clarify in detail the proposed strategies and tools the applicant will use, such as management of class schedules, carpooling, off-site shared parking, etc., to ensure that the proposed parking is adequate to handle all of CWC's demand without negatively impacting Veronica Lane or surrounding land owners.
5. The applicant shall demonstrate that the sidewalks on site are buffered from the adjacent travel lanes by landscaping and/or surfacing, or are otherwise detached at Development Plan submittal.
6. This Sketch Plan shall not be effective until the third ordinance reading of the Zoning Map Amendment is approved.

Item C: The Planning Director recommends **approval** a Conditional Use Permit P18-049 for the Institutional: Education/Daycare use for a CWC Jackson Center for the property located at 235 and 255 Veronica Lane, subject to the department reviews attached hereto and 3 condition of approval:

1. If the Town becomes aware, either through neighbor complaint or its own investigation, that parking for the site is inadequate and causing significant neighborhood conflicts, the Town Council shall review the parking plan and CUP and may require the applicant to implement operational changes (e.g., parking fees, formal shared parking agreements, limitations on class sizes, etc.) to reduce parking conflicts to acceptable levels**.** If conflicts are unable to be resolved the Council may consider revocation of the applicant's Conditional Use Permit.
2. This CUP shall not be effective until the third ordinance reading of the Zoning Map Amendment is approved.
3. The CWC-Jackson center shall schedule the majority of classes at times during the day that do not coincide with peak traffic hour volumes (7 to 9 a.m. and 4 to 6 p.m.) in order to lessen traffic

SUGGESTED MOTIONS

Item A: Based upon the findings for a Zoning Map Amendment as presented in the staff report for P18-048 and by the applicant related to 1) The proposed project is consistent with the purposes and organization of the LDRs.; 2) Consistency with the Comprehensive Plan; 3) Public necessity; 4) Consistency with other adopted Town Ordinances I move to **approve** a Zoning Map Amendment for the property located at 235 and 255 Veronica Lane from Commercial Residential - 3 (CR-3) to Public-Semi-Public (P/SP-ToJ), and direct staff to prepare the required ordinances for first reading.

Item B: Based upon the findings for a Sketch Plan as presented in the staff report for P18-047 and by the applicant related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Compliance with LDRs & Town Ordinances; 5) Conformance with past permits & approvals for Item P18-047,48,49, I move to **approve** a Sketch Plan for a new two-story CWC Jackson Center for the property located at 235 and 255 Veronica Lane, subject to the department reviews attached hereto and 6 conditions of approval:

1. The applicant shall provide a landscape plan prepared by a licensed Wyoming Landscape Architect which reflects the minimum plant unit requirement with adequate screening at Development Plan submittal.
2. The applicant shall indicate the location and dimensions of required trash and recycling enclosures at Development Plan submittal.
3. Prior to Development plan submittal the applicant shall coordinate with the Pathways Coordinator regarding bicycle parking location, design, and quantity.
4. At Development Plan submittal the applicant shall provide a final Parking and Snow Management Plan. This plan shall clarify in detail the proposed strategies and tools the applicant will use, such as management of class schedules, carpooling, off-site shared parking, etc., to ensure that the proposed parking is adequate to handle all of CWC's demand without negatively impacting Veronica Lane or surrounding land owners.
5. The applicant shall demonstrate that the sidewalks on site are buffered from the adjacent travel lanes by landscaping and/or surfacing, or are otherwise detached at Development Plan submittal.
6. This Sketch Plan shall not be effective until the third ordinance reading of the Zoning Map Amendment is approved.

Item C: Based upon the findings for a Conditional Use Permit as presented in the staff report for P18-049 and by the applicant related to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals with past permits & approvals for Item P18-047,48,49, I move to **approve** a Conditional Use Permit for the Institutional: Education/Daycare use for a CWC Jackson Center for the property located at 235 and 255 Veronica Lane, subject to the department reviews attached hereto and 3 condition of approval:

1. If the Town becomes aware, either through neighbor complaint or its own investigation, that parking for the site is inadequate and causing significant neighborhood conflicts, the Town Council shall review the parking plan and CUP and may require the applicant to implement operational changes (e.g., parking fees, formal shared parking agreements, limitations on class sizes, etc.) to reduce parking conflicts to acceptable levels**.** If conflicts are unable to be resolved the Council may consider revocation of the applicant's Conditional Use Permit.
2. This CUP shall not be effective until the third ordinance reading of the Zoning Map Amendment is approved.

3. The CWC-Jackson center shall schedule the majority of classes at times during the day that do not coincide with peak traffic hour volumes (7 to 9 a.m. and 4 to 6 p.m.) in order to lessen traffic

WYLIE | BAKER LLP

May 29, 2018

Town of Jackson Town Council
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001
Delivered via email and hand delivery *(council@jacksonwy.gov)*

RE: *Protest to Central Wyoming College's Zoning Map Amendment and Conditional Use Permit at 235 and 255 Veronica Lane, Jackson, Wyoming*

Dear Council Members:

This firm represents the Stockhouse-Patterson Homeowner's Association (the "HOA"), whose members own Lots 1-8 of the Stockhouse-Patterson Addition to the Town of Jackson (Plat No. 822). This letter presents the HOA's concerns about the zone change proposed by Central Wyoming College (the "CWC") that will be discussed at the Town Council's June 7, 2018 meeting. The CWC is proposing its new facilities on Lots 3 and 6 of the Stockhouse-Patterson Addition (235 & 255 Veronica Lane, Jackson, WY) pursuant to a proposed zoning map amendment ("ZMA") as well as a conditional use permit ("CUP").

While the HOA is not opposed to the presence of a new CWC facility in Jackson or in the Stockhouse-Patterson subdivision, the HOA is concerned about the potential impacts to the Stockhouse-Patterson subdivision and HOA if CWC's current proposal is approved.

Standards for Approval & Opposition

The proposed ZMA seeks to change the zoning for CWC's property located at 235 and 255 Veronica Lane from Auto-Urban Commercial (AC) to Public/Semi-Public (P/SP). The standards for approving this ZMA are as follows:

> *The advisability of amending the Official Zoning Map is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:*
>
> *1. Is consistent with the purposes and organization of the LDRs;*
> *2. Improves implementation of the desired future character defined in the*

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> *Illustration of Our Vision chapter of the Comprehensive Plan;*
> *3. Is necessary to address changing conditions or a public necessity; and*
> *4. Is consistent with the other adopted Town Ordinances.*

(TOJ LDRs § 8.7.2.C.).

The CWC asserts that its proposed ZMA is necessary to allow CWC to build facilities that are much larger than the facilities that would be allowed under the current AC zoning. The current AC zoning would allow for a 7,079 square-foot facility when using a .25 floor area ratio (FAR), whereas the proposed P/SP zoning does not provide a FAR limitation on the size of the facility. (Planning Commission report, p. 4.) If approved, CWC's proposed zoning change would allow CWC to construct a 17,358 square-foot facility—more than <u>twice the size</u> of the facility that would be allowed under the current zoning. A zone change permitting a structure of this size is not necessary to achieve the goals of the LDRs, the vision of the Comprehensive Plan, and the objectives for neighborhood character for this area of Midtown—these goals can all be accomplished with a smaller building within the limitations of the *existing AC zoning.*

Please accept this letter as the HOA's official protest of the CWC's proposed ZMA in accordance with W.S. § 15-1-603 and section 8.7.2 of the Town of Jackson Land Development Regulations. We will supplement this correspondence with the required signatures for this protest by the end of the week.

By this letter, the HOA also presents its opposition to the issuance of the CUP. The necessary findings for approval for a CUP are as follows:

> *A conditional use permit shall be approved upon finding the application:*
> *1. Is compatible with the desired future character of the area;*
> *2. Complies with the use specific standards of Div. 6.1.;*
> *3. Minimizes adverse visual impacts;*
> *4. Minimizes adverse environmental impacts;*
> *5. Minimizes adverse impacts from nuisances;*
> *6. Minimizes adverse impacts on public facilities;*
> *7. Complies with all other relevant standards of these LDRs and all other Town Ordinances; and*
> *8. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

(TOJ LDR, 8.2.4.C.) The HOA strongly opposes the <u>scale</u> of the proposed CWC facility as inconsistent with these necessary findings for a CUP. Therefore, the HOA opposes the issuance of the CUP.

<u>*Specific Areas of Concern*</u>

Given its familiarity with 235 & 255 Veronica Lane, the members of the HOA are uniquely positioned to foresee issues with the parking and infrastructure that will be necessary to support the proposed CWC facilities. The HOA is concerned about how the subdivision's current

parking spaces, access road, and septic system will each be impacted by the CWC's proposed facilities. These three issues are discussed in more detail below.

First, the HOA is concerned about the impact the CWC's proposed facilities will have on the subdivision's parking. The Stockhouse-Patterson subdivision currently consists of several businesses. The existing parking is utilized by the HOA's members, which are all local businesses. The parking spaces currently serving the businesses within the subdivision are maximized and there are often no parking spaces available. The Town of Jackson Planning Commission report, issued April 27, 2018, states a need for an additional 30 parking spaces as a result of CWC's proposed facilities. (*CWC Jackson Center Sketch Plan Application, Conditional Use Permit and Zoning Map Amendment*, hereinafter "Sketch Plan," p. 18.) The subdivision's parking areas are insufficient to serve the CWC's additional use, even with an additional 30 parking spaces. It is extremely likely that CWC's employees, guests, and students will use the parking areas of other businesses when overflow is needed, and this usage will make the current parking shortage a much bigger problem. Even if the HOA attempts to prohibit CWC use of other parking spaces, the HOA will be the party forced to enforce parking. This level of enforcement is something the HOA is not currently doing, so an additional administrative burden will likely be forced upon the HOA with its associated increased costs.

Second, the HOA is concerned about the impact CWC will have on its access road. The subdivision is serviced by a private right-of-way known as Veronica Lane. The Planning Commission report estimates that "the proposed development will add an additional 530 trips per day during the fall and during peak enrollment to the adjacent transportation network of Maple Way." (Planning Commission report, p. 7.) The HOA is responsible for the operation and maintenance of Veronica Lane. CWC's proposed increased use of Veronica Lane will place a large maintenance burden on the HOA. A small group of private property owners should not have to shoulder the financial responsibility of maintaining an access road for a community college.

Third, the HOA is concerned about the increased impact on its sewer connections to the Town's wastewater system. The Planning Commission report sets forth as follows:

> *The water and sanitary sewer services will be connected to service lines owned and controlled by the subdivision HOA. The HOA-owned service lines run along Veronica Lane connect to Town of Jackson Water and Sewer Mains at the intersection of Maple Way and Veronica Lane.* ***Maintenance of the HOA-owned service lines on Veronica Lane are[sic] the responsibility of the HOA.***

(Sketch Plan, p. 15.) In addition to the increased load on the sewer system that would be incident to any educational facility, CWC's proposed facilities include culinary programs. Commercial kitchens place an additional, atypical load on sewer systems. The Sketch Plan states, "The ability of the existing lift station and Town of Jackson infrastructure that serves Veronica Lane to handle the increased flows from the project will be confirmed." (Sketch Plan, p. 17.) However, the HOA is more generally concerned about <u>all</u> of its sewer infrastructure, and the financial impact of maintaining the same under this increased load. Again, the HOA feels it is inequitable that a small group of private property owners be forced to bear an increased financial burden for

CWC's use.

Summary & Conclusion

Although the HOA is not opposed to the presence of CWC within its subdivision, the HOA believes that the large, 17,000-square-foot scale of the CWC facilities is not necessary to bring CWC facilities to Jackson. The HOA opposes the issuance of the ZMA and the CUP as a result of its concerns set forth above. These concerns present practical considerations that have not been adequately considered in the Town's process of evaluating the CWC proposal. The proposed ZMA and CUP place an inequitable and undue financial burden associated with a public educational facility on a small, private subdivision. Each of the HOA's concerns would be addressed by a smaller-scale version of the CWC facilities applying the current zoning.

Therefore, the HOA respectfully requests that the Council **deny** the ZMA that would change the 235 & 255 Veronica Lane zoning from AC to P/SP. The HOA also respectfully requests that the Council **deny** CWC's CUP. In the alternative, should the Council decide to approve the CWC proposal, the HOA requests ***conditional approval***, and for the Council to include conditions that address each of the HOA's concerns set forth in this letter. Of course, any approval also needs to comply with W.S. 15-1-603(a).

Representatives of the HOA will be in attendance at the Town Council meeting to discuss the items set forth in this letter and answer any questions you may have. Thank you for your consideration.

Respectfully,

Jonathan J. Wylie, Partner
Wylie Baker LLP

CC: Sandy Burdyshaw, Town Clerk (via email only at *sbirdyshaw@jacksonwy.gov*)
Audrey Cohen-Davis, Town Attorney (via email only at *acohendavis@jacksonwy.gov*)

WYLIE | BAKER LLP

June 5, 2018

Town of Jackson Town Council
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001
Delivered via email and hand delivery *(council@jacksonwy.gov)*

RE: *Protest to Central Wyoming College's Zoning Map Amendment and Conditional Use Permit at 235 and 255 Veronica Lane, Jackson, Wyoming*
Submission of signatures

Dear Council Members:

This letter follows up from my May 29, 2018 letter.

First, we understand that the Town Council hearing on the zoning map amendment ("ZMA") and conditional use permit for the CWC campus proposed to be located at 235 & 255 Veronica Lane, Jackson, WY, which are Lots 3 and 6 of the Stockhouse-Patterson Addition subdivision, has been postponed until August 6, 2018. We will schedule our plans to appear at this hearing accordingly.

Second, my May 29, 2018 letter stated that signatures regarding the Stockhouse-Patterson Homeowner's Association members' protest to the ZMA in accordance with W.S. § 15-1-603 and section 8.7.2 of the Town of Jackson Land Development Regulations would be forthcoming. Please find signatures from 4 out of the 6 lots that sit within 140 feet of the proposed CWC site enclosed herewith as Exhibit A. If additional signatures are obtained, we will supplement this correspondence.

Respectfully,

Jonathan J. Wylie, Partner
Wylie Baker LLP

CC: Sandy Burdyshaw, Town Clerk (via email only, *sbirdyshaw@jacksonwy.gov*)
Audrey Cohen-Davis, Town Attorney (via email only, *acohendavis@jacksonwy.gov*)

Enclosures: Exhibit A – Signatures of owners of Lots 1, 2, 4 & 5 of the Stockhouse-Patterson Addition subdivision

172 Center Street, Suite 200
P.O. Box 4211
Jackson, Wyoming 83001
o: 307.733.6688
f: 307.733.3758

Exhibit A

The following property owners protest the Zoning Map Amendment proposed regarding Lots 3 & 6 of the Stockhouse-Patterson Addition to the Town of Jackson in accordance with W.S. § 15-1-603 and section 8.7.2 of the Town of Jackson Land Development Regulations. This amendment seeks to change the zoning for these lots from AC zoning to P/SP zoning to allow for the development of Central Wyoming College (CWC) facilities. The undersigned own property within 140 feet of the proposed CWC site.

2LSN, LLC,
a Wyoming limited liability company

P.O. Box 3737
Alpine, WY 83128
270 Veronica Lane
Lot 1, Stockhouse-Patterson Addition

Heidi E. Toolson

By: HEIDI E. TOOLSON
Date: 5/30/2018

Robert Maxwell Dunstan
Family Trust, U/A/D June 24, 2007

P.O. Box 136
Wilson, WY 83014
1135 Maple Way
Lot 7, Stockhouse-Patterson Addition

By: Kaidi Morgan Dunstan, Trustee
Date: _____

PML, LLC,
a Wyoming limited liability company

P.O. Box 14580
Jackson, WY 83002
275 Veronica Lane
Lot 2, Stockhouse-Patterson Addition

Michele Barry

By: Michele Barry
Date: 5/30/2018

Maple Way LLC,
a Wyoming limited liability company

P.O. Box 454
Jackson, WY 83001
1115 Maple Way
Lot 8 Stockhouse-Patterson Addition

By: _____
Date: _____

Hoke & Co., LLC,
a Wyoming limited liability company

P.O. Box 130
Wilson, WY 83014
250 Veronica Lane
Lots 4 & 5, Stockhouse-Patterson Addition

By: _____
Date: _____

Exhibit A

The following property owners protest the Zoning Map Amendment proposed regarding Lots 3 & 6 of the Stockhouse-Patterson Addition to the Town of Jackson in accordance with W.S. § 15-1-603 and section 8.7.2 of the Town of Jackson Land Development Regulations. This amendment seeks to change the zoning for these lots from AC zoning to P/SP zoning to allow for the development of Central Wyoming College (CWC) facilities. The undersigned own property within 140 feet of the proposed CWC site.

2LSN, LLC,
a Wyoming limited liability company

P.O. Box 3737
Alpine, WY 83128
270 Veronica Lane
Lot 1, Stockhouse-Patterson Addition

By: _____
Date: _____

Robert Maxwell Dunstan
Family Trust, U/A/D June 24, 2007

P.O. Box 136
Wilson, WY 83014
1135 Maple Way
Lot 7, Stockhouse-Patterson Addition

By: Kaidi Morgan Dunstan, Trustee
Date: _____

PML, LLC,
a Wyoming limited liability company

P.O. Box 14580
Jackson, WY 83002
275 Veronica Lane
Lot 2, Stockhouse-Patterson Addition

By: _____
Date: _____

Maple Way LLC,
a Wyoming limited liability company

P.O. Box 454
Jackson, WY 83001
1115 Maple Way
Lot 8 Stockhouse-Patterson Addition

By: _____
Date: _____

Hoke & Co., LLC,
a Wyoming limited liability company

P.O. Box 130
Wilson, WY 83014
250 Veronica Lane
Lots 4 & 5, Stockhouse-Patterson Addition

By: Elizabeth Stitzer, Mgr
Date: 05-30-18

WYLIE | BAKER LLP

June 25, 2018

Town of Jackson Town Council
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001
Delivered via email and hand delivery *(council@jacksonwy.gov)*

RE: *Protest to Central Wyoming College's Zoning Map Amendment and Conditional Use Permit at 235 and 255 Veronica Lane, Jackson, Wyoming*
Submission of additional signature

Dear Council Members:

This letter follows up from the letter from Jon Wylie dated June 5, 2018 regarding the zoning map amendment ("ZMA") and conditional use permit for the CWC campus proposed to be located at 235 & 255 Veronica Lane. By that letter, you received several signatures evincing the Stockhouse-Patterson Homeowner's Association members' protest to the CWC ZMA in accordance with W.S. § 15-1-603 and section 8.7.2 of the Town of Jackson Land Development Regulations.

The purpose of this letter is to provide you with an additional signature from the owner of Lot 8 of the Stockhouse-Patterson Addition. Enclosed please find this signature. You now have protest signatures from Lots 1, 2, 4, 5, and 8 of the Stockhouse-Patterson Addition.

Respectfully,

Laurie J. Stern, Associate Attorney
Wylie Baker LLP

CC: Sandy Burdyshaw, Town Clerk (via email only, *sbirdyshaw@jacksonwy.gov*)
Audrey Cohen-Davis, Town Attorney (via email only, *acohendavis@jacksonwy.gov*)

Enclosures: Signature of owner of Lot 8 of the Stockhouse-Patterson Addition

172 Center Street, Suite 200
P.O. Box 4211
Jackson, Wyoming 83001
o: 307.733.6688
f: 307.733.3758

Exhibit A

The following property owners protest the Zoning Map Amendment proposed regarding Lots 3 & 6 of the Stockhouse-Patterson Addition to the Town of Jackson in accordance with W.S. § 15-1-603 and section 8.7.2 of the Town of Jackson Land Development Regulations. This amendment seeks to change the zoning for these lots from AC zoning to P/SP zoning to allow for the development of Central Wyoming College (CWC) facilities. The undersigned own property within 140 feet of the proposed CWC site.

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P.O. Box 3737
Alpine, WY 83128
270 Veronica Lane
Lot 1, Stockhouse-Patterson Addition

By: _____
Date: _____

Robert Maxwell Dunstan
Family Trust, U/A/D June 24, 2007

P.O. Box 136
Wilson, WY 83014
1135 Maple Way
Lot 7, Stockhouse-Patterson Addition

By: Kaidi Morgan Dunstan, Trustee
Date: _____

PML, LLC,
a Wyoming limited liability company

P.O. Box 14580
Jackson, WY 83002
275 Veronica Lane
Lot 2, Stockhouse-Patterson Addition

By: _____
Date: _____

Maple Way LLC,
a Wyoming limited liability company

P.O. Box 454
Jackson, WY 83001
1115 Maple Way
Lot 8 Stockhouse-Patterson Addition

Manager - Maple Way LLC
By: Thomas Hall Smith
Date: 6/6/18

Hoke & Co., LLC,
a Wyoming limited liability company

P.O. Box 130
Wilson, WY 83014
250 Veronica Lane
Lots 4 & 5, Stockhouse-Patterson Addition

By: _____
Date: _____

HOLLAND&HART LLP

September 24, 2018

BY E-MAIL
Audrey Cohen-Davis
Town Attorney
Town of Jackson
150 E. Pearl Street
Jackson, WY 83001

RE: Central Wyoming College's request for approval of a zoning map amendment, sketch plan, and conditional use permit to develop a new educational center; planning items P18-047, 048, and 049

Dear Audrey:

You have asked us to correspond with the Town on two matters: (1) whether Central Wyoming College is exempt from the Town of Jackson's zoning regulations, and (2) the status of discussions between Central Wyoming College (CWC) and the owners association for the Stockhouse-Patterson Addition (the Association). This letter relates to 235 and 255 Veronica Lane, which are owned by CWC.

Summary:

1. The CWC property should be zoned public/semi-public. Based on a Wyoming Attorney General opinion that found that school district property is not subject to local zoning requirements, CWC's property should be zoned public/semi-public. The Attorney General opinion was based on the fact that the State Board of Education has authority over school district site selection and this state-level right preempts local zoning powers.

While CWC is not a "school district," the same reasoning of the Attorney General opinion should apply to CWC, which is a statutorily-created "community college district" and a subdivision of Fremont County. Similar to the Board of Education's role for school districts, the state-level Wyoming Community College Commission is in charge of approving the state-wide plan for all community colleges, which includes planning for all community colleges, general budgeting, *approval of all capital construction*, and creating a statewide college system that meets the express goals of the state.

Further, all community college facilities are subject to the authority of two other state-level agencies: the State Building Commission and the State Construction Department. The State Building Commission is involved in establishing, reviewing and prioritizing construction plans, capital budgets, and long-range plans, including future building space needs. The State Construction Department serves a further role of reviewing, analyzing and studying construction needs and providing engineering and design review, among other functions. The State Building

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Idaho | New Mexico | Wyoming

Commission submits these plans and a request for funds to the legislature for the legislature's consideration.

Because of the State's role in planning for, constructing dictating the parameters for community college district facilities, the property owned by CWC should be zoned in the public/semi-public category or otherwise exempted from zoning requirements that conflict with the capital plans of the relevant State agencies. Of note, CWC's facility will involve state-appropriated funds.

2. CWC is in the process of discussions with the Association for the Stockhouse-Patterson Addition. The Stockhouse-Patterson Addition is subject to a set of private covenants. As you know, the Association has raised concerns about the impact that CWC's project may have on the Stockhouse-Patterson Addition. We have not yet reached an agreement with the Association on how these concerns may be resolved, but we have made a proposal to the Association in relation to traffic, parking and infrastructure. Because of the Attorney General opinion and because the private covenants are just that—private covenants—we do not believe that unresolved private covenant matters should halt the Town's consideration of the zoning map change and related applications.

Discussion:

1. The CWC property should be zoned public/semi-public based on an Attorney General opinion reviewed school district property and has reasoning directly applicable to Wyoming community colleges. The Wyoming Attorney General issued an opinion on whether a school district is "subject to the zoning authority of a city, town, or county." This Opinion Number 81-14 is attached as Exhibit A to this letter. The Attorney General came to the conclusion that school site selection is "within the authority of the State Board of Education, clearly a state agency" and thus "As to school site selection, the Wyoming legislature has delegated that authority to state and local school officials and thus preempted county officials from applying their zoning requirements to public schools." Meaning, because the State Board of Education and local trustees have the authority to site schools, city/town or county zoning is preempted.[1]

The opinion specifically noted a state statute that provides that the State Board of Education is required to "Prescribe minimum standards with which public schools and other educational institutions receiving money from any state funds, except the University of Wyoming and the community colleges, must comply. Such standards relate to and include: . . . (B) Site selection and building and construction of public schools." Former W.S. 21-2-304(a)(i).[2]

Central Wyoming College is in a very similar position to school districts, and thus the Attorney General opinion should apply to CWC's property. Just like a school district,

[1] Of note, that Attorney General opinion went on to conclude that "a public school is subject to reasonable city-town and county building codes," a separate point from zoning considerations.

[2] This statute has been amended to remove a specific reference to "site selection," but the other provision noted in the attorney general opinion remains in place, that "Subject to review by the state construction department . . . for any project involving state capital construction assistance," a school district's board of trustees is empowered and required to "fix the site of each school building and facility considering the needs of the people of each portion of the district." W.S. 21-3-110(a)(x).

Central Wyoming College is a separate governmental subdivision, whose budgeting, siting and construction process is overseen by state agencies: the Wyoming Community College Commission, the State Building Commission and the State Building Department.

Central Wyoming College is a "community college district," created by state statute, W.S. § 21-18-101, *et seq*. As a community college district, it is a subdivision of Fremont County. W.S. § 21-18-102(a)(viii). The full name of Central Wyoming College is "Fremont County Community College District, State of Wyoming." W.S. § 21-18-301. Community college districts do not constitute a "school district."[3] Thus, the overall structure of community college districts must be reviewed in light of the reasoning in the Attorney General opinion.

In Wyoming, community college districts involve a mix of state level functions and county/community college district level functions. At an overarching state level, the "Wyoming Community College Commission" exists to establish a strategic plan for community colleges and to approve capital construction projects that involve state funds. W.S. § 21-18-201, -202(a)(v), -202(d)(v), -202(h). The seven-member Wyoming Community College Commission is appointed by the governor, with the advice and consent of the senate.

The Wyoming Community College Commission is required to:

- "Develop and maintain a statewide college system strategic plan for the delivery of educational programs in Wyoming by each college." W.S. § 21-18-202(a)(v).
- "Approve all new capital construction projects in excess of one hundred thousand dollars ($100,000.00) for which state funds are or could be eventually applied." W.S. § 21-18-202(d)(v).
- "[R]eview, update and modify the statewide college system strategic plan. The plan shall clearly prescribe the components of the educational program and attach program components to statewide system priorities. This plan shall serve as the basis for state operational and capital construction budget requests and funding of the statewide college system for the applicable biennial budget period. In developing, reviewing and updating the strategic plan, the commission shall: . . . Include mechanisms within the planning process which adhere to the state's interests in establishing a statewide college system identified as assuring statewide access to academic programs, career-technical education and training programs, dual and concurrent enrollment programs, remedial and continuing education programs responding to needs of students, employers and the state

[3] W.S. § 21-18-102(a)(xiv) (defines "school district" to exclude community colleges and community college districts); *see also Goshen Cty. Cmty. Coll. Dist. v. Sch. Dist. No. 2, Goshen Cty.*, 399 P.2d 64 (Wyo. 1965) (holding that community college districts are not school districts for purposes of constitutional debt limitations). We note that there is a state statute providing as to school districts (and not as to other governmental subdivisions) that "If a building owned by a [school] district meets the applicable standards . . . for use by the district to educate students and was previously used for the purpose of educating students, no municipal or county zoning requirements shall be construed or applied so as to prevent the district from using the building for the purpose of educating students, or to require the district to make any modification to the building as a condition of using the building for the purpose of educating students." W.S. § 21-15-115(a). The 1981 opinion did not rely on this statute that applies to buildings that were previously used for education purposes.

workforce, including program access through outreach or coordinated electronic system technology." W.S. § 21-18-202(d)(h).

Once approved by the Wyoming Community College Commission, all construction projects for community colleges require the involvement of two State agencies: the State Construction Department and the State Building Department. W.S. § 21-18-225. The State Construction Department first reviews budget requests and forwards these "recommendations for community college capital construction projects" to the State Building Commission. The State Building Commission prioritizes building needs for community colleges and processes and distributes state funds for buildings that have been approved by the legislature, after recommendations have been made by the State Building Commission. All disbursements of State funds need to be "in accordance with payment schedules established by rule and regulation" of the State Building Department, including approval by the State Building Department of project development, plans and change orders. W.S. § 21-18-225(j). All capital construction must comply with State Building Commission Regulations. W.S. § 21-18-225(b). The role of the State Construction Department in relation to community colleges has parallels to the role of the State Construction Department in relation to school districts. W.S. § 21-15-109.

The Wyoming Community College Commission, the State Building Commission and the State Building Department oversee the initial approvals for, and siting and construction of community colleges, according to rules and regulations adopted by those state agencies. State funds will make up a portion of the funding for Central Wyoming's Jackson campus.

As the Wyoming Supreme Court has explained, "The authority of a municipality to adopt a zoning ordinance is limited by state statute, and the general grant of power to municipalities to adopt zoning laws in the interest of public welfare does not permit the local governing bodies to override the state law and the policies supporting it." *Ahearn v. Town of Wheatland*, 2002 WY 12, ¶ 14, 39 P.3d 409, 415 (Wyo. 2002).

Because of the State's involvement—which extends to a review and approval of the projected size and scope of CWC's facilities, CWC's property is subject to the same conclusion as was made as to school districts by the Attorney General.

In addition, municipalities often use public zoning categories to zone land owned by other governmental subdivisions. There are currently over a dozen properties in the Town of Jackson that are designated as public/semi-public zoning. Among these properties are St. John's Hospital, properties associated with Teton County School District, the Teton County Courthouse, the Teton County Administrative Building, the public parking garage on Millward Street, Teton County Library, the Jackson Hole Fire House, the United States Post Office on Maple Way, and the administrative offices for Bridger-Teton National Forest. Each of these properties is controlled by the government or a governmental entity such as a school district or hospital district.

The LDRs allow for special purpose zones "for development and uses that are desired by the community, but not easily incorporated into the complete neighborhood and rural area zones." Div. 4.1. Among the three types of special purpose zones are civic zones, which "accommodate

public and semi-public uses that are necessary to the community and require flexibility from the standards of the complete neighborhood and rural area zones." Div. 4.2. And among the subtypes of civic zones are public/semi-public zones, which "may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district." Div. 4.2.1. Exhibit B describes how two other jurisdictions (the City of Riverton and the City of Cheyenne) have zoned publicly owned property.

Like the various public/semi-public properties described above, the proposed new community college would be controlled by a governmental entity—Central Wyoming College—and would serve the civic function of promoting secondary education in Teton County. Therefore, there is a strong case for zoning the new campus as public/semi-public, which would allow Central Wyoming College flexibility to operate.

2. CWC is in the process of discussions with the Association for the Stockhouse-Patterson Addition. The private covenants applicable to the Stockhouse-Patterson Addition subdivision contain an architectural review process, where the Association has certain review and approval rights. In addition, those covenants provide a process for the Association to maintain and repair the private driveway, water and sewer systems that are part of this subdivision. These private covenants provide mechanisms for the private owners to work out any issues in relation to the common, private infrastructure. The questions that the Association has raised are going to be addressed, in their proper context—that of the private covenants.

As always, we are happy to discuss these matters further. Please let us know if you have any questions or concerns.

Sincerely,

Matt Kim-Miller

Exhibit A

Attorney General Opinion No. 81-14

See attached.

1981 Wyo. Op. Atty. Gen. 75, 1981 WL 157757 (Wyo.A.G.)

Office of the Attorney General
State of Wyoming
Opinion No. 81-14

October 28, 1981

Lynn SimonsSuperintendent of Public InstructionQUESTION #1:

What is a developer? Can a Laramie County **school** District be a developer?

ANSWER:

See discussion.

QUESTION #2:

Is a **school** district subject to the **zoning** authority of a city, town, or county?

ANSWER:

See discussion.

QUESTION #3:

Is a **school** district subject to the building codes of a city, town, or county?

ANSWER:

See discussion.

QUESTION #4:

What fees may the City of Cheyenne or Laramie County assess upon a **school** district pursuant to their municipal police powers?

ANSWER:

See discussion.

PREFACT

Before engaging in any discourse on the statutes and court decisions which have a bearing on these questions, we want to preface our opinion by saying that this matter presents a serious decision which undoubtedly would be better resolved by clear and unambiguous legislation formulated after open and bigorous debate. But in view of present ambiguities in the statutes, we offer the following as our opinion after lengthy and cautious research and examination.

DISCUSSION OF QUESTION #1

What is a developer?

The term "developer" is not statutorily defined in the planning and **zoning** or subdivision legislation for either cities, towns, or counties. The term is defined, however, under the joint Cheyenne and Laramie County Subdivision Regulations as follows:

> Subdivider or Developer. Any person who causes land to be subdivided into a subdivision for himself or others, or who undertakes to develop a subdivision.Chapter II, Section 1. (aa) 1979.

The term "person,", as used in defining a developer, is defined in those same regulations as follows:

> Person. An individual, corporation, government, or governmental subdivision or agency, business trust, estate, trust partnership, unincorporated association, or any combination of the above, or any other legal or commercial entity.Chapter II, Section 1(q.) 1979.

The term developer, employed in the city and county regulations, is apparently intended to be synonymous with the term subdivider.

For cities, the term "subdivision" is defined by statute as "the division of a tract or parcel of land into three or more parts for immediate or future sale or building development." W.S. 15-1-501 (a)(iii).

For counties, "'subdivider' means any person who lays out any subdivision or parts thereof either for the account of the subdivider or other." W.S. 18-5-302(a)(vi). "'Subdivision' means a division of a lot, tract, parcel, or other unit of land into three (3) or more lots, plots, units, sites, or other subdivisions of land for the immediate or future purpose of sale, building development or redevelopment, for residential, recreational, industrial, commercial, or public uses. . ." W.S. 18-5-302(a)(vii). For

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counties, there are also certain exemptions. W.S. 18-5-303.

The critical statutory definition is that of a subdivision or subdivider of land. A city or the county is certainly free to use and define the term "developer," provided such definition does not attempt to expand and thus exceed the grant of authority expressed by the legislature in the cities' or counties' respective subdivision enabling legislation. See Attorney General Opinion 80-007.

Can a Laramie County **school** district be a developer?

The circumstances surrounding your request for an opinion reveal that this question might be more meaningfully asked as follows:

> Is a **school** district subject to the authority of a city, town, or county to regulate real estate subdivisions, when developing **school** district lands for public **school** buildings or ancillary educational facilities?Cities, Towns, or Counties.

The construction of a public **school** building or ancillary educational facilities does not constitute the subdivision of land as defined either for cities and towns in W.S. 15-1-501(a)(iii), or for counties in W.S. 18-5-302(a)(vii). See Attorney General Opinions 81-010 and 79-035.

DISCUSSION OF QUESTION #2

We must examine this question separately as to cities and counties, their respective **zoning** authority not always being coterminous, (any contrary indication in Attorney General Opinion 81-002 notwithstanding).

Cities

City **zoning** authority is provided for in W.S. 15-1-601 to W.S. 15-1-611. The basic grant of **zoning** power is contained in Section 15-1-601, and reads in part as follows:

> (a) The governing body of any city or town, by ordinance, may:
>
> (i)Regulate and restrict the:
>
> (A) Height, number of stories and size of buildings and other structures;
>
> (B) Percentage of lot that may be occupied;
>
> (C) Size of yards, courts and other open spaces;
>
> (D) Density of population; and
>
> (E) Location and use of buildings, structures and land for trade, industry, residence or other purposes; . . . (emphasis added).Construing the general language "or other purposes," as limited by the specific subjects of "trade, industry, [or] residence," it is our opinion that public **school** construction is not within the activities which may be regulated under this grant of authority. Town of Atherton v. Superior Court, 324 P.2d 328, 332-333 (Cal. App. 1958); 2A Sutherland Statutory Construction, Sec. 47.17 (4th ed. Sands 1973); State v. Copenhaver, 64 Wyo. 1, 184 P.2d 594 (1947); Witzenburger v. State, 575 P.2d 1100 (Wyo. 1978).

Counties.

County **zoning** authority is contained in two articles of Title 18, Chapter 5, Wyoming Statutes. Article 1 contains the enabling statutes on county regulation of sanitary facilities. Article 2 contains the general county **zoning** enabling legislation. See Attorney General Opinion 81-010. Both articles give counties the authority to regulate by **zoning** in the "unincorporated" areas of the county, as defined in W.S. 18-5-101.

W.S. 18-5-201 provides, in pertinent part:

> To promote the public health, safety, morals and general welfare of the county, each board of county commissioners may regulate and restrict the location and use of buildings and structures and the use, condition of use or occupancy of lands for residence, recreation, agriculture, industry, commerce, public use and other purposes in the unincorporated area of the county. (emphasis added).Simple comparison of this provision with that of W.S. 15-1-601 reveals that public use is contemplated within the county's **zoning** legislation. However, by judicial decision, certain limits have been set on local **zoning** control with respect to public **schools**. A local government may not entirely exclude public **schools** from residential zones or from the boundaries of the municipality. 64 A.L.R. 3d 1087, 74 A.L.R. 3d 136; 6 Yokley, Zoning Law and Practice, Section 35-62 (4th ed. 1980).

Temperance of local **zoning** authority with regard to public **schools** stems from conflicting delegations of authority. Where cities and counties are given broad powers to regulate land use generally, **school**

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officials are often given specific authority over **school** site selection. This same situation exists in Wyoming.

For the State Board of Education, the legislature has said:

(a) In addition to any other duties assigned to it by law, the state board [[of education] shall:

i) Prescribe minimum standards with which public **schools** and other educational institutions receiving money from any state fund, except the University of Wyoming and the community colleges, must comply. Such standards shall relate to and include:

* * *

(B) Site selection and building and construction of public **schools**. . .

W.S. 21-2-304.

Subject to the authority of the State Board to establish minimum standards, **school** districts which are political subdivisions, Witzenburger v. State, supra, at 1110, 1113, fix the location of public **schools**. W.S. 21-3-110(a)(x).

In view of similar conflicts between **school** officials and municipal officials, the courts have applied one or more legal theories in order to resolve the dispute. The two most common legal theories applied by the courts are the doctrine of sovereign immunity and the theory of preemption.

Exemplary of the application of sovereign immunity is Hall v. City of Taft, 302 P.2d 574 (Cal. 1956). In that case, the California Supreme Court ruled that public **schools** were state property held in trust by local **school** officials, and as such, were exempt from the city's building restrictions. Involved in Hall were local **zoning** regulations and a municipal building code ordinance.

But in Port Arthur Independent School District v. City of Groves, 376 S.W.2d 330 (Tex. 1964), it was found that a **school** district was a political subdivision and not a state agency. Therefore, as a political subdivision, the **school** district was not cloaked by the state's sovereign immunity.

In Wyoming, minimum standards for **school** site selection are within the authority of the State Board of Education, clearly a state agency. Any waiver of sovereignty by the state must be clear and should not be inferred. Retail Clerks Local 187 v. University of Wyoming, 531 P.2d 884 (Wyo. 1975); Borad of Regents of Universities v. City of Tempe, 356 P.2d 399 (Ariz. 1960). As to **school** site selection, the Wyoming legislature has delegated that authority to state and local **school** officials and thus preempted county officials from applying their **zoning** requirements to public **schools**. Town of Atherton v. Superior Court, supra; Hall v. City of Taft, supra; Board of Regents of Universities v. City of Tempe, supra%u.

DISCUSSION OF QUESTION #3

The authority to adopt and enforce building codes or regulations is related to and yet distinct from **zoning** authority. Both are exercises of the police power delegated by the state. Both deal generally with the manner of constructing, altering, or repairing physical structures. 62 C.J.S. Munic. Corp. Sections 224, 225. Although perhaps an over simplification, it may help to think of **zoning** as embracing the location and use of physical structures and building codes as addressing the condition and structural safety of buildings.

The Wyoming legislature recently amended W.S. 35-9-121 to provide, in part:

(b) The state fire marshal shall delegate complete authority to municipalities or counties who apply to enforce local or state fire, energy efficiency, building and electrical safety standards. The state fire marshal shall notify the governing body of the municipality or county of minimum fire prevention, energy efficiency, building and electrical safety standards and requirements of W.S. 35-13-101 and W.S. 35-13-102 and transfer jurisdiction and authority by letter.This delegation to local authorities does not evidence an intention to preempt the field of construction standards. As the state fire marshal's duties, before the amendment of W.S. 35-9-121 extended to public **schools**, those respo nsibilities now may be reposed in city or county officials upon proper application. W.S. 35-9-116.

Therefore, it is our opinion that a **school** district is subject to reasonable city and county building code requirements.

DISCUSSION OF QUESTION #4

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It being our opinion that public **school** construction does not constitute real estate subdivision, and that it is not subject to city, town, or county **zoning** authority, no fees in connection with those activities may be charged. State v. City of Kansas City, 612 P.2d 578 (Kan. 1980).

But, it being our further opinion that a public **school** is subject to reasonable city-town or county building codes, those entities may charge reasonable fees in direct relation to services provided. Kansas City v. **School** District of Kansas City, 201 S.W.2d 930 (Mo. 1947); Hartford Union High **School** v. City of Hartford, 187 N.W.2d 849 (Wis. 1971); Unemployment Compensation Commission v. Renner, 143 P.2d 181 (Wyo. 1943).

Steven F. Freudenthal
Attorney General

Peter J. Mulvaney
Deputy Attorney General

Civil DivisionJohn W. Renneisen
Assistant Attorney General

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1981 Wyo. Op. Atty. Gen. 75, 1981 WL 157757 (Wyo.A.G.)

END OF DOCUMENT

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Exhibit B

Zoning of Governmentally-Owned Property in Other Jurisdictions

While some jurisdictions, like Central Wyoming College's home of Riverton and Fremont County, do not have a specific "public" zones within their zoning code, the City of Riverton does have the "Office and Institution" zone ("C-O"), which has been used to zone Central Wyoming College's campus. The Riverton Memorial Hospital (a public entity), and the Child Development Services of Fremont County, Inc., a nonprofit corporation, among other entities that are primarily public entities (though some private entities are included as having this zoning), also share this "Office and Institution" zone. Attached is an excerpt of Riverton's zoning map that shows CWC's main campus as being zoned Office and Institution. Per the Riverton zoning ordinance: "It is the intent of the office and institutional district 'C-O' to permit public, quasi-public, private, institutional and professional service uses."[4]

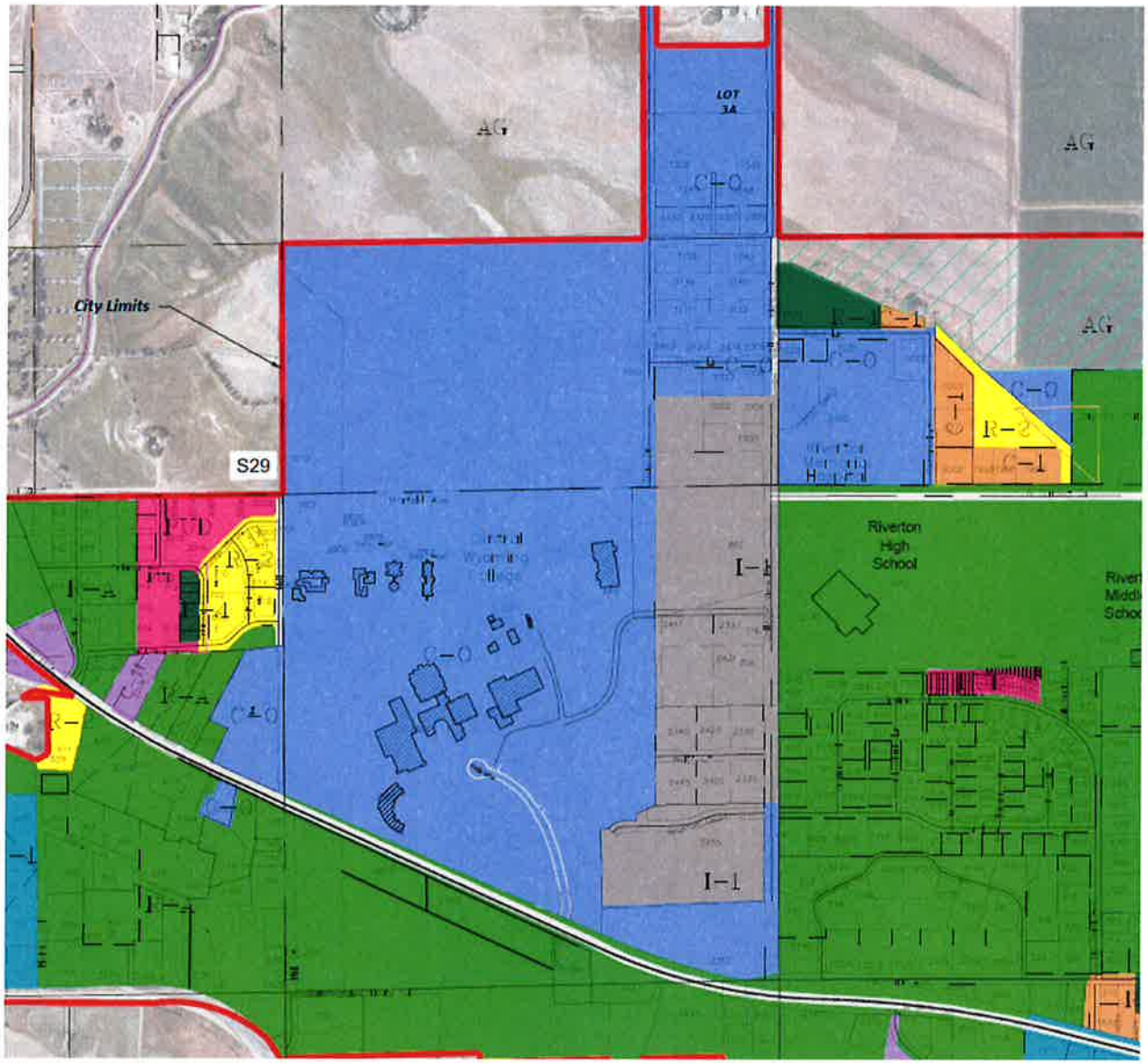
In addition, the City of Cheyenne —which has to deal with many state government buildings— has a "Public District" zone. And, the City of Cheyenne uses that Public District zoning for the many government building within that city.

The light blue in the Cheyenne zoning map excerpt below relates to the Public District, which "is intended primarily for public sites, buildings and uses where activities conducted provide service to the public, including educational facilities, recreational areas, and community service facilities" and is "applicable to government buildings and uses in areas where it is necessary to support adjacent or nearby development with public services or facilities, and specifically the Parks and Open Space or Public and Quasi-public future land use categories in the Comprehensive Plan."[5]

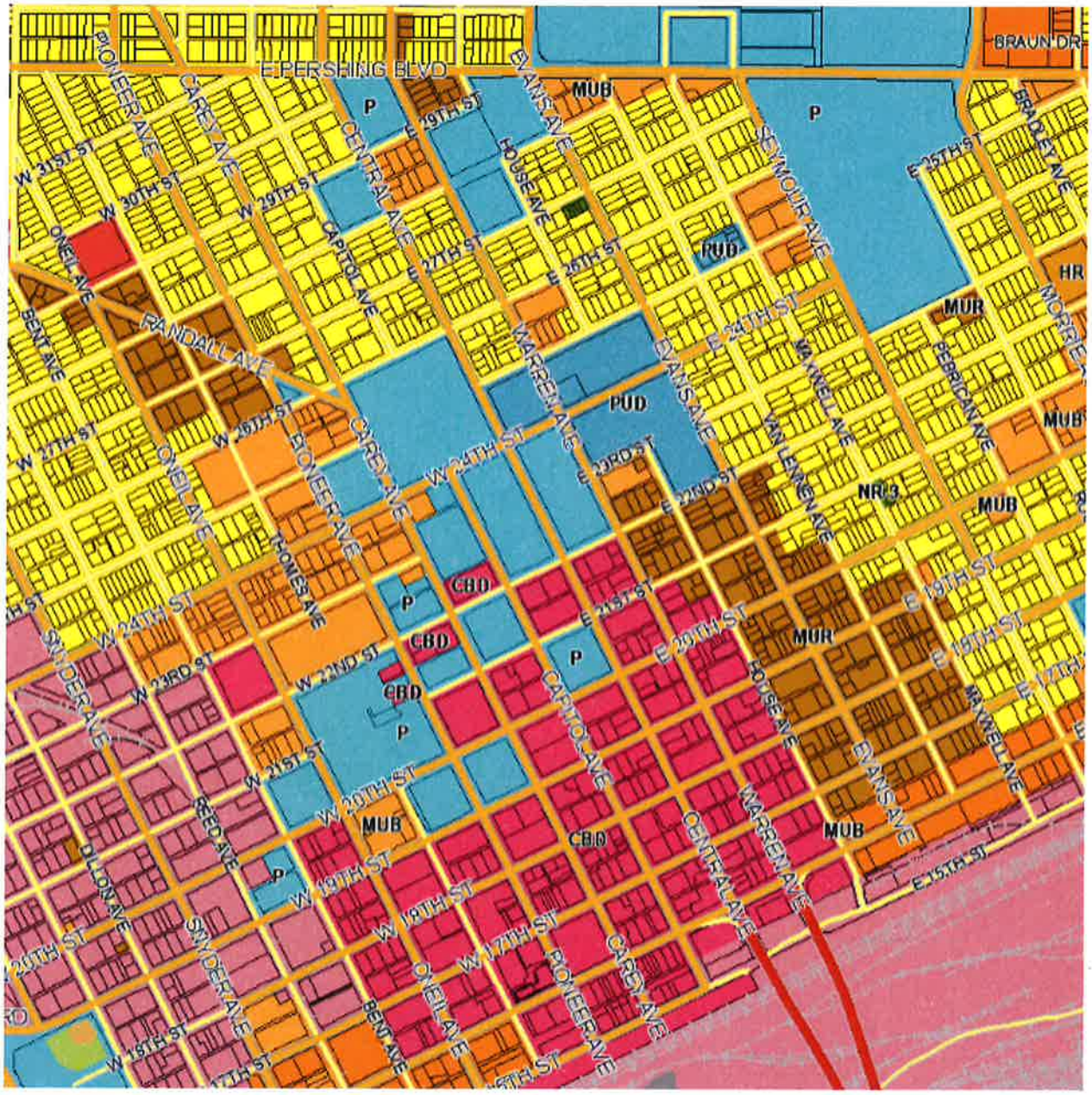
See attached zoning maps:

[4] http://qcode.us/codes/riverton/.
[5] https://www.cheyennecity.org/DocumentCenter/View/26398/Entire-UDC-as-amended-171113?bidId=

City of Riverton Zoning Map Excerpt



City of Cheyenne Zoning Map and GIS Excerpt



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CENTRAL WYOMING COLLEGE – JACKSON CENTER
PARKING MANAGEMENT PLAN - SCHEMATIC
Prepared by: Jorgensen Associates, P.C.
Date: August 27, 2018
Project No.: 17067

The Central Wyoming College – Jackson Center (CWC) is being developed on Lots 3 & 6 within the Stockhouse-Patterson addition to the Town of Jackson. This parking management plan considers the schematic design of the new building, its programming, and ensures parking demands are met on site and will not adversely impact adjacent neighbors and/or the Veronica Lane corridor.

Central Wyoming College - Jackson Center
CWC currently operates out of the Community Center for the Arts. The Science, Nursing, and Culinary Arts programs have specialized lab and classroom space requirements that require partnerships with Jackson Hole High School, St. Johns Medical Center, and the Elks Club to provide auxiliary spaces and to alleviate some of the classroom demands. The new Jackson Center will consolidate these programs within one approximately 18,000 square foot building. Note that offsite coursework such as Nursing, CNA, and outdoor classes will still have some portion of their programs off site or in the field. CWC Jackson is less than 500 feet away from 2 START Bus stop locations. Dense mixed-use development patterns exist in the area providing housing options within walking distance (< 1/4 mile) to the Jackson Center. Faculty and students residing in this neighborhood can readily utilize alternative modes of transportation to access the Jackson Center.

CWC does not operate as a traditional business with 8 a.m. to 5 p.m. standard operating hours. It is a college serving the needs of non-traditional students. As many of these students have traditional day time jobs, a significant period of their operation extends into the evenings (after 6 p.m.). This allows CWC the ability to distribute classes, etc. throughout the day in a manner that minimizes impacts. CWC is committed to accommodating their parking requirements by balancing supply with a series of strategies targeted and managing parking demand.

It is also important to recognize that CWC has the ability to manage how faculty and staff commute to the Jackson Center by imposing strategies that must be adhered to.

Parking Demand
Demand will be driven by the number of students, professors and administrative staff needing to be at Jackson Center at one time while courses are being taught. Therefore, the course schedule is the most impactful factor that will affect parking demand. The scheduling of courses is first designed to meet the needs and schedules of our community and then to work around community concerns such as traffic and parking. To that end, CWC is currently developing a scheduling model that will identify the number of students, instructors, and administrative staff

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that will be in the building at one time on an hourly basis. The model will allow shifting of class times to minimize the number of students on site at one time. Currently the peak demand for parking during business hours is estimated to be 43 people between 11am and 12pm. The highest peak demand of 60 people will occur between 8pm-9pm when the remainder of the neighborhood will be less active.

The parking demand will be compared to national and local parking demands identified based upon vehicular occupancy rates. Surveying existing students, instructors, and administrative staff to develop a CWC specific data set will assess current travel behavior and mode share to compare with standard rates. Parking demand by hour will be calculated based on people present at one time. Preliminary indications using standard rates and the proposed schedule indicate that the site addresses the probable demand. None of the on-street parking spaces available on Maple Way are considered in the calculations, providing a sizeable off-site parking supply buffer as a contingent supply to ensure no CWC overflow parking impacts neighboring properties.

Parking Strategies & Management Program

Parking management refers to policies, programs and strategies that result in more efficient use of parking resources. One does not solve parking demand by simply building more parking. Too much supply can be harmful as it makes commuting in a single occupant vehicle too convenient thus generating more traffic on Veronica Lane and the adjacent street network. Therefore, when developing the site plan, putting a reasonable constraint on parking will allow parking management to make the site more efficient and reduce the amount of traffic generated CWC.

Parking strategies and a management program will be developed to ensure supply is adequate. Cost-effective parking management programs can usually reduce parking requirements by 20-40% compared with conventional planning requirements, providing many economic, social and environmental benefits.

Strategies will be implemented in successive tiers as appropriate. Tier 1 strategies are anticipated to begin immediately upon the school opening its doors at the new location.

- **Tier 1 – Alternative mode use requirements:**
    - Schedule balancing – CWC has the ability to manipulate the class schedule in a manner that can alleviate peak parking needs on site.
    - Provide promotional information to students, employees and visitors about transit (START), rideshare and taxi services, bicycling facilities, and overflow parking options. Educate about the benefits and need for alternative travel modes.
        - Provide incentives for students to use START - CWC has begun conversations with START to identify opportunities for partnerships
    - Carpooling – Estimated at 1.3 persons per car. Provide priority located spots or other incentives for carpoolers
    - Bicycling – Bike Racks for 30 bikes are provided, 1 for each car parking space

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- Walking – Sidewalks are depicted in the site plan to provide an inviting environment for walking – Students can walk from nearby housing, START bus stops and on street parking on Maple Way.

- **Tier 2 – As built evaluation and Fees/Incentives**
  - Incorporate excellent walking facilities, including sidewalk upgrades if needed to allow convenient access to nearby destinations, overflow parking facilities and transit stops. This would require cooperation from the other lot owners and Home Owners Association. The current 40' right of way is large enough to accommodate 2 travel lane 1 row of on-street parking and 1 sidewalk (note that some vehicles are already parking in this space)
  - Conduct a 2nd round of building occupant surveys once CWC is operational to evaluate "build out" parking behaviors at Jackson Center and assess the need for imposing further management strategies such as specific fees and incentives.
  - Permit Parking - As much as possible, users should pay directly for the parking facilities they use. This will include an enforcement program. CWC has offered to provide this to the HOA.
  - Incentives could include discounts to local cafes and restaurants using punch cards for utilizing multimodal options among others

- **Tier 3 - Advanced Management Techniques**
  - Parking Study – Full study of Jackson Center and neighborhood demands will further alter scheduling and enhance incentive/fee program
  - Car share spots – Typically substitutes for 5 personal vehicles reducing 4 parking spaces.
  - Trip reduction program – cashing out parking spaces. Staff and students are offered, as an example, $50 per month. This typically reduces automobile commuting by 20%.

- **Tier 4 – Offsite and Overflow -** Develop a contingency-based overflow parking plan that indicates where is available nearby if on-site facilities are full, and how and spillover impacts will be addressed. For example, identify where additional parking spaces can be rented if needed. Begin providing offsite parking opportunities including:
  - Public on-street parking supplies - Maple Way is underutilized in the evenings or highest peak periods for the Jackson Center
  - Satellite parking - Private partnerships with nearby entities with parking supplies or entities in the Town of Jackson that are close the Town Shuttle

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February 16, 2018

Mr. Paul Anthony
Town of Jackson Planning Dept.
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001

-Hand Delivered-

RE: Sketch Plan, Zoning Map Amendment, and Conditional Use Permit applications for Central Wyoming College - Jackson Center

Dear Paul,

Enclosed you will find the necessary materials for a Sketch Plan, Zoning Map Amendment, and Conditional Use Permit applications and for an educational building that we are submitting on behalf of Central Wyoming College. The property is located at 255 & 235 Veronica Lane in Jackson, Wyoming and is owned by the applicant, Freemont County Community College District D.B.A. Central Wyoming College, a governmental entity in the State of Wyoming.

Included with this transmittal you will find the following:

- Fee Waiver Request
- Sketch Plan Application (SKC);
- Zoning Map Amendment (ZMA);
- Conditional Use Permit (CUP);
- A Jorgensen Associates Check No. 45420 for $4,500 for:
    - Sketch Plan - $2,500
    - Zoning Map Amendment - $1,500
    - Conditional Use Permit - $500

Please contact me with any questions or comments.

Sincerely,

JORGENSEN ASSOCIATES, P.C.

Brendan Schulte
Senior Planner

Jackson, WY · Pinedale, WY · Driggs, ID

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February 16, 2018

Mr. Paul Anthony
Town of Jackson Planning Dept.
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001

-Hand Delivered-

RE: Fee Waiver Request for Sketch Plan, Zoning Map Amendment, and Conditional Use Permit applications for Central Wyoming College - Jackson Center

Dear Paul,

Enclosed you will find the necessary findings for a Fee Waiver Request for a Sketch Plan, a Zoning Map Amendment, and a Conditional Use Permit for Central Wyoming College - Jackson Center (CWC-Jackson). The property is located at 255 & 235 Veronica Lane in Jackson, Wyoming and is owned by the applicant, Freemont County Community College District D.B.A. Central Wyoming College, a governmental entity in the State of Wyoming.

According to the Town of Jackson Resolution 15-03, the Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals, which include but are not limited to, the following:

1. A project that is sponsored by a governmental entity, or a project that received public funding.
2. A project that provides extraordinary charitable, civic, educational, or similar benefits to the community.

The CWC-Jackson project is both a governmental entity, and a project that has received public funding via the Special Excise Tax (SPET) in May of 2017 with overwhelming support from the community. The project also provides educational benefits to the community by offering a unique campus in the Town of Jackson for Adult Basic Education, High School Equivalency, and accredited courses in Nursing and Health Sciences, Business and Entrepreneurial Success, Hospitality, and the Culinary Arts. We believe that the CWC-Jackson project advances significant community goals and meets the criteria for granting a Fee Waiver Request.

Please contact me with any questions or comments.

Sincerely,

JORGENSEN ASSOCIATES, P.C.

Brendan Schulte
Senior Planner

PLANNING PERMIT APPLICATION

Planning & Building Department
Planning Division

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

ph: (307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

For Office Use Only

Fees Paid_____

Check # _____ Credit Card_____ Cash_____

Application #s _____ _____ _____

PROJECT.

Name/Description: Central Wyoming College

Physical Address: 235 & 255 Veronica Lane

Lot, Subdivision: LOT 3 & 6, STOCKHOUSE-PATTERSON ADDITION PIDN: 22-41-32-4-29-003 & 22-42-16-32-4-29-006

OWNER.

Name: Central Wyoming College Phone:

Mailing Address: 2660 Peck Ave, Riverton, WY ZIP: 82501

E-mail:

APPLICANT/AGENT.

Name: Jorgensen Associates, P.C. Phone: 307-733-5150

Mailing Address: P.O. Box 9550 ZIP: 83002

E-mail: bschulte@jorgensenassociates.com

DESIGNATED PRIMARY CONTACT.

_____Owner X Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; see Fee Schedule for applicable fees.*

Use Permit

_____Basic Use

_____Conditional Use

_____Special Use

Physical Development

_____Sketch Plan

_____Development Plan

Interpretations

X Fee waiver ~~Formal Interpretation~~

_____Zoning Compliance Verification

Relief from the LDRs

_____Administrative Adjustment

_____Variance

_____Beneficial Use Determination

_____Appeal of an Admin. Decision

Development Option/Subdivision

_____Development Option Plan

_____Subdivision Plat

_____Boundary Adjustment (replat)

_____Boundary Adjustment (no plat)

Amendments to the LDRs

_____LDR Text Amendment

_____Zoning Map Amendment

_____Planned Unit Development

PRE-SUBMITTAL STEPS. *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department.* ***If this application is amending a previous approval, indicate the original permit number.***

Pre-application Conference #: P17-134 Environmental Analysis #: _____

Original Permit #: _____ Date of Neighborhood Meeting: February 15, 2018

SUBMITTAL REQUIREMENTS. *Twelve (12) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department.. 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?

NA **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.

x **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

NA **Response to Submittal Checklist.** All applications require response to applicable review standards. These standards are outlined on the Submittal Checklists for each application type. If a pre-application conference is held, the Submittal Checklists will be provided at the conference. If no pre-application conference is required, please see the Administrative Manual for the applicable Checklists. The checklist is intended as a reference to assist you in submitting a sufficient application; submitting a copy of the checklist itself is not required.

FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

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

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

Signature of Owner or Authorized Applicant/Agent — Date: February 16, 2018

Brendan Schulte — Name Printed

Senior Planner — Title

3

RELEASED	
INDEXED	✓
ABSTRACTED	✓
SCANNED	

WARRANTY DEED

Minichristel II LLC, a Wyoming limited liability company, of Teton County, Wyoming, GRANTOR, for and in consideration of Ten Dollars ($10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, as an Internal Revenue Code Section 1031 tax deferred exchange, CONVEYS AND WARRANTS unto **Fremont County Community College dba Central Wyoming College**, whose address is 2660 Peck Avenue, Riverton, Wyoming 82501, GRANTEE, the following-described property situated in the County of Teton, State of Wyoming, to-wit:

> **Lot 6 of the Stockhouse-Patterson Addition to the Town of Jackson, Teton County, Wyoming, according to Plat No. 822 recorded in the Office of the Teton County Clerk on October 7, 1994,**
>
> including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, and all furnishings and appliances therein, and any rights of grantor to minerals thereunder, but subject to taxes, assessments, covenants, conditions, restrictions, reservations, rights-of-way, easements and other encumbrances of sight or record.
>
> *Parcel Identification No. 22-41-16-32-4-29-006,*

hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, for purposes of this conveyance.

WITNESS the due execution and delivery of this instrument effective as of the 29th day of June, 2017.

Minichristel II LLC
A Wyoming limited liability company

By: John Michael Cottingham
John Michael Cottingham, Manager

By: Helen M. Cottingham
Helen M. Cottingham, Manager

First American Title Insurance Company

GRANTOR: MINICHRISTEL II LLC
GRANTEE: FREMONT COUNTY COMMUNITY COLLEGE DBA'
Doc 0931170 Filed At 14:16 ON 07/05/17
Sherry L. Daigle Teton County Clerk fees: 15.00
By Mary D Antrobus Deputy

WARRANTY DEED

First American Title Insurance Company

Scott Kirkpatrick and Carrie F. Kirkpatrick, husband and wife, GRANTORS, of Teton County, Wyoming, for and in consideration of TEN DOLLARS ($10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, and pursuant to an I.R.C. § 1031 tax deferred exchange for benefit of Grantors, CONVEY and WARRANT to Fremont County Community College District dba Central Wyoming College, GRANTEE, whose address is 2660 Peck Avenue, Riverton, Wyoming 82501, the following described real estate, situate in the County of Teton, State of Wyoming, hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Lot 3 of the Stockhouse-Patterson Addition to the Town of Jackson, Teton County, Wyoming according to that plat filed in the office of the Teton County Clerk on October 7, 1994 as Plat No. 822.

PIN: 22-41-16-32-4-29-003

Together with and including all improvements thereon and all appurtenances and hereditaments thereunto belonging. Subject to all covenants, conditions, restrictions, easements, reservations, and rights-of-way of record.

WITNESS our hands this 5 day of July, 2017.

Scott Kirkpatrick

Carrie F. Kirkpatrick

STATE OF Wyoming)
COUNTY OF Teton)

The foregoing instrument was acknowledged before me this 5th day of July, 2017 by Scott Kirkpatrick and Carrie F. Kirkpatrick.

WITNESS my hand and official seal.

Notary Public
My Commission Expires: _____

JEREMY J. GOSINSKI - NOTARY PUBLIC
County of Teton
State of Wyoming
My Commission Expires October 30, 2018

GRANTOR KIRKPATRICK SCOTT ET UX
GRANTEE FREMONT COUNTY COMMUNITY COLLEGE*
Doc 0931149 Filed At 12:15 ON 07/05/17
Sherry L Daigle Teton County Clerk fees 12.00
By Mary D Antrobus Deputy

RELEASED	
INDEXED	✓
ABSTRACTED	✓
SCANNED	

LETTER OF AUTHORIZATION

CENTRAL WYOMING COLLEGE DISTRICT ,"Owner" whose address is: _____

2660 PECK AVENUE RIVERTON, WYOMING 82501

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

CENTRAL WYOMING COLLEGE DISTRICT, as the owner of property more specifically legally described as: LOT 3 & 6, STOCKHOUSE-PATTERSON ADDITION

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, P.C. as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

Dennis Egge

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: State of Wyoming, Construction Management Dept. CWC assigned Project Manager

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

STATE OF_____)
)SS.
COUNTY OF_____)

The foregoing instrument was acknowledged before me by _____ this _____day of _____, 200__.

WITNESS my hand and official seal.

(Seal)

_____

(Notary Public)

My commission expires:

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the 29 day of June, 2017 before me personally came **John Michael Cottingham** and **Helen M. Cottingham,** to me known, who, being by me duly sworn, did depose and say that they are the Managers of **Minichristel II LLC**, a Wyoming limited liability company described in the foregoing instrument and who executed the foregoing instrument, and that they signed their names thereto on behalf of said Company, and acknowledged that this instrument is duly executed as the free act and deed of said Company.

WITNESS my hand and official seal.

JEREMY J. GOSINSKI - NOTARY PUBLIC
County of Teton
State of Wyoming
My Commission Expires October 30, 2018

Notary Public

(Seal)
My commission expires:

CWC Jackson Center
Sketch Plan Application, Conditional Use Permit and Zoning Map Amendment

Applicant:

Central Wyoming College
2660 Peck Avenue
Riverton, WY 82501

Prepared by:

JORGENSEN
It's About People, Trust and Know How

Jorgensen Associates, P.C.
Engineers, Land Surveyors, & Planners
1315 Highway 89 South, Suites 201 & 203 83001
P.O. Box 9550
Jackson, WY 83002
307.733.5150

Town of Jackson
Submittal Date: February 16, 2018
Jorgensen Associates, P.C.
Project No. 17067

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SECTION 1 - PROJECT BACKGROUND, OVERVIEW, FINDINGS AND RESPONSE TO SUBMITTAL CHECKLIST

A. PROJECT BACKGROUND & HISTORY

Central Wyoming College (CWC) is a two-year college serving Fremont, Hot Springs and Teton Counties. The main campus is located in Riverton, Wyoming and serves their region with outreach centers in Lander, Jackson, and Dubois, each designed to meet the needs of the community including Sinks Canyon and the Wind River Indian Reservation. CWC currently offers Associate Degrees and certificates in 36 academic areas as well as many community education courses including foundational courses for English as a Second Language, Adult Basic Education and High School Equivalency.

CWC was founded in 1966 and serves under the direction of the Wyoming Community College Commission and accredited by the Higher Learning Commission. CWC's academic programs have articulation agreements with the University of Wyoming as well as many notable Universities. The CWC-Jackson Outreach Center (CWC-Jackson) opened in 1976. Growth over the years led it to move locations several times. CWC-Jackson currently operates out of the Center for the Arts where it has resided since the construction of the building. All of the academic programs have grown, however the biggest classroom challenges come from the Science, Nursing, and Culinary Arts programs which require specialized lab and classroom spaces. Partnerships with Jackson Hole High School, St. Johns Medical Center and the Elks Lodge provide auxiliary spaces and help alleviate some of the classroom demands. The new Jackson Center will consolidate these programs all under one roof, cultivate quality educational programming with dedicated classroom and lab space, accelerate graduation rates, resulting in higher completion.

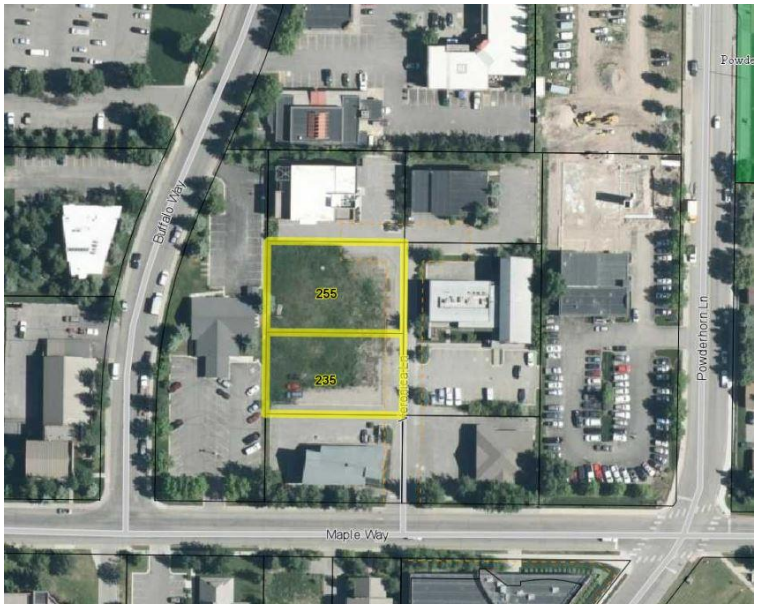
In 2017 the Jackson Hole Community voted via referendum of the Special Purpose Excise Tax (SPET) to fund the acquisition of land in the Town of Jackson (TOJ). Lot 3 and 6 of the Stockhouse-Patterson Subdivision, just north of Kmart on Veronica Lane, were purchased. The new CWC-Jackson Center will be located at 235/255 Veronica Lane to house all coursework and specifically provide long needed medical and culinary facilities.

B. LOCATION & ZONING

The site is located just north of Kmart and two blocks south of the "Y" intersection of Broadway Avenue and U.S. Highway 22. It is more particularly described as Lots 3 and 6 of the Stockhouse-Patterson Addition to the Town of Jackson, Plat No. 822, as recorded in the Office of the Clerk of Teton County Wyoming and is addressed as 235 & 255 Veronica Lane, Jackson, WY. Plat No. 822 depicts the dedicated building envelopes for lots 3 and 6 as being 8,012 SF and 7,608 SF respectively.

The site is approximately 270 feet and 600 feet away from the START bus locations on Buffalo

Way and Maple Way respectively. The character of the surrounding neighborhood is comprised of a mix of uses including service, retail, large scale commercial, office, and housing. Workforce housing is present in a variety of types that includes single-family, duplex, and multifamily structures. The site is currently located within Jackson/Teton County Comprehensive Plan (Comp Plan) District 4 – Midtown, Subarea 4.3 – Central Midtown. The overall goal is to transform the area into a walkable mixed-use district with improved connectivity and increased residential population. *"Mixed-use structures will be encouraged with non-residential uses located predominantly on the street level and residential units on upper levels. Mixed use and multi-family residential buildings should be a combination of two and three-story structures oriented to the street, though a buffer should be paced between buildings and the street with green space and/or hardscaping. Parking areas should be predominantly located behind buildings or screened from view."*



The site is located in the Auto-Urban Commercial (AC) Zone. This proposal contemplates a zone change to Public/Semi Public (P/SP) for these two lots thus reducing the complexity of the review process. This property is not within the Natural Resource Overlay (NRO) or the Scenic Resources Overlay (SRO).

The subdivision is regulated and managed by the Home Owners Association(HOA). The Covenants, Conditions and Restrictions are attached in **Section 6**. Veronica Lane is a private road allowed by TOJ as part of the approval of the subdivision and codified in resolution No. 99-03 attached in **Section 4**. The result of this resolution is that the HOA is responsible for the operation and maintenance of the road, sewer and water utilities up to the point of connection of TOJ responsibly which terminates at the intersection of Veronica Lane and Maple Way.

C. OWNER & PROJECT TEAM INFORMATION

PROPERTY OWNERS & APPLICANTS:
Central Wyoming College
2660 Peck Avenue
Riverton, WY 82501

LAND PLANNING, SURVEYING & ENGINEERING
Jorgensen Associates, P.C.
P.O. Box 9550
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bschulte@jorgensenassoicates.com

ARCHITECTURE
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Denver, CO 80211
phone: 303-294-9448
www.amdarchitects.com

Carney Logan Burke Architects
215 S. King Street
Jackson, WY 83001
307-733-4000
ww.clbarchitects.com

D. CURRENT PROGRAMMING & DEVELOPMENT PROPOSAL

The new CWC-Jackson Center will provide proper programmatic spaces for unique education programs which include dedicated science laboratories, simulation nursing labs, lab space for allied health programs, and the culinary arts program. The programming for this facility was selected by the CWC Board after a carefully executed design process led by the architect. **The Level II Report** that details this process is included in **Section 4** for reference.

The majority of CWC programming uses a traditional schedule with fall and spring semesters. Fall semester begins on the last Monday of August and ends the 2nd week of December. Spring semester begins the 2nd week of January and continues through the 1st or 2nd week of May. These semesters are 15 weeks long. The summer schedule begins the day after Memorial Day and generally lasts 10 weeks. Currently CWC-Jackson do not offer in-person classes in the summer but do anticipate offering in-person classes once the new building opens.

The Culinary and Hospitality Program runs under a condensed schedule to accommodate the employment needs of Teton County's resorts, hotels, and restaurants. The majority of in-person classes are offered for 9 weeks in the fall (10/1 to 12/1) and in the spring (3rd week of March to before Memorial Day). Students are involved in work-study internships during the summer and winter seasons.

This application contemplates a Zoning Map Amendment in order to change the Zoning from Auto-Urban Commercial (AC) to Public Semi-Public (P/SP-ToJ). According to Section 4.2.1 Public/Semi-Public –Town of Jackson Land Development Regulations (LDRs)…

> *"The purpose of the Public/Semi Public - Town (P/SP-ToJ) zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP-ToJ zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP-ToJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district."*

Due to unique needs and requirements for this project, the flexibility afforded by this zone is necessary to accommodate the design, specifically the floor area, LSR, and lot coverage that does not comply with the underlying zoning. A more detailed accounting of these values is listed under Section 1.E. Development Program. However, the height of the building is 35' which is the standard of the underlying zoning and generally the building will conform to the general bulk and scale of the buildings in the neighborhood especially to the non-conforming four-story building to the north at 275 Veronica Lane.

E. FINDINGS FOR APPROVAL

I. 8.3.1.C. Sketch Plan - Findings for Approval

1. Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan (Comp Plan).

Complies. The CWC-Jackson Center will be located in Comp Plan District 4 – Midtown, Subarea 4.3 – Central Midtown, which calls for walkable schools, commercial, and recreation. *"Midtown contains many of the service, office and retail establishment that meet Teton County Resident's needs. It also contains a significant amount of workforce housing is a variety of housing types, including single-family, duplex and multi-family structures."* The Midtown district requires buildings that are two to three stories in height and for projects to consider designing an attractive pedestrian environment that is walkable with mixed uses. The CWC-Jackson center considers these components in its site plan attached in **Section 3**. The building is two stories. A landscape buffer is designed between the building, the street and the sidewalk providing a safe walking environment for pedestrians.

2. Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.

Not Applicable. The CWC-Jackson Center property is not located within the Natural Resource Overlay (NRO) or the Scenic Resource Overlay(SRO), and this finding is therefore not applicable.

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

   Complies. CWC-Jackson Center is an infill development, and will not result in increased impacts on availability of these services. Police, ambulance, and fire services currently serve the area from TOJ. This non-residential development is not expected to generate the need for more capacity at local schools as would a residential development. CWC Jackson is consolidating the existing use that is currently satisfied by multiple facilities around town into one convenient location close to multiple modes of transportation which will reduce traffic locally.

   Potable water and waste water is provided through sewer and water lines owned and maintained by the Home Owners Association (HOA). TOJ provides capacity and hooks into the HOA system at the intersection of Veronica Lane and Maple Way. TOJ will charge capacity fees to offset the impact of this project on our local water and sewer treatment systems.

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

   Complies. The purpose of Sketch Plan review is to determine general consistency with the LDRs at a preliminary, conceptual level before development is fully designed, with the objective of identifying opportunities to achieve desired community character, development related issues, discuss alternative designs that may better implement the LDRs and identify natural and scenic resource protection requirements.

   As presented with the proposed Zoning Map Amendment this project complies with all relevant standards of the LDRs.

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

   Complies. There are no currently approved permits on the site with the exception of the platted subdivision and its Master Plan. The project will comply with all setbacks established by the subdivision. The dimensional limitations provided in the master plan are not applicable due to the Zoning Map Amendment application to change to Public/Semi Public.

II. 8.4.2.C. Condition Use Permit (CUP) – *A conditional use permit shall be approved upon finding the application:*

1. ***Is compatible with the desired future character of the area;***
   Complies. CWC-Jackson is compatible with the character defining features of the area stipulated in the Comp Plan. These features include a walkable mixed-use district with improved connectivity and increased residential population. The building is a non-residential use located predominantly on the street level. It is two stories that is oriented to Veronica Lane with a landscape buffer placed between building and the street with green space. The parking lot is predominantly located behind buildings or screened from view.

2. ***Complies with use specific standards of Div 6.1;***
   Complies. CWC-Jackson is an Institutional Use under Daycare/Education for education instruction which is a use allowed both in the underlying AC zoning and the proposed zone change to Public/Semi-Public.

3. ***Minimizes adverse visual impacts;***
   Complies. CWC-Jackson has gone through an extensive planning process detailed in the level II Report. Stake holder input was included in the selection of a design that has a contemporary aesthetic and fits the character of the neighborhood. The building is 35 feet in height which is actually the height standard of the underlying zoning and does not exceed neighboring structures.

4. ***Minimizes adverse environmental impacts;***
   Complies. The project site has no known natural resources present and is not within the Natural Resourse Overlay(NRO). Stormwater will be detained on site at a rate that complies with the regulations to reduce runoff. Multimodal transportation options (Bus, Bicycle, walkable neighborhood) will mitigate the carbon footprint of the building which is already an improvement over the current program of students traveling to different facilities across Teton County.

5. ***Minimizes adverse impacts from nuisances;***
   Complies. Native non-fruit producing plantings will be specified in the landscape plan during the final development plan process to eliminate wildlife nuisances. Litter will be prevented by onsite custodial staff. Parking will be confined to the site and off of Veronica Lane.

6. ***Minimizes adverse impacts on public facilities;***
   Complies. See Section E.I.3 above.

7. ***Complies with all other relevant standards of these LDRs and all other Town Ordinances; and***
   Complies. To the knowledge of the applicant, the application is consistent with the LDRs and all Town Ordinances.

8. ***Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.***
   Complies. See Section E.I.5 above.

III. **8.7.2.C. Zoning Map Amendment Findings for Approval -** *The advisability of amending the Official Zoning Map is matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:*

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

Complies. The purpose and intent of the LDRs is to implement community vision, implement common values of community character, including ecosystem stewardship, growth management, quality of life, implement the illustration of our vision, and have predictable regulations, incentives and allowances. By approving the zone change to P/SP the CWC-Jackson can built in its most ideal location on Veronica that fits the character of the neighborhood, consolidates these programs all under one roof, cultivate equality educational programming with dedicated classroom and lab space, accelerate graduation rates, resulting in higher completion.

2. Improves implementation of the desired future character defined in the illustration of Our Vision Chapter of the Comprehensive Plan;

Complies. Part of our vision is "Growth Management and striving to divert 60% of growth into suitable locations. The project site is a perfectly suitable location for this type of use and building of such bulk and scale. It is compatible with the character defining features of the area stipulated in the Comp Plan for District 4. These features include a walkable mixed-use district with improved connectivity and increased residential population. The building is a non-residential use located predominantly on the street level that is two stories that is oriented to Veronica Lane with a landscape buffer placed between building and the street with green space. The parking lot is predominantly located behind buildings or screened from view.

3. Is necessary to address changing conditions or a public necessity; and

Complies. In order to provide CWC-Jackson with the flexibility to build the school that fits their program as compiled and researched in their Level II study during a lengthy design and selection process, this zone change is required. The skilled workers that CWC-Jackson generates for our community are a public necessity

4. Is consistent with other adopted Town Ordinances.

Complies. To the knowledge of the applicant, the application is consistent with all Town Ordinances.

F. PROPOSED DEVELOPMENT PROGRAM

I. Structure, Location, and Mass –The building is 35 feet comprised of two stories and will have a square footage of 17,358 SF. Programming for consists of Nursing (29%), Science (12%), Culinary/Hospitality (19%), Shared Space (42%). See pages II-4 & II-5 in said Level II Report for more specific details on how the square footage is broken up between all of the different programs. The building is located within the building envelopes depicted on Plat 822 for Lots 3 and 6.

II. Maximum Scale of Development – designed as 17,358 SF not applicable in P/SP zone

III. Lot Coverage – Designed as 0.34 but not applicable in P/SP zone

IV. Minimum LSR – Designed as 0.10 but not applicable in P/SP zone

G. FENCING

No fencing is proposed at this time.

H. EXTERIOR LIGHTING

Will comply with the LDRs and be determined at Final Development Plan.

I. LANDSCAPING

Will be finalized at Final Development Plan with a landscape plan and bond estimate.

J. SIGNS

Will comply with the LDRs and be determined at Final Development Plan.

K. GRADING EROSION CONTROL, STORMWATER MANAGEMENT

See Engineers Report **Section 2.J,** Civil Site Plan **Section 3.2,** Stormwater Calculations in **Section 5.3**.

L. ALLOWED USES
CWC-Jackson is classified Institutional: School under the LDRs. See Level II Study in **Section 4** for more specific breakdown of the curriculum for the school.

M. PARKING AND LOADING
See Engineer's Report **Section 2.I.**

N. SUBDIVISION
No subdivision is contemplated in this application. As part of the development agreement signed as part of the Final Development Plan Approval an affidavit of lot line abandonment will need to be signed and recorded by the applicant. This will abandon the common lot line between Lots 3 and 6 allowing the building and site improvements to cross lot lines and building envelopes depicted on Plat No. 822.

O. EMPLOYEE HOUSING
Exempt under Division 6.3.1.E of the LDRs.

P. TRANSPORTATION FACILITY
CWC-Jackson will have access to the private road Veronica Lane as per plat No 822. Onsite lockable bike storage will be located on site as part of the final development plan. Spaces for 20 bicycles will be provided as recommended by Teton County/TOJ Pathways Department. Further detail of the type, use and location will be specified during the Final Development plan.

Q. REQUIRED UTILITIES
See Engineer's Report **Section 2.D, E, & F.**

R. MAXIMUM SCALE OF USE
See level II Report in **Section 4.**

S. OPERATIONAL STANDARDS
CWC-Jackson will have an onsite refuse and recycling that will be located as part of the final development plan.

T. OTHER
A Neighborhood Meeting was conducted at the Center for Arts from 5:30 to 7:00 pm on February 15th, 2018. A tabulation of who attended is compiled with noticing requirements in **Section 5**.

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SECTION 2 – ENGINEER'S REPORT

A. INTRODUCTION

The Central Wyoming College – Jackson Outreach Center will be an 17,358 SF two-story single building college campus facility. The building will consist of traditional classrooms, instructional kitchen areas, faculty offices, culinary and a medical nursing training facility. The facility will provide traditional college courses, career development courses, and classes for personal/community enrichment.

The project site was operated as a ranch before the general area was developed. The subject properties have never seen development.

The site is located at 235 and 255 Veronica Lane in the Town of Jackson being Part of the SE 1/4 of Section 32, Township 41 North, Range 116 West of the 6th Principle Meridian. These are the last two undeveloped lots in the Stockhouse-Patterson Addition. Access to the site will be from Veronica Lane - a two-lane, one-way paved road attached to Maple Way, Town street in west Jackson.

The water and sanitary sewer services will be connected to service lines owned and controlled by the subdivision HOA. The HOA owned service lines which run along Veronica Lane connect to Town of Jackson Water and Sewer Mains at the intersection of Maple Way and Veronica Lane. Maintenance of the HOA owned service lines on Veronica Lane is the responsibility of the HOA. Maintenance of the lines from HOA service lines to the subject property is the responsibility of the Lot Owner. Snowplowing, Graveling, Road and Parking Lot Construction, and Maintenance on the subject lot will be the responsibility of the Lot Owner.

At this point the overall details have not been finalized, though only a few issues remain to be completed prior to the Final Development Plan. The general engineering concerns are discussed here.

B. SOILS

A geotechnical investigation for the site was completed as part of the development plan. The field investigation was performed on Nov. 6th, 2017. The site is generally underlain by sandy gravel and cobble alluvium of the Cache Creek alluvial floodplain. All test pits encountered about two feet of sandy silt topsoil underlain by stony alluvium. The topsoil was logged as moist, dark brown, medium stiff, sandy silt. The alluvium was described in the field as slightly moist to moist, tan and light grey with rusty blotches, medium dense, primarily consisting of 70-75% gravel and cobble to 15-inches in diameter with a clayey silt and sand matrix. The geotechnical report does note the possibility of undocumented fills. For further information regarding the site soils see the attached full Geotech report.

C. GROUNDWATER

Groundwater levels were observed to be between 6.5' and 8' below ground surface during the site investigation on Nov. 6th, 2017. The investigation occurred after what is considered the peak seasonal groundwater level in this area. Therefore, it is recommended that groundwater levels are monitored during the spring 2018 runoff season. Soils with rust staining (i.e., "gleyed soils") were observed in both pits within about 3-4 feet of the ground surface. Gleyed soils occur in anoxic environments and may indicate levels of sustained high groundwater. Due to the possibility of seasonally high groundwater levels, a basement is not recommended and any mechanical equipment placed in crawlspace areas should be moisture insensitive. Two groundwater monitoring wells were installed during the site investigation and will be monitored during the spring of 2018.

D. CABLE UTILITIES AND GAS

Cable utility service will be provided by the local utility companies: Lower Valley Energy (electricity), Century Link Communications (telephone and communications), Spectrum Communications (cable television and communications) and Silverstar Communications (communications). There is natural gas supply in the area from Lower Valley Energy, and a connection is expected.

The project proposes to bring electrical power and communications from existing lines and vaults located to the North and West of the site. The power and communication lines will be buried from the connection points to the property where a transformer will be located. Natural Gas will be brought in from an existing line on Veronica Lane as shown on the site overview sheet. Schematics of the new routing and pedestal placements are shown on the accompanying Sketch Plan Drawings and will be finally coordinated with the utility companies prior to Final Development Plan.

E. WATER SUPPLY

As part of the initial subdivision work in 1994 a 4" waterline was installed along Veronica Lane. This water line is connected to the Town of Jackson water supply system.

To connect the Town's water system to the property a 4" tap will be made. This tap will supply the building's domestic water demands, the irrigation demands, and the fire sprinkler demands. The domestic supply will be diverted through a 2 1/2" line with a separate curb stop. The fire sprinkler system will connect directly through the 4" line. This design is shown in the plan set. Demand calculations predict a peak domestic demand of approximately 85 gpm.

F. WASTEWATER

An 8" PVC sewer main runs along Veronica Lane in a 40 ft. wide easement along the property and adjacent properties. This project proposes to connect to this sewer main for wastewater disposal and treatment. Only one connection to the main is planned at this time. On the north side of the building a separate sanitary line will exit from the building carrying wastewater from the kitchen

classrooms. The wastewater line from the kitchens will run to a 1,000-gallon grease waste interceptor before connecting to the main sanitary service. All service lines will be 6" PVC sloped at 2% minimum. The 6" sanitary service line is connected to the existing 8" PVC sewer main via a new manhole. The ability of the existing lift station and Town of Jackson infrastructure that serves Veronica Lane to handle the increased flows from the project will be confirmed. All construction will comply with Town of Jackson standards.

G. TRAFFIC

Veronica Lane, in front of the subject property, is a two-lane access road that is connected to Maple Way. Maple Way is a two-lane road with on-street parking connected to Highway 89, or Broadway, which is a 5-lane highway with a sidewalk on the east side of the roadway There are many opportunities for implementation of Traffic Demand Management strategies for the project. The project will incentivize active travel and public transit while dis-incentivizing vehicle use for short local trips.

Start Bus stops are located on Maple Way and Buffalo Way and will facilitate access to public transportation for students and employees of Central Wyoming College. Both stops are frequented by the longer distance and Town Shuttle START bus routes. The location of the campus within the Town of Jackson will allow CWC users to commute via foot and bicycle. A bike path terminus is located 800' to the South East next to the "New" Post Office on Elk Run Lane. This bike path access should allow bicycle users to safely commute to CWC from throughout Jackson and the valley.

As most of the classes are scheduled to meet the needs of students, CWC-Jackson has the flexibility to schedule classes throughout the week to reduce stress on parking and commuter traffic. All students will be provided with access to Start Bus and Pathways information to encourage them to take mass transportation.

A more detailed Traffic Impact Statement is attached as part of this Sketch Plan submittal in **Section 5.**

H. ROADS AND ACCESS

Vehicle access into and out of the property will be through the north and south parking access areas from Veronica Lane as shown on the Site Plan sheets. The project access and circulation has been coordinated with Teton County Fire Marshal. Road widths and circulation meet the needs for emergency vehicle access. The access drive and internal circulation will be constructed to support highway HS-20 loading. The roads conform to the Town's standards.

I. PARKING

Parking standards for this Institutional Use is determined through an independent calculation both in the P/SP zone and the underlying AC zone. In order determine a conservative parking regulation we make the following assumptions: there are seven fulltime staff on site all day; 14 adjunct staff that only attend when they teach; students will come and go all day/evening

spreading out the need for parking; scheduling of all classes is adaptable[1] if needed; the availability of multimodal transportation options can reduce parking demands by up to 20%.[2]

With an independent calculation of 1.5 parking spaces per 1,000 SF floor area. The 17,358 SF building generates a parking requirement of 26.04 parking spaces. Thirty parking spaces will be provided, two of which are dedicated to handicap usage. Handicap parking stalls are located near the entrance to the building.

J. STORMWATER

The site stormwater plan is to collect, treat, and route the stormwater from the site according to the Town's stormwater standards. The Town requires new developments to detain the 100-year storm. The drainage plan is to route all the parking lot runoff to above ground detention areas and possible underground infiltrators to the west side of the lot. Other areas of the site, roof, court yard, will be routed directly to detention areas before infiltration and discharge.

K. SNOW STORAGE

As indicated on the accompanying Sketch Plan Drawings, snow storage areas equal to or greater than 2.5% of the plowed area will be provided. This area is the functional space to stack the large amounts of snow that can build up during heavy snowfall years. Snow storage will primarily be in the area to the West of the main parking lot. As with many area developments during a heavy snow year it may be necessary to load and haul off snow piles from time to time during the winter.

L. WATER BODY AND WETLAND BUFFERS

The site is not adjacent to any body of water, and impacts on water quality or wetlands are not foreseen.

[1] Exception is Culinary & Hospitality and Nursing on fixed times that is ideal to those curriculums. Usually the evening.
[2] All students will be provided with Start Bus information and lockable bicycle racks will be provided.

SECTION 3 – SKETCH PLAN DESIGN

- **3.1 - CWC JACKSON CENTER SITE PLANS, ELEVATIONS, FLOOR PLANS, & CHARACTER SKETCHES BY ANDERSON MASON DALE ARCHITECTS**

- **3.2 - CWC JACKSON CENTER CIVIL SET BY JORGENSEN ASSOCIATES, P.C.**

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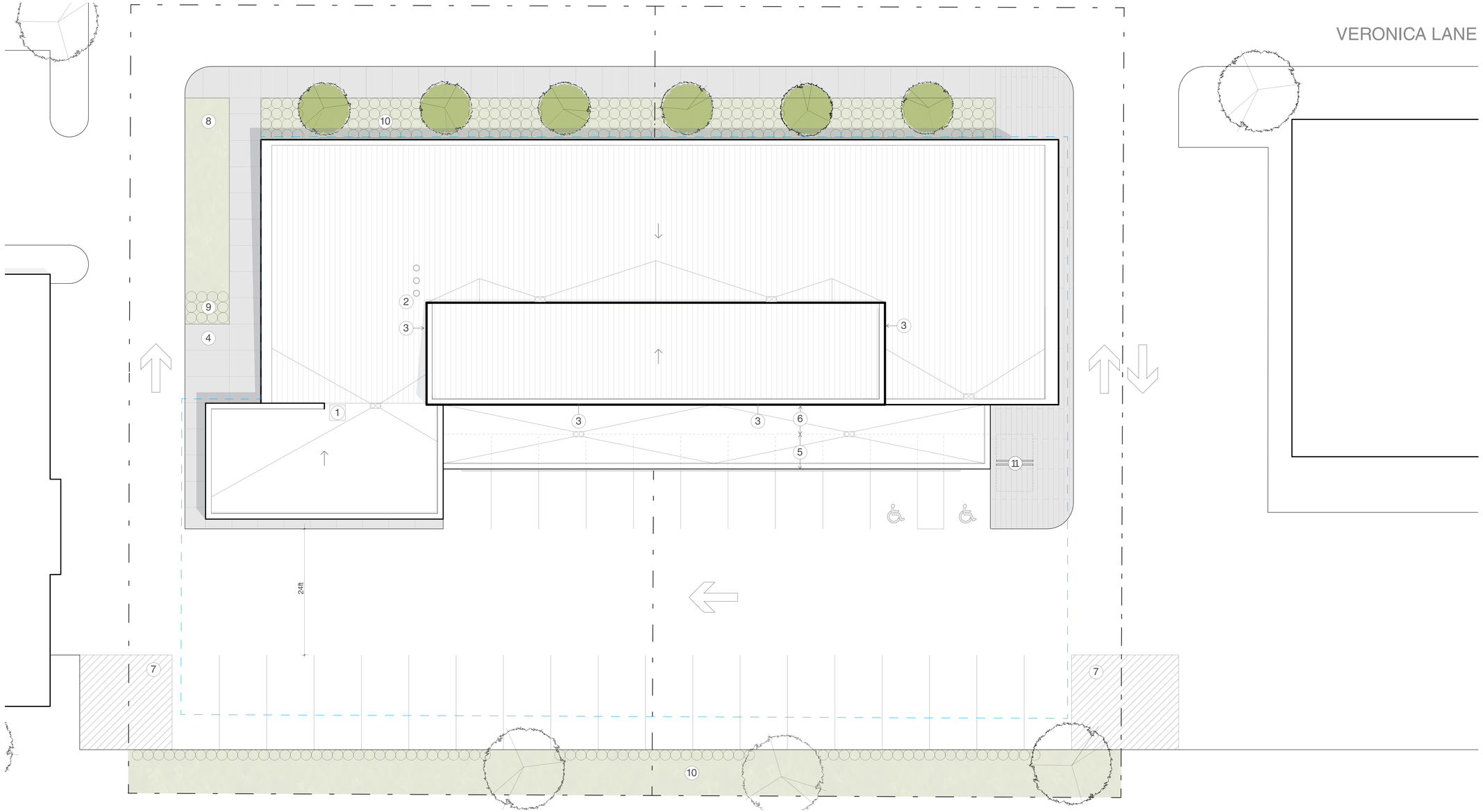

SITE PLAN

1" = 10'-0"

1
A-01

1 Roof Hatch
2 Exhaust Fan
3 Aluminum Louvers (on vertical face)
4 Transformer location
5 Parking extends under level 2 this bay
6 Provide snowmelt at walkway under level 2
7 Snow storage location
8 Turf Sod
9 Native Grass Mix: med / tall height (36-60")
10 Native Grass, Shrub Mix and Ground Cover
11 Bicycle Racks

grass / planting area
concrete walkway
plaza paver (with snowmelt system)
porous paving & landscape detention
membrane roof
membrane roof (standing seam look)

property line
build-to line
existing tree to remain
existing tree to remain

AndersonMasonDale Architects

Jackson Outreach Center
Central Wyoming College
Jackson

Veronica Lane, Jackson WY
17-101

State of Wyoming
State Construction Department
Construction Management Division
700 West 21st Street
Cheyenne, WY 82002

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Denver, CO, 80211
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FAX: 303-294-0762

Associate Architect
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Telephone: 307-733-4000

Landscape Architect
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Jackson, WY 83001
Telephone: 307-339-1001
FAX: 307-734-8322

Civil Engineer
Jorgensen Associates, P.C.
1315 S. Highway 89, Suite 203
Jackson, WY 83002
Telephone: 307-733-5150

Structural Engineer
KL&A, Inc.
1717 Washington Avenue, Suite 100
Golden, CO 80401
Telephone: 303-384-9910
FAX: 303-384-9915

MEP and Technology and Security Engineer
BG Buildingworks
251 Linden Street, #200
Fort Collins, CO 80524
Telephone: 970-221-5691

Lab Planner
The Estime' Group, Inc.
1030 NW 12th Avenue, Suite 2
Portland, OR 97209
Telephone: 503-224-9970
FAX: 503-227-3236

Food Service Design
Jedrziewski Designs
1537 East Yale Avenue
Salt Lake City, UT 84105
Telephone: 801-582-9747

Issue	Date
SITE DEVELOPMENT PACKAGE	JAN 2018

SITE PLAN

A-01

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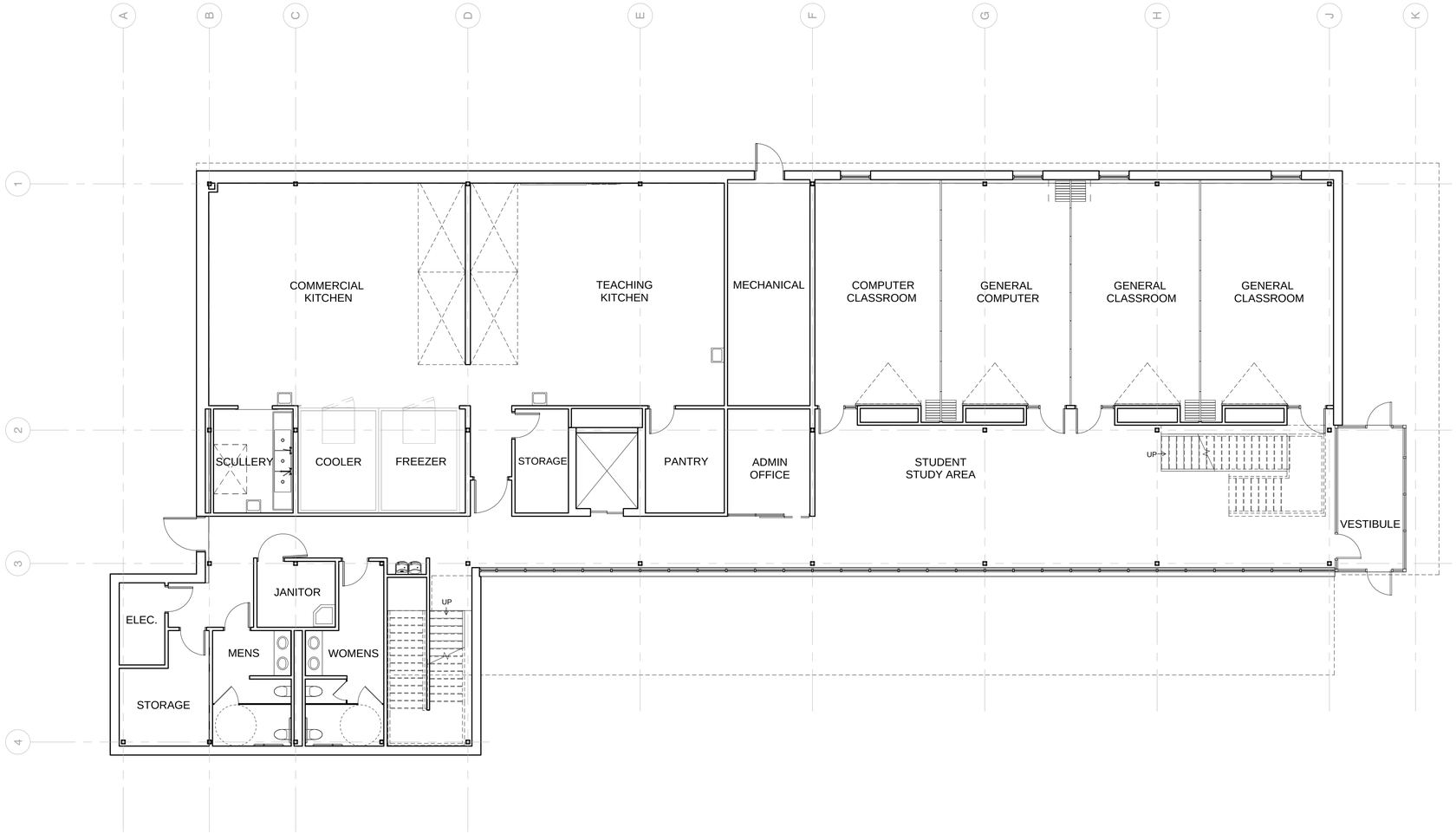

FIRST LEVEL FLOOR PLAN

2' 4' 8' 16'

1/8" = 1'-0"

1
A-02

AREA TABULATION

LEVEL 1 ..... 8025 GSF
LEVEL 2 ..... 9333 GSF

TOTAL ..... 17,358 GSF

AndersonMasonDale Architects

Jackson Outreach Center
Central Wyoming College
Jackson

Veronica Lane, Jackson WY
17-101

State of Wyoming

State Construction Department
Construction Management Division
700 West 21st Street
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FAX: 503-227-3236

Food Service Design

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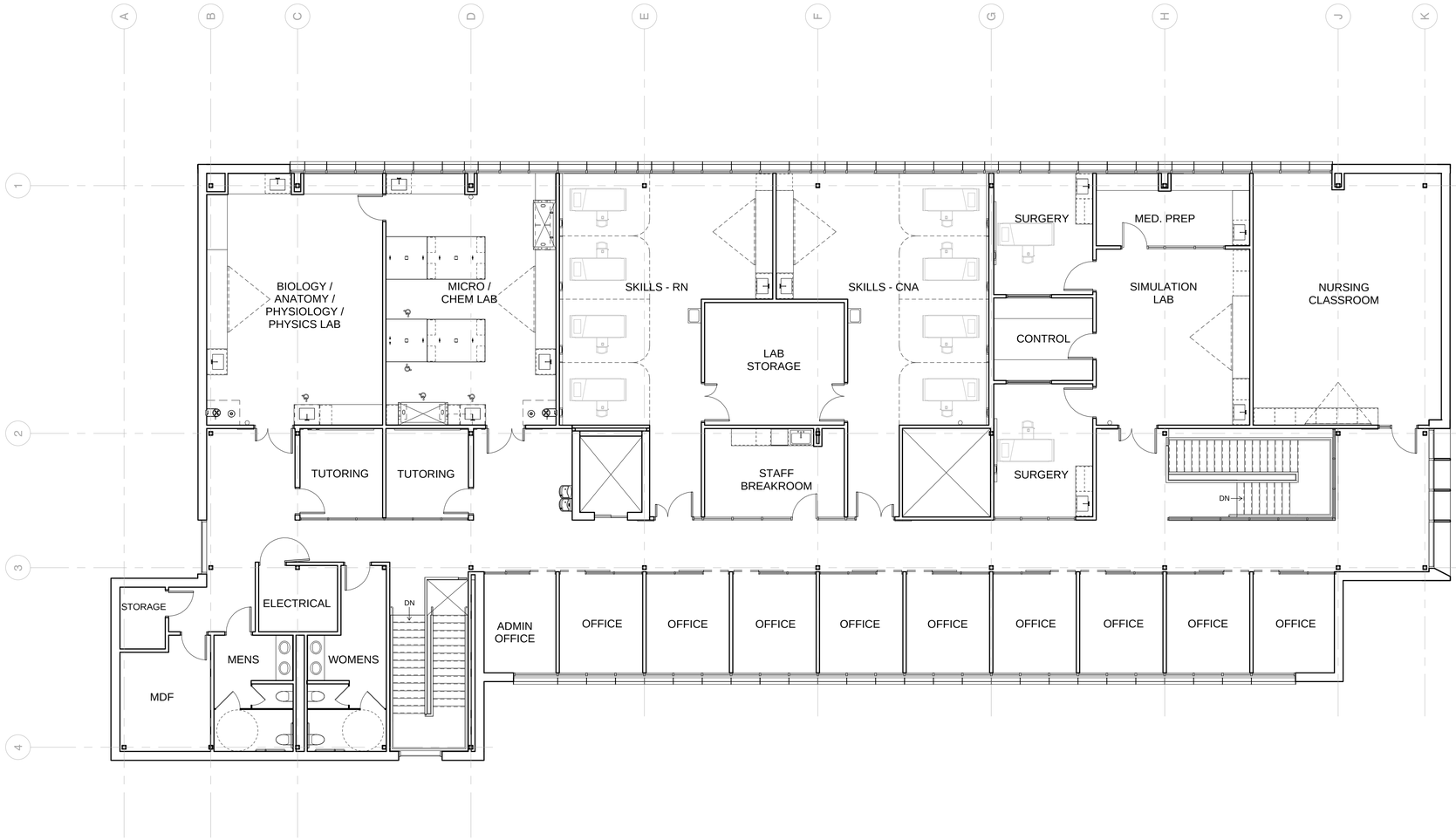
1537 East Yale Avenue
Salt Lake City, UT 84105
Telephone: 801-582-9747

Issue	Date
SITE DEVELOPMENT PACKAGE	JAN 2018

LEVEL 1 FLOOR PLAN

A-02

1/4/2018 10:24:33 AM



SECOND LEVEL FLOOR PLAN

2' 4' 8' 16'

1/8" = 1'-0"

2
A-03

AndersonMasonDale Architects

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Central Wyoming College
Jackson

Veronica Lane, Jackson WY
17-101

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Construction Management Division
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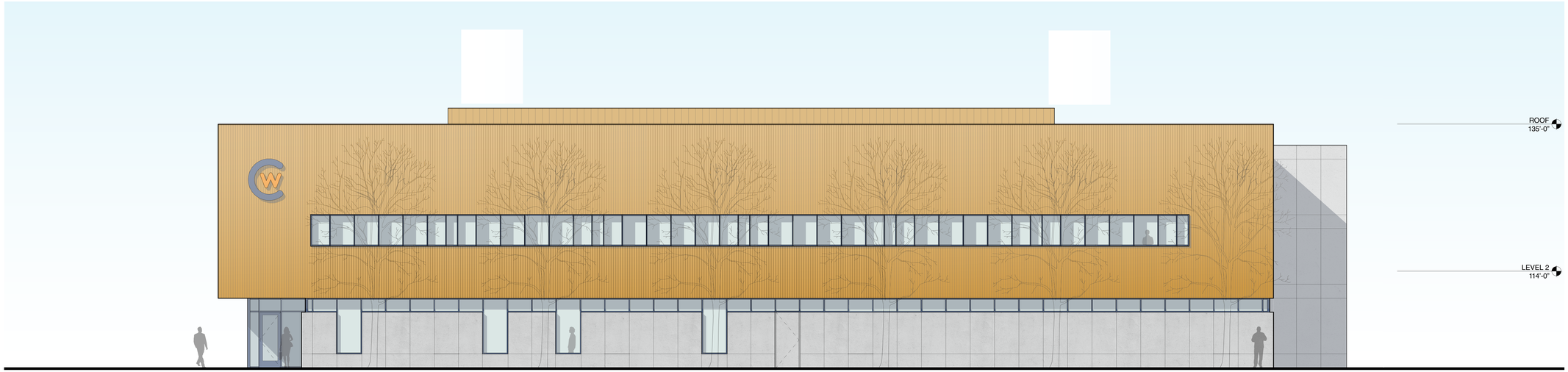
Issue	Date
SITE DEVELOPMENT PACKAGE	JAN 2018

LEVEL 2 FLOOR PLAN

A-03

1/4/2018 10:40:27 AM

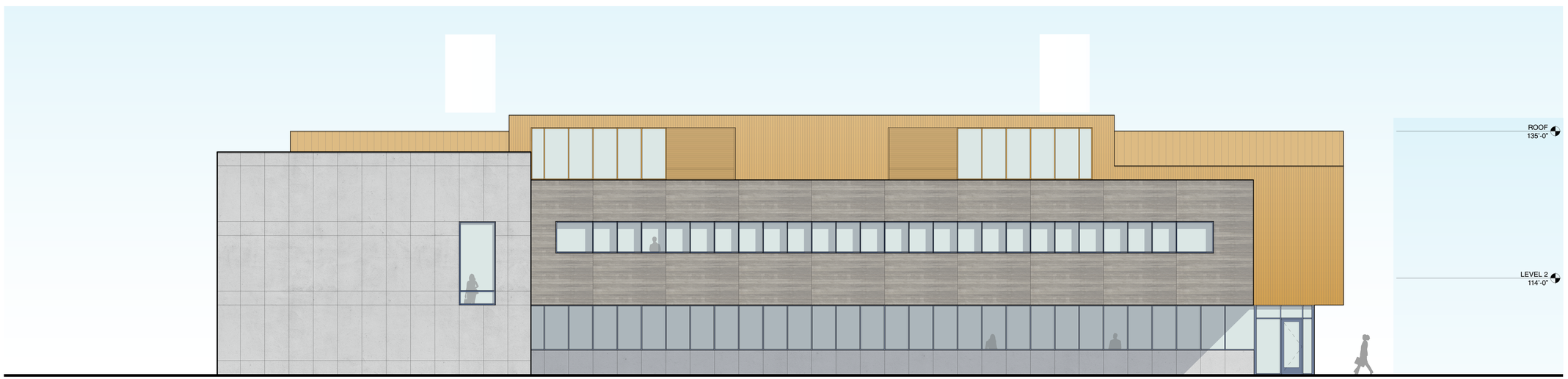


EAST ELEVATION

2' 4' 8' 16'

1/8" = 1'-0"

1
A-04



WEST ELEVATION

2' 4' 8' 16'

1/8" = 1'-0"

2
A-04

weathered steel wall panel (flat)

weathered steel wall panel (corrugated)

fiber-cement panel

reclaimed wood siding

insulated glazing unit

spandrel

aluminum storefront / curtainwall

1/4/2018 10:24:33 AM

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State of Wyoming

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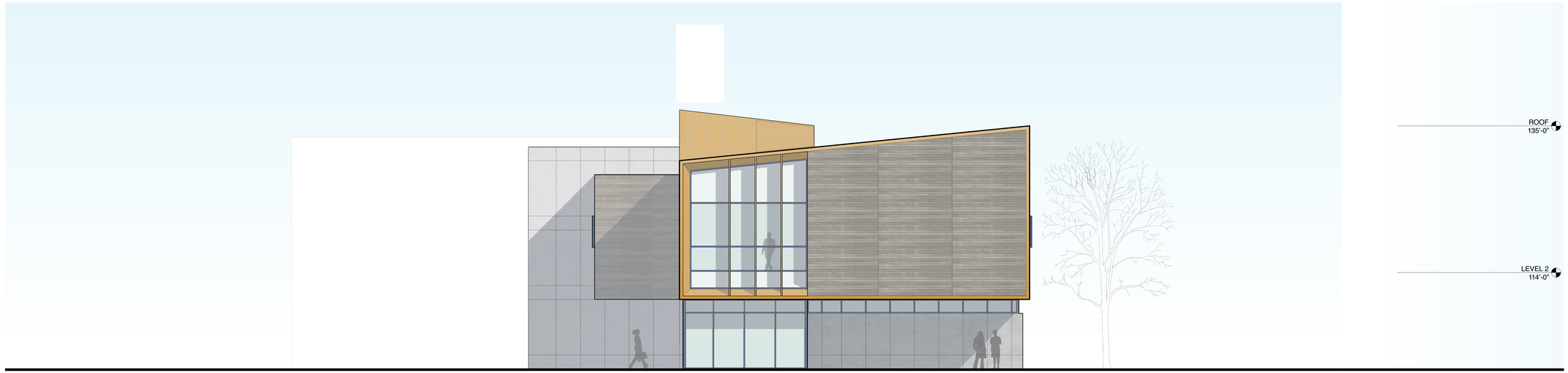
Issue	Date
SITE DEVELOPMENT PACKAGE	JAN 2018

EXTERIOR ELEVATIONS

A-04

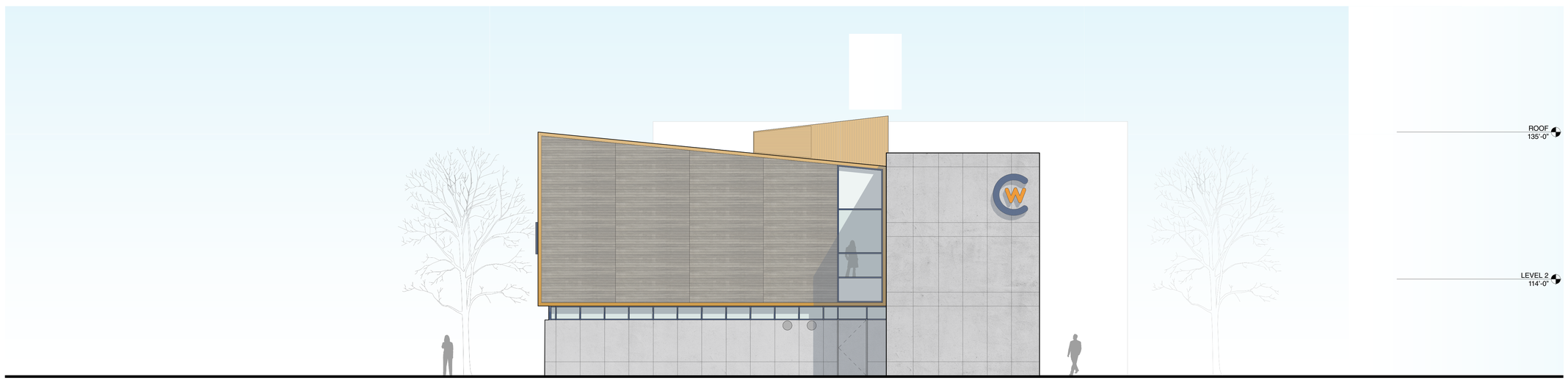


SOUTH ELEVATION

2' 4' 8' 16'

1/8" = 1'-0"

1 / A-05



NORTH ELEVATION

2' 4' 8' 16'

1/8" = 1'-0"

2 / A-05

weathered steel wall panel (flat)

weathered steel wall panel (corrugated)

fiber-cement panel

reclaimed wood siding

insulated glazing unit

spandrel

aluminum storefront / curtainwall

1/4/2018 10:24:33 AM

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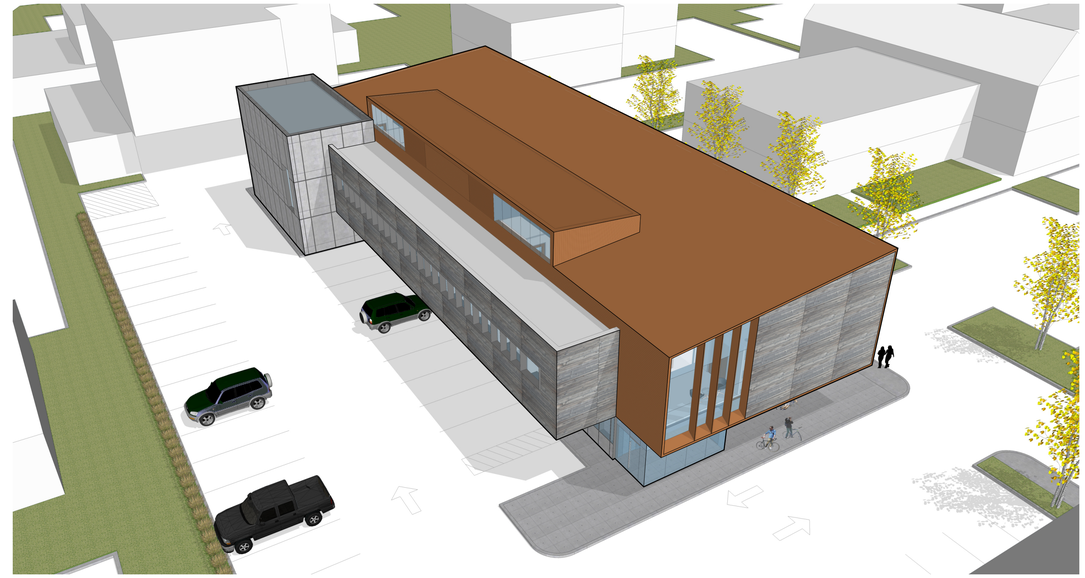
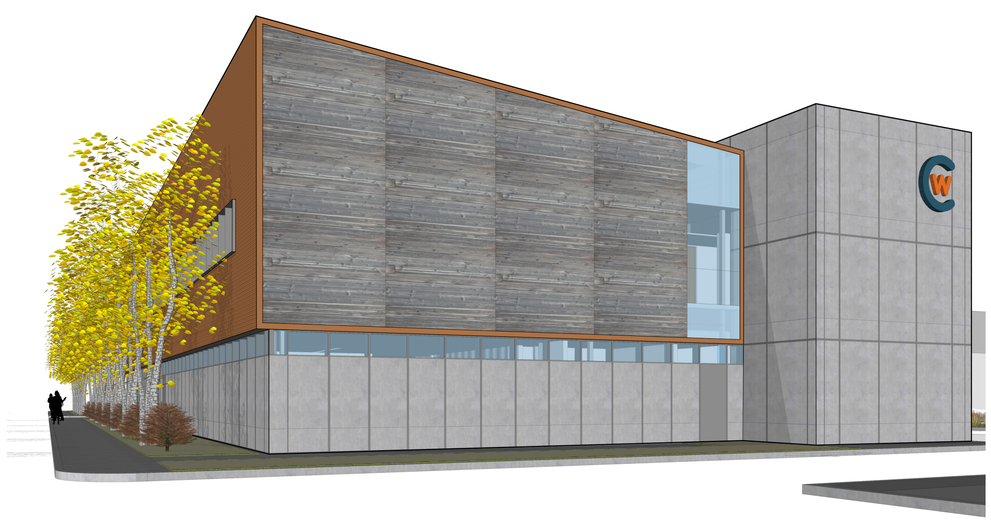
Issue	Date
SITE DEVELOPMENT PACKAGE	JAN 2018

EXTERIOR ELEVATIONS

A-05



AERIAL AXONOMETRIC 1 A-06



VIEW FROM NE A-06

VIEW FROM SE 2 A-06

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Central Wyoming College
Jackson

Veronica Lane, Jackson WY
17-101

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Telephone: 801-582-9747

Issue	Date
SITE DEVELOPMENT PACKAGE	JAN 2018

CHARACTER SKETCHES

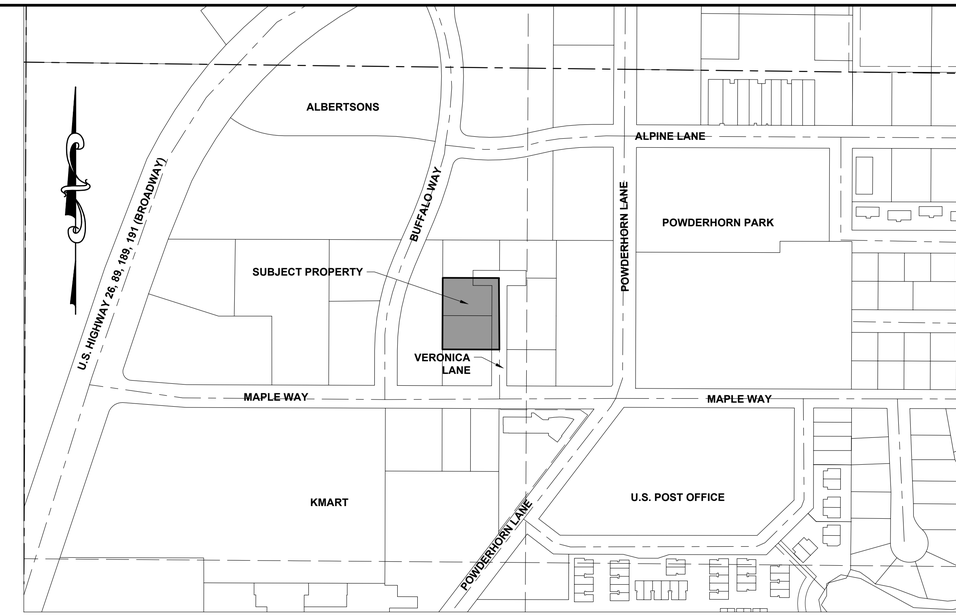
A-06

1/4/2018 10:24:33 AM

CENTRAL WYOMING COLLEGE JACKSON OUTREACH CENTER SKETCH PLAN

TETON COUNTY, WYOMING

LOCATED WITHIN THE NE $\frac{1}{4}$ SE$\frac{1}{4}$ AND NE$\frac{1}{4}$ SW $\frac{1}{4}$
SECTION 32,
TWP 41, RNG 116, 6TH P.M.
TETON COUNTY, WYOMING



VICINITY MAP

1" = 200' for 22x34 Prints
1" = 400' for 11x17 Prints

INDEX OF SHEETS

SHEET NUMBER	SHEET TITLE
C1.0	COVER, NOTES, AND SHEET INDEX
C1.1	NOTES AND LEGEND
C2.0	EXISTING CONDITIONS
C2.1	SITE OVERVIEW
C3.0	DETAILS
C3.1	**DETAILS**
C3.2	**DETAILS**

OWNER
State of Wyoming
State Construction Department
Construction Management Division
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Cheyenne, WY 83002

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LANDSCAPE ARCHITECT
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– PRELIMINARY –
SUBJECT TO CORRECTION AND APPROVAL

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PROJECT TITLE:
SKETCH PLAN
CENTRAL WYOMING COLLEGE
STATE OF WYOMING
235 & 255 VERONICA LANE
JACKSON, TETON COUNTY, WY

SHEET TITLE:
COVER, NOTES, AND SHEET INDEX

DRAFTED BY:	NB
REVIEWED BY:	TK
PLAN VERSION	DATE
SKETCH PLAN	02/15/2018

PROJECT NUMBER
17067

SHEET
C1.0

Ver. 18.0 Plotted by rdesting on Feb 15, 2018 - 11:43am
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NOTES

GENERAL PROJECT NOTES:

1. PROJECT SCOPE: PROVIDE ACCESS, UTILITY INFRASTRUCTURE, GRADING, AND NECESSARY SITE DEVELOPMENT AND MITIGATION FOR THE CREATION OF A COMMUNITY COLLEGE CAMPUS.
2. PROPERTY IS ZONED AC OR AUTO-URBAN COMMERCIAL IN THE TOWN OF JACKSON.
3. PROPERTY AREA: 0.65 ACRES
4. PROPERTY SLOPES ARE 0-3%
5. JORGENSEN ASSOCIATES, P.C. PERFORMED THE TOPOGRAPHIC SURVEYS FOR THIS PROPERTY IN NOVEMBER 2017.
6. VEGETATION CONSISTS PRIMARILY OF FORMER AGRICULTURAL MEADOW GRASS.
7. THE PROPERTY IS NOT WITHIN THE WILD LAND URBAN INTERFACE.
8. THE PROPERTY IS ZONED - TOWN OF JACKSON - AC (AUTO-URBAN COMMUNITY)
9. THE PROPERTY IS NOT LOCATED WITHIN A FEMA FLOOD ZONE
10. CONTRACTOR SHALL VERIFY LOCATION OF ALL BURIED AND OVERHEAD UTILITIES PRIOR TO ANY EXCAVATION IN THE VICINITY. UTILITY LOCATIONS SHOWN ON THESE DRAWINGS ARE APPROXIMATE AND BASED ON THE BEST INFORMATION AVAILABLE TO THE ENGINEER. ENGINEER DOES NOT WARRANT THE ACCURACY NOR COMPLETENESS OF THE INFORMATION SHOWN FOR EXISTING UTILITIES. CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES PRIOR TO INSTALLING IMPROVEMENTS. PRIVATE UNDERGROUND UTILITIES EXIST IN THE PROJECT AREA. CONTACT TOWN ENGINEER TO LOCATE EXISTING WATER LINES, SEWER LINES.

REVEGETATION SPECIFICATIONS:
(FOLLOW MITIGATION PLAN. FOLLOW THESE SPECIFICATIONS WHERE NOTHING IS SPECIFIED ON MITIGATION PLANS OR BY LANDSCAPE ARCHITECT.)

1. SEED MIXTURE:

COMMON NAME	LBS./ACRE
MOUNTAIN BROME	10 LBS./ACRE
THICKSPIKE WHEATGRASS	12 LBS./ACRE
IDAHO FESCUE	6 LBS./ACRE
WESTERN WHEATGRASS	12 LBS./ACRE
ALPINE TIMOTHY	12 LBS./ACRE
TOTAL PURE LIVE SEED APPLICATION RATE	52 LBS./ACRE

2. SEED MIXES CONTAINING NATIVE FLOWERING PLANTS SUCH AS LUPINE, YARROW AND PAINTBRUSH ARE ACCEPTABLE.
3. ALL SEED SHALL COMPLY WITH WYOMING SEED LAW. SEED SHALL BE PURCHASED FROM A DEALER LICENSED WITH THE WYOMING DEPARTMENT OF AGRICULTURE. CERTIFICATIONS FOR THE SEED MIX SHALL BE PROVIDED TO THE ENGINEER PRIOR TO SEEDING.
4. TOPSOIL SHALL BE UNIFORMLY SPREAD ON PREPARED SURFACES TO THE THICKNESS SHOWN ON THE PLANS PRIOR TO SEEDING. REMOVE FOREIGN MATERIALS, WEEDS AND UNDESIRABLE PLANTS FROM THE PREPARED SOIL PRIOR TO SEEDING.
5. HARD PACKED OR CAKED TOPSOIL SURFACES SHALL BE SCARIFIED OR DISKED PRIOR TO SEEDING.
6. SEED SHALL BE UNIFORMLY DISTRIBUTED OVER THE SURFACE BY APPROVED MECHANICAL BROADCASTING DEVICES AND THE GROUND SHALL BE IMMEDIATELY RAKED OR DRAGGED TO COVER THE SEED.
7. SEEDING SHALL BE PERFORMED BETWEEN THE TIME THE FROST LEAVES THE GROUND IN THE SPRING AND BEFORE THE FROST ENTERS THE GROUND IN THE FALL.

GENERAL CONSTRUCTION NOTES & SPECIFICATIONS:

1. IF NECESSARY, IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY NPDES STORMWATER PERMIT PRIOR TO COMMENCING ANY LAND DISTURBING ACTIVITIES.
2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD AND SHALL PROMPTLY NOTIFY THE ENGINEER OF ANY VARIATIONS OR DISCREPANCIES.
3. ALL EXCAVATION ACTIVITIES SHALL COMPLY WITH PERMIT REQUIREMENTS ISSUED FOR THE PROJECT. CONTRACTOR SHALL REVIEW AND BE RESPONSIBLE FOR PERMIT COMPLIANCE.
4. CONTRACTOR TO CONFIRM STOCKPILE AND STAGING LOCATIONS WITH THE OWNER.
5. CONTRACTOR TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION.
6. FILL MATERIAL SHALL BE SUITABLE ON-SITE OR IMPORTED MATERIAL WITH ROCK NO LARGER THAN 6 INCHES IN DIAMETER. LARGER MATERIAL MAY BE PLACED ONLY WHEN AUTHORIZED BY THE ENGINEER.
7. SUBGRADE, PIT RUN SUBBASE, AND SITE FILL MATERIALS SHALL BE MECHANICALLY COMPACTED TO A MINIMUM OF 95% OF MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D698 (AASHTO T-99 - STANDARD PROCTOR DENSITY) IN LIFTS NOT TO EXCEED 10 INCHES IN LOOSE THICKNESS.
8. CRUSHED GRAVEL BASE MATERIAL SHALL BE GRADING H OR GRADING W.
9. CRUSHED GRAVEL BASE COURSES SHALL BE MECHANICALLY COMPACTED TO A MINIMUM OF 95% OF MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D1557 (AASHTO T-180 - MODIFIED PROCTOR DENSITY), IN LIFTS NOT TO EXCEED 7 INCHES IN LOOSE THICKNESS.
10. ALL SITE WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE 2015 EDITION OF WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS AND ARTICLE 5 OF TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS.
11. DESTRUCTION AND DAMAGE TO TREES AND OTHER NATURAL VEGETATION SHALL BE MINIMIZED AND ALL DISTURBED SURFACES SHALL BE RESEEDED AS SOON AS PRACTICABLE IN ACCORDANCE TO THE REVEGETATION SPECIFICATIONS.
12. STRIP AND SALVAGE TOPSOIL FROM ALL EXCAVATED AREAS.
13. WEEDS SHALL BE CONTROLLED BY SPRAYING, LIMITING DISTURBANCE AREA, OR OTHER MEANS PRIOR TO REVEGETATION AND AFTER REVEGETATION IS COMPLETE.
14. FUGITIVE DUST WILL BE CONTROLLED BY WATERING DURING DRY PERIODS OR AS REQUIRED BY ENGINEER.
15. ALL EXCAVATED MATERIALS SHALL BE STOCKPILED AND PROCESSED ON-SITE ONLY AT LOCATIONS AS DESIGNATED ON THE PLANS.
16. TOPS OF CUT AND FILL SLOPES SHALL BE ROUNDED TO AVOID RAVELING AND EROSION.
17. CUT AND FILL SLOPES SHALL NOT EXCEED 2:1 WITHOUT SPECIAL STABILIZATION AND APPROVAL FROM ENGINEER.
18. NO WETLANDS SHALL BE DISTURBED WITHOUT FIRST OBTAINING NECESSARY PERMITS FROM THE U. S. ARMY CORPS OF ENGINEERS.

LEGEND

PROPOSED	EXISTING	
		5/8 INCH DIAMETER STEEL REBAR WITH ALUMINUM CAP INSCRIBED "PLS 6447"
		SUBJECT PROPERTY LINE
		ADJACENT PROPERTY LINE
		EASEMENT
		BUILDING ENVELOPE
		EDGE OF PAVEMENT
		EDGE OF GRAVEL
		EDGE OF CONCRETE
		BUILDING
		CURB
		LIMIT OF DISTURBANCE
		FLOWLINE
		FENCE
GAS	gas	GAS LINE
UT	bfo	BURIED FIBER OPTIC
P	ugp	BURIED ELECTRIC
UT		BURIED COMMUNICATIONS LINES
		SILT FENCE
		BUILDING LINE
		SECOND FLOOR BUILDING LINE
		FENCE
W	w	WATER MAIN
4"W		4" WATER SERVICE
	s	SANITARY SEWER
6"S		6" SANITARY SEWER SERVICE
		CONTOUR INDEX
		CONTOUR INTERMEDIATE
S	S	SEWER MANHOLE
C	C	CLEANOUT
		SEWER SERVICE
		FIRE HYDRANT
		CURBSTOP
		WATER VALVE
W		WATER METER
G		GAS METER
		ELECTRICAL METER
		ELECTRICAL TRANSFORMER
E	E	ELECTRICAL VAULT
FO	FO	FIBER OPTIC PEDESTAL
C		COMMUNICATIONS PEDESTAL
		STORM DRAIN
		CONIFER TREE
		SHRUB
		DECIDUOUS TREE
		MONITORING WELL
		TEST PIT

– PRELIMINARY –
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PROJECT TITLE:
SKETCH PLAN
CENTRAL WYOMING COLLEGE
STATE OF WYOMING
235 & 255 VERONICA LANE
JACKSON, TETON COUNTY, WY

SHEET TITLE:
NOTES AND LEGEND

DRAFTED BY:	NB
REVIEWED BY:	TK
PLAN VERSION	DATE
SKETCH PLAN	02/15/2018

PROJECT NUMBER
17067

SHEET
C1.1

Ver. 18.0 Plotted by nbehling on Feb 15, 2018 - 11:43am
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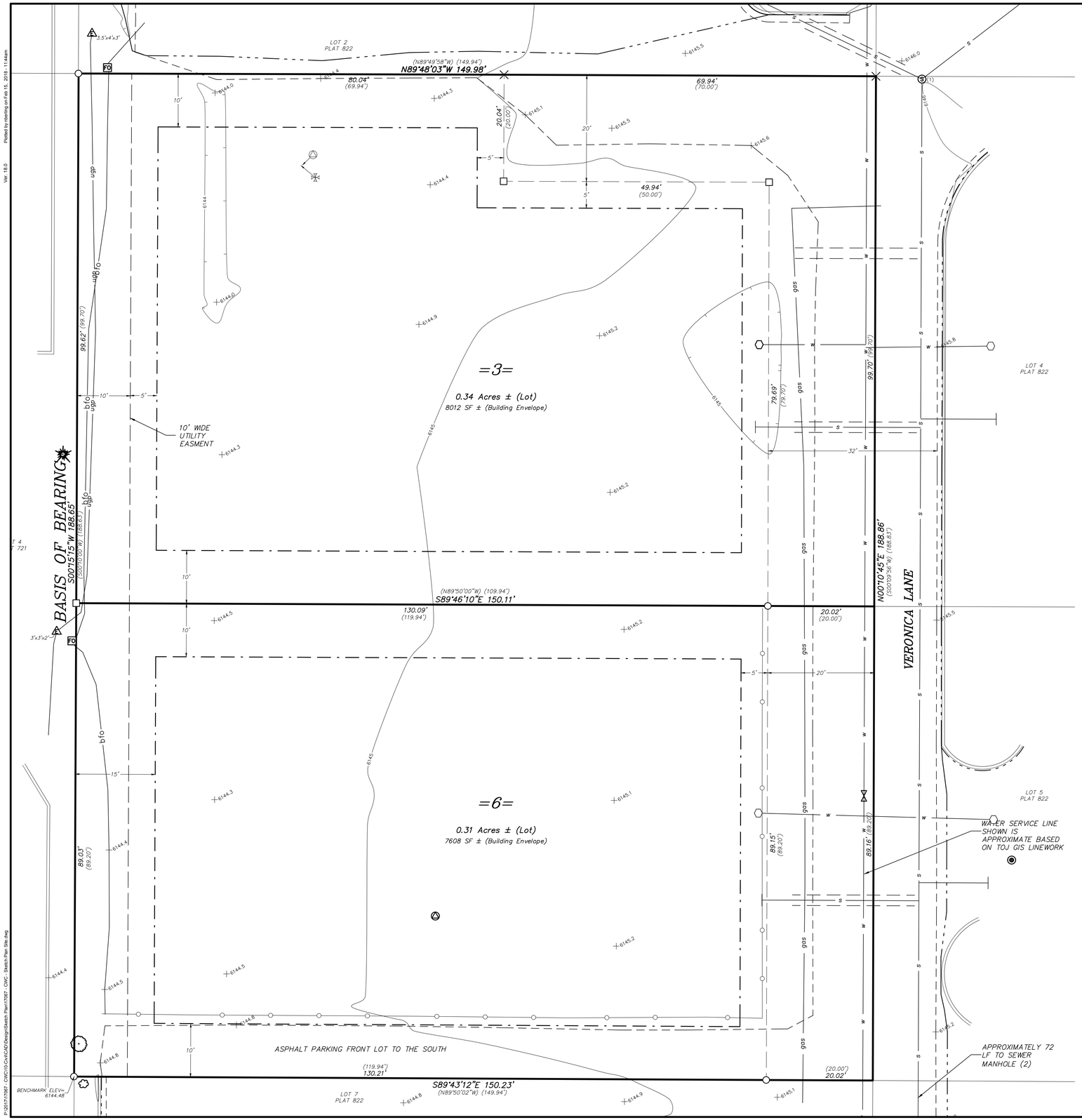

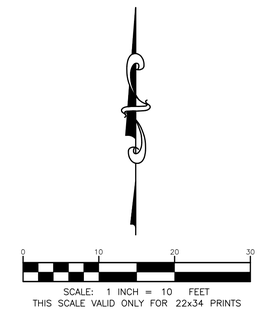

SANITARY SEWER MANHOLE DETAILS

(1)
Rim Elevation = 6146.01'
Invert (NE) In Elevation = 6138.91' 4" PVC
Invert (NW) In Elevation = 6138.91' 4" PVC
Invert Out Elevation = 6138.71' 8" PVC

(2)
Rim Elevation = 6144.49'
Invert In Elevation = 6136.99
Invert Out Elevation = 6136.95'
8" PVC

NOTES

This survey was conducted in November 2017 and prepared under the direction of Matthew P. Gotham, Wyoming PLS 13002, and does not include an engineering review.

Underground utility locations must be verified prior to any construction activity.

Building envelopes are based on record information from Plat 822.

Easements shown are based on record information from Plat 822 unless otherwise noted. Other easements or encumbrances may exist on the subject property. No thorough search of public records was conducted.

Elevations were derived using GPS RTK observation methods referenced to a local coordinate system.

Record dimensions shown are from said Plat 822.

Benchmark Elevation = 6144.48 on the monument found at the southwest corner of Lot 6 as depicted hereon.

BASIS OF BEARING for this survey is S00°15'15"W on the west boundary of Lots 3 and 6 as depicted hereon.

Underground Utility Locations shown are from record drawings or as marked by Utility Companies.

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REVIEWED BY:	TK
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SKETCH PLAN	02/15/2018

PROJECT NUMBER
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SHEET
C2.0

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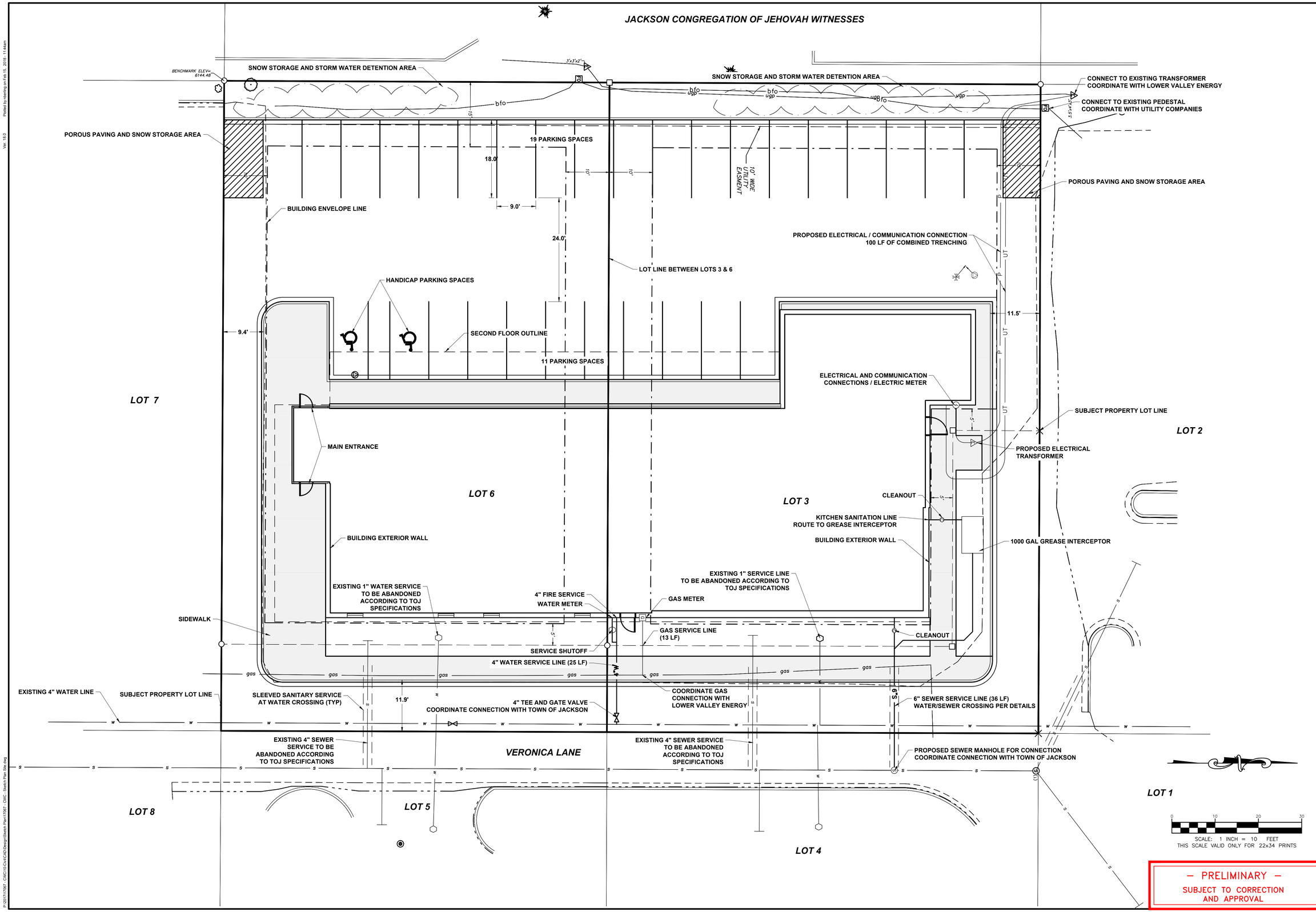

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SKETCH PLAN
CENTRAL WYOMING COLLEGE
STATE OF WYOMING
235 & 255 VERONICA LANE
JACKSON, TETON COUNTY, WY

SHEET TITLE:
SITE OVERVIEW

DRAFTED BY:	NB
REVIEWED BY:	TK
PLAN VERSION	DATE
SKETCH PLAN	02/15/2018

PROJECT NUMBER
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SHEET
C2.1

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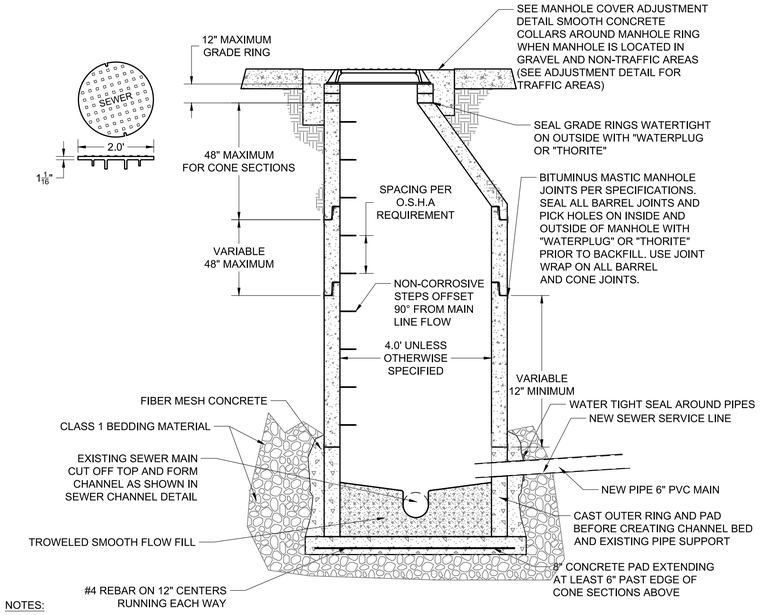
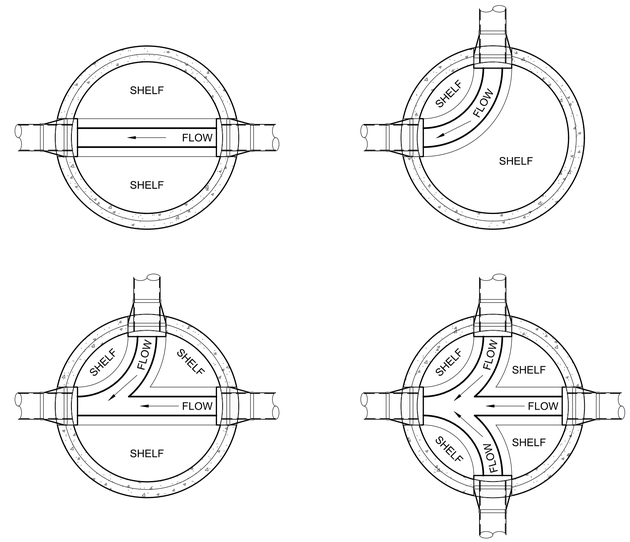


NOTES:

1. MANHOLE BASES SHALL BE REINFORCES TO WITHSTAND THE DEAD LOAD OF THE MANHOLE STRUCTURE AND HS-20 AASHTO LIVE LOAD.
2. REINFORCEMENT FOR PRECAST SECTIONS SHALL BE AS PER ASTM C-478.
3. C.I. RING AND COVER HS-20-44 ONE VENT HOLE OR AS SHOWN ON PLAN SHEET.
4. MOUND CRUSHED GRAVEL BASE AROUND TOP OF MANHOLE AT ROAD SURFACING LOCATIONS.
5. ALL MANHOLE BASES, BARRELS, AND CONES SHALL BE VACUUM TESTED.

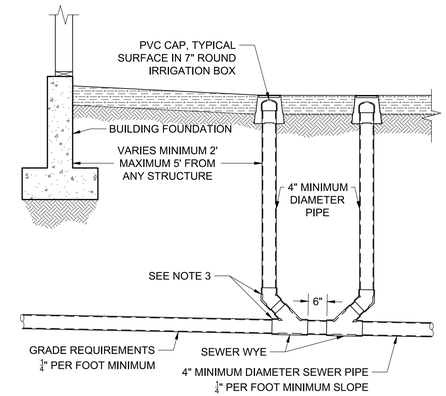
1 / C3.2 NEW MANHOLE OVER EXISTING SEWER
NOT TO SCALE



NOTES

1. SLOPE ALL SHELVES TO CHANNEL AT 1" PER FOOT.
2. SLOPE OF CHANNEL SHALL BE 0.1' ACROSS THE MANHOLE FOR ALL MAIN RUNS. SEE PROFILE SHEETS.
3. PROVIDE SMOOTH TROWEL SURFACE FOR ALL FLOW CHANNELS.
4. MANHOLE INVERTS SHALL MATCH INFLOW AND OUTFLOW PIPE INVERTS.
5. 4" SERVICE PIPES ENTERING MANHOLES SHALL HAVE CROWN OF 4" PIPE MATCH CROWN OF MAIN WHERE INVERTS INDICATE.

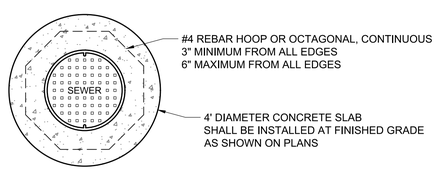
2 / C3.0 TYPICAL MANHOLE CHANNEL DETAILS
NOT TO SCALE



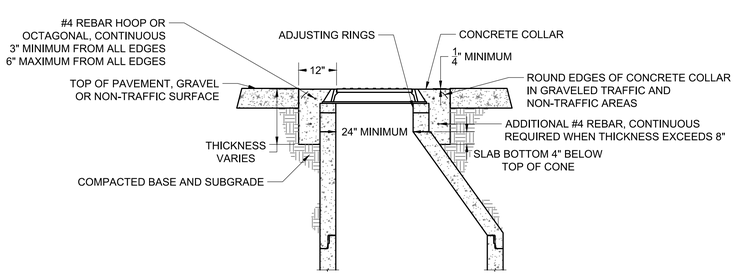
NOTES

1. PRIOR TO BACKFILLING THE TOWN PUBLIC WORKS DEPARTMENT MUST INSPECT ALL PIPE, FITTINGS, COUPLINGS, GRADE AND COMPLETE LEAK TESTING.
2. INSTALL AND COMPACT ALL BACKFILL MATERIAL PER TOWN PUBLIC WORKS DEPARTMENT STANDARD SPECIFICATIONS AND AS SHOWNWITHIN THE TRENCH DETAIL.
3. ALL PVC FITTINGS SHALL MEET ASTM D3034 SPECIFICATIONS, AND SHALL ALSO MEET ASTM D312 SPECIFICATIONS FOR RUBBER GASKETED BELL AND SPIGOT TYPE WITH INTEGRAL BELL.

3 / C3.0 BUILDING CLEANOUT DETAIL
NOT TO SCALE



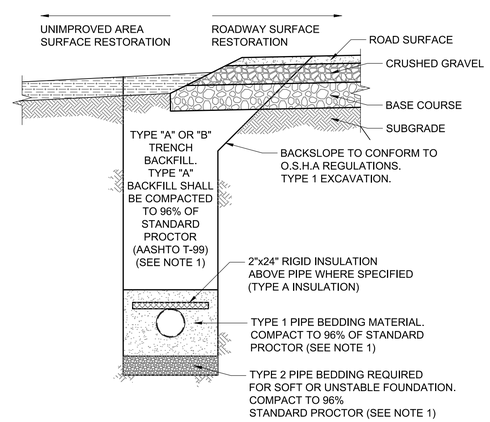
PLAN VIEW



NOTE:

1. ADJUST MANHOLES UPWARD WITH ADJUSTING RINGS UNDER RING AND COVER (12" MAXIMUM). ADJUST MANHOLE DOWNWARD BY REMOVING A PORTION OF THE MANHOLE RISER AND REBUILDING TO PROPER DIAMETER, SLOPE MANHOLE RING AS REQUIRED TO MATCH STREET GRADE AND CROSSLOPE, FINAL MANHOLE ADJUSTMENT WILL BE MADE AFTER PAVING AND BEFORE SEAL COATING.

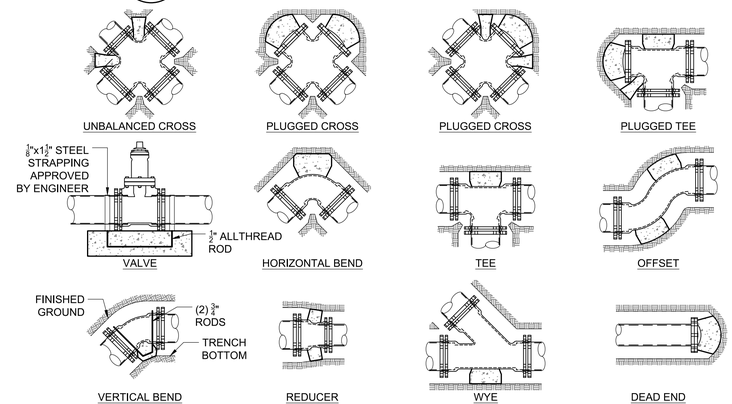
4 / C3.0 MANHOLE COVER AND ADJUSTMENT DETAIL
NOT TO SCALE ECCENTRIC CONE



NOTES

1. FOR TRENCHING, BEDDING AND BACKFILL REQUIREMENTS, SEE WPWSS SECTIONS 02220 AND 02225.
2. WHERE THE SPECIFIED MAXIMUM TRENCH WIDTH IS EXCEEDED, OR IF THE PIPE IS INSTALLED IN COMPACTED EMBANKMENT, THEN PIPE EMBEDMENT SHALL BE COMPACTED TO 96% OF STANDARD PROCTOR MAXIMUM DENSITY (ASTM D-698) TO A POINT AT LEAST 3 PIPE DIAMETERS FROM THE PIPE ON BOTH SIDES OF THE PIPE OR TO THE TRENCH WALL, WHICHEVER IS LESS.
3. WHERE TRENCH PASSES THROUGH EXISTING PAVEMENT, THE PAVEMENT SHALL BE CUT IN ACCORDANCE WITH SECTION 02075-3.01.
4. PROVIDE 12" MINIMUM HORIZONTAL CLEARANCE BETWEEN PIPE WALLS FOR MULTIPLE PIPES INSTALLED IN SAME TRENCH. MATCH INVERT ELEVATIONS UNLESS OTHERWISE SPECIFIED.

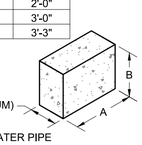
5 / C3.0 TYPICAL WATER/SEWER TRENCH DETAIL
NOT TO SCALE



MINIMUM DIMENSIONS FOR THRUST BLOCKING NOTES										
FITTING SIZE	TEES AND PLUGS		90° BENDS		45° BENDS AND WYES		REDUCERS AND 22 1/2° BENDS		11 1/2° BENDS	
	A	B	A	B	A	B	A	B	A	B
4"	1'-7"	1'-2"	1'-9"	1'-6"	1'-8"	0'-10"	1'-7"	0'-6"	0'-6"	0'-6"
6"	2'-0"	1'-11"	2'-5"	2'-2"	1'-10"	1'-7"	1'-9"	0'-10"	1'-0"	0'-6"
8"	2'-8"	2'-6"	3'-2"	3'-0"	2'-5"	2'-1"	1'-9"	1'-6"	1'-0"	1'-0"
10"	3'-4"	3'-3"	4'-0"	3'-10"	3'-0"	2'-9"	2'-2"	1'-11"	1'-6"	1'-0"
12"	4'-0"	3'-10"	4'-8"	4'-8"	3'-8"	3'-3"	2'-7"	2'-3"	2'-0"	1'-0"
14"	5'-5"	3'-10"	6'-6"	4'-11"	4'-9"	3'-5"	3'-5"	2'-5"	2'-0"	1'-6"
20"	5'-0"	5'-0"	6'-0"	6'-0"	5'-0"	4'-0"	3'-6"	3'-0"	3'-0"	2'-0"
24"	6'-0"	6'-0"	7'-0"	7'-0"	5'-0"	5'-0"	4'-6"	3'-0"	3'-0"	3'-0"
30"	7'-6"	7'-6"	8'-0"	8'-0"	6'-3"	6'-3"	4'-9"	4'-6"	3'-3"	3'-3"

NOTES

1. SIZE BLOCKS SHALL BE A MINIMUM OF 6" THICK
2. ALL BLOCKING SHALL BEAR AGAINST UNDISTRIBUTED MATERIAL
3. DESIGN IS BASED ON 150 PSI MAIN PRESSURE AND 2000 PSF SOIL BEARING CAPACITY.
4. 4 MIL POLYETHELENE PLASTIC BOND BREAKER SHALL BE PROVIDED BETWEEN THRUST BLOCK AND WATER PIPE



6 / C3.0 THRUST BLOCK DETAILS
NOT TO SCALE

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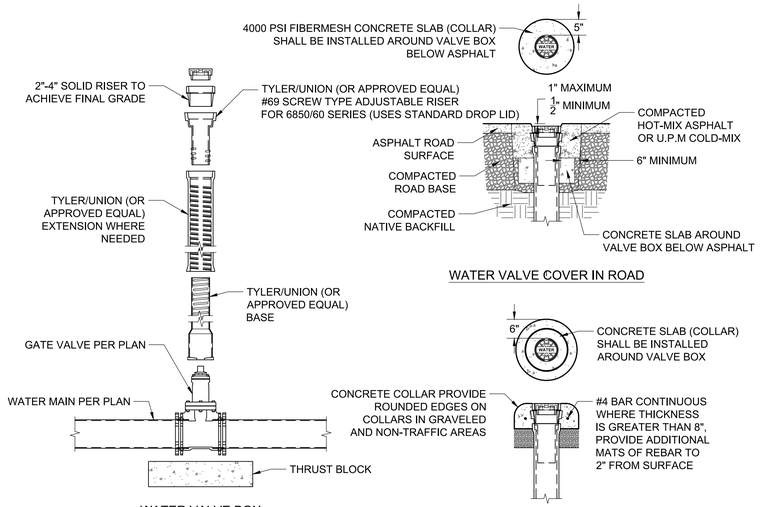


WATER VALVE COVER IN ROAD

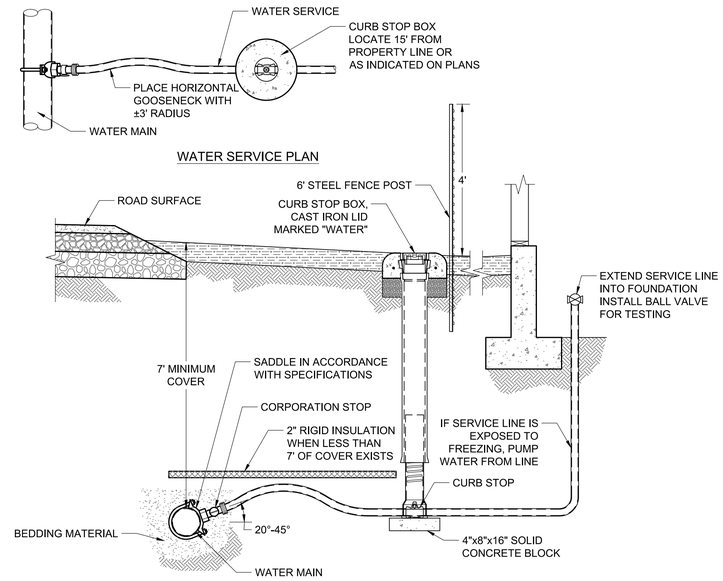
WATER VALVE BOX

WATER VALVE COVER IN GRAVELED AND NON-TRAFFICED AREAS

NOTE:

1. ADJUST WATER VALVE BOX UPWARD OR DOWNWARD AS REQUIRED. FINAL ADJUSTMENT SHALL BE MADE AFTER PAVING AND BEFORE SEAL COATING
2. THE TOWN SHALL INSPECT THE VERTICAL ALIGNMENT BEFORE AND AFTER BACKFILLING.
3. MUD PLUGS ARE REQUIRED TO BE PLACED IN ALL VALVE BOXES

1 / C3.1 WATER GATE VALVE DETAIL
NOT TO SCALE



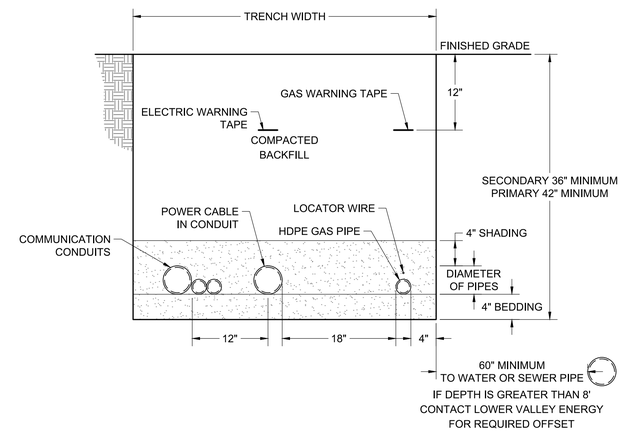
WATER SERVICE PLAN

WATER SERVICE ELEVATION

NOTES

MAKE ADJACENT TAPS NO CLOSER THAN 8' APART. MAKE NO TAPS CLOSER THAN 3' FROM THE END OF ANY PIPE SECTION.

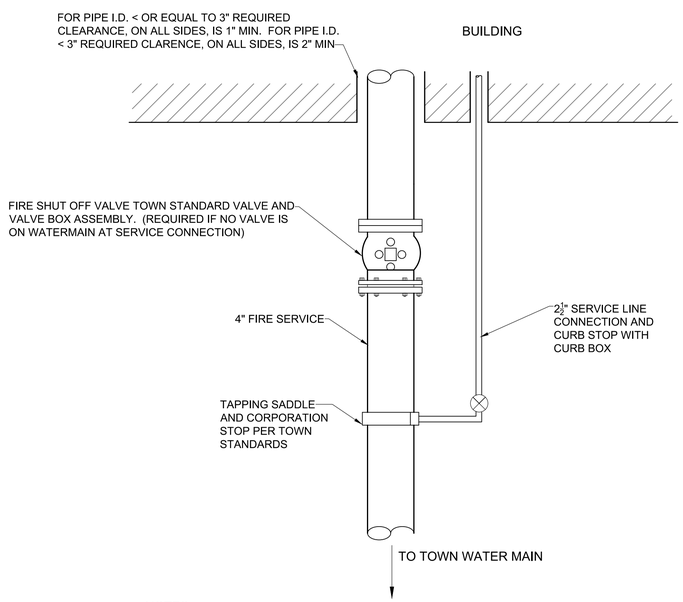
2 / C3.1 TYPICAL WATER SERVICE DETAIL
NOT TO SCALE



NOTE

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. CUSTOMER 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 HDPE GAS PIPE AND POWER CABLE OR TRENCH WILL BE REJECTED.
5. BEDDING AS SHADING MATERIAL MUST BE SMOOTH, FREE OF ROCKS, AND MUST BE ABLE TO SIFT THROUGH A 3/4" SCREEN (SAND RECOMMENDED).

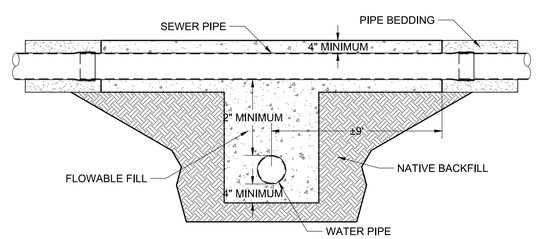
3 / C3.1 UTILITY TRENCH DETAIL
NOT TO SCALE



NOTES:

1. FIRE SERVICE LINE ENTRY INTO BUILDING OR STRUCTURE SHALL BE SUBJECT TO REGULATIONS OF AND REVIEW BY THE TOWN OF JACKSON BUILDING DEPARTMENT AND FIRE MARSHALL.
2. ALL BURIED FITTINGS SHALL HAVE STAINLESS OR CORROSIVE RESISTANT BOLTS AND BE POLY WRAPPED.

4 / C3.1 FIRE SERVICE WITH WATER SERVICE
NOT TO SCALE



NOTES

NORMAL CONDITIONS:
WATER MAINS CROSSING SANITARY SEWER MAINS, OR STORM SEWERS SHALL BE LAID ABOVE TO PROVIDE A VERTICAL SEPARATION OF AT LEAST 18". THE SEPARATION BETWEEN PIPES SHALL BE MEASURED FROM THE TOP OF THE SEWER PIPE TO THE BOTTOM OF THE WATER PIPE.

UNUSUAL CONDITIONS:
WHEN LOCAL CONDITIONS PREVENT A VERTICAL SEPARATION OF AT LEAST 18" AS NOTED ABOVE, THE FOLLOWING CONSTRUCTION SHALL BE USED:

1. THE SANITARY SEWER, STORM SEWER OR WATER MAIN SHALL BE PLACED IN A SEPARATE CASING PIPE EXTENDING A MINIMUM OF 9' EACH SIDE OF THE CROSSING; OR
2. THE SANITARY SEWER, STORM SEWER OR WATER MAIN SHALL BE PLACED IN A SEPARATE CASING PIPE EXTENDING A MINIMUM OF 9' EACH SIDE OF THE CROSSING.
3. WATER MAINS PASSING UNDER SEWER LINE SHALL, IN ADDITION TO THE ABOVE REQUIREMENTS, BE PROTECTED BY PROVIDING FLOWABLE FILL BETWEEN WATER AND SEWER LINES FOR ADDITIONAL SUPPORT.
4. FLOWABLE FILL SHALL BEAR ON UNDISTURBED SOIL AND HAVE A 28 DAY COMPRESSIVE STRENGTH OF 30-60 PSI. REFERENCE WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS SECTION 02510. (REF. WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS)

5 / C3.1 WATER/SEWER CROSSING DETAIL
NOT TO SCALE

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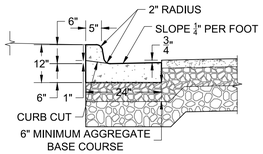
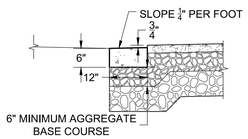


VERTICAL CURB

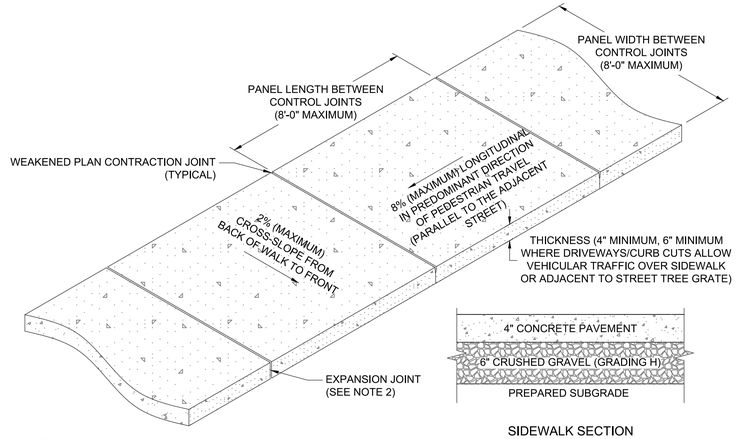


RIBBON CURB

NOTE

1. CURBS SHALL CONFORM TO SPECIFICATION 32 16 13, EXCEPT THAT PORTLAND CEMENT CONCRETE SHALL BE FIBERMESH-REINFORCED CLASS 4000 CONCRETE CONFORMING WITH SPECIFICATION 32 13 13.
2. AGGREGATE BASE COURSE SHALL BE SIX INCH MINIMUM THICKNESS, CONFORM TO SPECIFICATION 31 05 16, PART 2.03, GRADING H, AND BE INSTALLED PER SPECIFICATION 32 11 23, PART 3.03.
3. REMOVAL AND REPLACEMENT OF CURB SHALL TAKE PLACE IN FULL PANELS.
4. VERTICAL CURB SHALL BE USED IN PREFERENCE TO ROLL CURB.

1 / C3.2 CURB SECTION DETAIL
NOT TO SCALE TOJ ST-110

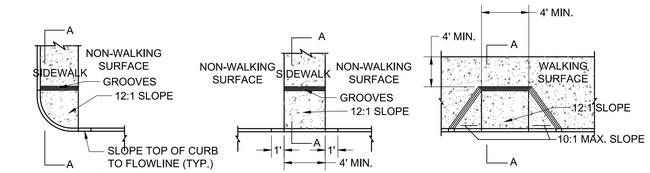


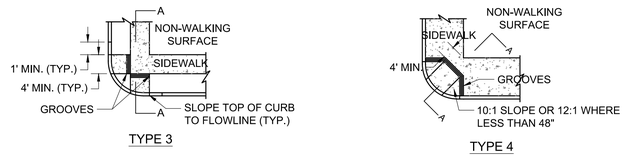
SIDEWALK SECTION

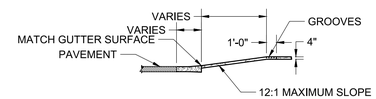
NOTE

1. SIDEWALK SHALL CONFORM TO ALL APPLICABLE ADA STANDARD REQUIREMENTS SIDEWALKS SHALL CONFORM TO WPWSS SECTION 02776, EXCEPT THAT PORTLAND CEMENT CONCRETE SHALL BE FIBERMESH-REINFORCED CLASS 4000 CONCRETE CONFORMING WITH WPWSS SECTION 03304, PART 2.07.
2. EXPANSION JOINTS SHALL BE PLACED IN SIDEWALK AT THE SAME LOCATIONS AS THOSE IN CURB AND GUTTER WHEN SIDEWALK IS ADJACENT TO CURB. (PER WPWSS SECTION 03251, PART 3.04 SPACING SHALL NOT EXCEED 32'-0" ON CENTER.)
3. FOR SIDEWALKS GREATER THAN EIGHT FEET IN WIDTH, A LONGITUDINAL CONTROL JOINT SHALL BE INSTALLED AT THE CENTER OF THE WALK.
4. REMOVAL AND REPLACEMENT OF SIDEWALK SHALL TAKE PLACE IN FULL PANELS.
5. AGGREGATE BASE COURSE SHALL BE FOUR INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03 GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
6. CLEAR VEGETATION AND STRIP TOPSOIL TO SUBGRADE. SCARIFY, CONDITION, AND COMPACT. PROOF ROLL IN THE PRESENCE OF THE ENGINEER
7. MATERIAL STRIPPED TO DEPTH LOWER THAN SUBGRADE SHALL BE REPLACED WITH STRUCTURAL MATERIAL TO SUBGRADE ELEVATION.
8. WHERE UNSUITABLE SUBGRADE SOIL EXISTS, OVER EXCAVATION AND REPLACEMENT WILL BE REQUIRES. GEOGRID MAY BE SUBSTITUTED FOR OVER EXCAVATION UPON APPROVAL FROM GEOTECHNICAL ENGINEER.

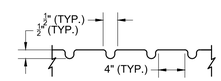
2 / C3.2 TYPICAL CONCRETE SIDEWALK DETAIL
NOT TO SCALE TOJ ST-127







SECTION A-A

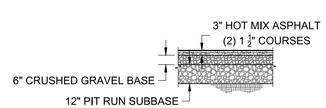


GROOVING DETAIL

NOTES:

1. SIDEWALKS SHALL CONFIRM TO ALL APPLICABLE ADA STANDARD REQUIREMENTS.
2. LIP AT GUTTER TO BE NO MORE THAN 1/4" HIGH.
3. CONCRETE TO BE A BROOM FINISH.

3 / C3.2 PEDESTRIAN RAMP DETAIL
NOT TO SCALE



PAVEMENT SECTION

4 / C3.2 TYPICAL DRIVEWAY AND PARKING SECTION
NOT TO SCALE

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SECTION 4 – LEVEL II REPORT

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Jackson Outreach Center

Central Wyoming College - Jackson

LEVEL II REPORT

August 11, 2016

CARNEY
LOGAN
BURKE
ARCHITECTS

AndersonMasonDale
Architects

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- I.1 Executive Summary
- I.2 Acknowledgements
- 1.3 Design Process

| II | PROGRAM
- II.1 Academic Program Summary
- II.2 Program Summary
- II.3 Program Detail
- II.4 Program Diagrams
- II.5 Program Adjacencies
- II.6 Room Data Sheets

| III | CONCEPT
- III.1 Design Process
- III.2 Program Diagrams

| IV | VERONICA LANE
- IV.1 Vicinity Map
- IV.2 Development Plan Proposed
- IV.3 Existing Conditions
- IV.4 Concept Plan 1
- IV.5 Concept Plan 2

| V | COST
- V.1 Owner Project Budget
- V.2 Parking Lot Budget
- V.3 Programmatic Construction Cost Model

| VI | DEVELOPMENT ANALYSIS

| VII | APPENDIX
- VII.1 Classroom Utilization Analysis
- VII.2 Project Schedule
- VII.3 Preliminary Project Description

I. PROCESS

I.1 Executive Summary

The Central Wyoming College Jackson Outreach Center Level II Study was initiated in the winter of 2016. The purpose of this report is to define the programmatic and cost parameters for the design of this project going forward, and for the facilitation of the Capital Funding efforts of the project within the state of Wyoming. The project is consistent with a continuation of the Central Wyoming College Master Plan, last updated in 2012.

The existing CWC Jackson Center is primarily housed in leased space at the Jackson Center for the Arts. It has been in this location since the construction of The Center. In this location and assorted other local facilities, CWC offers a broad array of courses, as defined in the attached program. As defined in the CWC Master Plan, the purpose of the new Jackson Center is to provide proper programmatic space for the unique educational programs offered by the college. These include the culinary arts program, dedicated science laboratories, simulation nursing labs, and lab space for allied health programs. The unique requirements of these program areas demand specialized educational spaces, which the college does not presently possess. This report includes program information and diagrammatic layouts for educational spaces which will serve these programs most effectively.

This Level II report is the outcome of a series of on-site workshops with CWC educators and administrators and representation from the State of Wyoming Department of Administration and Information Office of Construction Management, in Jackson, Wyoming. During these workshops, curriculum and enrollment were reviewed as a basis of projecting the space needed to offer the courses presently offered by the college, with an eye to future enrollments and needs. In addition to the specialized course offerings of the Jackson Center, a key program component of this facility will be spaces that will be available to the local community. Community partnerships are an essential part of the mission of the CWC Jackson Center, and these program areas will serve this purpose in addition to providing general education classrooms.

The primary purpose of the Level II study has been to determine the size and cost of the new facility. The new Jackson Center is programmed at approximately 18,000 gross square feet and will cost approximately $8 million in construction costs. Additionally, $3 to 4 million in owner soft costs will be required to execute the work. Escalation is currently 7% per year and should be accounted for in the overall project budget. The project cost has been modeled taking into account the unique economic conditions of building in Jackson Wyoming.

The proposed location for the new Jackson Outreach Center is on Veronica Lane, just west of historic downtown Jackson. The College and State evaluated multiple sites as possible homes for the new Jackson Center before the College secured a special excise tax, SPET, in early 2017 with the support of Teton County. The SPET will allow the College to buy two lots on Veronica Lane.

This report models program area, adjacencies, and stacking to test the College's program. The first series of design graphics and representations in this document are general in nature and are driven by program relationships, spatial adjacencies, and the functional flow of the building. Two additional diagrams are provided as test-fits on the Veronica Lane site.

Center for the Arts - Jackson, WY

I.2 Acknowledgements

Project Team

Owner

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President of the College

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Construction Manager, State of Wyoming, Department of Administration and Information Office of Construction Management

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Design Principal

John Graham
Managing Principal

Cynthia Ottenbrite
Project Manager

Luc Bamberger | Todd Swarts
Project Architects

Carney Logan Burke Architects

John Carney
Associate Principal

Jeff Lawrence
Project Architect

Jorgensen Associates

Reed Armijo
Civil Engineer

KL&A, Inc

Joe Hall
Structural Engineer

The Estime Group

Roz Estime
Lab Planner

BG Buildingworks

Dan Koelliker
M/E/P Engineering

Zaist Construction Management

Stan Zaist
Cost Estimating

Hershberger Design

Bonny and Mark Hershberger
Landscape Architect

Jedrziewski Designs

Ric Jedrziewski
Culinary Lab Planner

I.3 Design Process

The design process for the new CWC Jackson Center is an extension of work begun in 2012 on the Central Wyoming College Master Plan update. Work completed at that time defined the areas of academic instruction in need of new spaces. That work has been the basis of a multi workshop-based process which has produced this Level II report.

Four primary on-site workshops were the basis of the design process for this document. Beginning in March 2016, building users, administrators, state representatives and the design team met on site to review programmatic needs, room data, and all course offerings. In the first workshop, site visits were arranged to review the sites deemed viable at that time. Programmatic adjacencies were discussed and goals for overall building function were explored and recorded.

Later that month, the design team returned to present alternatives for building stacking, building organization, program adjacencies and basic building conceptual diagrams. Program areas were explored in greater detail, and an overall program summary and conceptual cost model was developed. Also in the second workshop, the design team and building users had a general discussion with a steering committee of community members organized by the college. At this workshop, it was concluded that negotiations regarding potential sites would remain ongoing for some time, and that this report would be concluded prior to the resolution of the final site acquisition. Therefore, any design information was determined to be primarily programmatic, very conceptual, and not site specific.

In early April 2016, the third workshop was convened. During this session, users and the design team verified programmatic relationships as expressed in the diagrams in this report. The program plan was finalized in terms of spaces and quantities for the Center. Tours and detailed food service and culinary space design discussions were held, and the conceptual vision of the instructional areas was completed.

In March and April 2017, the design team reconvened with the College to review a condensed program and study the two, adjacent lots on Veronica Lane. This study informed the application for the SPET. The site plan graphics and revised cost model presented in this report assume the College is able to rezone the two lots into one larger site. Additionally, language is provided in the report from Jorgensen Associates concerning the nature of the rezoning process with the Town of Jackson and Teton County, WY.

CWC Culinary Students

II. PROGRAM

II.1 Academic Program Summary

Based on the 2012 Level I research and economic changes in Teton County and the State of Wyoming over the past four years, Central Wyoming College-Jackson is developing a responsive and exciting academic program to address the needs of our community for high education and economic development skills. With limited facilities the college pursues strong relationships with local businesses, developing academic support for students with remedial needs and introducing programs that address the interests of our community and the demands of employers.

Below are some examples:

As recommended in the 2012 Level I report, the Culinary and Hospitality Program has inaugurated a condensed schedule in order to meet the employment needs of Teton County's resorts, hotels and restaurants. Ten (10) culinary/hospitality students are now interns with employers such as the Jackson Hole Mountain Resort in the busy seasons. With the much needed teaching kitchen the college will be able to place up to 100 student interns into local and state-wide hospitality companies. This will support and encourage the state's vibrant tourism industry. Graduates currently are 100% employed; inquiries to hire these students come not just from Teton County but from all over the region.

Outdoor Education has expanded, reaching the limit that CWC Jackson can support the program with current facilities. The college partners with a highly regarded and accredited company, Jackson Hole Outdoor Leadership Institute (JHOLI). Through JHOLI, Wilderness Emergency Medical Technicians (WEMT) receive required training for the town, county and federal agencies as well as outdoor industry professionals The Outdoor Education program supports every business in the area with occupational safely training such First Aid and CPR. With flexible teaching classrooms in an educational center the timing and quantity of classes can better meet the needs of the region. Additionally, future degrees in Outdoor Leadership at the CWC-Jackson center will integrate with the successful CWC program at Sinks Canyon strengthening both.

The college is pro actively determining future academic offerings. For example, Sustainability Leadership: Business & the Environment is a potential program that will be developed through CWC-Jackson. Careers in sustainability management, consulting, development and education are on the rise and the demand for trained, knowledgeable sustainability professionals is expected to continue in the coming years. We are working with companies and individuals to develop this professional certificate program. The Jackson/Teton County Comprehensive Plans states, "Sustainability is a system of practices that are healthy for the environment, community and economy and can be maintained for current and future generations."

As noted both in the 2012 Level I report and the 2015 Wyoming Community College Report the needs of developmental learners must continue to be addressed. Over the past ten (10) years 1,111 students have received focused support with foundation courses through the Jackson Center. CWC-Jackson strives to implement the productive remedial educational reforms that are offered through the main campus. However, one computer lab (equipped with 8 computers) serves all of our classes and the needs of studying students and many students are turned away due to the limited classroom capacity.

Teton County's economy depends on tourism, a healthy national park system and a growing industry of entrepreneurial businesses utilizing creative technology grounded with strong business skills. Central Wyoming College is responsible for offering quality educational programs to support the dreams of Wyoming residents through this western region of the state. With an educational center located in Teton County much needed programs in medical and science programs, Culinary and Hospitality, business, and education will offer skills and opportunities to those we serve.

II.2 Program Summary

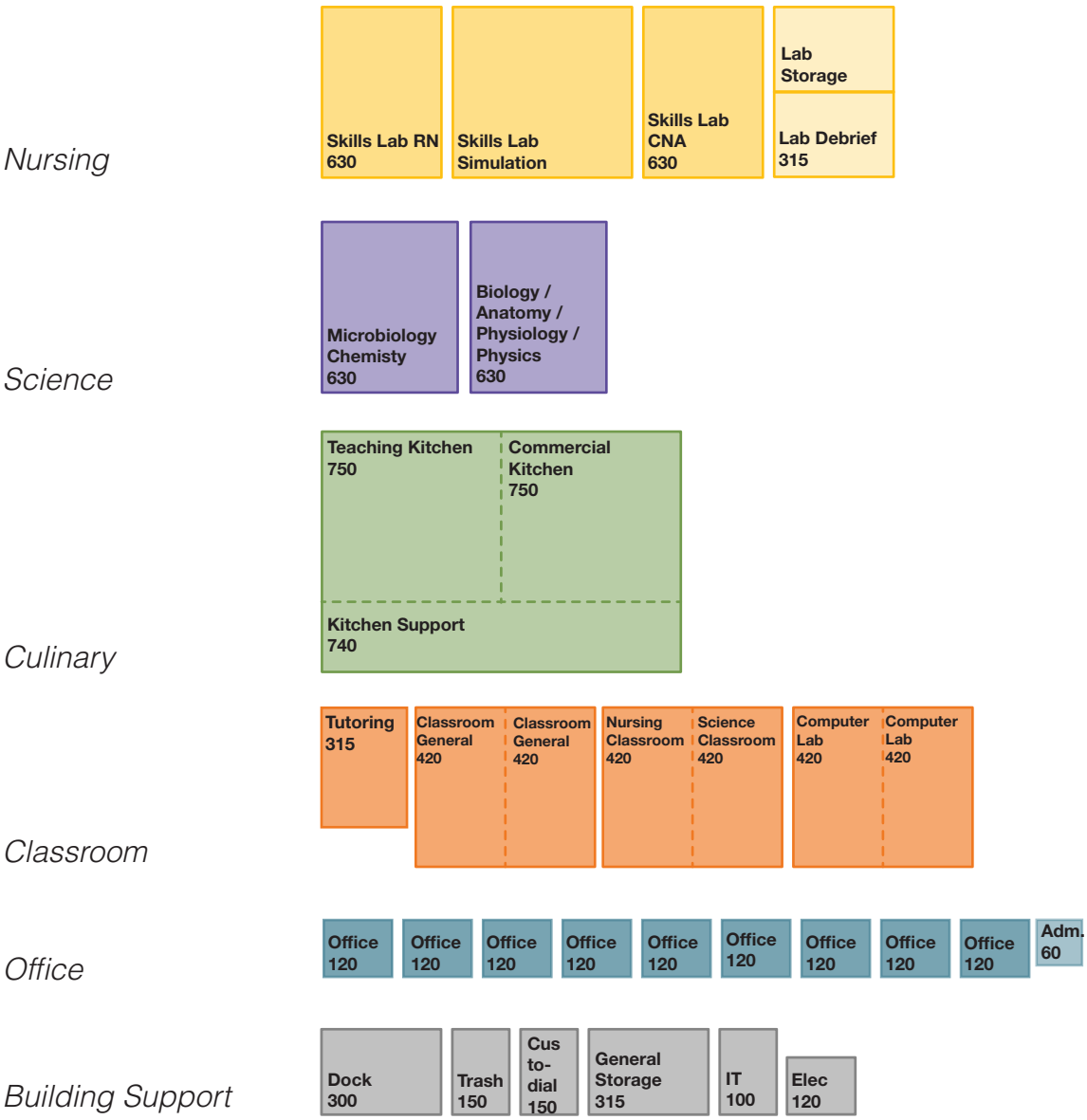
Space	Net SF (asf)	Gross SF (gsf)	
Nursing	3,159	4,759	27%
Labs	2,205	3,021	
Lab Support	630	1,295	
Offices	324	444	
Science	1,476	2,022	12%
Labs	1,260	1,726	
Offices	216	296	
Culinary / Hospitality	2,348	3,216	19%
Labs	2,240	3,068	
Offices	108	148	
Shared Space	5,334	7,337	42%
Classrooms	2,835	3,884	
Offices	384	526	
Shared Building Support	2,115	2,927	
Total	**12,317**	**17,334**	**73%**

II.3 Program Detail

Space	Area	Qty	Net SF (asf)	Gross SF (gsf)	
Nursing			3,159	4,759	27%
Labs			2,205	3,021	
Skills Lab RN	630	1	630	863	
Skills Lab Simulation	945	1	945	1,295	
Skills Lab CNA	630	1	630	863	
Lab Support			630	1,295	
Storage	315	1	315	863	
Debrief	315	1	315	432	
Offices			324	444	
Faculty Office	108	3	324	444	
Science			1,476	2,022	12%
Labs			1,260	1,726	
Microbiology / Chemistry	630	1	630	863	
Biology / Anatomy / Physiology / Physics / Earth + Env Science	630	1	630	863	
Offices			216	296	
Faculty Office	108	2	216	296	
Culinary / Hospitality			2,348	3,216	19%
Labs			2,240	3,068	
Teaching Kitchen	750	1	750	1,027	
Com. / Entrepreneurial Kitchen / Baking	750	1	750	1,027	
Scullery	140	1	140	192	
Cooler	120	1	120	164	
Freezer	120	1	120	164	
Custodial / Washer-Dryer	120	1	120	164	
Pantry	120	1	120	164	
Storage	120	1	120	164	
Offices			108	148	
Faculty Office	108	1	108	148	

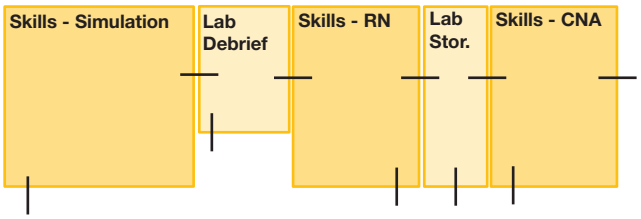
Space	Area	Qty	Net SF (asf)	Gross SF (gsf)	
Shared Space			5,334	7,337	42%
Classrooms			2,835	3,884	
Classroom - General	420	2	840	1,151	
Classroom - Science	420	1	420	575	
Classroom - Nursing	420	1	420	575	
Computer Lab - General	420	2	840	1,151	
Tutoring	315	1	315	432	
Offices			384	526	
Faculty Office	108	3	324	444	
Admin	60	1	60	82	
Shared Building Support			2,115	2,927	
Maintenance	300	1	300	411	
General Storage	315	1	315	432	
Recycling/Trash	150	1	150	205	
Custodial Storage	75	1	75	103	
Custodial Closet	75	1	75	103	
Mechanical	1,000	1	1,000	1,400.00	
Electrical	100	1	100	137	
IT	100	1	100	137	
Total			**12,317**	**17,334**	**73%**

II.4 Program Diagrams

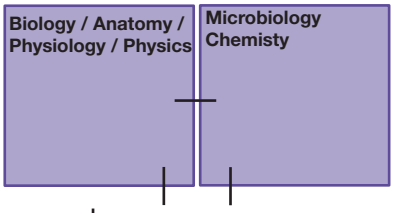


II.5 Program Adjacencies

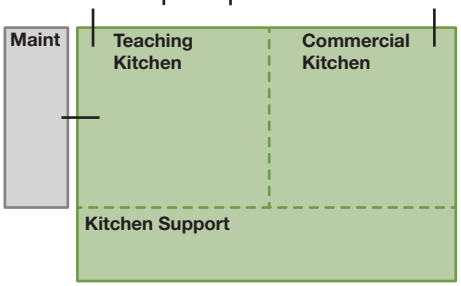
Nursing



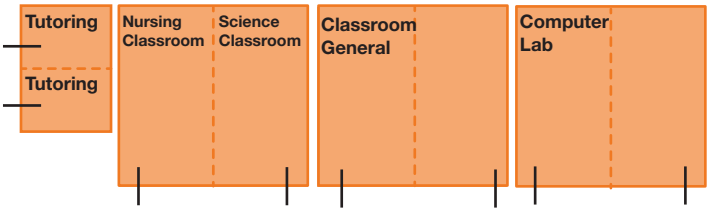
Science



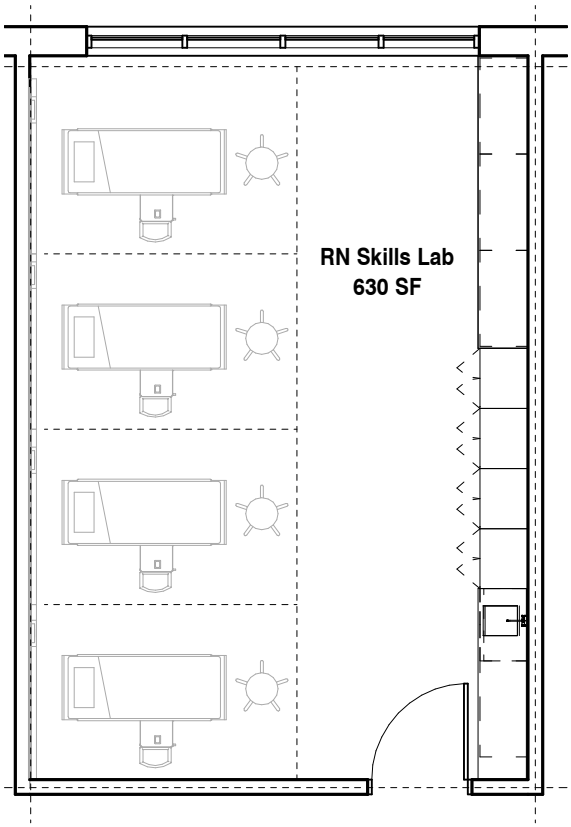
Culinary



Classroom



II.6 Room Data Sheets

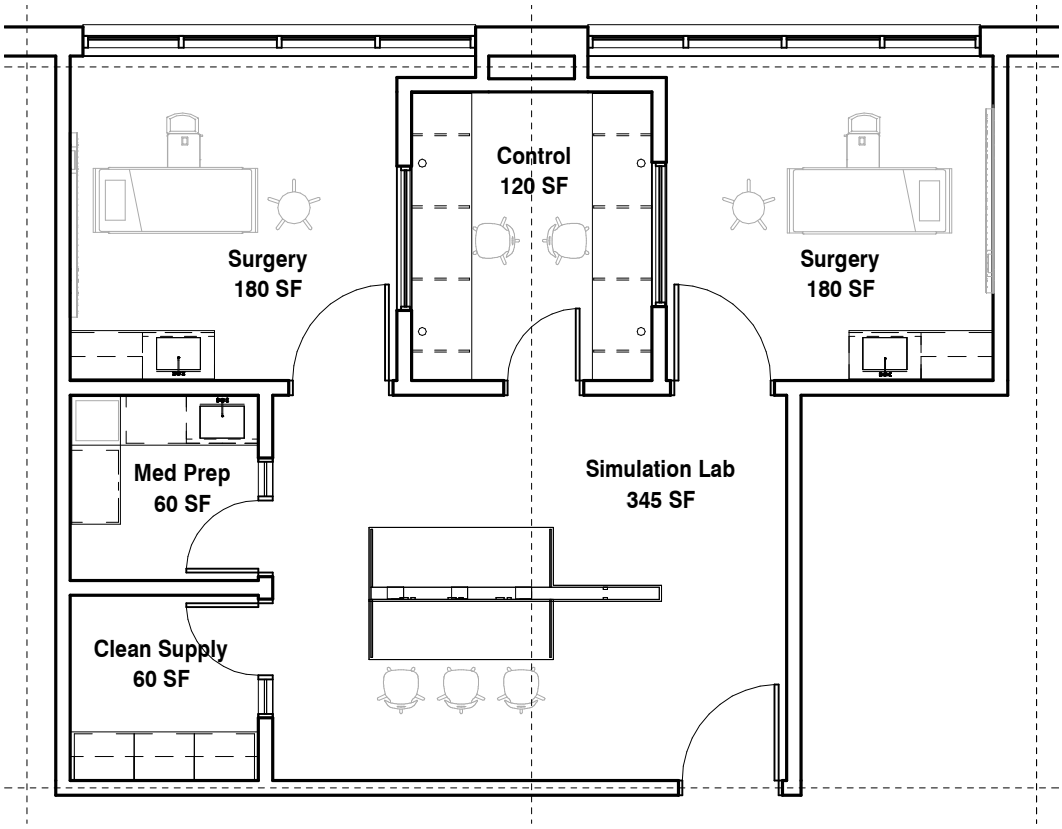


Nursing - Skills Lab RN

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Nursing Skills Lab RN
AREA:	630 sf
NUMBER OF STATIONS:	4
FUNCTION:	Lab
PRIMARY ADJACENCIES:	Lab Debrief and Simulation Lab
SPECIALTY EQUIPMENT:	Nursing headwall, medical surgery bed, over bed table, exam stool
FLOORS:	Resilient sheet flooring
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	n/a
REMARKS:	4 beds 630 SF, need 1 lab support prep space 80 SF.

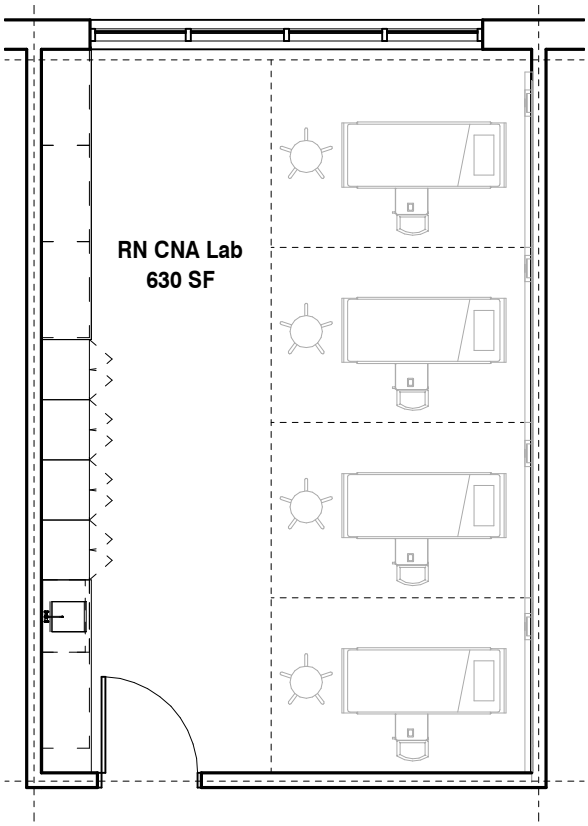


Nursing - Skills Lab Simulation

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Nursing Skills Lab Simulation
AREA:	945 sf
NUMBER OF STATIONS:	2 Surgery Rooms
FUNCTION:	Lab
PRIMARY ADJACENCIES:	Lab Debrief and Skills Lab
SPECIALTY EQUIPMENT:	Nursing head wall, medical surgery bed, over bed table, exam stool, medical refrigerator, medstation, crash cart, PALS cart, simulation manikin equipment
FLOORS:	Resilient sheet flooring
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	Student task chairs
REMARKS:	2 - 175 SF surgery suites, 1 - 125 SF control room, 1 65 SF supply room, 1 65 SF med prep room, 1 - 480 SF nurse station

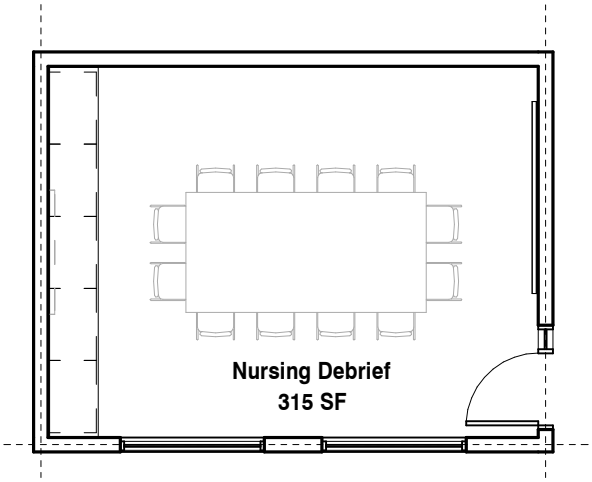


Nursing - Skills Lab CNA

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Nursing Skills Lab CNA
AREA:	630 sf
NUMBER OF STATIONS:	4
FUNCTION:	Lab
PRIMARY ADJACENCIES:	Lab Debrief
EQUIPMENT:	Nursing head wall, medical surgery bed, over bed table, exam stool
FLOORS:	Resilient sheet flooring
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	n/a
REMARKS:	ADD ALTERNATE. 4 beds 630 SF, need 1 lab support prep space 80 SF, prep could be used by dental assistant + CNA State Testing.

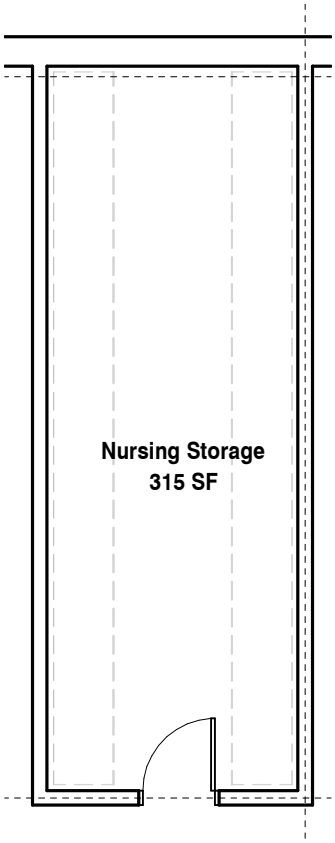


Nursing - Lab Support Debrief

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Nursing Debrief
AREA:	315 sf
NUMBER OF STATIONS:	12 seats
FUNCTION:	Conference
PRIMARY ADJACENCIES:	Skills CNA Lab, Skills RN Lab, Skills Simulation Lab and Allied Health
EQUIPMENT:	n/a
FLOORS:	Carpet
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	Rectangular conference table, office/conference chair
REMARKS:	1 - shared with Skills CNA and Allied Health, 1 - shared with Skills RN and Simulation Lab

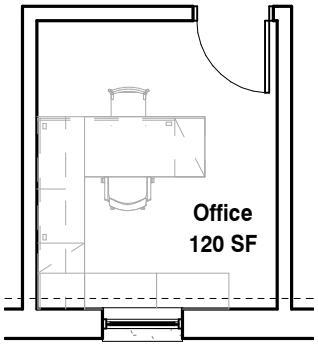


Nursing - Lab Support

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Nursing Storage
AREA:	315 sf
NUMBER OF STATIONS:	n/a
FUNCTION:	Storage
PRIMARY ADJACENCIES:	Nursing Labs
EQUIPMENT:	Mobile wire shelving, mannequin cart
FLOORS:	Sealed concrete
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	n/a
REMARKS:	Shared space

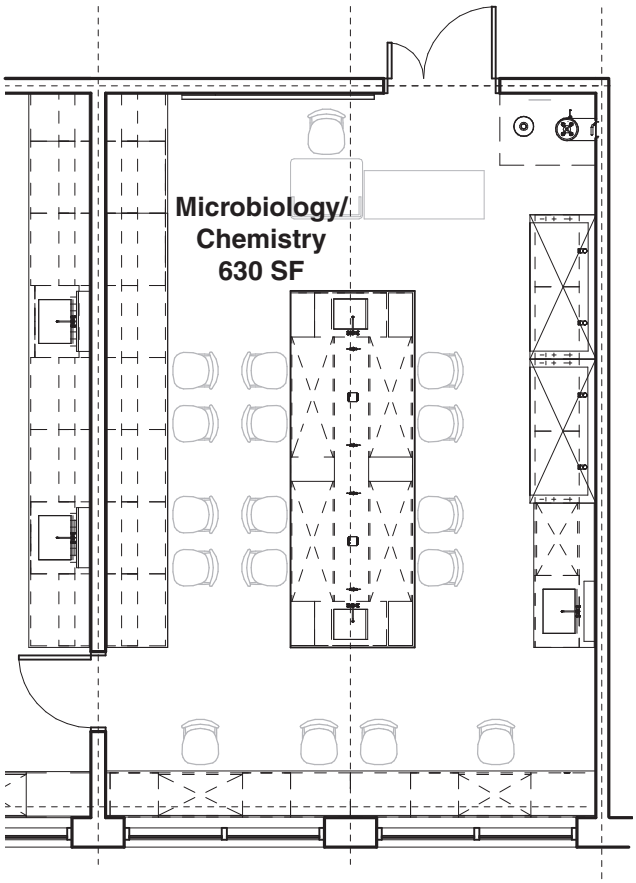


Faculty Office

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Faculty Office
AREA:	120 sf
NUMBER OF STATIONS:	1
FUNCTION:	Office
PRIMARY ADJACENCIES:	n/a
EQUIPMENT:	n/a
FLOORS:	Carpet
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	Faculty workstation, office task chair, bookcase, lateral file
REMARKS:	Nursing: 2 - nursing, 1 - allied health, 1 - future Science: 2 - faculty, 1 - future Culinary: 1 - hotel office, 1 - culinary General 1 - director, 1 - academic affairs, 1 - student affairs

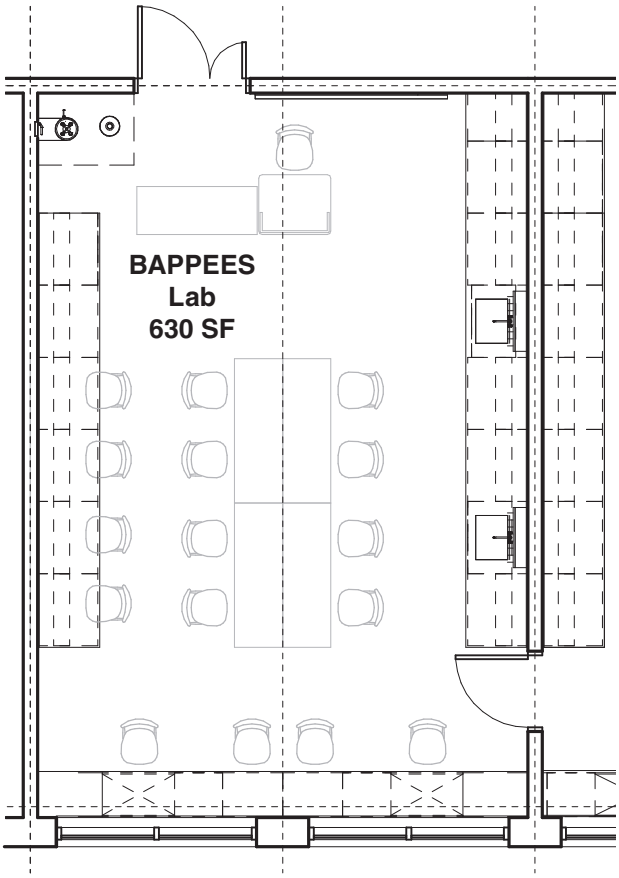


Science - Microbiology / Chemistry

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Microbiology & Chemistry Lab
AREA:	630 sf
NUMBER OF STATIONS:	16
FUNCTION:	Lab
PRIMARY ADJACENCIES:	Biology, Anatomy, Physiology, Physics, and Earth and Environmental Sciences Lab
EQUIPMENT:	Chemical fume hoods
FLOORS:	Finished polished concrete with lab sealant
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	16 student task chairs, 1 instructor task chair, 1 classroom lectern, 1 movable table
REMARKS:	16 stations, fixed utilities, 2 fume hoods, need access to Prep space

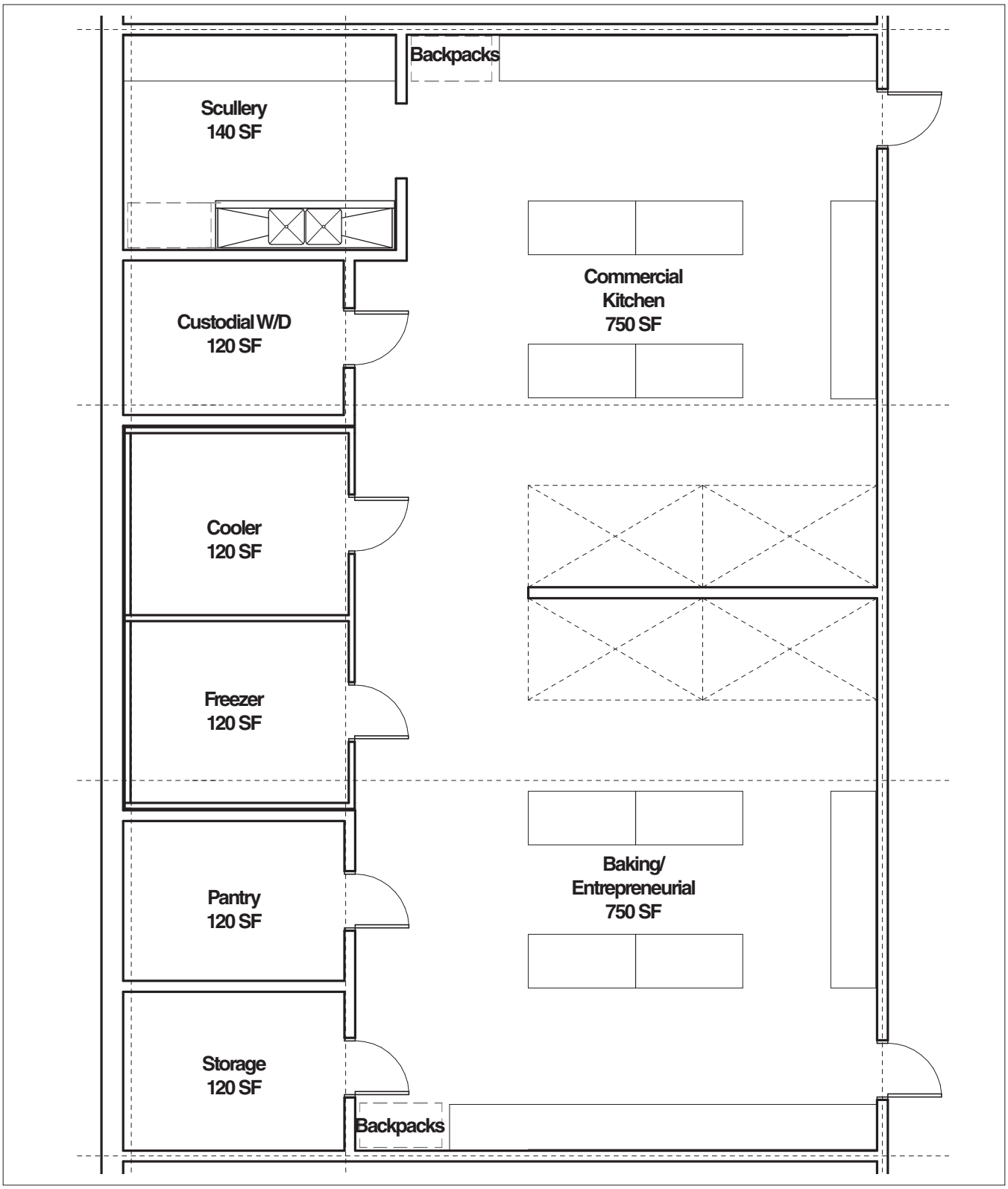


Science - Biology / Anatomy / Physiology / Physics / Earth Sciences

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Biology, Anatomy, Physiology, Physics, and Earth and Environmental Sciences
AREA:	630 sf
NUMBER OF STATIONS:	16
FUNCTION:	Lab
PRIMARY ADJACENCIES:	Microbiology and Chemistry Lab
EQUIPMENT:	Lab growth chamber
FLOORS:	Finished polished concrete with lab sealant
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	16 student task chairs, 1 instructor task chair, 8 movable tables + 1 instructor movable table, 1 classroom lectern
REMARKS:	16 Stations, no hoods, need access to Prep space, fixed equipment at perimeter, storage for student kits

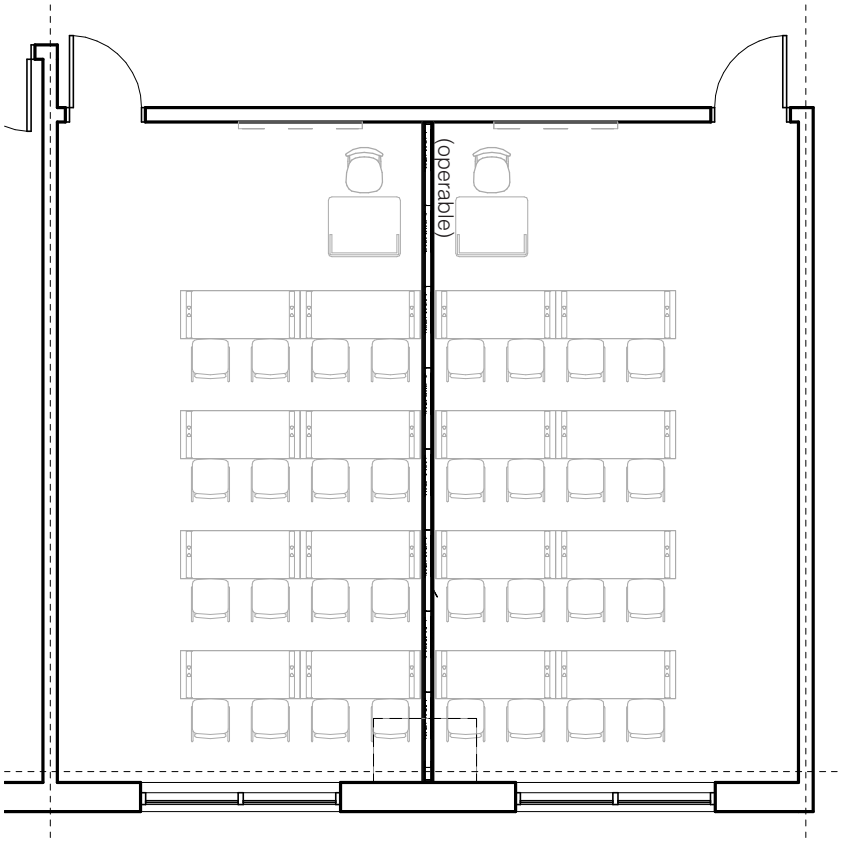


Culinary

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Commercial and Baking Kitchen Labs
AREA:	2460 sf
NUMBER OF STATIONS:	16 per kitchen
FUNCTION:	Culinary Lab
PRIMARY ADJACENCIES:	Service, Classrooms, and main entry
EQUIPMENT:	Commercial Kitchen: 4 ranges - 6 burners each, 2 grills, 2 fryers, refrigerator, small Kombi oven, stack convection oven, vertical food slicer, vertical food chopper, 20 quart mixer, ice maker, bowl food processor, small tilt skillet, salamander above range, small bench top smoker. Baking Kitchen: 2 ranges - 6 burners each, convection oven, deck oven, small kombi oven, proof box, floor mounted mixer, sprayer wash system for hosing out both kitchens.
FLOORS:	Finished polished concrete
WALLS:	GWB
CEILING:	Suspended acoustic panel ceiling - waterproof and washable
FURNITURE:	4 tables for 4 students each, for each lab
REMARKS:	Commercial Kitchen with 16 stations, includes storage, pantry, adjacent to dock Baking Kitchen with 16 stations, public use/non-credit classes.

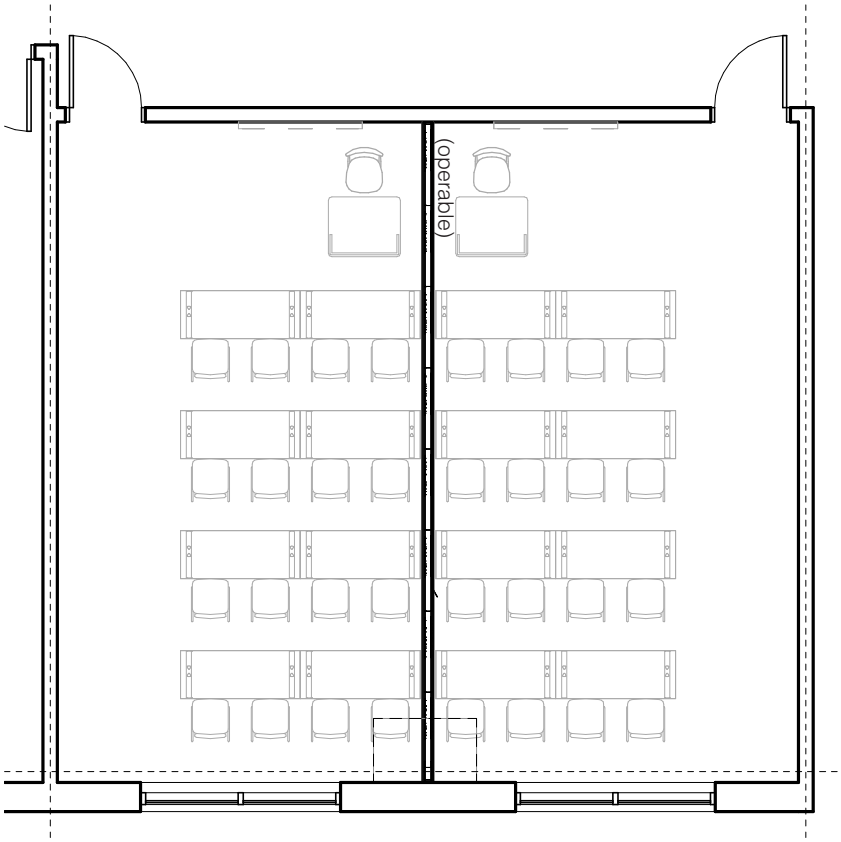


Classrooms - General

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	General Classroom
AREA:	420 sf
NUMBER OF STATIONS:	16
FUNCTION:	Classroom
PRIMARY ADJACENCIES:	n/a
EQUIPMENT:	n/a
FLOORS:	Carpet
WALLS:	GWB, operable partition
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	1 Classroom lectern, 1 instructor task chair, 8 folding classroom training tables, 16 stacking classroom chairs
REMARKS:	16 students, operable partition to create one large room for 32 students. Video conference classroom.

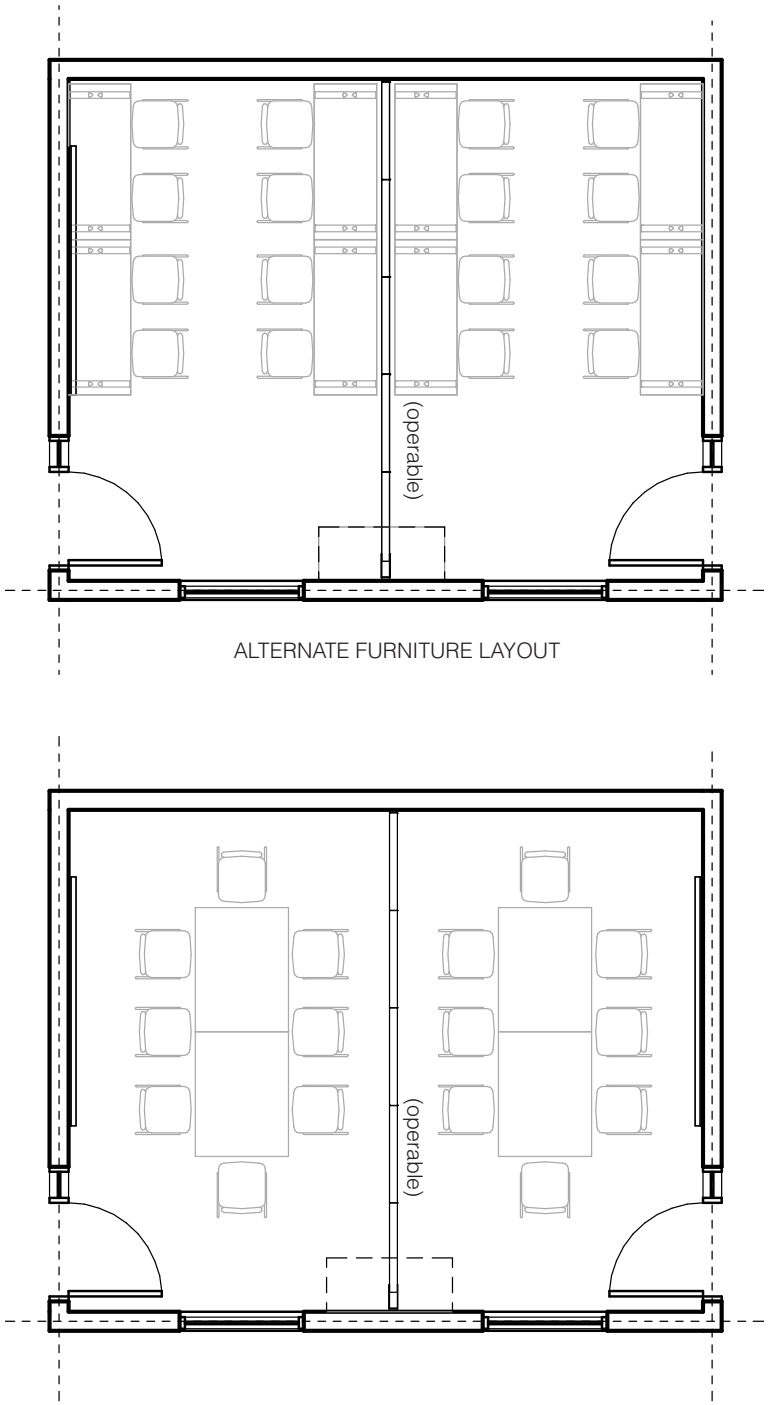


Computer Lab - General

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Computer Lab
AREA:	420 sf
NUMBER OF STATIONS:	16
FUNCTION:	Classroom
PRIMARY ADJACENCIES:	n/a
EQUIPMENT:	n/a
FLOORS:	Carpet
WALLS:	GWB, operable partition
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	1 classroom lectern, 1 instructor task chair, 8 two-tier computer tables, 16 stacking classroom chairs
REMARKS:	16 students, operable partition to create one large room for 32 students



Computer Lab - Tutoring

0' 1' 5' 10'

Architectural Specifications

ROOM NAME / NUMBER:	Tutoring
AREA:	315 sf
NUMBER OF STATIONS:	6
FUNCTION:	Classroom
PRIMARY ADJACENCIES:	n/a
EQUIPMENT:	n/a
FLOORS:	Carpet
WALLS:	GWB, operable partition
CEILING:	Suspended acoustic panel ceiling
FURNITURE:	1 square conference table, 6 stacking classroom chairs
REMARKS:	Similar to the Nursing Debrief room, seating for 6, operable partition to seat 12, video conferencing

III. CONCEPT

III.1 Design Process

The conceptual organization and design shown within this report is driven by several basic parameters. The CWC Jackson Center has several programmatic areas of emphasis, each with unique needs and adjacencies. The culinary program spaces are primarily a commercial kitchen, community kitchen and support spaces. The general classrooms have an operable partition to allow them to function as one large banquet room. The nursing program includes simulation labs, support spaces, and a small debriefing classroom. The science program consists of two teaching labs. The classrooms are distributed throughout the building. Finally, the building provides faculty office space as well. Each of these areas are intended to be academic or functional rooms within the larger building, and to be readily found and clearly organized for building users. The overall facility will have a single, primary public entry, as well as a service entrance.

The culinary program spaces are comprised of two highly functional kitchen and kitchen support spaces with very specific needs. They are located adjacent to one another, and near the building service entry for easy access of food and other supplies. The kitchen spaces are large areas in footprint. The culinary spaces will be accessed directly from the public lobby.

The nursing and science spaces may be functionally combined into a single academic zone very effectively. All program areas are able to share a structural module very efficiently and effectively. Integrated into the science and nursing/allied health spaces will be general-purpose classrooms, which may be used as breakout spaces and impromptu meeting areas for these programs during the day when classes are scheduled. These spaces will also be utilized by the community during the day and in the evening for community meeting functions.

Faculty office areas will be distributed throughout the building and near the main entry. These areas are intended to open and be welcoming to students and to limit the effect of a private faculty realm. Locating offices adjacent to the educational program areas will facilitate student/faculty interaction and faculty oversight of activities going on within these spaces.

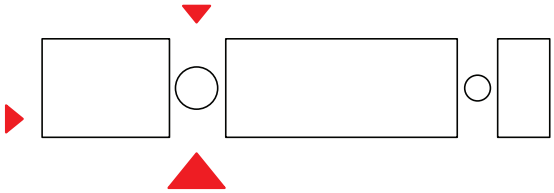
III.2 Concept Program Diagrams

Scheme A - One Story

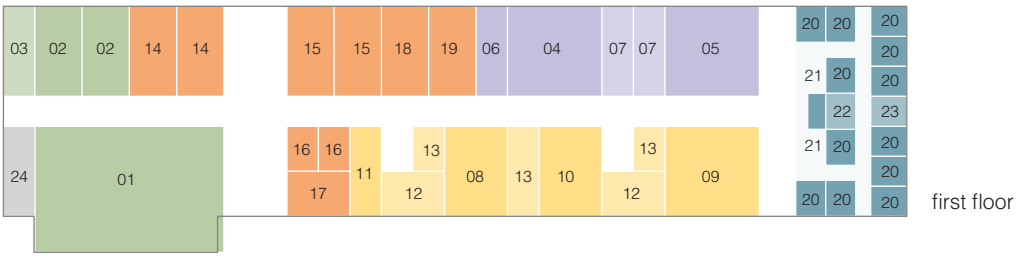
Pros: public entry adjacent to parking
separate staff entry
screened loading
efficient plan

Cons: single story scheme is site intensive
admin/reception function is distant from public entry

PARTI



PROGRAM DIAGRAM



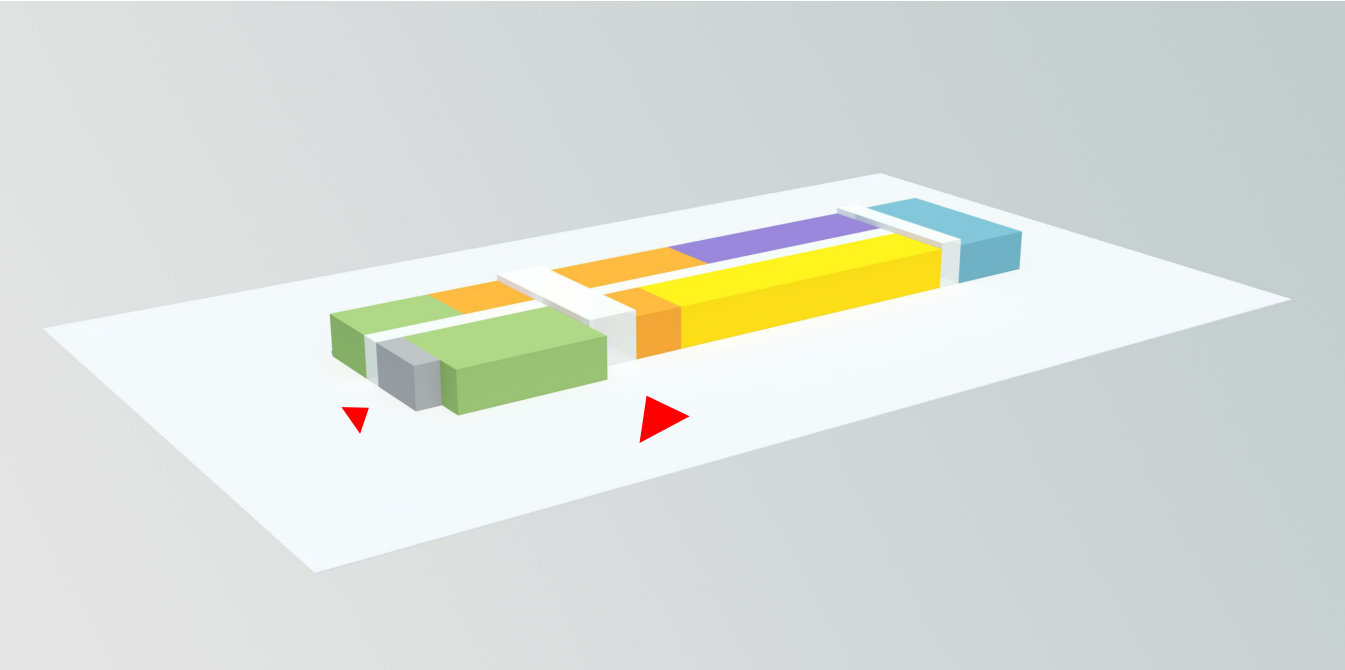
GRAPHIC LEGEND parti and program diagram

Culinary
Nursing
Science
Classroom
Office
Building Support
Primary Entry
Secondary Access

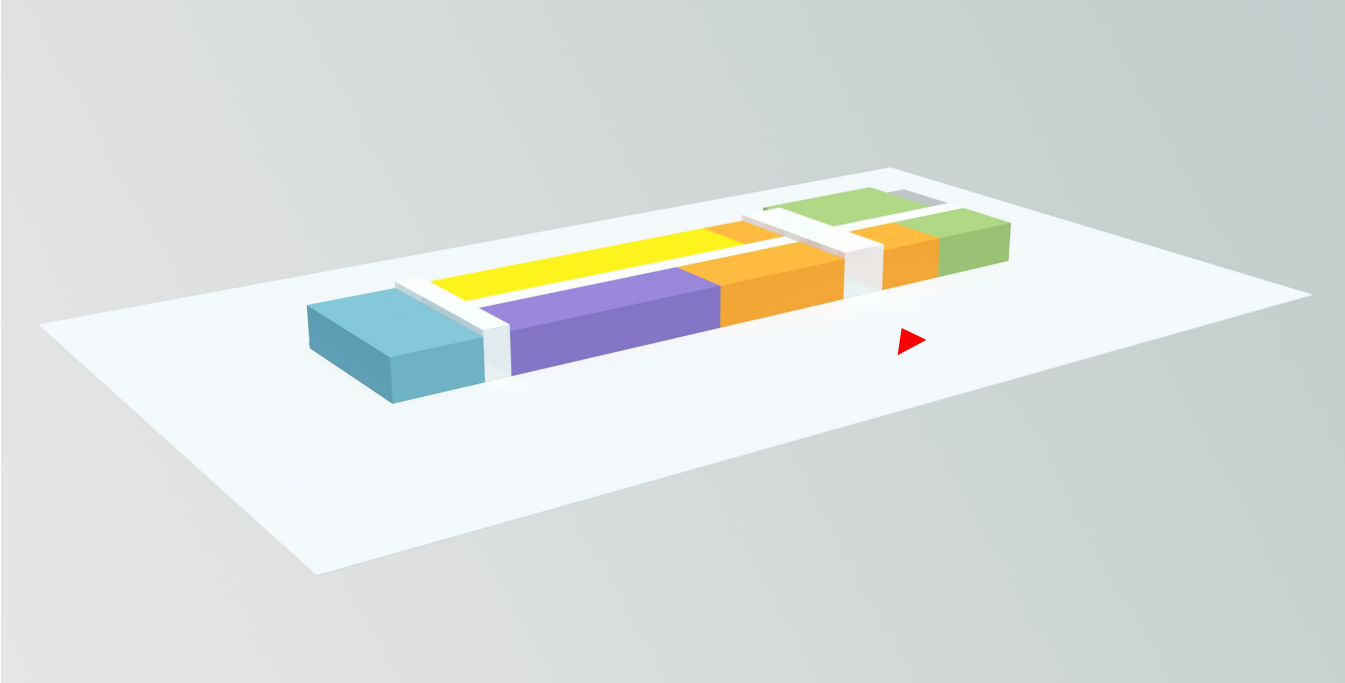
PLAN KEY program diagram

01	Kitchens	07	Stock / Prep Room	13	Nursing Storage/Prep	19	Science Classroom
02	Banquet Room	08	Skills - RN	14	General Classroom	20	Private Office
03	Chair Storage	09	Skills - Lab Simulation	15	Computer Classroom	21	Reception
04	Micro/Chemistry Lab	10	Skills - CNA	16	Computer Tutoring	22	Print / Work
05	Bio/Anatomy/Phys Lab	11	Skills - Allied Health	17	Computer Testing	23	Break Room
06	INBRE	12	Nursing Debrief	18	Nursing Classroom	24	Dock

MASSING



view from main entry



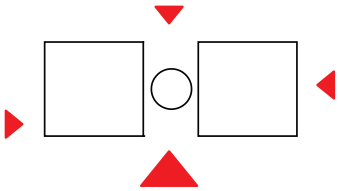
view from service entry

Scheme B - Two Story, Consolidated

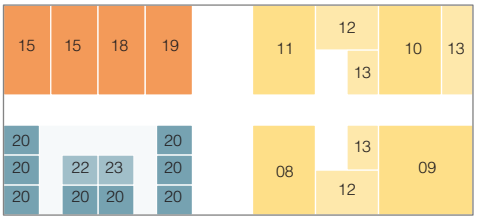
Pros: central entry adjacent to parking
admin is located by front door
site efficient scheme
distributes activity throughout building

Cons: scheme does not efficiently stack
staff does not have separate entry

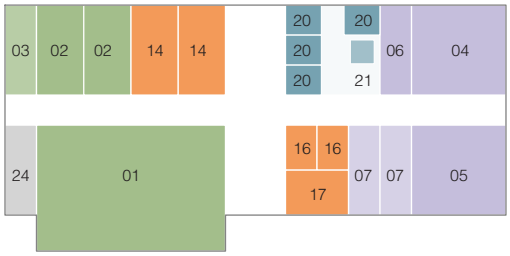
PARTI



PROGRAM DIAGRAM



second floor



first floor

GRAPHIC LEGEND parti and program diagram

Culinary
Science
Office
Primary Entry
Nursing
Classroom
Building Support
Secondary Access

PLAN KEY program diagram

01	Kitchens	07	Stock / Prep Room	13	Nursing Storage/Prep	19	Science Classroom
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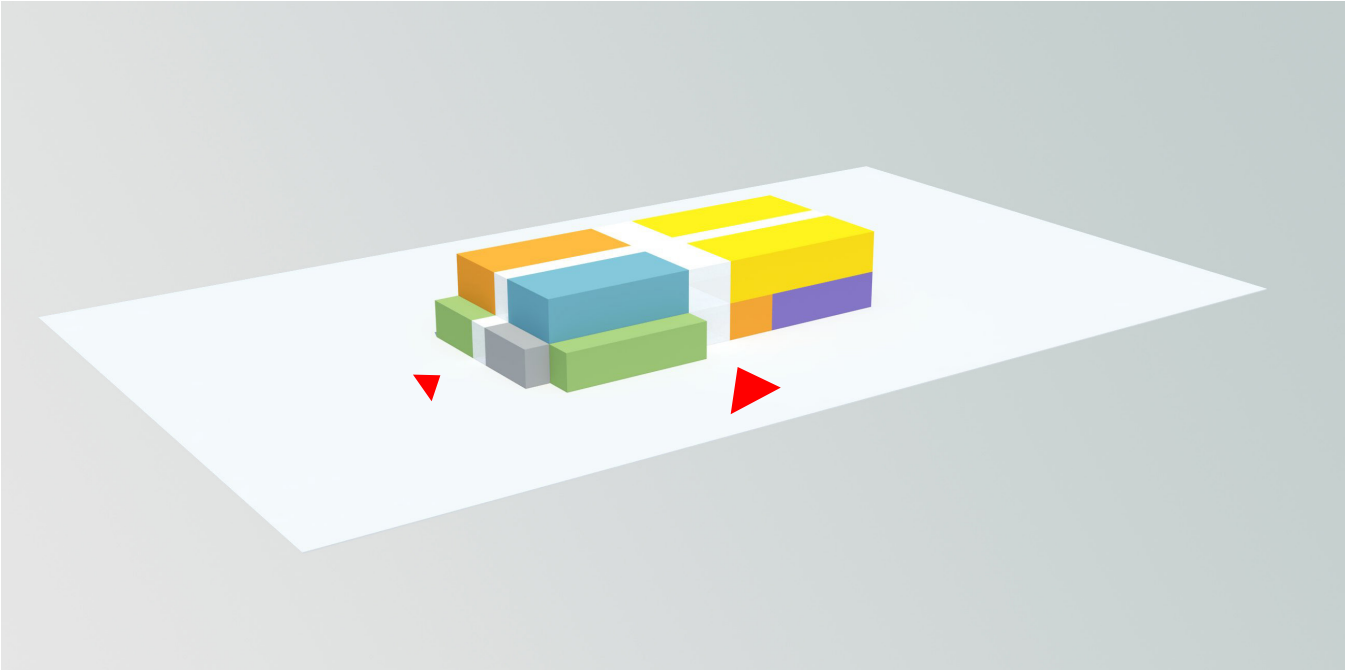
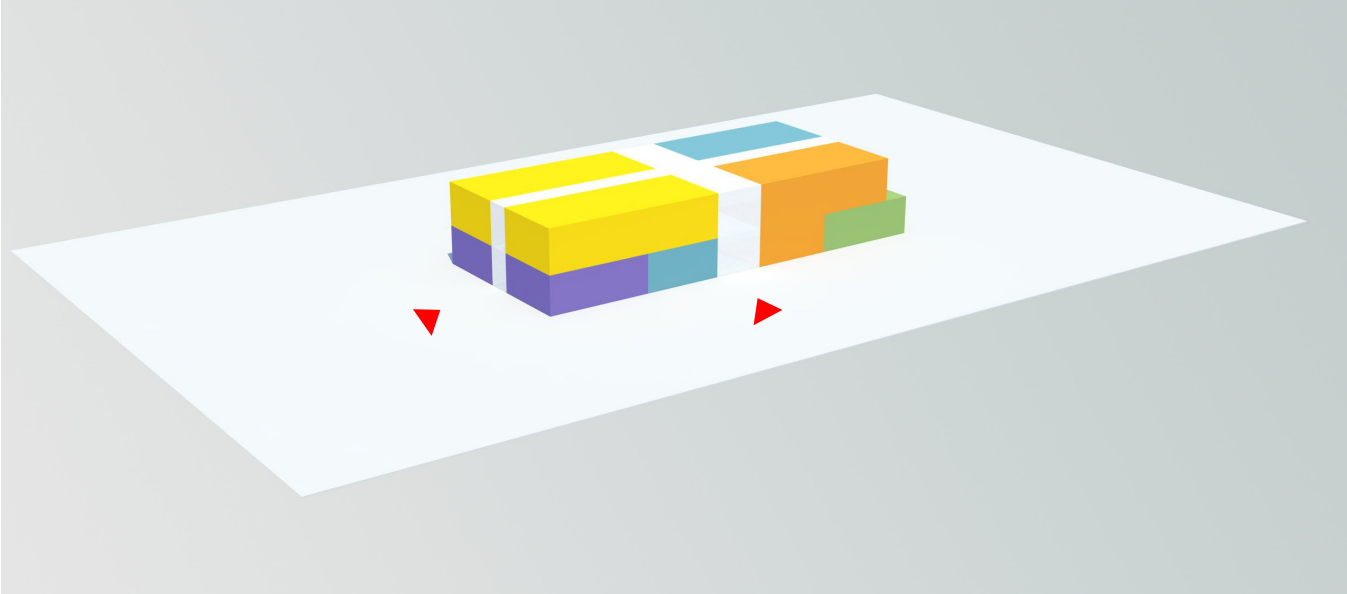
06	INBRE	12	Nursing Debrief	18	Nursing Classroom	24	Dock

MASSING



view from main entry



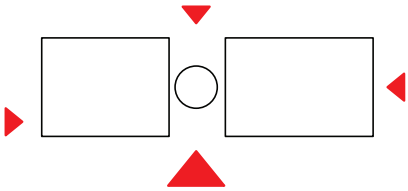
view from service entry

Scheme B.1 - Two Story, 1+2

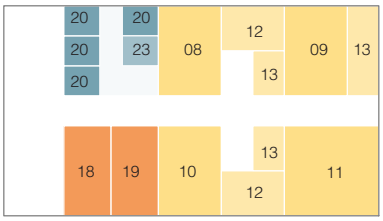
Pros: efficiently stacks
celebrates culinary component
central entry adjacent to parking
admin is located on each floor

Cons: less efficient site footprint
banquet room does not have a public outdoor edge

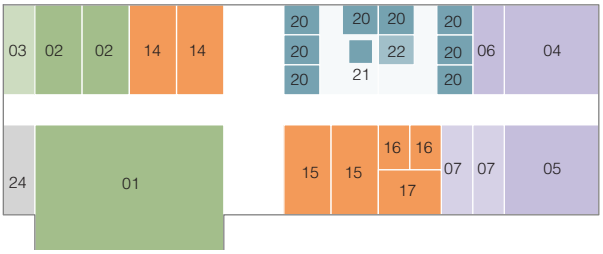
PARTI



PROGRAM DIAGRAM



second floor



first floor

GRAPHIC LEGEND parti and program diagram

Culinary
Nursing
Science
Classroom
Office
Building Support
Primary Entry
Secondary Access

PLAN KEY program diagram

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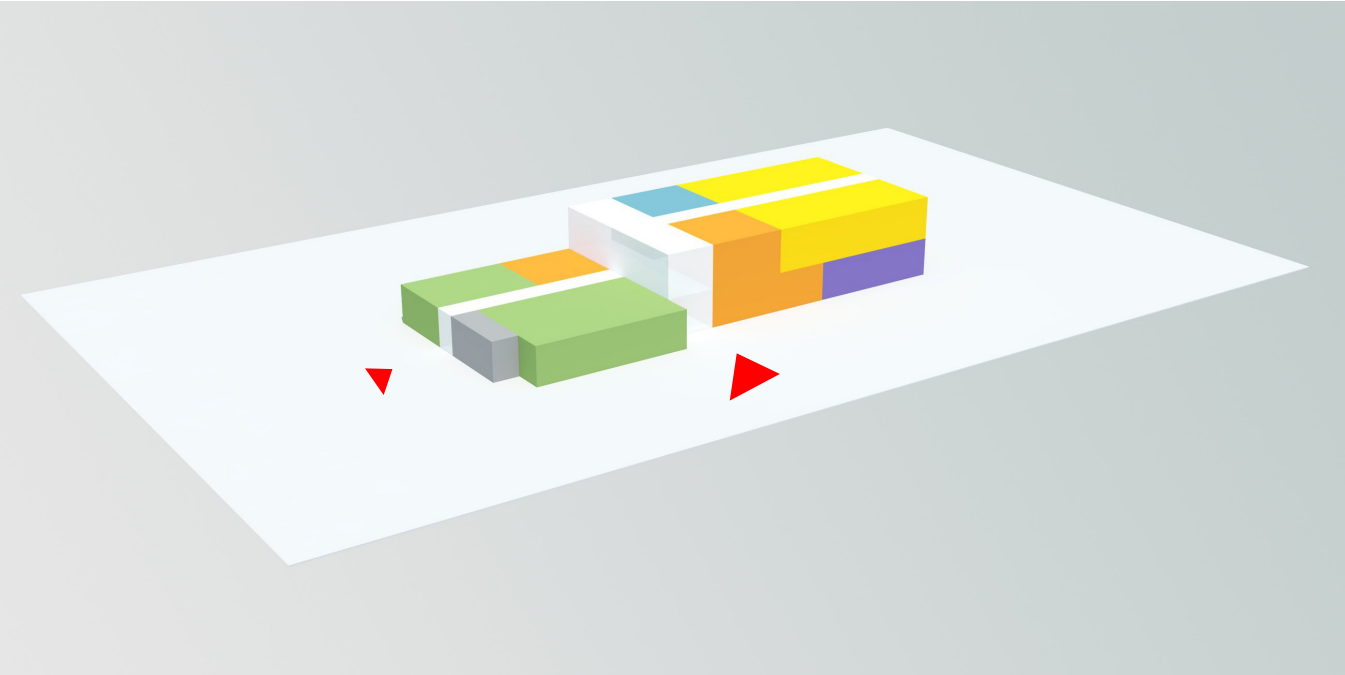
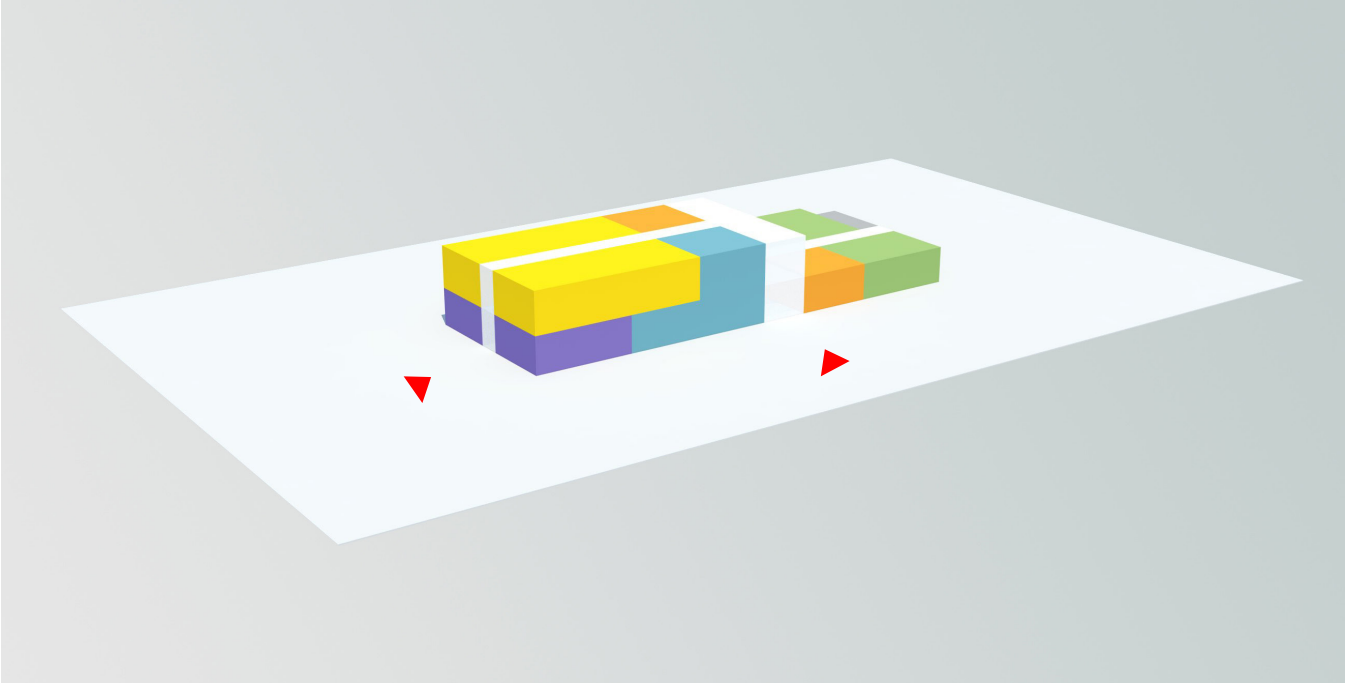
06	INBRE	12	Nursing Debrief	18	Nursing Classroom	24	Dock

MASSING



view from main entry



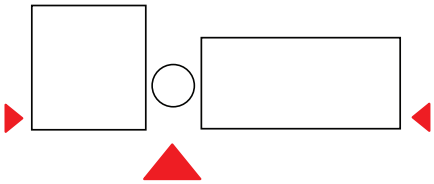
view from service entry

Scheme B.1 - Two Story, 1+2 Single-Loaded

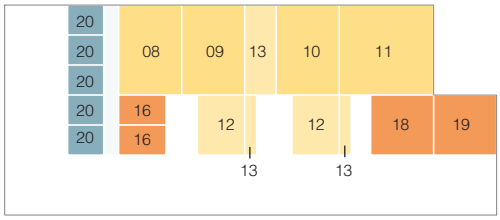
Pros: central entry adjacent to parking
celebrates culinary component
banquet room along public outdoor space

Cons: less efficient plan - additional building circulation
larger site footprint

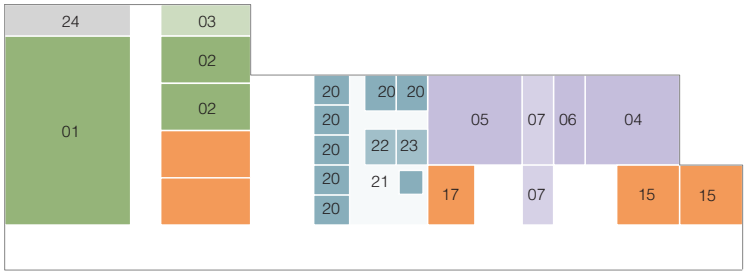
PARTI



PROGRAM DIAGRAM



second floor



first floor

GRAPHIC LEGEND parti and program diagram

Culinary
Nursing
Science
Classroom
Office
Building Support
Primary Entry
Secondary Access

PLAN KEY program diagram

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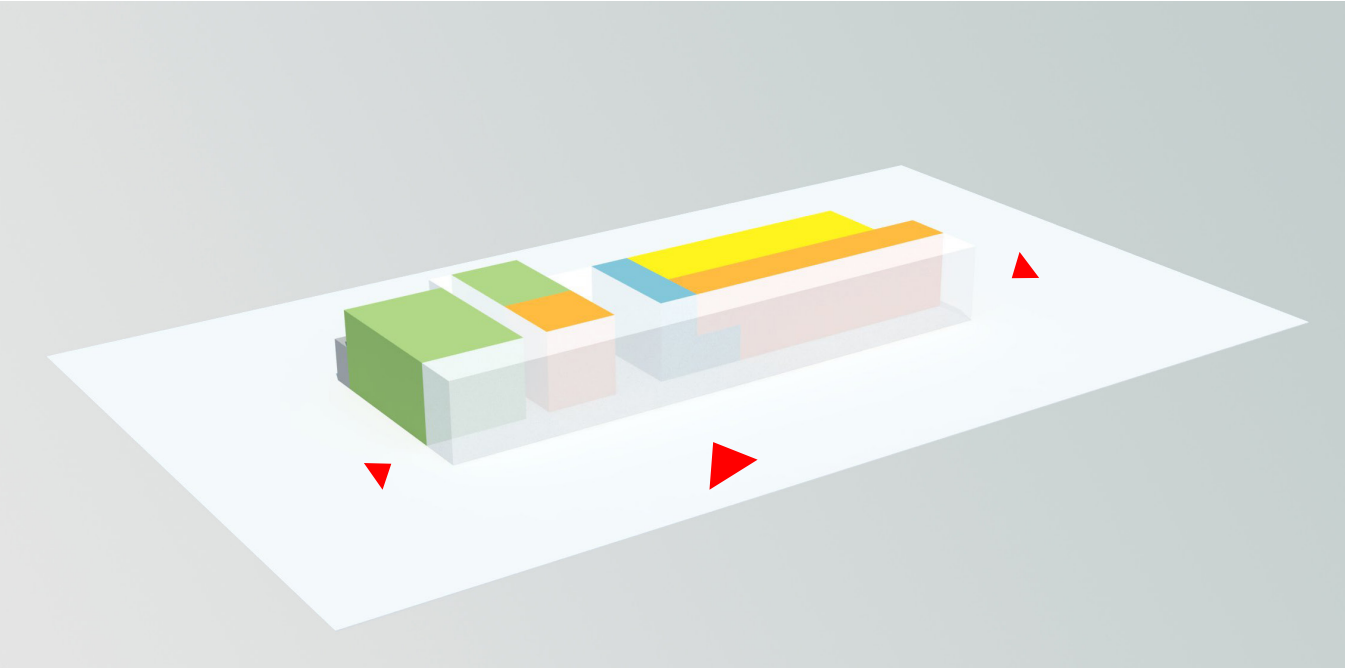
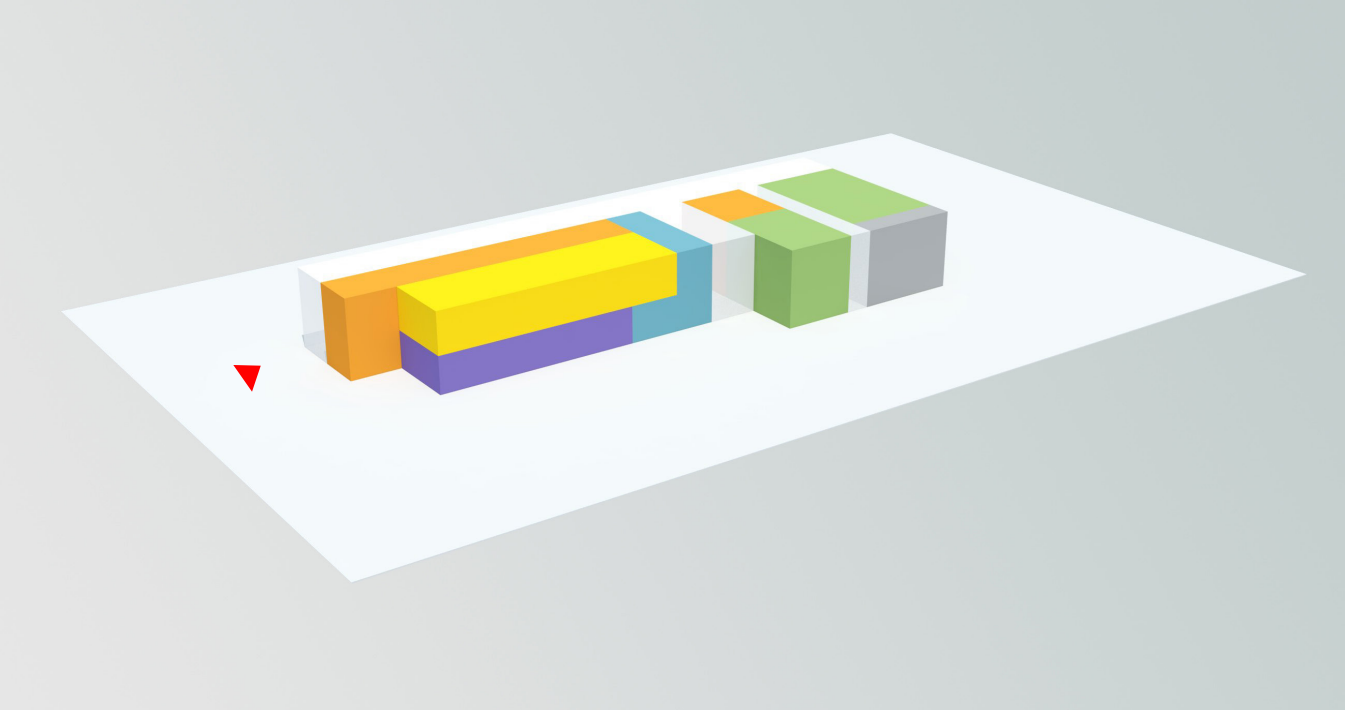
06	INBRE	12	Nursing Debrief	18	Nursing Classroom	24	Dock

MASSING



view from main entry

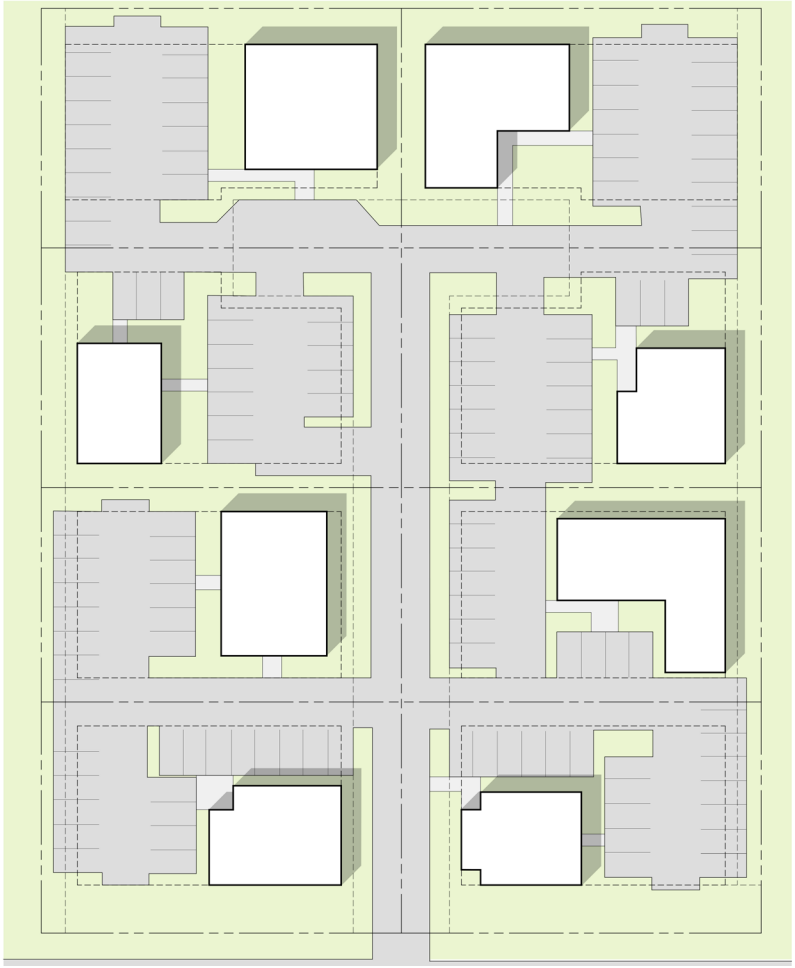


view from service entry

IV. VERONICA LANE

IV.1 Vicinity Map

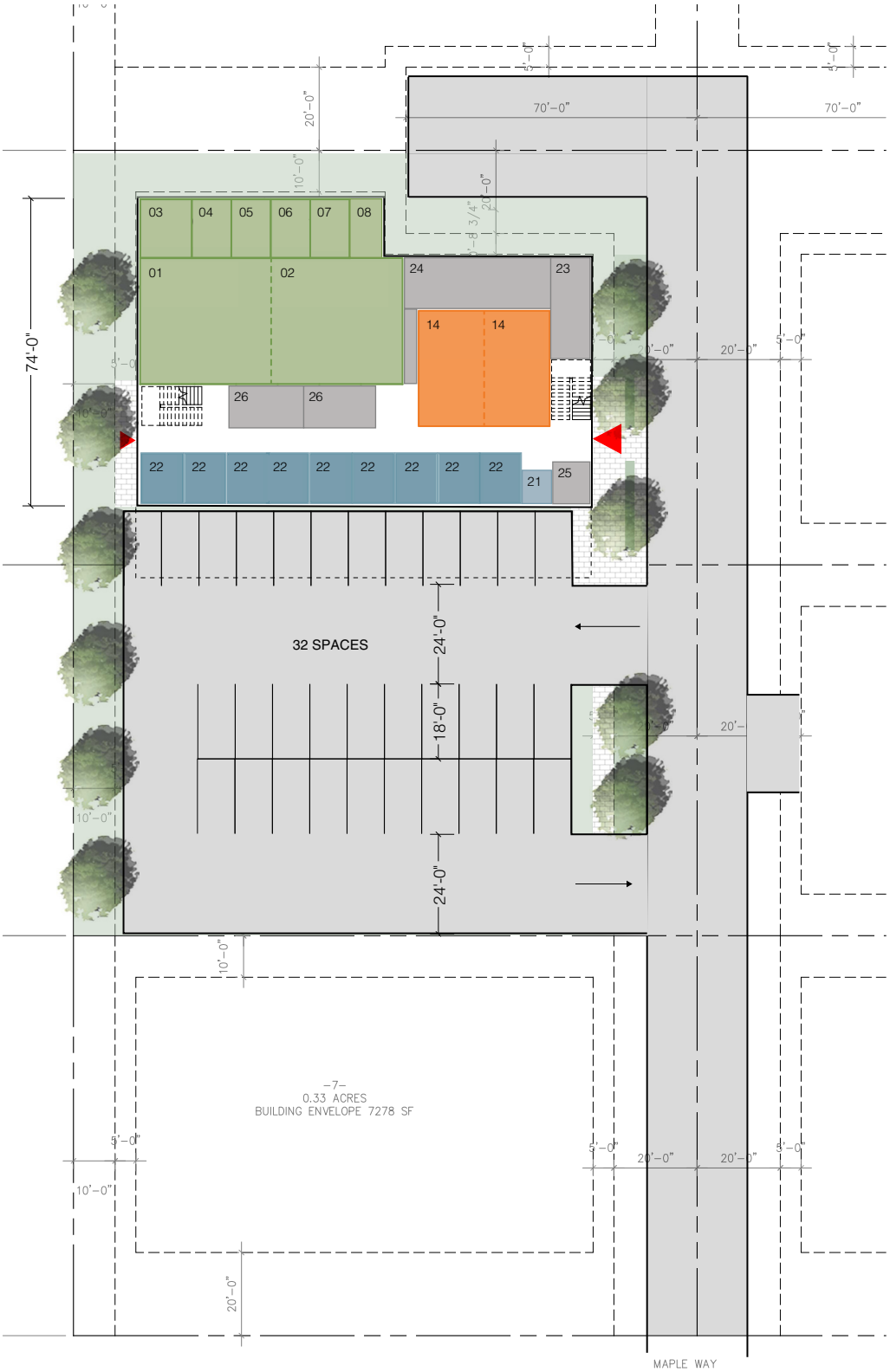
IV.2 Veronica Lane Development Plan Proposed



0' 10' 50' 100'

IV.3 Veronica Lane Existing Coonditions

0' 10' 50' 100'



PLAN KEY

01 Teaching Kitchen
02 Commercial Kitchen
03 Scullery
04 Cooler
05 Freezer
06 Pantry
07 Washer/Dryer
08 Storage
09 Skills - RN
10 Skills - SIM
11 Skills - CNA
12 Debrief
13 Storage
14 General Classroom
15 Computer Lab
16 Tutoring
17 Nursing Classroom
18 Science Classroom
19 Micro/Chem Lab
20 Bio/Anatomy Lab
21 Administration
22 Office
23 Mechanical
24 Building Support
25 Elevator
26 Rest room

Level 1 Height = 15'- 4"

Level 2 Height = 15' - 4"

Parapet Height = 3' - 4"

Total Height = 34' - 0"

Basement - 1,400 GSF

Level 1 - 7,300 GSF

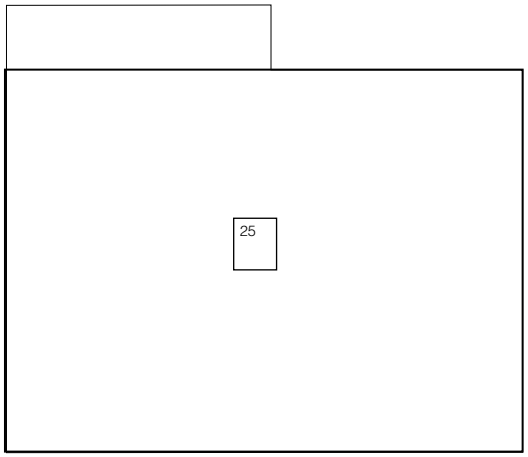
Level 2 - 8,640 GSF

Total = 15,940 GSF

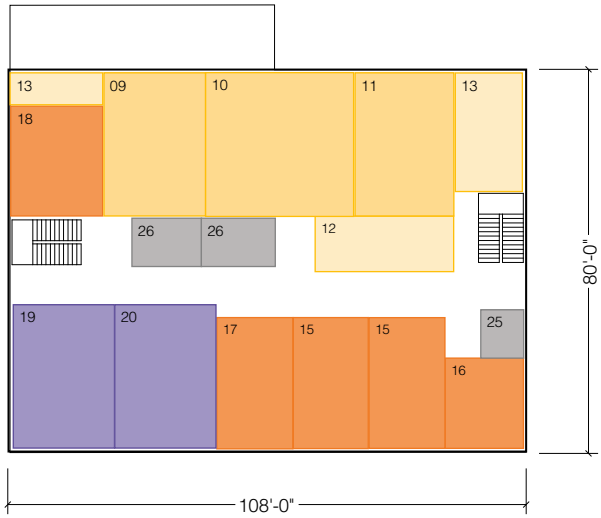
SITE PLAN / LEVEL 1

Culinary
Nursing
Science
Classroom
Office
Building Support
Primary Entry
Secondary Access

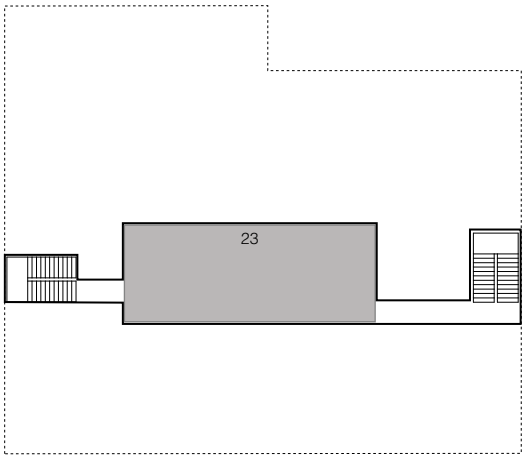
IV.4 Veronica Lane Concept Plan - Option 1



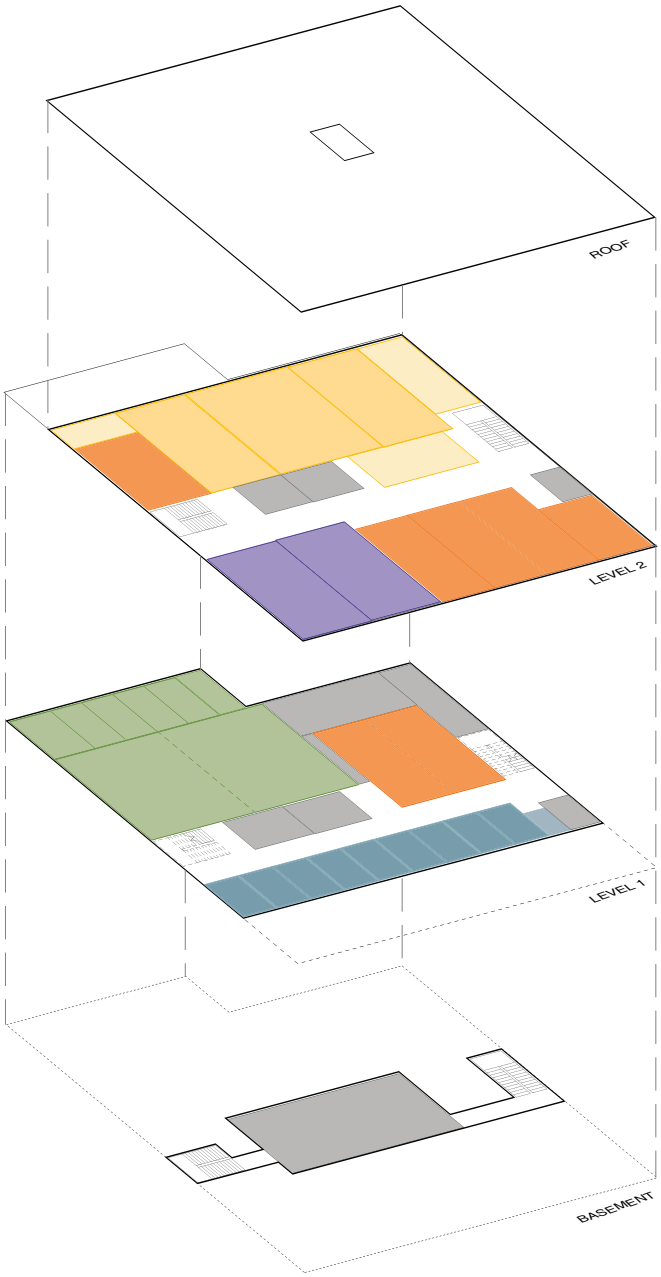
ROOF



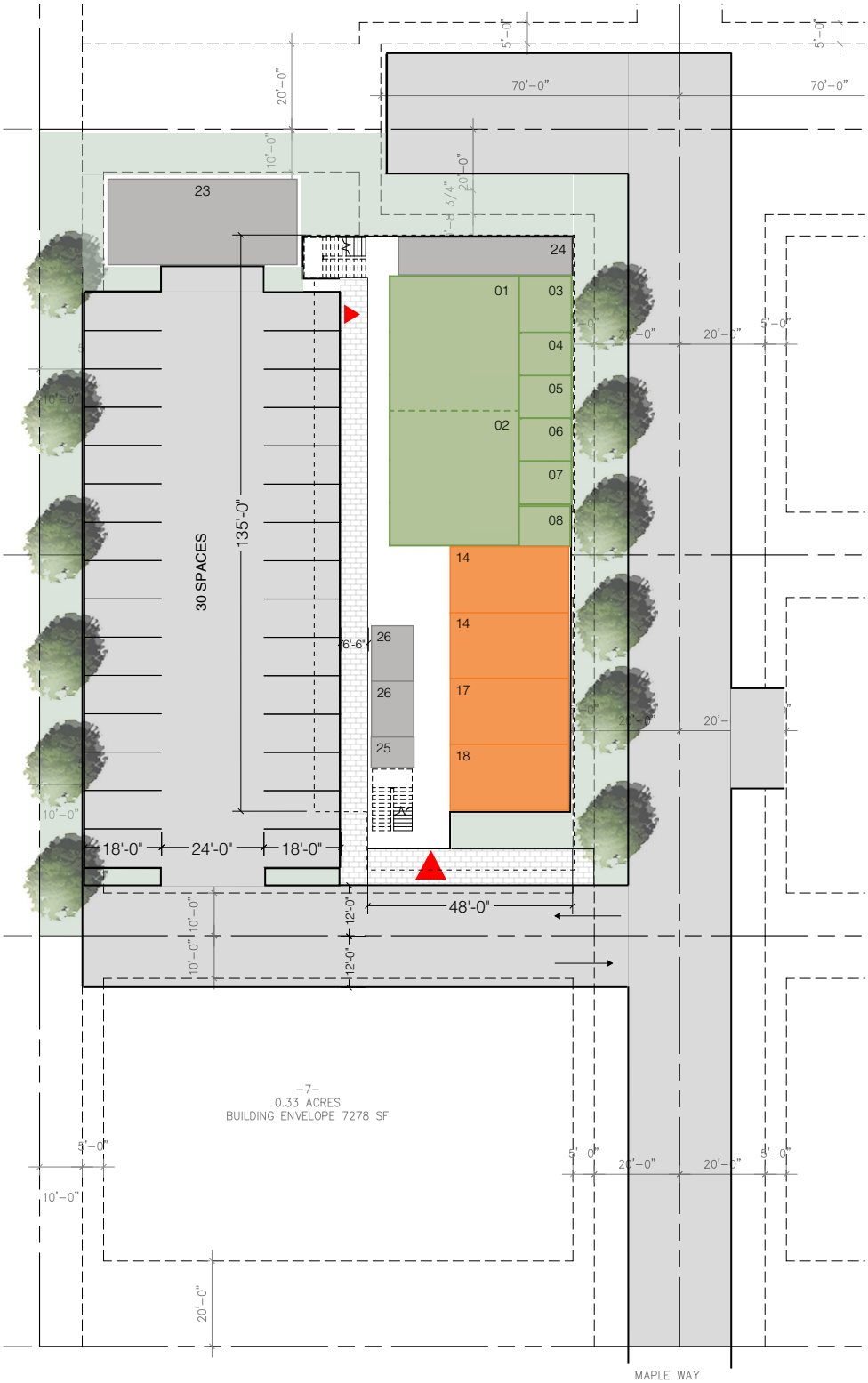
LEVEL 2



BASEMENT PLAN



STACKING DIAGRAM



PLAN KEY

01 Teaching Kitchen
02 Commercial Kitchen
03 Scullery
04 Cooler
05 Freezer
06 Pantry
07 Washer/Dryer
08 Storage
09 Skills - RN
10 Skills - SIM
11 Skills - CNA
12 Debrief
13 Storage
14 General Classroom
15 Computer Lab
16 Tutoring
17 Nursing Classroom
18 Science Classroom
19 Micro/Chem Lab
20 Bio/Anatomy Lab
21 Administration
22 Office
23 Mechanical
24 Building Support
25 Elevator
26 Rest room

Level 1 Height = 15'- 4"

Level 2 Height = 15' - 4"

Parapet Height = 3' - 4"

Total Height = 34' - 0"

Mechanical - 1,400 GSF

Level 1 - 6,780 GSF

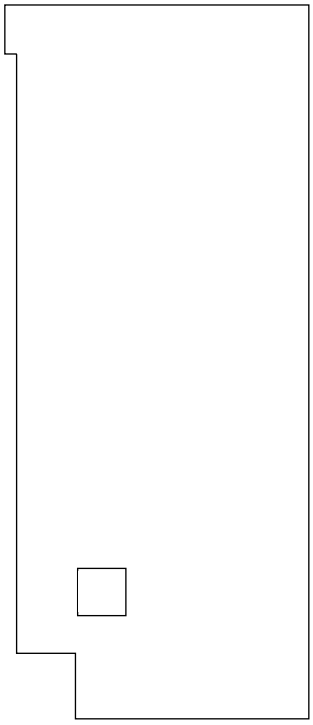
Level 2 - 9,160 GSF

Total = 15,940 GSF

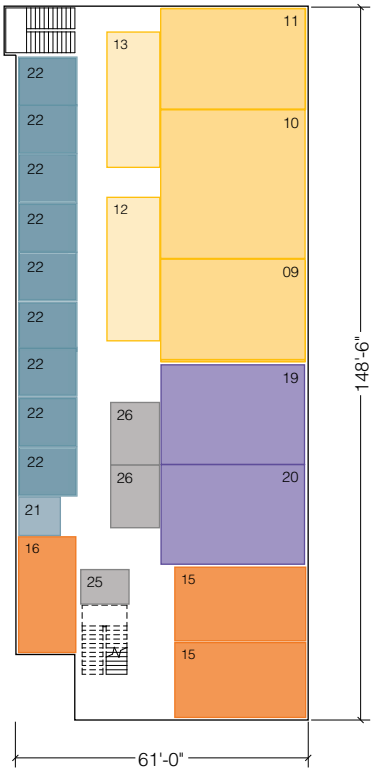
SITE PLAN / LEVEL 1

Culinary
Nursing
Science
Classroom
Office
Building Support
Primary Entry
Secondary Access

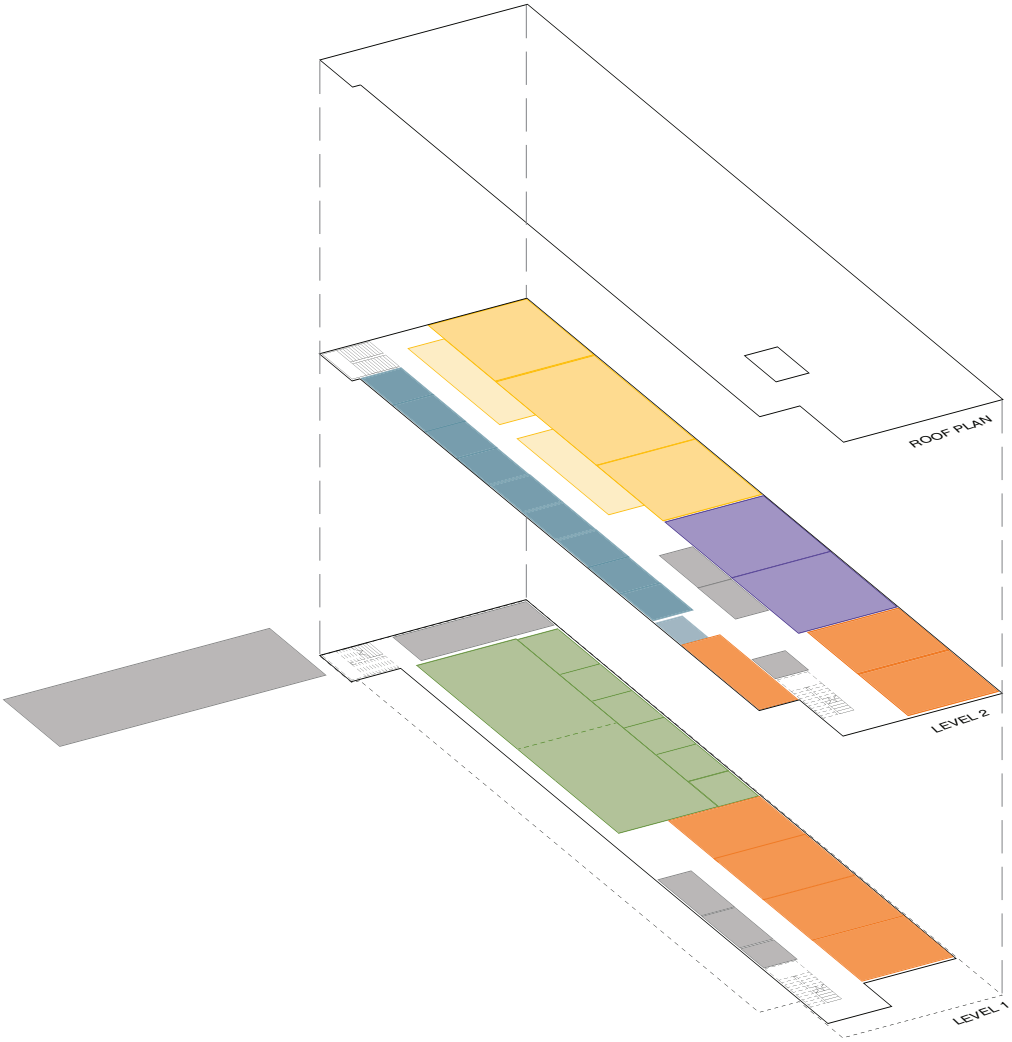
IV.4 Veronica Lane Concept Plan - Option 2



ROOF



LEVEL 2



STACKING DIAGRAM

V. COST

V.1 Owner Project Budget

			Cost/GSF		Project Budget
Land Acquisition					
Land Purchase Cost					by Owner
Estimated Owner Soft Costs - Academic Building					
Advertisement		$	0.08		$1,500
Building Permit		$	16.76		$300,000
Tap Fees (Water and Sewer)		$	3.35		$60,000
Utility Fees (Gas, Electricity, Phone/Fiber)		$	1.68		$30,000
Equipment		$	50.29		$900,000
Furnishings		$	16.76		$300,000
Artwork		$	5.59		$100,000
Relocation-Owner Move		$	1.96		$35,000
Owner Project Contingency		$	27.94		$500,000
Professional Fees		$	41.91		$750,000
Entitlement Process		$	3.63		$65,000
Geotechnical Report		$	0.42		$7,500
Surveying		$	0.42		$7,500
Commissioning		$	2.79		$50,000
Subtotal Soft Costs		**$**	**173.60**		**$3,106,500**
Construction - Academic Building					
Area - Academic Building			17,895	SF	
New Academic Building		$	452.21	$	8,092,232
Inflation to Q2 of 2020 (1.75% per quarter)	21.0%	$	94.96		$1,699,369
Subtotal Academic Building		**$**	**547.17**		**$9,791,600**
Information Technology - Academic Building					
Equipment					
(a) A/V Equipment		$	4.00		$71,580
(b) Security		$	2.50		$44,738
(c) IT		$	3.50		$62,633
Communications		$	2.00		$35,790
Subtotal Equipment and Furnishings		**$**	**12.00**		**$214,740**
Total					**$13,112,840**

V.2 Parking Lot Construction Cost Model

			Program Estimate
	Cost/GSF		Project Budget
Land Acquisition			
Land Purchase Cost		by Owner	
Construction - Parking			
Area - Parking GSF - 30 stalls @ 350 SF per stall	10,500	SF	
New 30 space parking lot	$14.00		$147,000
Subtotal Parking			**$147,000**
Total			**$147,000**

V.3 Programmatic Construction Cost Model

Space	Area	Qty	Net SF (asf)		Unit Cost	Gross SF (gsf)		Modeled Cost	
Nursing			3,159	$	450	4,759		2,141,741	27%
Labs			2,205			3,021	$	1,535,345	
Skills Lab RN	630	1	630		508	863		438,670	
Skills Lab Simulation	945	1	945		508	1,295		658,005	
Skills Lab CNA	630	1	630		508	863		438,670	
Lab Support			630			1,295		445,617	
Storage	315	1	315		327	863		281,860	
Debrief	315	1	315		380	432		163,757	
Offices			324			444		160,779	
Faculty Office	108	3	324		362	444		160,779	
Science			1,476	$	537	2,022		1,085,758	12%
Labs			1,260			1,726	$	978,571	
Microbiology / Chemistry	630	1	630		574	863		495,737	
Biology / Anatomy / Physiology / Physics / Earth + Env Science	630	1	630		559	863		482,835	
Offices			216			296		107,186	
Faculty Office	108	2	216		362	296		107,186	
Culinary / Hospitality			2,348	$	554	3,216		1,782,941	19%
Labs			2,240			3,068	$	1,729,348	
Teaching Kitchen	750	1	750		660	1,027		678,185	
Com. / Entrepreneurial Kitchen / Baking	750	1	750		660	1,027		678,185	
Scullery	140	1	140		545	192		104,540	
Cooler	120	1	120		327	164		53,688	
Freezer	120	1	120		327	164		53,688	
Custodial / Washer-Dryer	120	1	120		327	164		53,688	
Pantry	120	1	120		327	164		53,688	
Storage	120	1	120		327	164		53,688	
Offices			108			148		53,593	
Faculty Office	108	1	108		362	148		53,593	
Shared Space			5,334	$	337	7,337	$	2,474,972	42%
Classrooms			2,835			3,884	$	1,505,571	
Classroom - General	420	2	840		380	1,151		436,685	
Classroom - Science	420	1	420		380	575		218,342	
Classroom - Nursing	420	1	420		380	575		218,342	
Computer Lab - General	420	2	840		407	1,151		468,444	
Tutoring	315	1	315		380	432		163,757	
Offices			384			526		190,553	
Faculty Office	108	3	324		362	444		160,779	
Admin	60	1	60		362	82		29,774	
Shared Building Support			2,115			2,927		778,848	
Maintenance	300	1	300		327	411		134,219	
General Storage	315	1	315		327	432		140,930	
Recycling/Trash	150	1	150		327	205		67,110	
Custodial Storage	75	1	75		327	103		33,555	
Custodial Closet	75	1	75		327	103		33,555	
Mechanical	1,000	1	1,000		200	1,400.00		280,000	
Electrical	100	1	100		327	137		44,740	
IT	100	1	100		327	137		44,740	
Total			**12,317**	**$**	**432**	**17,334**	**$**	**7,485,412**	**73%**

VI. DEVELOPMENT ANALYSIS

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July 19th, 2017

Dennis Egge
Project Manager
State of Wyoming
State Construction Department
Construction Management Division
Cheyenne, WY 82002
Office (307) 777-5691
Cell (307) 287-1290

Via E-mail: dennis.egge@wyo.gov

RE: Development Analysis for Lots 3 & 6 of the Stockhouse-Patterson Addition - Plat No. 822 in the Town of Jackson, Wyoming.

Dear Dennis,

Jorgensen Associates, P.C. (Jorgensen) is pleased to submit this Development Analysis for "the property" located at 235 & 255 Veronica Lane, Jackson, Wyoming. The property is described as Lots 3 and 6 of the Stockhouse-Patterson Addition to the Town of Jackson, recorded as Plat No. 822 in the Office of the Clerk of Teton County, Wyoming.

This Development Analysis provides information about the property that is ascertained from the Teton County Geographic Information System (GIS), from the land records located in said Office and from development concepts for the Central Wyoming College - Jackson Campus generated by Anderson Mason Dale Architects (AMD). The analysis discusses the proposed development of with regard to the applicable Town of Jackson Land Development Regulations (LDRs) and requirements in the Auto-Urban Commercial Zone (AC Zone) within the Town of Jackson (TOJ), Wyoming.

I. Description, Location, and Background

The property consists of vacant lots located two blocks to the south of the "Y" intersection of Broadway Avenue and U.S. Highway 22 in Jackson, Wyoming. The Lots are approximately 230 feet from the START bus location on Buffalo Way, 390 feet from the START bus location on Maple Way, and are in close proximity to several housing developments. The character of the surrounding neighborhood can be described as a transition area between the Central Midtown and Highway Corridor subareas of the Jackson/Teton County Comprehensive Plan (Comp Plan), comprised of a mix of uses including service, retail, large scale commercial, office, and housing. Housing is present in a variety of types that includes single-family, duplex, multifamily structures, and workforce.

A 10' utility easement for the benefit of Silverstar Telephone Company, Inc. exists along the entire western boundary of these Lots and may affect development, but is outside the dedicated building envelopes. Plat No. 822 depicts the dedicated building envelopes for lots 3 and 6 as being 8,012 Square Feet (sf) and 7,608 sf respectively. Any changes to the dedicated building envelopes would require a Partial Vacation of Plat and re-Plat.

235 & 255 Veronica Lane Jackson, Wyoming 83001 (Lots 3 & 6 of Stockhouse-Patterson Addition Plat 822)

II. Zoning

The property is located in the AC Zone, and is within Comp Plan District 4 – Midtown, Subarea 4.3 – Central Midtown. The Midtown Core District is envisioned to create a walkable mixed-use district with improved connectivity and increased residential population. To support this goal, *"future land uses will continue to include a variety of non-residential uses serving the local community."* A goal of this subarea is *"to implement complete street amenities, balancing the needs of vehicle and alternative transportation users."* The purpose of the AC Zone is to *"provide for commercial development that is oriented to the street and is easily accessed by automobiles with adequate parking and pedestrian connections to adjoining developments in order to promote non-vehicular movement between buildings in commercial areas."*

The zoning of the property is a complex issue. Prior to the current LDRS and the TOJ Zoning map approved circa 1994, a Master Plan was approved on October 13, 1994, and attributes legal development standards for the property that are sole and separate from the LDRs. Precedent set by previously approved developments within Plat No. 822 allows utilization of either option. However, the developer of these Lots must select one set of standards to adhere to. This property is not within the Natural Resource Overlay (NRO) or the Scenic Resources Overlay (SRO), thereby avoiding any complicated review for environmental or scenic resources. The following is summary of dimensional limitations for each of the two constructs related to zoning for the property.

A. Auto-Urban Commercial Zone (AC Zone) 2016 LDRs – Dimensional Limitations

1. Structure Location and Mass

Plat No. 822 was recorded in August 1994 and therefore qualifies for the Pre-1994 Floor Area Ratio of 0.46 in the AC Zone.

Lots 3 & 6 Base Site Area (BSA)……. 28,314 (0.65 acres)
Landscape Surface Ratio (0.20 min)…… 5,663 sf
Lot Coverage (n/a)…….. n/a
Floor Area Ratio (0.25 max)…….…… 7,079 sf
*Pre-1994 Floor Area Ratio (0.46 max)…… 13,024 sf

2. Maximum Scale of Development

The maximum gross floor area of an individual building in the AC Zone is 15,000 sf. Concept A from AMD proposes 17,100 sf of development. The scale would have to be reduced or a variance will have to be acquired.

3. Structure Setbacks

a) Building Envelopes have been set and depicted on Plat No. 822 that are less restrictive than the 2016 LDRs.

b) Structure Setbacks that apply to Other Principle Use.
Street = 20',
Minimum from Side lot lines = 10'
Minimum from Rear lot lines = 20'
Height (maximum) = 35' (Two -stories Max)

4. Use Requirements

a) Parking - Parking requirements for Institutional Educational Use in the AC Zone are determined by independent calculation. The parking requirement in the TOJ can be a limiting factor, but in this case the independent calculation of the AC Zone allows the developer to derive an adequate parking calculation based on occupancy, use, and alternative transportation measures.

b) Employee Housing - Exempt

B. 1994 Master Plan

Plat No. 882 was recorded just prior to the change in LDRs in November 1994 and therefore is afforded certain exceptions from the current LDRs. Along with the approval of the preliminary Plat, then TOJ Planning Director Robert Horne also approved a vaguely written Master Plan that contains development standards for these properties. Together, Plat No. 822 and the Master Plan set the development standards for these properties; these standards have been honored by TOJ. Where the Master Plan is silent, the current LDRs are binding. Maximum Floor Area Ratio (FAR) may be exceeded, provided that all required parking is met on site, and the landscaping increases by a like amount over the 0.25 minimum LSR. This may not be enough of a sufficient remedy to solve any deficiency in floor area, but it is an option to consider.

1. Structure Location and Mass

Lots 3 & 6 Base Site Area (BSA)……. 28,314 (0.65 acres)
Landscape Surface Ratio (0.25 min)…….. 7,079 sf
Lot Coverage (n/a)……. n/a
Floor Area (0.38 max)……..... 10,759 sf

2. **Maximum Scale of Development –** use 2016 LDRs above
3. **Structure Setbacks –** use 2016 LDRs above
4. **Applicable Use Requirements –** use 2016 LDRs above

III. Permitting, Fees and Exactions

A. Permits Required

1. **Sketch Plan –** One Building > 15,000 sf. This process requires 2 public meetings before the TOJ Planning Commission and Town Council and typically takes 120 days.
2. **Development Plan -** This process requires 2 public meetings before the TOJ Planning Commission and Town Council and typically takes 120 days.
3. **Design Review Committee Review –** A body of local architects that review the design of Commercial Buildings. This is a fairly subjective process that can take 1 or 2 meetings or approximately 90 days.
4. **Building Permit –** Submitted after Sketch Plan and Development plan, typically takes 2 months review time.

B. Fees

1. **Sketch Plan – $2,500**
2. **Development Plan – $2,500**
3. **Building Permit –** TBD based on the size of the building
4. **Design Review Committee Review** – no fee

C. Exactions – CWC Jackson Campus does not have any residential component and is not be subject to development exactions.

IV. Development Requirements

A. Parking Requirements/Allowances

Parking is calculated as an independent calculation, derived by the developer in a method acceptable to the TOJ Planning and Building Department. The calculation should balance the needs of vehicle and alternative transportation users, the amount of LSR needed, the building footprint needed, fire access and traffic flow of cars and pedestrians within the development and consider the applicable Covenants, Conditions, and Restrictions(CCRs). The TOJ LDRs require 1 Americans with Disabilities Act(ADA) parking space per 25 spaces. Concept A therefore, the Sketch Plan will need at least 1 ADA parking space.

1. **Parking space dimensions:**
   9’ x 20’ = 180 sf
   Parking spaces may be 18’ if an additional 2’ of vehicle overhang can be accommodated.

2. **ADA parking space dimensions:**
   13’ x 20’ = 260 sf (8’ wide plus a 5’ access corridor; if two ADA spaces are contiguous, then an 8’ access corridor can serve both parking spaces).

B. Americans with Disabilities Act (ADA) Access

Any development for an Institutional Educational Use building must comply with ADA Standards regarding access.

C. Bicycle Storage
For every 10 parking spaces, one bicycle parking space is required. Concept A depicts 32 parking spaces; therefore, the Sketch Plan will need 3 bicycle parking spaces.

D. Building Height
Mixed-use buildings in Comp Plan District 4 – Midtown, Subarea 4.3 – Central Midtown should be two to three-stories in height and oriented to the street. Four-story structures may be considered when adjacent to a natural land form. Unfortunately, these Lots are not located near a land form and therefore a four-story structure would most likely not be considered or this option.

Concept A depicts a building height of 42'8" which is 7'8" above the maximum building height for the AC Zone. Height Exceptions of Div. 9.4.C. of the LDRs allow for structures used exclusively for elevator or stairway access to a roof, provided they do not exceed the maximum height by more than 10 feet, do not occupy more than 20% of the roof area, and are not visible at ground-level view from a contiguous street. Otherwise, roof-top mechanical equipment such as elevator mechanics, may not exceeded the maximum building height by more than 4 feet. These exceptions are applicable to both development standards set forth by the current LDRs for the AC Zone and the 1994 Master Plan for these Lots.

E. Snow Storage
According to Concept A, there is more than adequate square footage exists to create on-site mitigation to meet the 209 square feet of snow storage required for Concept A.

F. Stormwater Drainage
Stormwater must not exceed the current pre-development values. Jorgensen has completed preliminary calculations on Concept A and determined that there is adequate room exists to accommodate a detention basin of approximately 100 cubic feet of storage that would be incorporated into the landscape design.

G. Lot Combination
Combining Lot 3 and Lot 6 can be accomplished either by partial vacation of Plat, or by affidavit for development purposes if the building does not cross lot lines.

H. Covenants, Conditions, & Restrictions and Resolutions Assessment
These Lots are subject to the CCRs of both the Lark Addition (Plat 530) and Stockhouse-Patterson Addition (Plat 822). The CCRs are recorded in Book 137 of photo, pages 39-44 and Book 296 of photo, pages 887-899, respectively.

The most pertinent CCRs for the Stockhouse-Patterson Addition involve: Architectural Control, Site Design, and Landscaping. While the CCRs are clear regarding architecture and landscaping, they reference Exhibit B for guidance regarding Site Design. The reference is vague and ambiguous insofar as stating, "Floor Area Ratios, lot coverage, landscape surface ratio, parking ratios, and setbacks should approximate those indicated on the approved Concept Development Plan, dated May 25, 1994. Exhibit B gives general assumptions for each lot with range of: FAR from 0.13 to 0.31; LSR from 0.28 to 0.38; building sizes from 1,870 sf to 4,420 sf; and, parking spaces from 12 to 19.

There doesn't appear to be a strict restriction FAR. The CCRs require that future development "approximate" the value shown on Exhibit B. We know that some other buildings in this subdivision exceed these standards. Nonetheless, documentation from the HOA that this design is acceptable should be obtained prior to moving forward.

Under the resolution recorded in Book 370 of photo, page 258, Veronica Lane has been declared as a private street and all maintenance is likely handled by the HOA.

I. Fire Protection

Jackson Hole Fire EMS retains the authority to review and approve adequate fire protection measures required in all new development in order to protect the public health, safety and welfare. All Institutional Educational Use in the TOJ shall comply with the relevant provisions of the Wyoming Statutes and with local health, safety and fire codes.

According to the TOJ Battalion Chief Fire Marshal, the CWC Jackson campus must include a NFPA 13 automatic fire sprinkler system. The second-floor Teaching Kitchen must comply with UL300 fire suppression standards and have a Type I Hood with appropriate venting. A Fire Department Connection (FDC) or "fire hydrant" will also need to be included on the East face of the structure and space for a 5' x 7' riser room. AMD architects have confirmed via email that these requirements can be accommodated.

At present, the proposed Concept A provides adequate fire access to CWC Jackson.

J. Traffic Assessment

The current version of the TOJ LDRs do not have specific traffic impact study requirements. Jorgensen discussed the expectations with Town Engineer Brian Lenz, P.E. Mr. Lenz confirmed that while these requirements are not formally included in the LDRs, some form of evaluation and statement would be appropriate and expected as part of a development application for this type of development. To date, Mr. Lenz has only dealt with two development projects in the Town of Jackson, and both of these accessed WYDOT facilities which required full traffic impact studies in conformance with WYDOT requirements. We discussed what would be appropriate for the CWC facility since it is being developed on an already platted Town lots and will be in general conformance with the dimensional limitations of those lots. A sufficient study would be required to understand the traffic that will be generated by the facility and its impact on the adjacent street network. As the network is essentially an existing urban street network, roadway expansions are infeasible. Rather, identifying traffic demand mitigation (TDM) measures that may be implemented by CWC to minimize traffic generated by CWC will be important. Mitigation measures that may be considered include parking limitations, quality access to bicycle and pedestrian facilities, bicycle racks, showers, access to START Bus (public transit), ride-share programs, and overall advertisement and promotion of the benefits of transit alternatives versus single occupant vehicular use. As long as the CWC facility is consistent with the development allowances on the Lots and CWC is willing to implement a TDM program, it is not anticipated that traffic will adversely impact the CWC development proposal.

V. Development Options

Jorgensen has identified four clear options to proceed in developing the CWC Jackson Campus. A unique situation exists regarding development of these Lots: the developer has two options regarding the set of zoning standards applicable to the development. If a State or Federal Agency owned these properties, said Agency could re-zone these Lots as Public/Semi-Public. Furthermore, discussion by TOJ relative to a rezone of these Lots from the AC Zone to the Commercial Residential-2 Zone next summer has been initiated. While this will afford greater site development options, especially for height (46'), the timing of the re-zoning is unpredictable and out of control of the development team.

A. Option A – Re-zoning to Public/Semi-Public

The purpose of the Public/Semi Public - Town (P/SP Zone) zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, this zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP Zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district.

Re-zoning these Lots from the AC Zone to the P/SP Zone would afford CWC Jackson Campus further development options and flexibility regarding development requirements and limitations. Specifically, the height and Floor Area are a non-issue as long as the request is deemed reasonable. The standards applicable to physical development in the P/SP Zone are derived by the developer yet are subject to increased scrutiny and approval by the Town of Jackson Town Council through their Conditional Use Permit Process which allows councilors the latitude to place conditions on the project that may be over and above what the LDRs require. However recent public support and funding would provide some political cover for this project and Jorgensen does not expect an onerous review from elected officials.

Development permits required will include: Amendment to the Zoning Map, Text Amendment, Sketch Plan and conditional Use Permit, Development Plan, building Permit, and Design Review Committee Review.

B. Option B – Current LDRs for the AC Zone

Current LDR standards for the AC Zone acknowledge the pre-1994 zoning and afford the developer a maximum FAR of 0.46 (13,024 sf) and a building height restriction of 35' with the height exception. The AMD Concept proposes a building that exceeds the maximum FAR and building height. Both of which can be resolved be redesign or through variances or exceptions to the LDRS. Parking requirements are based upon an independent calculation. This calculation should consider the CCRs that vaguely suggest that parking be approximate to 12 – 19 spaces per lot.

Development permits required will include: Sketch Plan with variances/exceptions, Development Plan, Building Permit, and Design Review Committee Review.

C. Option C – 1994 Master Plan

At present, the combination of Plat No. 822 and the ambiguous 1994 Master Plan provide development standards for these Lots which will be honored by the TOJ Planning Department. The concerns with the 1994 Master Plan are FAR and Building Height. The 1994 Master Plan allows for a maximum FAR of 0.38 (10,759 sf) which is not sufficient for Concept A. Although the Master Plan provides a small bonus for floor area that is related to how much LSR is provided over 0.25. It does not make reference to building height, thus the current LDR building height standard for the AC Zone of 35' sets the standard for these Lots with a height exception allowing for a 10' encroachment for elevator or stairwell access, or a 4' encroachment for mechanical equipment. The AMD Concept proposes a 7'8" encroachment. This doesn't fit the 10' exception or the 4' exception for mechanical equipment. The design team would have to consider meeting the 10' exception by providing access to the rooftop or seek a variance. Parking requirements are based upon an independent calculation as approved by TOJ Planning Director Robert Horne in 1996 for "other use." This calculation should consider the CCRs that vaguely reference that parking should be approximate to 12 – 19 spaces per lot. At present, Concept A satisfies all other requirements for LSR, Parking, Snow Storage, and Stormwater drainage.

Development permits required will include: Sketch Plan with variances/exceptions, Development Plan, Building Permit, and Design Review Committee Review.

D. Option D – TOJ Re-zoning to CR-2 Zone

The Town of Jackson planning staff intend to re-zone these Lots from AC to CR-2 in summer of 2018. The development standards of the CR-2 Zone afford the developer three-stories, with an increased maximum building height of 46', a Floor Area Ratio of 0.46, and a minimum LSR of only 10%. Parking requirements are also based upon an independent calculation.

Building setbacks in the CR-2 Zone are intended to maximize site development and include setbacks in ranges of 0 to 10', side interior setback of 10', and rear setback of 15'.

Physical development permits required will include: Sketch Plan; Development Plan; Building Permit; and, Design Review Committee Review. Jorgensen suggests caution regarding the proposed timeframe for the re-zoning of these Lots from the AC Zone to the CR-2 Zone.

VI. Recommendation

The Central Wyoming College Jackson Campus depicted in Concept A meets most of the standards of 2016 TOJ LDRS Unfortunately, floor area is a concern as Concept A proposes a building of over 17,000 sf where the maximum scale of development for the AC Zone is 15,000 sf and the allowed FAR for this zone under 1994 LDRs is 13,024 sf. Also, the elevator tower is a concern that will have to be addressed. However, these concerns have solutions within the process that are very attainable.

Option A provides the clearest path to permitting this project because of the flexibility it provides. Jorgensen ascertains a minimal risk of the Town Council requiring any onerous conditions during the Conditional Use Permit (CUP) proceedings given the support this project has received by the public in its recent vote for funding via the Special Excise Tax.

Option B is the next best option. It provides less flexibly than Option A in that the Floor Area of the design would need to be revised or varied by the TOJ. Also, the elevator would need a variance or need to comply with the 10’ exception provided by the LDRs.

Option C is viable but offers less floor area than Option B. This could be resolved with a variance.

We do not recommend Option D as it is impossible to know when the TOJ will act on rezoning this property.

We hope this development analysis suits your needs in evaluating the property for future development. Please do not hesitate to call with questions.

Sincerely,
JORGENSEN ASSOCIATES, P.C.

Brendan Schulte
Senior Planner

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August 10th, 2017

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Via E-mail: dennis.egge@wyo.gov

RE: Addendum to Development Analysis for Lots 3 & 6 of the Stockhouse-Patterson Addition - Plat No. 822 in the Town of Jackson, Wyoming.

Dear Dennis,

The following letter is an addendum to the Development Analysis we provided to you on July 19, 2017. Information in this letter is based on conversations with the Town of Jackson(TOJ) Planning Department. There were a couple clarifications made by Paul Anthony, Principal Planner and a confirmation of our recommendation by Tyler Sinclair, Planning Director.

Mr. Anthony clarified that Option D (page 8) in our recommendations has changed. The property will likely not be rezoned to CR2, but instead to CR-3 or some other zone. In our opinion, this is not a clarification, but more of a change in priorities by TOJ. This illustrates exactly why we did not recommend this option as it is too dynamic to wait for the TOJ to rezone this property on their timeline.

Mr. Anthony also clarified that the floor area allowance for these lots is tied to the Master Plan that was approved and documented by Robert Horne's letter dated March 21, 1996. This letter states that the Floor Area Ratio (FAR) is 0.38. In the Development Analysis, we stated that the Pre-1994 FAR of 0.46 could be used for a total 13,024 square feet (SF). This was incorrect. Only a FAR 0.38 is allowed because of the Master Plan supersedes all other regulations. Therefore, the floor area for these lots is 10,759 SF. This further supports the need for flexibility offered by the P/SP zone.

Mr. Sinclair confirmed that Option A (page 7), **Rezoning to Public/Semi-Public** was the best option with regards to the flexibility it offers the project. He didn't see any issue with it moving forward since this project has been fairly public and it would be fair to say that neighbors are aware of what is being planning for this property. Additionally, with the state owning the property TOJ planning staff can make the appropriate findings for the Zoning Map Amendment which would be heard concurrently with the Sketch Plan and Conditional use permit

We hope this addendum suits your needs in evaluating the property for future development. Please do not hesitate to call with questions.

Sincerely,
JORGENSEN ASSOCIATES, P.C.

Brendan Schulte
Senior Planner

VII. APPENDIX

VII.1 Classroom Utilization Analysis

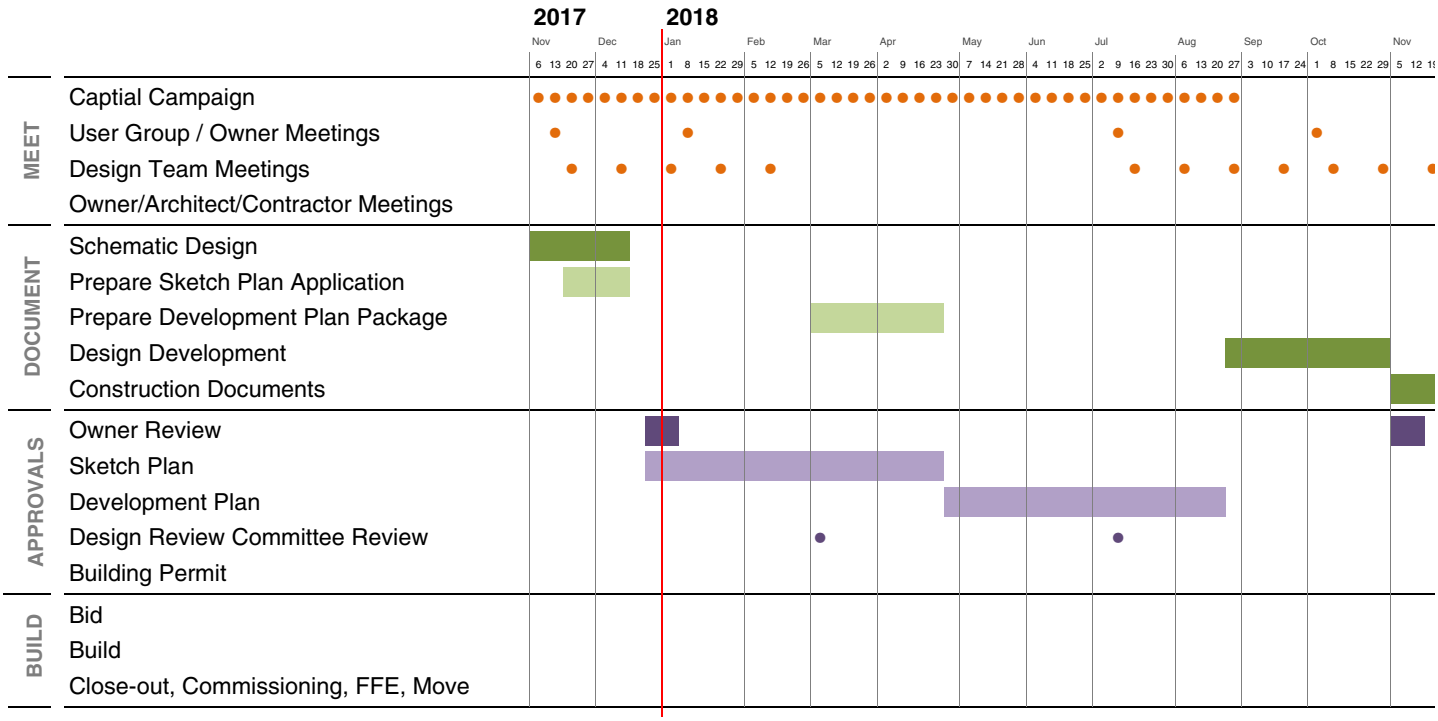
		Classroom Utilization
	Average weekly contact hours	**Average weekly room use (hours)**
Existing room inventory - Center for the Arts		
Classrooms	3,111	130
Computer labs	435	30
Computer testing	392	49
Tutoring/Testing	359	50
Science	218	13[a]
Nursing	154	15[a]
Culinary	347	26[a]
Total contact hours	**5,016**	

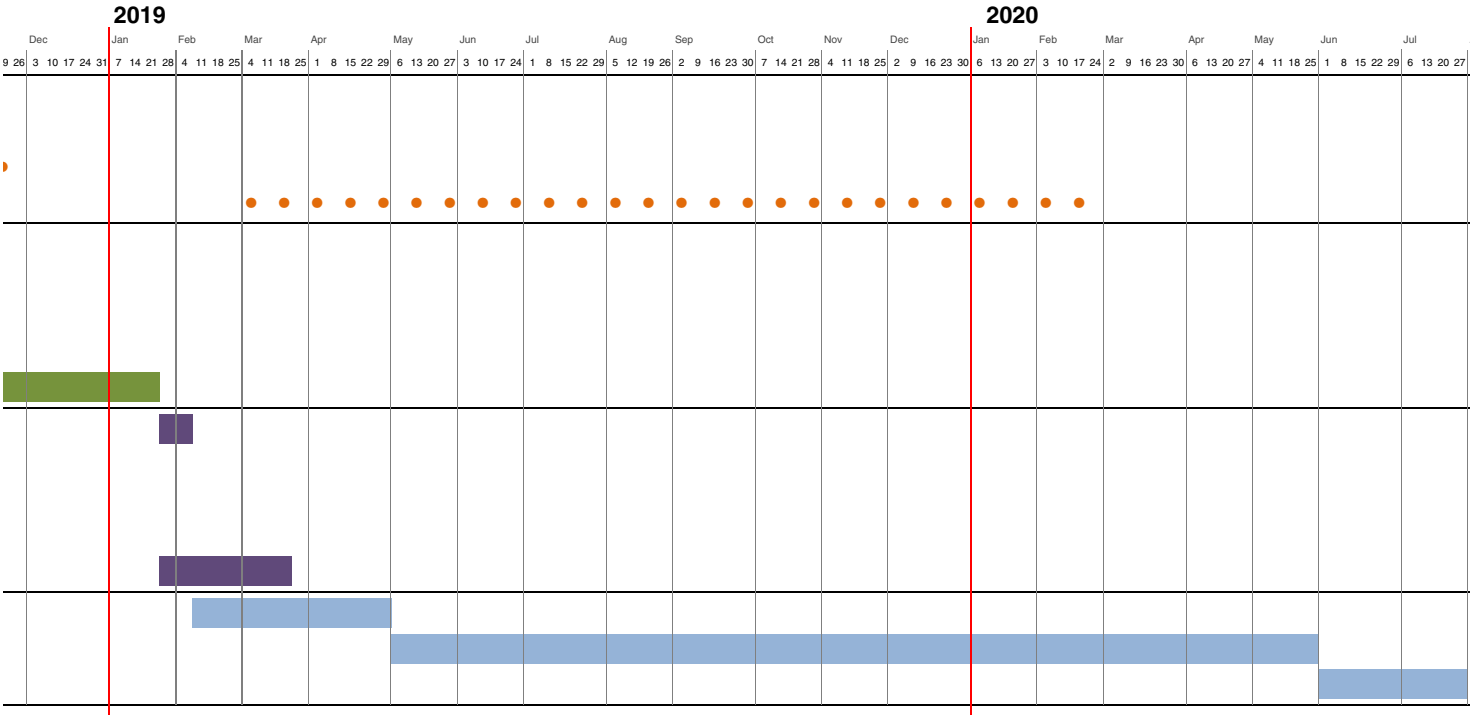
a. Science, Nursing and Culinary lab courses are not taught at the Center for the Arts. Use of Science, Nursing and Culinary labs is currently limited to rental space available at Jackson Hole High School, St. John's Medical Center, and the Elks Lodge

	Room Capacity	**Average weekly contact hours**	**Average weekly room use (hours)**
Proposed room inventory - new facility			
Classroom 1	16	640	40
Classroom 2	16	640	40
Classroom 3 / Banquet 1	16	640	40
Classroom 4 / Banquet 2	16	640	40
Classroom 5 / Computer Lab 1	16	640	40
Classroom 6 / Computer Lab 2	16	496	31
Classroom 7 - Science	16	544	34
Classroom 8 - Nursing	16	640	40
Computer Testing	10	390	39
Tutoring 1	8	256	32
Tutoring 2	8	104	13
Micro/Chemistry Lab	16	592	37
Biology/Anatomy/Physics, Earth Sciences Lab	16	688	43
Skills Lab RN	8	320	40
Skills Lab Simulation	8	320	40
Debrief RN	8	320	40
Debrief Simulation	8	320	40
Allied Health Lab 1	8	272	34
Allied Health Lab 2	8	272	34
Commercial Kitchen	16	640	40
Baking Kitchen	16	640	40
Total contact hours - new facility		**10,014**	

1. The above model assumes 10% growth on classroom spaces, and adding dedicated science, nursing and culinary labs for the College.
2. The utilization rates for the new science and nursing labs do not include prep time
3. The nursing cohort is 16 students split into two groups of 8. One group is in the Skills Lab RN and the other group is in the Skills Lab Simulation
4. The Skills Lab RN and the Skills Lab Simulation use the adjacent debrief rooms concurrently
5. The new facility doubles the current cohort of culinary students to accommodate two cohorts of 16 students each

VII.2 Project Schedule

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VII.3 Preliminary Project Description

Substructure

Foundation system

- Cast-in-place concrete spread footings
- Cold applied bituminous damproofing at exterior
- Extruded polystyrene (XPS) rigid foam insulation on all foundation walls
- 6” PVC perimeter foundation drainage system in gravel and filter fabric

Slab on Grade

- 5” cast-in-place reinforced concrete slab on grade over a vapor barrier, rigid foam insulation and 6” granular fill
- 2’-0” over excavation
- 6” compacted road base
- Vapor barrier and 2” of extruded polystyrene (XPS) rigid foam insulation
- 4” PVC subdrainage system underslab - drain in gravel and filter fabric – connect low elevations of foundation and underslab subdrainage systems to storm water sump pumps and then to storm drainage system.

Shell

- Base bid - structural steel superstructure with composite deck floor and steel deck roof assemblies
- Deductive alternate – wood framed walls, floors and roofs - type V construction

Exterior Wall Construction

Walls

- 35% board formed concrete / 25% weathering steel panel / 15% curtain wall / 25% alum window
- 18” x 48” x 1” weathering steel panels - 20 gauge thick with concealed fastener system for wall and fascia applications
- Back-up wall assembly - 2.5” of rigid foam insulation over fluid applied weather resistive barrier over 0.625” fiberglass mat gypsum sheathing over 6” framing. Provide 1” of spray applied foam insulation in the wall cavity and finish with 5/8” gypsum sheathing on the interior

- Exterior aluminum sun control devices on west and south facades

Aluminum Windows

- Curtain wall assemblies (full height)
- Aluminum window systems (punched openings)
- High performance insulated glazing

Aluminum Wall Louvers at mechanical penthouse

Doors

- Thermally-broken glazed aluminum doors and entrances with automatic door openers

Stainless steel exterior handrails and guards

Douglas fir structural wood decking at the underside of all exposed roof eaves, rakes and soffits.

Roofing

Low Slope Roof

- FiberTite 8540 45 mil thermoplastic roof over (1) layer of 2.5” stone wool insulation and (1) layer of 2.5” rigid foam insulation
- Provide 20 year warranty

Metal Roof

- Standing seam metal roof – weathering steel. Provide a concealed fastener clip system panel - 1.75 inch ribs
- Install metal roof over composite drainage panel over (1) layer of 2.5” rigid insulation with laminated OSB facing over (1) layer of 2.5 rigid insulation

Interiors

Partitions

- Typical partition walls
  a. 6” framing to underside of structure
  b. Painted 5/8” gypsum board at both sides
  c. Level 4 finish
  d. Acoustical batt insulation at cavity
  e. Seal runner with acoustical sealant
- Full height walls at restrooms
  a. 6” framing to underside of structure
  b. 5/8” gypsum board both sides to underside of structure.
  c. Level 4 finish
  d. 5/8” glass-mat water-resistant backer board at tile locations
  e. Acoustical batt insulation at cavity

f. Seal runner with acoustical sealant

- 1-hour fire rated walls
  a. 6” framing to underside of structure
  b. 5/8” type ‘X’ gypsum board finish at both sides to underside of structure.
  c. Level 4 finish typical. Level 3 finish at service rooms
  d. Acoustical batt insulation at cavity
  e. Seal runner with acoustical sealant

- Glazed partitions
  a. Corridor wall at each Departmental Reception area will be glazed full height
  b. Assume 15% of interior walls are glazed partitions

- Acoustics
  a. General wall assemblies shall have a minimum STC of 45
  b. Classrooms, labs, circulation, and restrooms shall have a minimum STC of 50
  c. Mechanical rooms and shafts shall have a minimum STC of 60

Interior Doors

- Extruded Aluminum Frames
  a. 7-1/4" throat.
  b. Manufacturer: Avalon / Dual Lock Partition Systems
  c. Finish: Thermal-setting Standard Gray IPC029-994 Powder Coat
  d. Interior glazing shall be Ceramic-coated vision glass, heat-strengthened float glass, fully tempered where indicated or required

- Typical solid core wood veneer door
  a. Douglas Fir veneer
  b. Clear finish - 3 coats polyurethane-satin
  c. Fire rated where required
  d. Grade 1 heavy-duty cylindrical locks
  e. 4-1/2x4-1/2 ball bearing hinges (4) each door. (Commercial grade, standard weight, full mortise)
  f. Typical door size to be 3’-0” x 7’-0”
     i. 4’-6 x 7’-0” at science labs-fixed 1’-6” leaf
     ii. 4’-0” x 7’-0” doors at nursing labs
  g. Commercial hardware
     i. US10B finish
     ii. Panic hardware at exit doors
     iii. Card access security at 4 openings
  h. Fully glazed doors at Classrooms and Conference Rooms

- Provide hollow metal frames and doors at back-of house entrances / spaces

Operable Partitions

- 4” thick
- Paired-panel
- Manual operation
- 54 STC
- Ceiling supported
- Automatic bottom seal
- Full-height marker board finish both sides
- Pass-door
- Concealed pocket door
- Hinged closure panel

Window Stools

- Provide solid surface quartz window stools at all exterior windows

Specialties

- Acrovyn corner guards at all outside corners
- Acrovyn crash rails at all nursing labs and public corridors
- Interior signage for all rooms
- Building directory at both floors
- Plastic laminate shelves on standards and brackets at storage rooms – assume at least 30 linear feet per storage room.
- Stainless steel commercial toilet room accessories
- Baked enamel toilet partitions
- Full suite of toilet and wash room accessories
- Wood or metal blocking for wall mounted office furniture at all offices

Stairs

- (2) custom steel stair structures with precast stair treads

Interior Finishes

- Wall finishes in typical public spaces
    a) Painted gypsum board for typical wall finish
    b) Resilient base throughout
    c) Full height ceramic tile at all restrooms

Floor finishes

- 32 oz. broadloom in all classrooms and office suites
- Walk-off carpet tile at vestibules
- Labs have ground and polished concrete floors with chemically resistive floor sealer
- Porcelain tile at restrooms and ground floor public spaces with crack suppression membrane
- Sealed concrete in back-of house areas

Ceiling finishes in typical public spaces

- No ceilings in service, mechanical, telecom and electrical rooms
- Gypsum board ceiling assemblies at entries, public spaces and toilets
- Lay-in acoustical ceilings 24x48 with standard grid and square edge profile
    a. NRC .90

Services

Elevator

- Holeless Hydraulic Elevator
- 4500#
- 125 fpm
- Hospital Car / Service Shape
- Two stops
- Carpeted floor
- Card access controls
- Manufacturer's standard finishes

Sprinklers

- Building fully sprinklered in accordance with 2015 IBC and NFPA 13
- Recessed sprinkler heads in all labs, classrooms, corridors
- Concealed sprinkler heads in gypsum board ceilings
- Standard sprinkler heads in all other area

Fire Extinguishers

- In accordance with 2015 IBC

Fire Extinguisher Cabinets

- Semi-recessed

Equipment and Furnishings

Fixed Furnishings

- Roller shades at all exterior windows
- Roller shades and blackout shades at classrooms
- ¾" solid surface quarts countertops at washroom vanities
- Fixed wood casework at public spaces / break rooms / work rooms / conference rooms / classrooms
    a. AWI Premium grade
    b. Flush overlay
    c. Concealed hinges
    d. Douglas fir veneer on vertical surfaces
    e. Solid surface quartz countertops
- Fixed wood casework at all health and science laboratories
    a. AWI Custom grade

b. Flush overlay
c. Concealed hinges
d. Douglas fir veneer on vertical surfaces
e. Phenolic resin countertops
f. Epoxy for all horizontal surfaces in the Chemistry lab

- Stainless steel equipment in culinary labs
- Type I hoods at all cooking stations
- Type II hoods over dishwashing equipment
- Visual display boards

Site Work

Site Clearing

- Remove existing trees and shrubs within building footprint to approximately 20 feet outside of building footprint for layback area

Site Earthwork

- Import approximately 2,500 cubic yards of fill
- Excavate for a 0.0689 AC-FT storm water quality pond

Parking Lot – 40 cars

- Base course
- Asphalt surface
- Curb and Gutter
- Striping

Pedestrian Paving

- Cast-in-place 4” concrete paving

Water Supply

- 4” domestic water service
- 8” fire water service

Sanitary Sewer

- 8” sanitary sewer

Storm Sewer

- Storm drainage routes to a 0.0689 AC-FT storm water quality pond

M / E / P

Plumbing Fixtures

- Wall mounted flush valve water closets, 1.6 gallons per flush. Sensor operated at public restrooms
- Wall mounted urinals- 0.125 gallon per flush. Sensor operated at public restrooms
- Under-counter mounted lavatories at public restrooms.
- 36” x 36” terrazzo composite mop service basins at janitor closets
- Freeze proof hose bibs (3)

- Hi-Efficiency Domestic Water Heater (with storage)
- Low flow faucets

HVAC

- VAV terminal units
- (2) Hi-Efficiency boilers and one air cooled chiller
- Hi-efficiency motors on pumps (Heating and cooling)
- Hi-efficiency magnetic chiller
- Air handler with variable frequency drive and fan wall
- Air-side economizer
- Variable flow air to labs
- Heat recovery from Lab/Hood exhaust system to AHU Makeup
- Systems Commissioning

Electrical

- Offices, work rooms, break rooms - Indirect / Direct 2 x 4 recessed LED fixture, dual-switched
- Classrooms - Indirect / Direct suspended linear LED fixture, provide lighting controls at instructor station
- Seminar rooms, labs, and student group study - Indirect / Direct suspended linear LED fixture, dual-switched
- Washrooms - LED downlights
- Back-of house spaces - strip fluorescents
- Parking lot - LED flood lights on 25' high poles
- Site – LED bollards
- Switch and Receptacles
    a. Duplex convenience receptacle rated at 20-amp, 120-volt shall be provided in all rooms
    b. Special receptacles for equipment shall be provided as required
    c. Receptacles will be white
    d. Device plates shall be stainless steel
    e. 20-amp, 120-volt receptacles shall be heavy-duty specification grade
    f. 20-amp, 120-volt GFCI duplex receptacles shall be provided as follows:
        1. Toilet Rooms: One GFCI duplex adjacent to lavatory
        2. All receptacles within 6 feet of sinks
        3. Adjacent to each exit from building at exterior of building with protective cover to allow weather protection with outlet in use
    g. Wiring devices shall be specification grade, color as selected by the Architect. GFCI outlets shall be installed per code, special receptacles as required by particular equipment

- Conductors
    a. All feeders and conductors shall be copper
    b. Provide copper phase and neutral busses for all switchboards, distribution panel boards and panel boards
    c. All 120 volt, 20 ampere circuits longer than 75' shall be #10 AWG
    d. All 277 volt, 20 ampere circuits longer than 150' shall be #10 AWG
    e. #10 AWG and smaller wire shall be solid conductor except for motor circuit feeders. #8 AWG and larger and motor circuit feeders shall be stranded conductors. Provide new wire and cable suitable for the temperature, conditions, and location where installed. Building wire shall be insulated with THHN/THWN/THW or XHHW insulation, rated 600 volt
    f. Provide UL rated fire seals when passing through fire and smoke rated partitions
    g. Provide access panels as required
    h. Provide 4-inch reinforced concrete pads for all floor-mounted electrical equipment

- Conduit
    a. Rigid galvanized steel conduit shall be used where exposed to physical damage
    b. EMT conduit shall be used for other indoor, dry locations. Provide steel set-screw fittings, compression fittings for wet areas
    c. PVC conduit may be used underground
    d. Steel conduits in contact with earth or a vapor barrier shall be PVC coated

Lab Services per user interviews

Science Labs

- House vacuum system not needed
- Compressed air is not required
- Gas, water, electricity in all labs
- Point of use distilled water at sinks to be identified during schematic design and design development
- One specialized chemical lab dishwasher with DI rinse in prep space
- One autoclave in prep space
- Lockable storage in prep space
- 2 hoods in Microbiology / Chemistry Lab
- Microscope storage is accommodated in benches in labs
- Movable storage tables in the Biology / Anatomy / Physiology / Physics / Earth + Environmental Science lab

- Fixed tables in the Microbiology / Chemistry lab
- Dust collection required in the Biology / Anatomy / Physiology / Physics / Earth + Environmental Science lab

Nursing Labs

- Nursing simulation mannequins and hospital beds are owner furnished / owner installed
- Further development of dental assistant lab will occur during schematic design and design development
- Provide 10 hospital bed headwall units with
    i. Power
    ii. Data
    iii. Compressed Air
    iv. Vacuum
    v. Lights
    vi. Nurse call

Computer Labs

- Two-tier tables similar to the units installed in Riverton are required

Culinary Labs

- Commercial Kitchen
    i. 4 ranges – 6 burners each
    ii. 4 tables for 4 students each
    iii. 2 grills
    iv. 2 fryers
    v. Refrigerator
    vi. Teaching wall with white board and LCD screen
    vii. Small Kombi oven
    viii. Stack convection oven
    ix. Vertical food slicer
    x. Vertical food chopper
    xi. 20 quart mixer
    xii. Ice maker
    xiii. Bowl food processor
    xiv. Small tilt skillet
    xv. Salamander above range
    xvi. Small bench top smoker
- Baking Kitchen Equipment
    i. 2 ranges – 6 burners each
    ii. 4 tables for 4 students each
    iii. Convection oven
    iv. Deck oven
    v. Small Kombi oven
    vi. Proof box
    vii. Floor mounted mixer
    viii. Sprayer wash system for hosing out both kitchens
    ix. No slicer or food processors required

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Denver Colorado 80211
303 294 9448
303 294 0762 fax
www.amdarchitects.com

SECTION 5 – SUPPORTING MATERIALS

- **5.1 - TETON COUNTY COMPREHENSIVE PLAN DISTRICT 4: MIDTOWN**
- **5.2 - NEIGHBORHOOD MEETING SUMMARY**
- **5.3 - STORMWATER CALCULATIONS**
- **5.4 - GEOTECHNICAL REPORT**
- **5.5 – TRAFFIC IMPACT STATEMENT**

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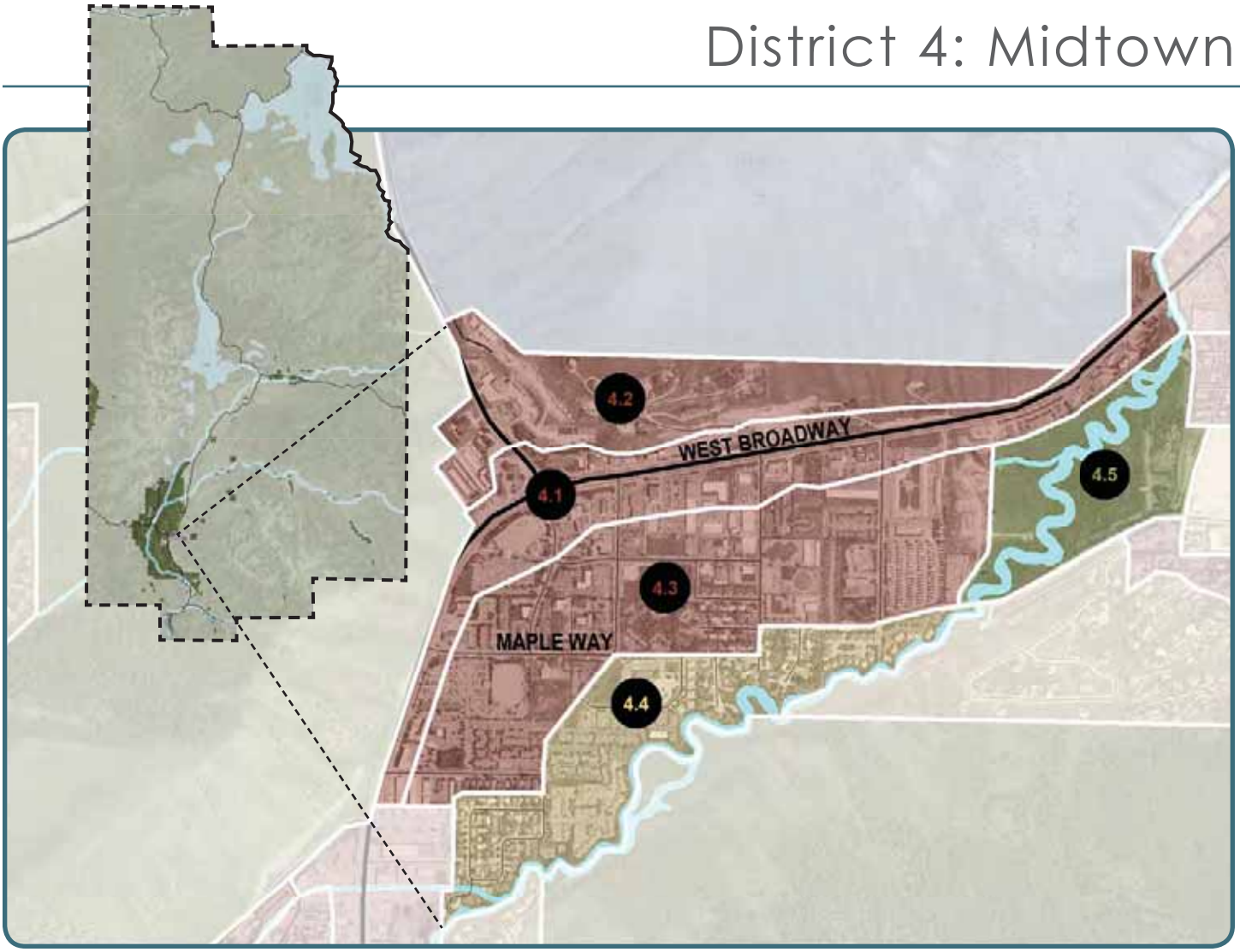
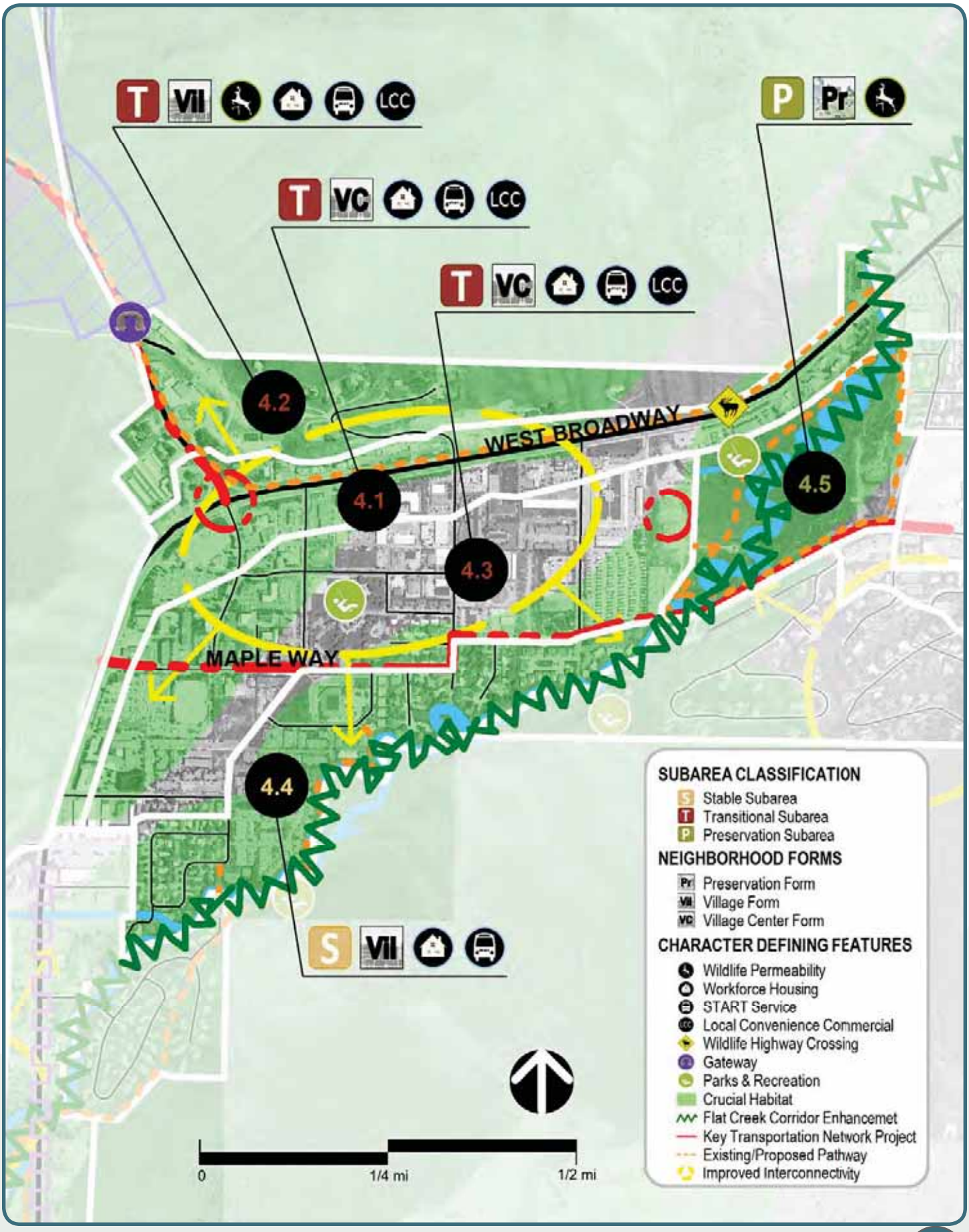
District 4: Midtown



Complete Neighborhood + Rural Area Chart

	DEFINITION	EXST.	FUTURE	
COMPLETE NEIGHBORHOOD	Defined Character/High Quality Design	○	●	2-3 stories, vibrant pedestrian mixed use, street wall with landscape buffer
	Public Utilities	●	●	Water, sewer, storm sewer
	Quality Public Space	●	●	Powderhorn Park, Karns Meadow and Garaman Park Pathway
	Variety of Housing Types	●	●	Single family, duplex, condominiums, townhomes, apartments, multifamily
	Walkable Schools, Commercial + Recreation	◐	●	Post office, START, limited convenience commercial, schools, parks, pathways
	Connection by Complete Streets	◐	●	Alternative transportation a priority
RURAL	Viable Wildlife Habitat + Connectivity	◐	◐	Flat Creek enhancement, wildlife crossings
	Natural Scenic Vistas	○	○	
	Agricultural + Undeveloped Open Space	◐	◐	Karns Meadow
	Abundance of Landscape over Built Form	○	○	
	Limited, Detached, Single family Res. Development	○	○	
	Minimal Nonresidential Development	○	○	

Legend: ● *Generally Present;* ◐ *Partially Present;* ○ *Generally absent*


T VII LCC
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P Pr
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4.4
4.5
WEST BROADWAY
MAPLE WAY
S VII
SUBAREA CLASSIFICATION
Stable Subarea
Transitional Subarea
Preservation Subarea
NEIGHBORHOOD FORMS
Preservation Form
Village Form
Village Center Form
CHARACTER DEFINING FEATURES
Wildlife Permeability
Workforce Housing
START Service
Local Convenience Commercial
Wildlife Highway Crossing
Gateway
Parks & Recreation
Crucial Habitat
Flat Creek Corridor Enhancemet
Key Transportation Network Project
Existing/Proposed Pathway
Improved Interconnectivity
0
1/4 mi
1/2 mi

Existing + Future Desired Characteristics

Midtown is one of the most Complete Neighborhoods in the community. It contains many of the service, office and retail establishments that meet Teton County residents' daily needs. It also contains a significant amount of workforce housing in a variety of housing types, including single family, duplex and multifamily structures. Another important characteristic of the district is the "Y", the intersection of the community's two main highways, U.S. 89 and Wyoming 22. Midtown is a highly visible district that is experienced on a daily basis by most residents. Today, the land use pattern is automobile-oriented and made up of large blocks containing low intensity single-use structures (both residential and non-residential) surrounded by significant surface parking, with little connectivity between blocks and lots. It is also the location of a significant amount of existing lodging uses developed prior to the Lodging Overlay that will be allowed to continue in the future. Flat Creek and the Karns Meadow are significant natural features in this district.

The future vision is to create a walkable mixed use district with improved connectivity and increased residential population. Key to achieving this vision will be the creation of a concentrated and connected land use pattern. To support this goal, future land uses will continue to include a variety of non-residential uses serving the needs of the local community and a variety of residential types focusing on workforce housing in multifamily and mixed use structures, specifically including deed-restricted rental units.

Mixed use, non-residential and multifamily residential buildings should be two to three stories in height and oriented to the street. Four story structures may be considered when adjacent to a natural land form. In the future, a landscape buffer between buildings and the street with well-designed green space and/or hardscape will be important to create an attractive pedestrian environment becoming of a desirable, walkable, mixed use district. Parking areas should be predominantly located behind buildings or screened from view. The creation of complete streets will be critical to increase connectivity between uses and between blocks and lots by all modes of travel. It is also important to recognize Snow King Avenue as a primary transportation corridor that will need to be maintained and improved in order to support regional transportation goals.

Despite the intensity of human activity within the district, Midtown contains or is adjacent to prominent natural resource lands such as the Karns Meadow, Flat Creek, East Gros Ventre Butte, High School Butte and the northwestern foot of Snow King Mountain. A key characteristic of this area is the mule deer movement corridor between East Gros Ventre Butte and Karns Meadow, and consequently, the high rate of wildlife vehicle collisions along West Broadway Avenue. The natural resources found in or adjacent to this district should be considered in the course of future planning, with development being located in a way that protects wildlife habitat and facilitates wildlife movement through the district. Future enhancements and redevelopment should seek to incorporate Flat Creek as a recreational and ecological amenity for the entire community.

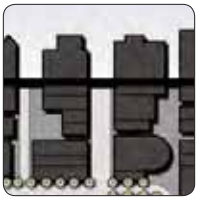
Whether it is enhancing the gateway to Town at the Y intersection, redeveloping under-utilized properties with mixed use structures, improving alternative transportation infrastructure and connectivity, or enhancements to Flat Creek - change in this district is desirable.

Policy Objectives

Common Value 1: Ecosystem Stewardship	1.1.c: Design for wildlife permeability
Common Value 2: Growth Management	4.1.b: Emphasize a variety of housing types, including deed-restricted housing
	4.1.d: Maintain Jackson as the economic center of the region
	4.2.c: Create vibrant walkable mixed use subareas
	4.3.a: Preserve and enhance stable subareas
	4.3.b: Create and develop transitional subareas
	4.4.b Enhance Jackson gateways
	4.4.d: Enhance natural features in the built environment
Common Value 3: Quality of Life	5.2.d: Encourage deed-restricted rental units
	5.3.b: Preserve existing workforce housing stock
	6.2.b: Support businesses located in the community because of our lifestyle
	6.2.c: Encourage local entrepreneurial opportunities
	7.1.c: Increase the capacity for use of alternative transportation modes
	7.2.d: Complete key Transportation Network Projects to improve connectivity
	7.3.b: Reduce wildlife and natural and scenic resource transportation impacts

Character Defining Features

4.1: Midtown Highway Corridor

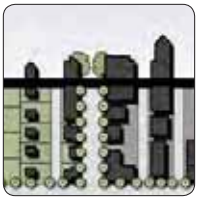


Village Center Form

This mixed use, TRANSITIONAL Subarea is dominated by West Broadway Avenue, Highway 22 and the Y intersection. Development intensity should be oriented towards these roadways and configured in two to three story mixed use buildings with adequate setbacks and screening proportional to these busy highway corridors and intersections. Along the north side of West Broadway four stories buildings will be allowed when they are built into and used to screen the adjacent hillside. All building designs should incorporate techniques to mitigate height such as stepping back upper floors from the streetscape. Parking areas should be predominantly in the rear or screened from view. The lower levels of buildings should contain a variety of non-residential uses including retail, service and office uses catering to locals, while residential uses should be located predominantly on the upper levels of mixed use buildings or to the rear of a site and away from the highway. Future structures will be predominantly mixed use, while multifamily will be allowed if it properly addresses the street. It will be important to successfully integrate the land uses and patterns in this area with adjacent subareas.

A goal of the subarea will be to implement complete street amenities, balancing the needs of vehicle and alternative transportation users. Pedestrian connectivity across West Broadway Avenue will be needed to ensure access to the neighborhood amenities located in the southern portion of the district. Some single use and auto-oriented uses (e.g. gas stations and auto dealers) will still be needed in the future. These uses should follow the desired building form and pattern as much as possible, including providing connectivity by all travel modes to adjacent lots. A key challenge in this area will be to identify a solution to accommodate a wildlife crossing along West Broadway Avenue.

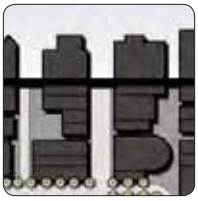
4.2: Northern Hillside



Village Form

This TRANSITIONAL Subarea must strike a delicate balance between allowing some mixed use and residential development while maintaining wildlife permeability and the natural form of the undeveloped hillsides. A key to successful future development will be to sensitively place development in harmony with the existing terrain in order to minimize land disturbance. Development intensity in this subarea should be less than that found within the adjacent Midtown Highway Corridor (Subarea 4.1). Structures will be allowed up to two stories and may be configured in a variety of layouts with attached and detached units blending into the natural surroundings. Smaller building footprints will be encouraged in order to provide adequate open and/or landscaped areas. A variety of residential types, including live/work, multifamily, and duplexes, may be appropriate in this area depending on the specific characteristics of a site and its existing topography. Low density single family housing may continue to be appropriate at the edges of this area, particularly when adjacent to existing undisturbed hillsides. Future development should address wildlife permeability and assist in guiding wildlife movement to future roadway crossings.

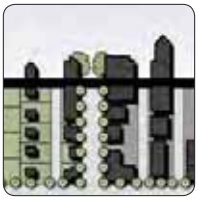
4.3: Central Midtown



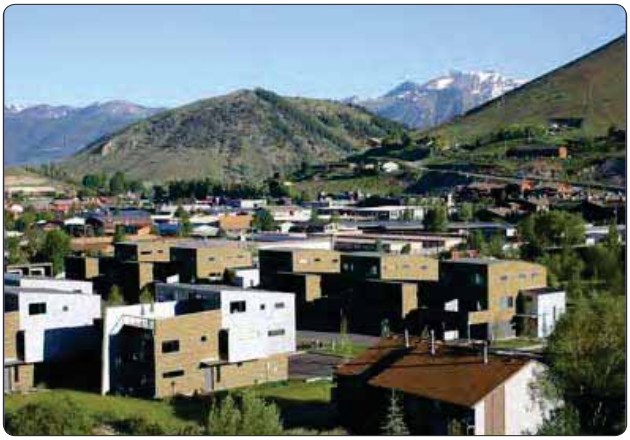
Village Center Form

This TRANSITIONAL Subarea in the core of the district will be critical in achieving the overall goal of transforming the area into a walkable mixed use district. Opportunities should be taken to expand the currently limited street network in order to break up large existing blocks and increase connectivity for all transportation modes. Key to this transition will be the addition of increased residential intensity in a variety of types and forms to take advantage of the Complete Neighborhood amenities in the area. Mixed use structures will be encouraged with non-residential uses located predominantly on the street level and residential units on upper levels. Multifamily structures in a variety of forms will also be desirable. Mixed use and multifamily residential buildings should be a combination of two and three story structures oriented to the street, though a buffer should be placed between buildings and the street with green space and/or hardscaping. Parking areas should be predominantly located behind buildings or screened from view. Live-work housing opportunities will be encouraged, as well as any other opportunities to promote local entrepreneurship. Single family residential units are not envisioned for this area. Particular care and attention will need to be given to ensure a successful transition between this mixed use subarea to the adjacent Midtown Residential (Subarea 4.3). The location of buildings and parking, types of uses and overall intensity of use should be considered to ensure a successful blend of these two subareas.

4.4: Midtown Residential

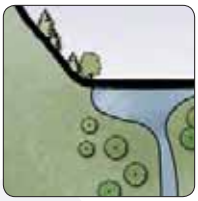


Village Form



This residential, STABLE Subarea should continue as a single family and multifamily residential neighborhood with a mix of ownership and rental units in close proximity to Complete Neighborhood amenities. Pedestrian and bicycle connections should be enhanced, both in terms of internal destinations and those beyond, particularly to schools in other districts. Portions of this subarea also function as a wildlife movement corridor. In the future, wildlife permeability to and from Flat Creek will be maintained and enhanced. Development should also occur in a manner that is sensitive to hillsides, and smaller building footprints should be encouraged in order to provide open and/or landscaped areas. Future improvements to Flat Creek and the adjacent pathway and park system will be needed to support the health of this natural feature for wildlife and residents.

4.5: Karns Meadow



Preservation Form

This PRESERVATION Subarea should continue to serve as wildlife habitat and a key wildlife movement corridor in the future. Moving forward wildlife needs will need to be carefully balanced with providing the recreational and other amenities envisioned in the original land owners conveyance of the property. The future addition of a street connection through this district will improve connectivity for all modes of transportation and create a separation between the developed and undeveloped portions of the area.

Central Wyoming College Jackson Center

Community Meeting

Sketch Plan and Zoning Map Amendment

Thursday, February 15th, 2018

5:30pm - 7:00pm at the Center for the Arts

	NAME	PHYSICAL ADDRESS	E-MAIL
1	Bob Bell	Jackson, WY	bob.belljh@outlook.com
2	John Carney	215 S. King St.	john@clbarchitects.com
3	Tasha Starr	Alpine, WY	tasha.starr@fourseasons.com
4	Kathy Wells	Riverton, WY	kathywellsrn@yahoo.com
5	Amy Madera	Jackson, WY	amadera73@gmail.com
6	Dan Myers	Jackson, WY	dan.myers@fourseasons.com
7	Ed Gannon	Jackson, WY	ed.gannon@fourseasons.com
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17			
	Thank you for your participation!		

JORGENSEN
It's About People, Trust and Know How

PO Box 9550 · 1315 HWY 89 S., Suite 201
Jackson, WY 83002
PH: 307.733.5150
| www.jorgeng.com

January 29, 2018

To Whom It May Concern:

Central Wyoming College intends to submit a Sketch Plan application with a Zoning Map Amendment to the Town of Jackson this spring to permit a new Jackson Center at 230 and 330 Veronica Lane.

There will be a community meeting on Thursday, February 15th, 2018 from 5:30pm to 7:00pm at the Center for the Arts (240 S. Glenwood Street) where you will have the opportunity to ask any questions you may have about what is being proposed and to provide feedback.

Sincerely,

JORGENSEN ASSOCIATES, P.C.

Brendan Schulte
Senior Planner

NOTICE OF COMMUNITY MEETING FOR CENTRAL WYOMING COLLEGE – JACKSON CENTER

Central Wyoming College intends to submit a Sketch Plan application with a Zoning Map Amendment to the Town of Jackson this spring to permit a new Jackson Center on Veronica Lane.

CW JACKSON

Please attend this open house to ask questions about what is being proposed and provide feedback.

Thursday, February 15th, 2018 from 5:30pm to 7:00pm at the Center for the Arts (enter on the Glenwood side) 240 S. Glenwood St. Jackson, WY

NEW LISTING
177 Center Street

RESIDENTIAL AND COMMERCIAL BUILDING IN DOWNTOWN JACKSON, WY.
Six executive office suites combined with a furnished penthouse condo of 2 beds and 2 baths makes for a special offering rarely available in the Town of Jackson. Spectacular location just one block from the Town Sq. with great views and southerly orientation for abundant sunshine. Located in the lodging overlay with short term rentals allowed. Private elevator, multiple entrances, plenty of storage and covered parking. Condo and Offices are also being offered separately, please inquire for details. MLS 17-2822 | $3.35M

EXCEPTIONAL BUILDING SITE - GROS VENTRE NORTH
With views of the Grand Teton, the Sleeping Indian, & JHMR, this lot on the top of Gros Ventre North is a special

40 ACRES ON WILLOW CREEK
Incredible setting with 40 very private acres. The nice custom built home provides vaulted ceilings, in-floor heat throughout, quality finishes and lots of windows with

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OWNER	ADDRESS	CITY,	STATE	ZIP	STREET ADDRESS (JACKSON)
PASSLINE PARTNERS LLC	P.O. BOX 1824	JACKSON	WY	83001	1120 ALPINE LANE
SSDA, LLC	P.O. BOX 3393	JACKSON	WY	83001	1160 ALPINE LANE
MAPLE WAY LLC	PO BOX 454	JACKSON	WY	83001	1115 MAPLE WAY
2LSN, LLC	HC 62 BOX 7374	STAR VALLEY RANCH	WY	83127	270 VERONICA LANE
MAPLE BUFFALO LLC	PO BOX 256	WILSON	WY	83014	1225 MAPLE WAY
FREDERICK HYDE HIBBERD JR. LIVING TRUST	400 N.W. RIDGE ROAD	JACKSON	WY	83001	1130 MAPLE WAY
COUNTRY LAWYERS, INC.	PO BOX 1845	JACKSON	WY	83001	1116 MAPLE WAY
NO FEAR! LLC	P.O. BOX 921	JACKSON	WY	83001	255 BUFFALO WAY
GREGORY E. & MARGARET J. PRUGH TRUSTEES	P.O. BOX 2914	JACKSON	WY	83001	1120 MAPLE WAY
KAIDI MORGAN DUNSTAN TRUSTEE	P.O. BOX 136	WILSON	WY	83014	1135 MAPLE WAY
PML, LLC	P.O. BOX 14580	JACKSON	WY	83002	275 VERONICA LANE
HOKE & CO., LLC	P.O. BOX 130	WILSON	WY	83014	250 VERONICA LANE
ALBERTSON'S STORES SUB LLC	250 PARKCENTER BLVD	BOISE	ID	83706	155 BUFFALO WAY
22 WEST, LLC	P.O. BOX 4659	JACKSON	WY	83001	505 POWDERHORN LANE #1
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February 6, 2018, 4:51 am
Arrived at USPS Regional Facility
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February 1, 2018, 12:24 pm
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February 1, 2018, 12:04 pm
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STORMWATER MANAGEMENT MANUAL
RATIONAL METHOD FOR RUNOFF CALCULATIONS
POST-DEVELOPMENT - 100 YEAR EVENT

CWC Jackson
Lots 3, 6
17 July 2017

Design Storm Frequency = 100 years

Discharge Rate, d = 0.30 cfs

Surface Type	Area A (ft^2)	Area (acres)	Runoff Coefficient C	Frequency Factor C_f	$C \times C_f$	Calculation Value C'	C' x A (acres)
Roofs	6,402	0.15	0.95	1.25	1.1875	1	0.15
Pavement	13,889	0.32	0	1.25	0	0	0.00
Lawn, Heavy, Flat, 2%	4,708	0.11	0.15	1.25	0.1875	0.1875	0.02
	0	0.00	0	1.25	0	0	0.00
	0	0.00	0	1.25	0	0	0.00
Totals	**24999**	**0.57**					**0.19**

Weighted Runoff Coefficient, $C_{wd} = \frac{SC_jA_j}{SA_j}$ = 0.27

$C_{wd} \times C_f$ = 0.34

$C_{wd} \times C_f \times SA_j$ = 0.19

Time of Concentration = 5 minutes

	Water Quantity Calculations				
Rainfall Duration, t (min)	Rainfall Intensity, i (in/hr)	Runoff Volume (ft^3)	Discharge Volume (ft^3)	Site Detention (ft^3)	Peak Flow (ft^3/sec)
5	3	176.77	90.73	86.05	0.58
10	2.33	274.59	181.45	93.14	0.45
15	1.9	335.87	272.18	63.69	0.37
20	1.65	388.90	362.90	26.00	0.32
30	1.3	459.61	544.35	-84.74	0.25
40	1.08	509.11	725.80	-216.70	0.21
50	0.95	559.78	907.25	-347.47	0.19
60	0.82	579.82	1088.71	-508.89	0.16
70	0.74	610.46	1270.16	-659.70	0.14
80	0.65	612.81	1451.61	-838.79	0.13
90	0.61	646.99	1633.06	-986.07	0.12
100	0.56	659.95	1814.51	-1154.56	0.11

Water Quantity Storage Required = 93 ft^3
= 697 gallons

Peak Flow Rate = 0.58 cfs

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STORMWATER MANAGEMENT MANUAL
RATIONAL METHOD FOR RUNOFF CALCULATIONS
PRE-DEVELOPMENT FLOW RATE - 100 YEAR

CWC Jackson
Lots 3, 6
17 July 2017

Design Storm Frequency = 100 years

Discharge Rate, d = 0.00 cfs

PL

Surface Type	Area A (ft^2)	Area (acres)	Runoff Coefficient C	Frequency Factor C_f	C x C_f	Calculation Value C'	C' x A (acres)
Lawn, Sandy, Average, 2 to 7	18,253	0.42	0.13	1.25	0.1625	0.1625	0.07
Pavement	4,340	0.10	0	1.25	0	0	0.00
Unimproved	5,700	0.13	0.2	1.25	0.25	0.25	0.03
		0.00	0	1.25	0	0	0.00
		0.00	0	1.25	0	0	0.00
Totals	**28,293**	**0.65**					**0.10**

Weighted Runoff Coefficient, C_{wd} = $\frac{SC_jA_j}{SA_j}$ = 0.12

C_{wd} x C_f = 0.16

C_{wd} x C_f x SA_j = 0.10

Time of Concentration = 5 minutes

Rainfall Duration, t (min)	Water Quantity Calculations: Rainfall Intensity, i (in/hr)	Runoff Volume (ft^3)	Peak Flow (ft^3/sec)
1	0	0.00	0.00
5	3	91.48	0.30
10	2.33	142.10	0.23
15	1.9	173.81	0.19
20	1.65	201.26	0.17
30	1.3	237.85	0.13
40	1.08	263.47	0.11
50	0.95	289.69	0.10
60	0.82	300.06	0.08
70	0.74	315.92	0.07
80	0.65	317.14	0.07
90	0.61	334.82	0.06
100	0.56	341.53	0.06

Peak Flow Rate = 0.30 cfs

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GEOTECHNICAL, LLC

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November 27, 2017

Dennis Egge
State of Wyoming - State Construction Department
Construction Management Division
Cheyenne, WY 82002
Via email: dennis.egge@wyo.gov

RE: GEOTECHNICAL REPORT - REVISION 1, CENTRAL WYOMING COLLEGE – JACKSON CAMPUS, 235 AND 255 VERONICA LANE, JACKSON, WYOMING
PROJECT NO: 17067

Dear Mr. Egge,

We are pleased to present this revised report of our Geotechnical Site Investigation for the proposed new construction located at 235 and 255 Veronica Lane in Teton County, Wyoming. The report describes site conditions and presents conclusions and recommendations to support the design and construction of foundation elements.

Please note: this represents a revision of the report issued on November 20, 2017. We recommend notifying anyone who received a copy of the previous report and discarding all existing copies to avoid confusion. Of note, after conversations with the architect and structural engineer, we improved the project description (Section 2.0) and recommendations pertaining to bearing capacity (Section 5.2).

In summary, the site appears to be underlain by stony alluvium of the Cache Creek drainage, considered to be an adequate bearing layer for construction. Alluvial deposits are notoriously variable, but conditions observed during the subsurface exploration appear consistent across the proposed project area. Jorgensen should observe subgrade conditions for any foundation elements prior to placement of fill or foundation elements, especially if pockets or lenses of loose sand, fine-grained soils, or undocumented fills are observed. Two standpipes were installed on the property in order to monitor peak groundwater levels during the spring of 2018. Due to concerns with high seasonal groundwater, a basement is not recommended.

JORGENSEN
GEOTECHNICAL, LLC

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If you have any questions about this report, or if we may provide other services to you, please do not hesitate to contact us. As the project progresses, we will be available to answer questions.

Respectfully submitted,

JORGENSEN GEOTECHNICAL

Lauren Jones

Colter H. Lane, P.E.

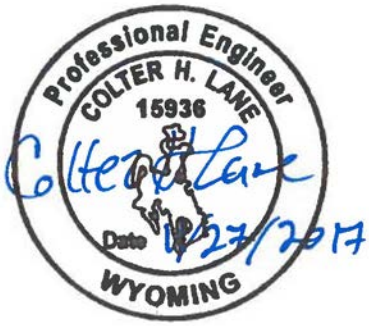
Geotechnical Investigation Report - Revision 1
Central Wyoming College – Jackson Campus
235 and 255 Veronica Lane

Prepared for:

Dennis Egge
State of Wyoming - State Construction Department
Construction Management Division
Cheyenne, WY 82002

Prepared by:

JORGENSEN
GEOTECHNICAL, LLC



PO Box 9550
Jackson, WY 83002

November 27, 2017

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1.0 INTRODUCTION

At the request of Mr. Dennis Egge, Jorgensen Geotechnical (JG) conducted a Geotechnical Site Investigation at 235 and 255 Veronica Lane in Jackson, Wyoming (Figure 1). The purposes were to observe soil and groundwater conditions, evaluate soil engineering properties, and to provide recommendations to support design and construction the proposed Jackson Outreach Center of Central Wyoming College. The scope of services included excavating and logging two exploratory test pits, performing engineering analyses, and furnishing this report.

2.0 PROPOSED CONSTRUCTION

Concept plans from the Level II Study report indicate two possible site layouts. It is our understanding that Option 2 of the report is preferred, which comprises a two story structure situated in the eastern portion of the project site. Parking is proposed west of the structure and a detached, above ground mechanical building is proposed along the northern boundary of the site. Floor area will be 15,940 ft^2 between the two levels with 1,400 ft^2 for a mechanical mezzanine. According to the architect, the structure will be comprised of a steel frame with a composite concrete deck. We have assumed a spread footing foundation system for analyses.

3.0 INVESTIGATION PROCEDURE

3.1 Field Investigation

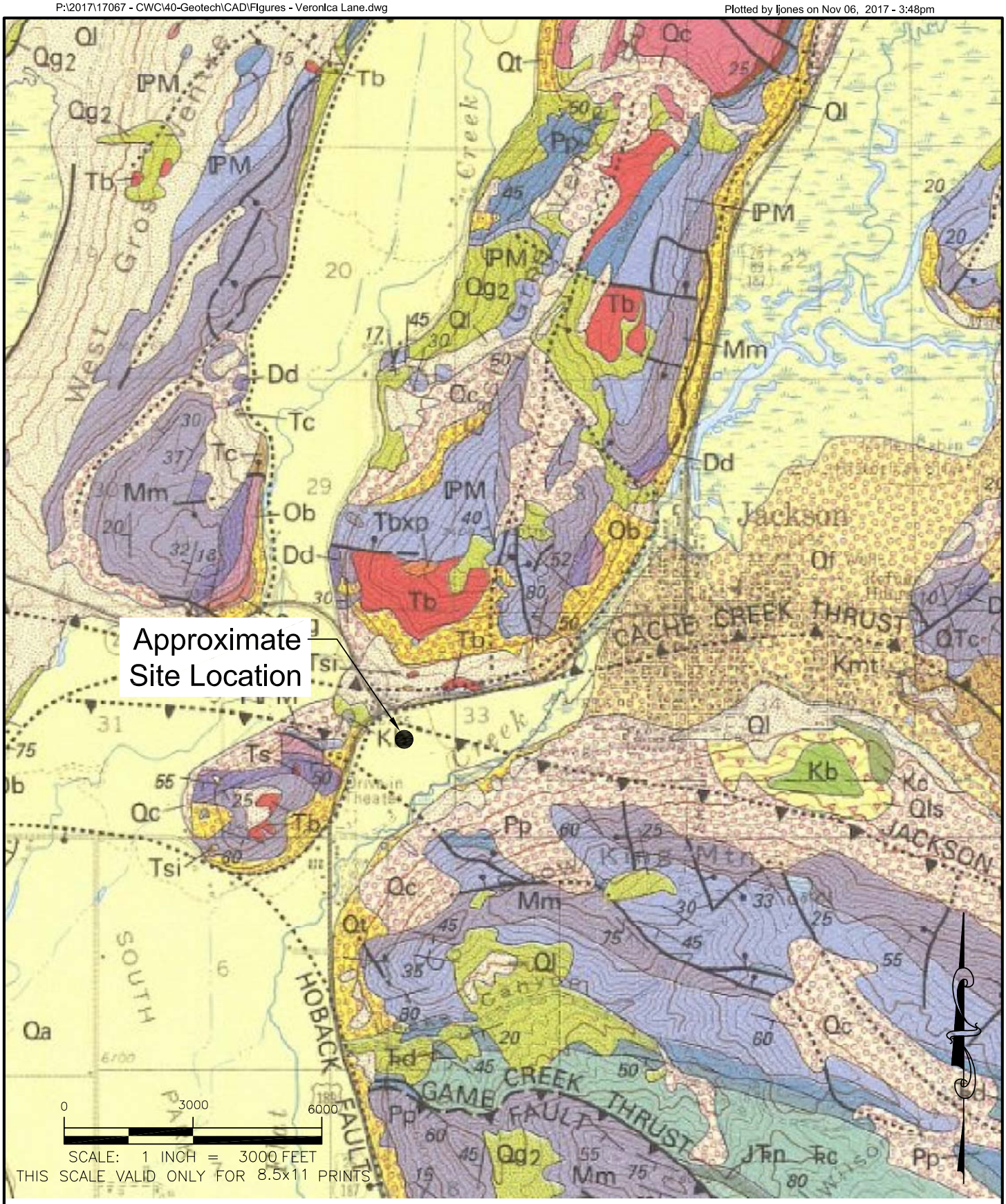
The field investigation was conducted on November 6, 2017. Two test pits were excavated to depths of 7 feet below the ground surface (bgs) in JG-1 and 10 feet bgs in JG-2. Soil type, thickness, consistency, and relative moisture content were observed and documented by JG. Site conditions may vary and actual soil conditions may differ from those represented in the exploration logs. Approximate test pit locations are shown on Figure 2 and detailed test pit logs are presented graphically in Appendix A.

3.2 Laboratory Analysis

The stony nature of the site soils precludes laboratory testing due to the size of a properly representative sample. Soil engineering behavior has been estimated using field observations of soil type and consistency.

3.3 Report Preparation

The report describes the geological site conditions and includes a site location and geologic map and descriptive test pit logs. The report provides engineering analyses and recommendations for construction of new foundation elements.



From Love et al, 1992, Geologic Map of the Grand Teton National Park, Teton County, Wyoming Map I-2031

Map symbols: Qa - Alluvium, Qf - Alluvial Fan, Kb - Sandstone, Qc - Colluvium

DRAFTED BY: LJ REVIEWED BY: CHL PROJECT NUMBER 17067	SHEET TITLE: Figure 1 Site Location and Geologic Map	PROJECT TITLE: Geotechnical Site Investigation CWC - Veronica Lane Jackson, Wyoming	JORGENSEN Geotechnical, LLC 307-733-5150 www.jorgeng.com

0 50 100

SCALE: 1 INCH = 50 FEET
THIS SCALE VALID ONLY FOR 8.5x11 PRINTS

NOTES:
AERIAL IMAGERY FROM TETON COUNTY GIS.
DATED JUNE 8, 2017.
TEST PIT LOCATIONS ARE APPROXIMATE, BUT WERE SURVEYED BY JORGENSEN NOV 6, 2017, FOR MORE ACCURATE MAPPING DURING DESIGN.

DRAFTED BY: LJ	SHEET TITLE: Figure 2 Test Pit Location Map	PROJECT TITLE: Geotechnical Site Investigation CWC - Veronica Lane Jackson, Wyoming	JORGENSEN Geotechnical, LLC 307-733-5150 www.jorgeng.com
REVIEWED BY: CHL			
PROJECT NUMBER 17067			

4.0 SITE CONDITIONS

4.1 Site Description

235 and 255 Veronica Lane are located in western Jackson, WY, approximately 1,000 feet northwest of Flat Creek. The site is relatively flat at an approximate elevation of 6,150 feet above mean sea level (Figure 2). Each lot is approximately 0.3 acres and the ground is currently covered by tall grasses.

The project area is currently undeveloped and, according to historic aerial photography, has mainly served as parking or storage. Construction of the structure at 275 Veronica Lane to the north appears to have occurred in 2007 and the fill observed in test pit JG-1 (see Section 4.3) may have been left on site at that time.

4.2 Geology

The project site is found on the geologic map of Grand Teton National Park by J.D. Love, et al, published in 1992 (Figure 1). The map shows the location of surface deposits, bedrock units, and geologic structures (i.e., faults and folds). According to the map, the project site is covered by Quaternary age alluvial deposits which consist of gravel, sand, and limited channel fillings of silt and clay. Bedrock is assumed to be very deep. Soil types observed during the site investigation are consistent with mapped geology.

Numerous Quaternary age (relatively young and potentially active) faults have been mapped in the Jackson area (Case, 1997), most notably the Teton fault system along the east side of the Teton Range, approximately 5 miles west of the project site. The inferred (buried) traces of the Cache Creek and Jackson thrust faults are located very near the site (dotted lines on Figure 1), crossing the town of Jackson on a generally east-west trend. These faults are considered to be relatively old and inactive and do not affect the project.

4.3 Soils

The site is generally underlain by sandy gravel and cobble alluvium of the Cache Creek alluvial floodplain. All test pits encountered about two feet of sandy silt topsoil underlain by stony alluvium. The topsoil was logged as moist, dark brown, medium stiff, sandy silt. The alluvium was described in the field as slightly moist to moist, tan and light grey with rusty blotches, medium dense, primarily consisting of 70-75% gravel and cobble to 15-inches in diameter with a clayey silt and sand matrix. Detailed test pit logs are attached in Appendix A.

A few pieces of trash were encountered in JG-1 to a depth of about 4-ft indicating an undocumented fill. As described above, this fill may be associated with construction of the structure to the north and is not anticipated to extend very far south. In the event fills are identified in the foundation excavation, they should be removed from below foundation elements.

Similar soils were encountered in test pits excavated north and south of the proposed buildings and are likely consistent across the project area. However, lenses of loose sand and fine-grained material are common in alluvial deposits and JG should observe subgrade conditions prior to placement of fill or foundation elements, especially if pockets or lenses of loose sand, fine-grained soils, or undocumented fills are observed.

4.4 Groundwater

Groundwater was encountered at about 6.5 and 8-ft bgs in JG-1 and JG-2, respectively, during the investigation on November 6, 2017. Soil conditions were observed to be slightly moist to moist, with moisture content increasing with depth. Groundwater monitoring standpipes were installed in both test pits: MW-1 at 7-ft bgs and MW-2 at 10-ft bgs (see Figure 2).

The investigation occurred after what is considered the peak seasonal groundwater level in this area. Therefore, it is recommended that groundwater levels are monitored during the spring 2018 runoff season. Soils with rust staining (i.e., “gleyed soils”) were observed in both pits within about 3-4 feet of the ground surface. Gleyed soils occur in anoxic environments and may indicate levels of sustained high groundwater. Due to the possibility of seasonally high groundwater levels, a basement is not recommended and any mechanical equipment placed in crawlspace areas should be moisture insensitive.

4.5 Earthquakes and Seismicity

Jackson Hole is located within the Intermountain Seismic Belt, a zone of seismicity that extends from southern Utah through eastern Idaho, western Montana, and western Wyoming (Smith and Arabasz, 1991). The Teton fault along the eastern margin of the Teton Range, approximately 5 miles to the west of the site, is considered an important structural element of the Intermountain Seismic Belt. Predicted recurrence intervals for maximum credible earthquakes have passed for most of the fault systems capable of generating magnitude 7.5 events in western Wyoming (Case, 1997), implying the risk of major earthquakes is relatively high.

Ground motion accelerations should be derived for the project site in accordance with the general procedure defined in the International Building Code (IBC). The IBC references ASCE 7-10 to determine the ground motion accelerations. Based on subsurface soils and our experience in the area, the site is classified as a Site Class D (“Stiff Soil”). For your convenience, USGS Seismic Design Maps Summary and Detailed Reports were produced assuming a risk category of I/II/III (assumed) and are attached in Appendix B. These reports present design ground motion for structural design.

The site is in an area of moderate seismic activity. The current peak horizontal acceleration (PGA) with 10% probability of exceedance in 50-years is approximately 0.19g, according to the USGS National Seismic Hazard Maps (2014). This has been applied in this report for analysis of seismic lateral loading on retaining walls, see Section 5.3.

The provisions of the IBC are intended to provide uniform levels of performance for structures, depending on their occupancy and use and the risk inherent to their failure. The approach adopted in the IBC is intended to provide a uniform margin of safety against collapse at the *design* ground motion. The *design* earthquake ground motion is selected at a ground shaking level that is 2/3 of the *maximum considered earthquake* (MCE) ground motion, which has a likelihood of exceedance of 2 percent in 50 years (a return period of about 2,500 years). The owner should be aware that the IBC is not intended to prevent damage or loss of function during a major earthquake; it is intended to reduce the risk of loss of life. Structural design should follow the level of risk tolerable to the owner.

4.6 Geologic Hazards and Liquefaction

The owner should be aware that in the event of a large magnitude earthquake (i.e., approximately 7.5), strong ground shaking or liquefaction could potentially cause damage to structures (Smith, et al, 1993). The owners may wish to consider the option of carrying earthquake insurance in addition to homeowner's insurance.

Loose, saturated sands and silty sands, and in some cases, silts and gravels, may liquefy when exposed to seismic shaking. Evaluation of the deep subsurface conditions and assessment of the liquefaction potential at this site are beyond the scope of this investigation. However, the gravel and cobbles encountered in the test pits appear too stony and dense to liquefy in a seismic event. Since the site is in a relatively flat area, if liquefiable material is present at greater depths, seismically-induced liquefaction could cause differential settlement but is unlikely to cause “lateral spreading”, which is a major slope movement that is a common source of catastrophic failure during earthquakes.

5.0 ENGINEERING ANALYSES

5.1 Settlement

Significant consolidation of the stony alluvial deposits (i.e., greater than 1-inch of total settlement) was observed in the test pits below the topsoil and undocumented fills. Thus, foundation elements should be placed directly on native sandy gravel and cobble. Recommendations regarding site preparation may be found in Section 6.2. If encountered, topsoil, fill, and any fine-grained soils should be removed below all footings. Lenses of loose sand or fine-grained material may occur in the stony material; if encountered during construction, they should be removed and replaced with structural fill or native stony alluvium.

5.2 Bearing Capacity

Bearing capacity of soil refers to its ability to resist shear failure under load. Soil parameters (i.e., inputs to the bearing capacity equation) were derived based on visual classification of the soil. The allowable bearing capacity for the gravel and cobble alluvium was estimated using Terzaghi’s bearing capacity equation for 2-ft continuous (i.e., strip) footings and 6.25’x6.25’ square footings (Bowles, 1996).

Allowable bearing capacity is calculated to be:

- 2-ft Continuous = 6,500 psf
- 6.25'x6.25' Square = 8,400 psf

Soil bearing capacity is dependent not only on its strength, but also the geometry of the foundation elements. The calculations assume the bottom of footing elevation is buried 3-ft below final grade. If existing conditions are found to differ from these assumptions or if new footings will have different dimensions, please contact us for a reevaluation of the allowable bearing capacity.

5.3 Lateral Loads on Foundation Walls

Lateral pressures were calculated using methods suggested by Bowles (1996). Lateral pressures were calculated for at-rest, active, and passive conditions and presented in Table 5-1.

Table 5-1: Lateral Pressure Parameters for Native Stony Alluvium or Stony "Pit-Run" Fill

Condition	Coefficient of Earth Pressures	γK (equivalent fluid pressure)
Static Conditions Level Backfill	$K_o = 0.43$ $K_a = 0.27$ $K_p = 3.69$	58 pcf 37 pcf 498 pcf
Earthquake Conditions Level Backfill	$K_{ae} = 0.33$ $K_{pe} = 3.49$	44 pcf 472 pcf

Values in the table assume a level ground surface adjacent to retaining structures. We have assumed site derived "pit-run" material (sandy gravel and cobble) will be used as exterior backfill, which has an estimated internal friction angle of 35° and a unit weight of 135 pcf.

5.3.1 Active Pressures

For lateral pressure design of retaining walls, which are allowed to deflect and develop an active soil wedge, the calculated equivalent fluid pressure (γK_a) is 37 pcf (pounds per cubic foot). This pressure distribution would be equivalent to a force of approximately $18.5H^2$ pounds per horizontal foot of wall acting at one-third the wall height (H) above the base.

Lateral pressures on retaining walls from earthquakes were estimated using the Mononobe-Okabe equations (Bowles, 1996; Duncan et al, 1990). Because the maximum acceleration occurs only briefly during an earthquake, it is common practice when designing dams and other earth structures to reduce the design acceleration to ½ of the maximum design acceleration (Hynes-Griffin and Franklin, 1984). Thus, we have calculated seismic lateral pressures using a horizontal acceleration k_h of 0.1g (1/2 of k_h max) per the USGS (2014).

Research has indicated that lateral pressures due to earthquakes are non-hydrostatic in distribution, and the resultant acts above the lower third-point of the wall (Bakeer, et al, 1990). Accordingly, active soil pressures must be divided into two components that act at different wall heights. The static force acts at the lower third-point, as discussed above. The resultant force from seismic lateral pressures is applied at 60% of the wall height above the base with a magnitude equal to the difference between seismic and static active pressures; i.e., $(\gamma K_{ae} - \gamma K_a)H^2$ or $3.5H^2$ pounds per horizontal foot of wall applied.

5.3.2 At-Rest Pressures

For lateral pressure design of basement walls, which are restrained and not allowed to deflect, the calculated at rest earth pressure (γK_o) is 58 pcf. Design control of such walls shall be whichever generates the higher resultant force: at-rest pressures or active seismic pressures.

5.3.3 Passive Pressures

For passive pressure design, the earth pressure coefficient (γK_p) is about 498 pcf, assuming a horizontal ground surface adjacent to the wall and reduced to 472 pcf for seismic conditions. Passive pressure design should neglect loose fill and soil located within the frost zone.

5.4 Soil Friction

Terzaghi et al, (1996) suggest use of the internal strength of the soil for the friction angle along a concrete base in granular soils, with a maximum value of 30°. Accordingly, a friction value of 0.58, which is the tangent of 30°, is suggested if foundation elements are founded on native stony alluvium or compacted, granular structural fill. The friction value may be combined with the passive pressure to resist horizontal loads.

6.0 RECOMMENDATIONS

6.1 Foundations

In our opinion, the existing native stony alluvium, consisting of sandy gravel and cobble, is anticipated to provide adequate support for the proposed foundation loads. We strongly recommend that the building foundation systems be placed entirely on native stony material or approved structural fill consisting of imported “pit-run” or re-compacted stony site soil. Topsoil, fill, and any fine-grained flood plain deposits should be removed and building foundations should be placed entirely on native stony alluvium or approved structural fill.

All footings should be placed below the frost line, including exterior footings for awnings and porches. The building code for Teton County requires that footings be placed at a minimum depth of 34 inches from finished grade, with a minimum foundation exposure of 6 inches above finished grade.

Minor cracks in the foundation walls, floor slabs, and sheetrock are normal and should not be a cause for concern. A structural engineer should review the plans to check that adequate lateral restraint is provided to foundation walls by the floor joists.

Local codes regarding foundation ventilation and radon mitigation should be followed. The contractor shall be ultimately responsible for following local building regulations and codes.

6.2 Site Preparation

Prior to placement of structural fill, the site should be cleared and stripped of topsoil and organic debris. No brush, roots, frozen material, or other deleterious or unsuitable materials shall be incorporated in the foundation subgrade or structural fill. All exposed subgrade surfaces should be free of mounds and depressions which could prevent uniform compaction. If unexpected fills or obstructions are encountered during site clearing or excavation, such features should be removed and the excavation thoroughly cleaned prior to backfill placement and/or construction.

If sand or fine-grained soils are observed in the foundation excavation, they should be removed and replaced with an approved structural fill, such as pit-run or native stony alluvium. The foundations should bear directly on the stony gravel and cobble alluvium or approved structural fill placed in direct contact with the stony alluvium.

During excavation for the foundation footings, removal of large cobbles may disturb and loosen the surrounding material. All disturbed areas should be compacted with a smooth-drum vibratory roller, in vibratory mode with a *minimum* of three passes, prior to placement of structural fill and/or footing construction. The actual number of passes should be determined by observing whether the surface is yielding after each pass. If the surface appears to be yielding, the number of passes should be increased until a non-yielding condition is observed.

All excavations and foundation subgrades should be observed by a representative of JG prior to fill or concrete placement, especially if questionable materials are exposed. Notice shall be provided at a minimum of 24 hours before the requested observation.

6.3 Excavation and Cut Slope Stability

OSHA regulations (29CFR1926) appear to classify the alluvial material at the site as Type C soil. For planning and design purposes, simple cut slopes should be no steeper than 1.5H:1V. The contractor shall be responsible for adherence to OSHA and other safety regulations by observing soil and groundwater conditions <u>at the time of construction</u>.

6.4 Final Backfilling and Grading

Properly compacted backfill and site drainage are important. Table 6-1 provides a method specification for compaction of stony material. If structural fill is used to achieve final grades, the fill may consist of select granular site material or imported pit run fill placed in horizontal lifts no greater than 12 inches loose thickness, as indicated by Table 6-1. Larger cobbles (> 4” diameter) should not be used as structural backfill, except as specified in Table 6-1.

Stony fill will compact into a dense, strong, well-drained structural fill, and tight moisture control is usually not required. Table 6-1 presents a *minimum* number of passes for each

compactor type. The actual number of passes should be determined by observing compaction after each pass to determine if the surface is non-yielding. If the fill surface appears to be yielding, the number of passes should be increased until a non-yielding condition is observed. Once the final number of passes is determined, the method may be continued for the rest of the project as long as fill properties, groundwater levels, and subgrade soil conditions remain the same. It is important to establish a method specification as early in the construction as possible and apply it consistently for the entirety of the building pad construction. Jorgensen is available to observe lift thickness, number of passes, and equipment used to verify a non-yielding state is achieved.

Table 6-1: Compaction Parameters for Stony Fill

Compactor Type	Lift Thickness	Maximum Particle Size	Minimum Number of Passes
5-ton vibratory	12 inches	9-inch*	3
1.5-ton vibratory	9 inches	6-inch	5
Hand-held	4 inches	4-inch	5

* Occasional clasts to 12-inch are permitted, if encountered, but should not be nested.

Exterior backfills should be placed as early as possible. However, do not over-compact exterior backfills against “green” foundation walls.

Utility trenches should also be backfilled in lifts and lightly compacted. The stony soils will require a vibrating smooth-drum roller or vibratory plate (i.e., hoe-pack or “jumping jack”) for compaction.

6.5 Interior Slabs-on-Grade

Interior slabs should be at least 4 inches thick, and any slabs bearing vehicles should be at least 6 inches thick, or as approved by a Structural Engineer. Minor floor cracking of slab-on-grade construction is difficult, if not impossible, to prevent. Such cracking is normal and should be expected to occur with time. Buildings are almost never free of cracks, and cracking is caused by many factors other than soil movement, such as concrete shrinkage or curling, or daily and seasonal variability in temperature and humidity.

An impermeable layer (usually plastic) is suggested beneath interior slabs, underlain by 4 inches of clean drain gravel that will act as a capillary break to reduce dampness. Three articles from the American Concrete Institute (ACI) that discuss these options are listed in the References (Holland and Walker, 1998; Suprenant and Malisch, 1998 & 1999). We are able to offer additional guidance if requested.

Two options are available to reduce the tendency for the concrete to crack or curl as it dries:

1. A blotter layer may be placed under the slab. In the past, loose sand has been used for this purpose, but is no longer recommended. A cover of 4 inches of trimmable,

compactible, granular material may be placed over the impermeable layer to receive the concrete slab. This material usually consists of "crusher run material", which varies in size from about 1.5-inch down to rock dust. Alternatively, 3 inches of compacted, fine-graded material such as crusher fines or manufactured sand may be used.

2. The blotter layer may be eliminated if the concrete is reinforced properly. The referenced article entitled "Controlling Curling and Cracking in Floors to Receive Coverings" provides a discussion of proper floor slab reinforcement. If the contractor needs additional guidance on reinforcement, a Structural Engineer should provide it.

6.6 Exterior Slabs-on-Grade

Exterior slabs such as driveways, patios, and sidewalks can move in response to changes in temperature, soil moisture, or subgrade freezing. Any fine-grained topsoil is potentially compressible and susceptible to frost heave. Any exterior flat work placed on these soils may perform poorly. Performance of exterior slabs at this site may be improved by compacting the surface of the native stony alluvium and seating the slab on at least 6 inches of road mix gravel (e.g., WYDOT Grading H).

Exterior slabs should be at least 4 inches thick, 6 inches if supporting vehicles, or as approved by the Structural Engineer. Exterior slabs should not be tied to foundation walls. Any movement of exterior slabs may be transmitted to the foundation walls, resulting in damage. Posts for patios or other exterior columns should not bear on exterior slabs. If the slabs settle or rise, the movement can be transmitted to the post, resulting in damage to the structure. Expansion joints are recommended in all concrete flatwork.

6.7 Crawlspace, Ventilation, and Radon

Evaluation of radon was beyond the scope of work; local codes should be followed and specialty contractors employed, if necessary. The building contractor is ultimately responsible for following local building codes. Crawlspace ventilation to reduce moisture and potential accumulation of radon gas is required by code. Placing a Class 1 vapor retarder in the crawlspace may reduce ventilation opening area requirements. Care should be taken while installing such a vapor retarder to avoid water overtopping and thus compromising the system. A capillary break layer (see Section 6.5) may be necessary to accommodate a radon vent pipe.

6.8 Reinforcing, Utilities Testing, and Concrete Considerations

Footings, slabs, and foundation walls should be reinforced to resist differential movement. Consultation with a Structural Engineer to specify adequate reinforcement is suggested. Water and sewer lines should be pressure tested before backfilling. Exterior concrete should contain 5% to 7% entrained air.

6.9 Observation during Construction

A representative of JG should observe construction of any foundation or drainage elements recommended in this report. Site grading, leak-proof testing, and soil compaction shall be

observed by a representative Jorgensen. Recommendations in this report are contingent upon our involvement. If any unexpected soils or conditions are revealed during construction, this office should be notified immediately to survey the conditions and make necessary modifications.

7.0 LIMITATIONS

This report has been prepared based on a limited amount of data. Actual site conditions may vary. The report is for single use and under no circumstances are the figures and text to be used separately. These services have been performed in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty is made or implied.

8.0 REFERENCES

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APPENDIX A

Test Pit Logs

Jorgensen Geotechnical
Jackson, WY 83002
Telephone: 307-733-5150
Fax: 307-733-5187

TEST HOLE LOG

PROJECT NAME: CWC - Veronica Lane	DATE: 11/6/2017
PROJECT LOCATION: Jackson, Wyoming	HOLE NO.: JG-1/MW-1
TEST HOLE LOCATION: See site map	

ELEVATION G.S. (ft.):	TOTAL DEPTH (ft.): 7	GROUNDWATER LEVEL (ft.): 6.5	MEASURED FROM: Ground surface
DRILL TYPE: JD 310SJ	HAMMER:	DRILL CO: Fish Creek Excavation	DRILLER: Bill / LOGGED BY: lj

DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION
1 2								0.0-2.2ft Sandy SILT: Moist, dark brown, soft to medium stiff, massive, roots down to 2-ft [TOPSOIL]					
3 4								2.2-4.0ft Sandy GRAVEL/COBBLE: Slightly moist to moist, tan and light grey with rusty blotches, medium dense, stratified, 70-75% subangular to subrounded gravel/cobble up to 15-in diameter, clayey silty sand matrix, some scattered pieces of trash within upper 4-ft [ALLUVIUM/FILL]					
5 6 7								4.0-7.0ft Sandy GRAVEL/COBBLE: Slightly moist to wet, tan and light grey with rusty blotches, medium dense, stratified, 70-75% subangular to subrounded gravel/cobble up to 15-in diameter, clayey silty sand matrix [ALLUVIUM] Notes: Groundwater encountered at 6.5-ft. Pitwalls caving at 7-ft. Stopped at request. 4-in perforated standpipe installed to 7.0-ft. Stick up of 3.0-ft. Backfilled with spoils.					
8 9 10													

TEST HOLE LOG JORGENSEN GEO CWC VERONICA LANE TP LOGS.GPJ JORGENSEN GEO 08-2015.GDT 11/20/17

Jorgensen Geotechnical
Jackson, WY 83002
Telephone: 307-733-5150
Fax: 307-733-5187

TEST HOLE LOG

PROJECT NAME: CWC - Veronica Lane	DATE: 11/6/2017
PROJECT LOCATION: Jackson, Wyoming	HOLE NO.: JG-2/MW-2
TEST HOLE LOCATION: See site map	

ELEVATION G.S. (ft.):	TOTAL DEPTH (ft.): 10	GROUNDWATER LEVEL (ft.): 8	MEASURED FROM: Ground surface
DRILL TYPE: JD 310SJ	HAMMER:	DRILL CO: Fish Creek Excavation	DRILLER: Bill	LOGGED BY: lj

DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION
1								0.0-1.9ft Sandy SILT: Moist, dark brown, soft to medium stiff, massive, roots down to 2-ft [TOPSOIL]					
2								1.9-10.0ft Sandy GRAVEL/COBBLE: Slightly moist to wet, tan and light grey with rusty blotches, dense, stratified, 70-75% subangular to subrounded gravel/cobble up to 15-in diameter, clayey silty sand matrix, rusty patches starting at 4-ft [ALLUVIUM] Notes: Groundwater encountered at 8.0-ft. Stopped at request. 4-in perforated standpipe installed to 10.0-ft. Stick up of 1.7-ft. Backfilled with spoils.					
3													
4													
5													
6													
7													
8													
9													
10													

TEST HOLE LOG JORGENSEN GEO CWC VERONICA LANE TP LOGS.GPJ JORGENSEN GEO 08-2015.GDT 11/20/17

APPENDIX B

USGS Seismic Design
Summary and Detailed Reports

Design Maps Summary Report

User–Specified Input

Report Title CWC - Veronica Lane
Tue November 7, 2017 16:37:40 UTC

Building Code Reference Document ASCE 7-10 Standard
(which utilizes USGS hazard data available in 2008)

Site Coordinates 43.4709°N, 110.788°W

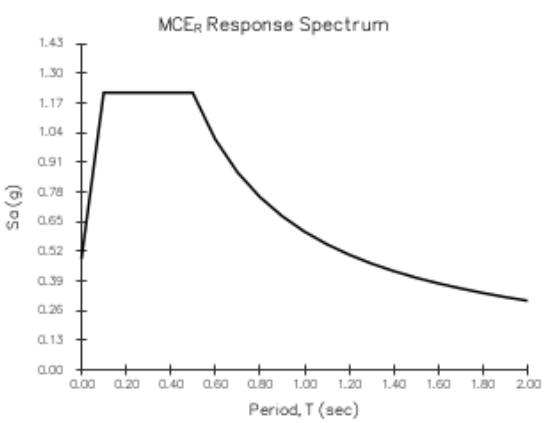
Site Soil Classification Site Class D – "Stiff Soil"

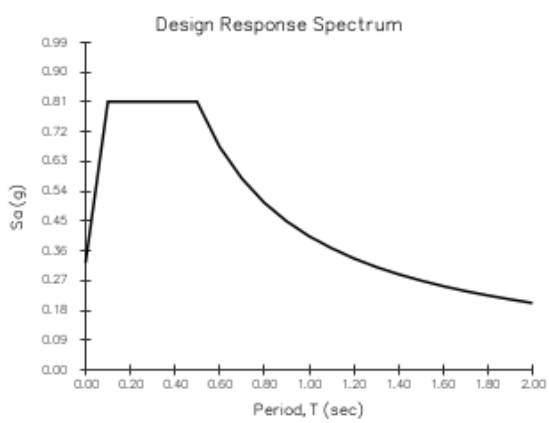
Risk Category I/II/III

USGS–Provided Output

S_S =	1.185 g	S_{MS} =	1.216 g	S_{DS} =	0.811 g
S_1 =	0.362 g	S_{M1} =	0.606 g	S_{D1} =	0.404 g

For information on how the SS and S1 values above have been calculated from probabilistic (risk-targeted) and deterministic ground motions in the direction of maximum horizontal response, please return to the application and select the "2009 NEHRP" building code reference document.





For PGA_M, T_L, C_{RS}, and C_{R1} values, please view the detailed report.

Although this information is a product of the U.S. Geological Survey, we provide no warranty, expressed or implied, as to the accuracy of the data contained therein. This tool is not a substitute for technical subject-matter knowledge.

USGS Design Maps Detailed Report

ASCE 7-10 Standard (43.4709°N, 110.788°W)

Site Class D – "Stiff Soil", Risk Category I/II/III

Section 11.4.1 — Mapped Acceleration Parameters

Note: Ground motion values provided below are for the direction of maximum horizontal spectral response acceleration. They have been converted from corresponding geometric mean ground motions computed by the USGS by applying factors of 1.1 (to obtain S_S) and 1.3 (to obtain S_1). Maps in the 2010 ASCE-7 Standard are provided for Site Class B. Adjustments for other Site Classes are made, as needed, in Section 11.4.3.

From Figure 22-1 [1] S_S = 1.185 g

From Figure 22-2 [2] S_1 = 0.362 g

Section 11.4.2 — Site Class

The authority having jurisdiction (not the USGS), site-specific geotechnical data, and/or the default has classified the site as Site Class D, based on the site soil properties in accordance with Chapter 20.

Table 20.3–1 Site Classification

Site Class	$\bar{v}_s$	$\bar{N}$ or $\bar{N}_{ch}$	$\bar{s}_u$
A. Hard Rock	>5,000 ft/s	N/A	N/A
B. Rock	2,500 to 5,000 ft/s	N/A	N/A
C. Very dense soil and soft rock	1,200 to 2,500 ft/s	>50	>2,000 psf
D. Stiff Soil	600 to 1,200 ft/s	15 to 50	1,000 to 2,000 psf
E. Soft clay soil	<600 ft/s	<15	<1,000 psf
	Any profile with more than 10 ft of soil having the characteristics: • Plasticity index PI > 20, • Moisture content w ≥ 40%, and • Undrained shear strength $\bar{s}_u$ < 500 psf		
F. Soils requiring site response analysis in accordance with Section 21.1	See Section 20.3.1		

For SI: 1ft/s = 0.3048 m/s 1lb/ft² = 0.0479 kN/m²

Section 11.4.3 — Site Coefficients and Risk–Targeted Maximum Considered Earthquake (MCE_R) Spectral Response Acceleration Parameters

Table 11.4–1: Site Coefficient F_a

Site Class	Mapped MCE_R Spectral Response Acceleration Parameter at Short Period				
	$S_S \leq 0.25$	$S_S = 0.50$	$S_S = 0.75$	$S_S = 1.00$	$S_S \geq 1.25$
A	0.8	0.8	0.8	0.8	0.8
B	1.0	1.0	1.0	1.0	1.0
C	1.2	1.2	1.1	1.0	1.0
D	1.6	1.4	1.2	1.1	1.0
E	2.5	1.7	1.2	0.9	0.9
F	See Section 11.4.7 of ASCE 7				

Note: Use straight–line interpolation for intermediate values of S_S

For Site Class = D and S_S = 1.185 g, F_a = 1.026

Table 11.4–2: Site Coefficient F_v

Site Class	Mapped MCE_R Spectral Response Acceleration Parameter at 1–s Period				
	$S_1 \leq 0.10$	$S_1 = 0.20$	$S_1 = 0.30$	$S_1 = 0.40$	$S_1 \geq 0.50$
A	0.8	0.8	0.8	0.8	0.8
B	1.0	1.0	1.0	1.0	1.0
C	1.7	1.6	1.5	1.4	1.3
D	2.4	2.0	1.8	1.6	1.5
E	3.5	3.2	2.8	2.4	2.4
F	See Section 11.4.7 of ASCE 7				

Note: Use straight–line interpolation for intermediate values of S_1

For Site Class = D and S_1 = 0.362 g, F_v = 1.677

Equation (11.4–1): $S_{MS} = F_a S_S = 1.026 \times 1.185 = 1.216$ g

Equation (11.4–2): $S_{M1} = F_v S_1 = 1.677 \times 0.362 = 0.606$ g

Section 11.4.4 — Design Spectral Acceleration Parameters

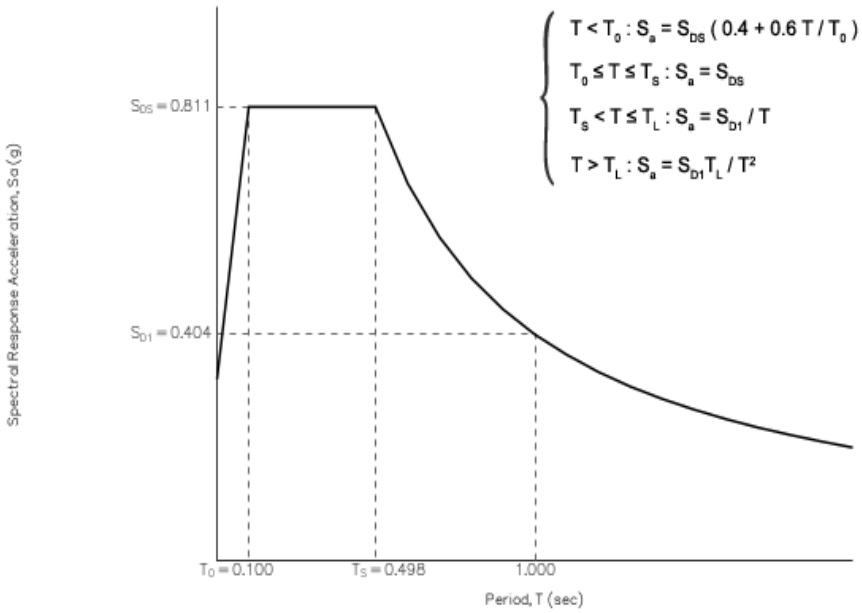
Equation (11.4–3): $S_{DS} = ⅔\ S_{MS} = ⅔ \times 1.216 = 0.811$ g

Equation (11.4–4): $S_{D1} = ⅔\ S_{M1} = ⅔ \times 0.606 = 0.404$ g

Section 11.4.5 — Design Response Spectrum

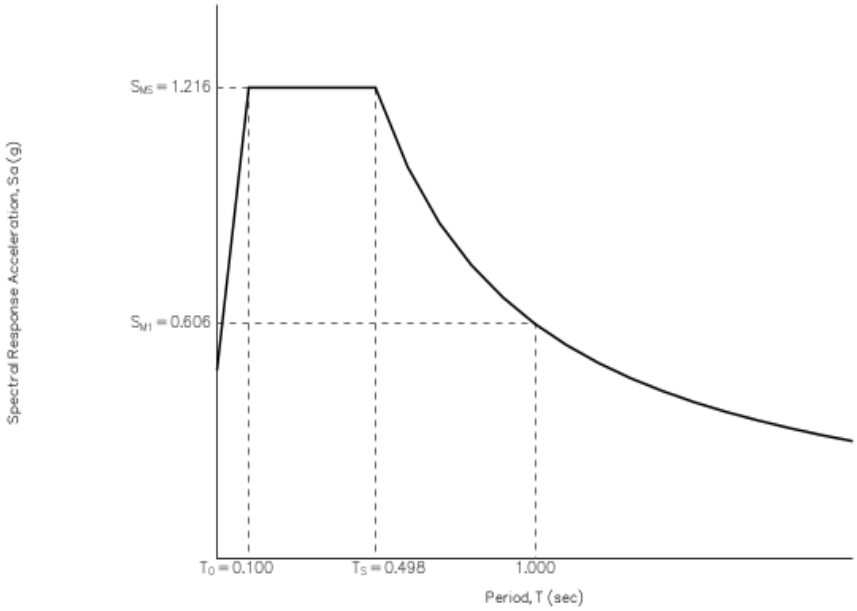
From Figure 22-12 [3] $T_L = 8$ seconds

Figure 11.4–1: Design Response Spectrum



Section 11.4.6 — Risk-Targeted Maximum Considered Earthquake (MCE_R) Response Spectrum

The MCE_R Response Spectrum is determined by multiplying the design response spectrum above by 1.5.



Section 11.8.3 — Additional Geotechnical Investigation Report Requirements for Seismic Design Categories D through F

From Figure 22-7 [4] PGA = 0.455

Equation (11.8–1): $PGA_M = F_{PGA}PGA = 1.045 \times 0.455 = 0.475$ g

Table 11.8–1: Site Coefficient F_{PGA}

Site Class	Mapped MCE Geometric Mean Peak Ground Acceleration, PGA				
	PGA ≤ 0.10	PGA = 0.20	PGA = 0.30	PGA = 0.40	PGA ≥ 0.50
A	0.8	0.8	0.8	0.8	0.8
B	1.0	1.0	1.0	1.0	1.0
C	1.2	1.2	1.1	1.0	1.0
D	1.6	1.4	1.2	1.1	1.0
E	2.5	1.7	1.2	0.9	0.9
F	See Section 11.4.7 of ASCE 7				

Note: Use straight–line interpolation for intermediate values of PGA

For Site Class = D and PGA = 0.455 g, F_{PGA} = 1.045

Section 21.2.1.1 — Method 1 (from Chapter 21 – Site-Specific Ground Motion Procedures for Seismic Design)

From Figure 22-17 [5] C_{RS} = 0.885

From Figure 22-18 [6] C_{R1} = 0.877

Section 11.6 — Seismic Design Category

Table 11.6-1 Seismic Design Category Based on Short Period Response Acceleration Parameter

VALUE OF S_{DS}	RISK CATEGORY		
	I or II	III	IV
$S_{DS} < 0.167g$	A	A	A
$0.167g \le S_{DS} < 0.33g$	B	B	C
$0.33g \le S_{DS} < 0.50g$	C	C	D
$0.50g \le S_{DS}$	D	D	D

For Risk Category = I and S_{DS} = 0.811 g, Seismic Design Category = D

Table 11.6-2 Seismic Design Category Based on 1-S Period Response Acceleration Parameter

VALUE OF S_{D1}	RISK CATEGORY		
	I or II	III	IV
$S_{D1} < 0.067g$	A	A	A
$0.067g \le S_{D1} < 0.133g$	B	B	C
$0.133g \le S_{D1} < 0.20g$	C	C	D
$0.20g \le S_{D1}$	D	D	D

For Risk Category = I and S_{D1} = 0.404 g, Seismic Design Category = D

Note: When S_1 is greater than or equal to 0.75g, the Seismic Design Category is **E** for buildings in Risk Categories I, II, and III, and **F** for those in Risk Category IV, irrespective of the above.

Seismic Design Category ≡ "the more severe design category in accordance with Table 11.6-1 or 11.6-2" = D

Note: See Section 11.6 for alternative approaches to calculating Seismic Design Category.

References

1. *Figure 22-1*: https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/2010_ASCE-7_Figure_22-1.pdf
2. *Figure 22-2*: https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/2010_ASCE-7_Figure_22-2.pdf
3. *Figure 22-12*: https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/2010_ASCE-7_Figure_22-12.pdf
4. *Figure 22-7*: https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/2010_ASCE-7_Figure_22-7.pdf
5. *Figure 22-17*: https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/2010_ASCE-7_Figure_22-17.pdf
6. *Figure 22-18*: https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/2010_ASCE-7_Figure_22-18.pdf

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CENTRAL WYOMING COLLEGE JACKSON CENTER - TRAFFIC STATEMENT – 2/15/18

The Central Wyoming College – Jackson (CWC) facility is being developed on two adjacent platted lots within the Stockhouse-Patterson in Jackson, Wyoming. This traffic statement estimates the amount of traffic that will be generated by the CWC facility and identifies transportation demand strategies that may be undertaken by CWC to mitigate the volume of traffic generated.

CWC-Jackson currently operates out of the Center for the Arts. The Science, Nursing, and Culinary Arts programs have specialized lab and classroom space requirements that require partnerships with Jackson Hole High School, St. Johns Medical Center, and the Elks Club to provide auxiliary spaces and alleviates some of the classroom demands. The new CWC-Jackson will consolidate these programs within one approximately 18,000 square foot building.

CWC-Jackson has two types of semester patterns: one is a traditional schedule, the other is condensed. Traditional Schedule begins with the fall semester general begin on the last Monday of August, ending the 2nd week of December. Spring semester begins about the 2nd week of January and continues through the 1st or 2nd week of May. These semesters are 15 weeks long. The summer schedule begins the day after Memorial Day and generally lasts 10 weeks. Currently, CWC-Jackson does not offer in-person classes in the summer, but do anticipate offering in-person classes once they occupy the new building. The Condensed Schedule is currently only used by the Culinary and Hospitality Program. The majority of those in-person classes are offered for 9 weeks in the fall and in the spring (Oct 1 – Dec 1 and 3rd week of March – before Memorial Day). Those students are involved in work-study internships during the summer and winter seasons which are off campus.

Fall enrollment is estimated to be approximately 430 students and spring enrollment 260 students. This includes students that attend for only one month (for classes such as CNA) and weeks at a time (for noncredit). Class times occur between 8 a.m. and 9 p.m. throughout the week. CWC-Jackson maintains the ability to vary these times such that few courses are offered during peak hour commute times (7 to 9 a.m. and 4 to 6 p.m.).

The existing two lots of the proposed CWC are zoned AC and currently undeveloped. The Stockhouse-Patterson Addition includes five additional lots. All are developed with professional office buildings. The lots are served by Veronica Lane, a private subdivision road that accesses Maple Way, a Town of Jackson Street.

Maple Way has sidewalks on both sides of the street. The area is well served by START Bus with 3 dedicated stopes within 2 blocks of the proposed CWC-Jackson location.

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The existing traffic along Maple Way in the vicinity of Maple Way was 9,785 vehicles per day in 2014 and 9,598 vehicles per day in 2017. The volume was 9,937 vehicles per day in 2006. These counts indicate traffic volumes have been relatively stable along this corridor.

CWC-Jackson continues to develop their curriculum for this facility, and based upon information provided fall is the highest level of use with approximately 420 students attending. The facility will house 7 administrative staff, and approximately 14 adjunct professors will be teaching classes throughout the day when classes are occurring. The Institute of Transportation Engineer's (ITE) *Trip Generation, 7th Edition includes* Land Use 540 – Junior/Community College. The trip generation is identified based upon the number of students and estimated to b 1.23 trips per student. For the total population in the fall, this would be approximately 530 trips per day. Given these trips are distributed over a 14 hour period and include trips by students and staff attending shorter duration courses (i.e. CAN, non-credit, etc.), we do not anticipate this additional traffic being of issue to the adjacent transportation network. Identifying traffic demand mitigation (TDM) measures that may be implemented by CWC-Jackson to minimize the traffic that is generated by CWC will be developed. Mitigation measures that may be considered include parking limitations, quality access to bicycle and pedestrian facilities, bicycle racks, showers, access to START Bus (public transit), ride-share programs, and overall advertisement and promotion of the benefits of transit alternatives versus single occupant vehicular use. In addition, as most of our classes are scheduled to meet the needs of the students, CWC-Jackson has the flexibility to schedule most classes at times during the day that do not coincide with peak hour traffic volumes on the adjacent street network to reduce stress on parking and commuter traffic.

SECTION 6 – TITLE DOCUMENTS

- **6.1 - PLAT NO. 822 STOCKHOUSE-PATTERSON ADDITION TO THE TOWN OF JACKSON**
- **6.2 – RESOLUTION 99-03: VERONICA LANE**
- **6.3 - COVENANTS, CONDITIONS & RESTRICTIONS**

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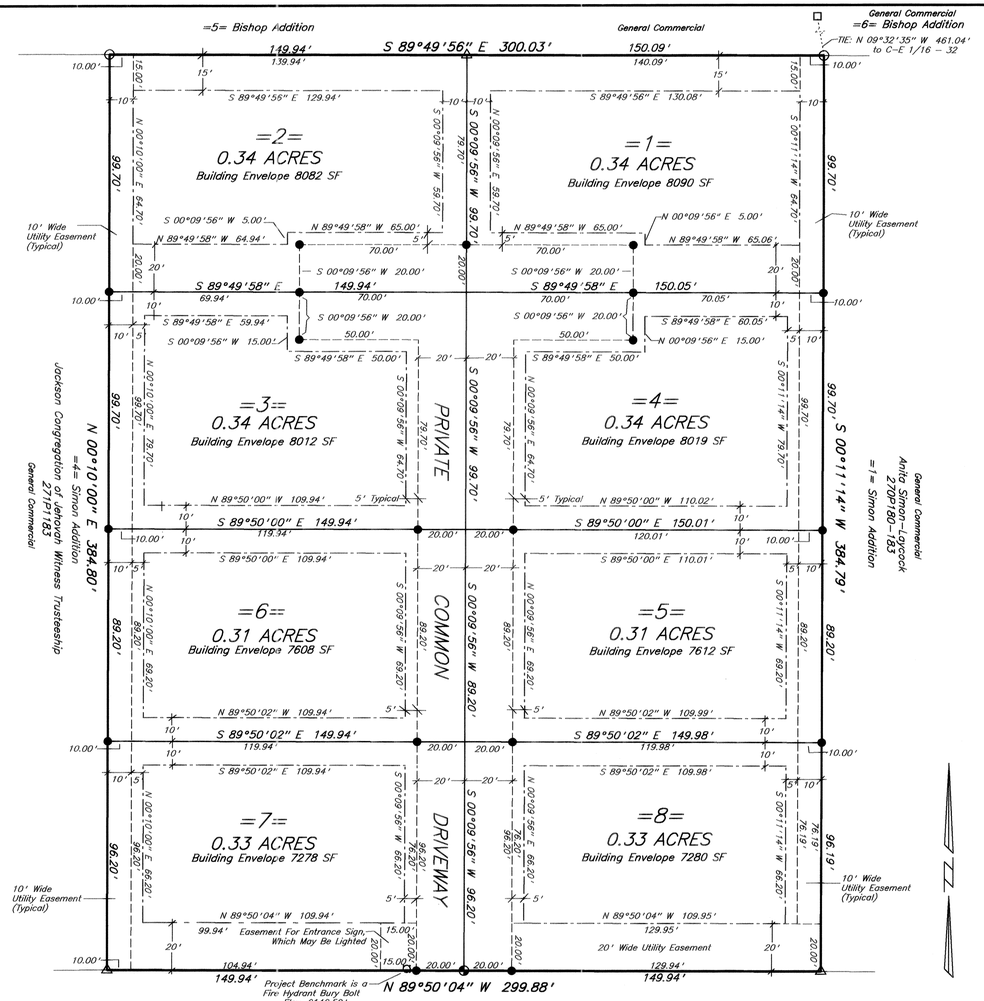


MAPLE WAY

(60' WIDE)

Scale 1" = 30'

-30 -15 0 30 60 90

= LEGEND =

- □ indicates a Corner Report filed; monument found this survey.
- ⊙ indicates a steel T-shaped stake with chromed cap inscribed "SURVEY POINT DO NOT DISTURB RLS 164", found this survey.
- △ indicates a steel T-shaped stake found this survey.
- indicates a 5/8 inch diameter steel reinforcing bar with aluminum cap inscribed "P.M. JORGENSEN PE&LS 2612" set this survey in 1990.
- ● indicates a 5/8 inch diameter steel reinforcing bar with aluminum cap inscribed "P.M. JORGENSEN PE & LS 2612" set this survey in 1994.
- indicates the boundary of this subdivision.
- indicates a subdivision lot line.
- indicates an easement line.
- indicates a building envelope line; coincident with the minimum building setback requirements established for this subdivision, refer to subdivision Declaration of Covenants, Conditions and Restrictions.

= NOTES =

= PARKING ALLOWED, IN ACCORDANCE WITH CONCEPT DEVELOPMENT PLAN, IN ALL AREAS OF LOTS EXCEPT:
1. PRIVATE COMMON DRIVEWAY RIGHTS-OF-WAY,
2. THE SOUTH TWENTY FEET OF LOTS 7 AND 8, BEING THE FRONT SETBACK FROM MAPLE WAY.

= BASE BEARING S00°09'30"W ALONG THE EAST LINE OF LOT 1A OF THE MEADOWLARK ADDITION, IDENTICAL WITH A SEGMENT OF THE CENTERLINE OF POWDERHORN LANE.

= PROJECT BENCHMARK IS ELEVATION OF 6146.50' FOR BURY BOLT ON FIRE HYDRANT AT SOUTHWEST CORNER OF PRIVATE COMMON DRIVEWAY.

= LAND USE ACREAGES ARE AS FOLLOWS:

USE:	ACRES	% TOTAL
EASEMENTS	0.61	23%
UNENCUMBERED LOTS	2.04	77%
TOTAL	2.65	100%

= CERTIFICATE OF ACCEPTANCE =

State of Wyoming)
County of Teton) SS
Town of Jackson)

The foregoing subdivision, the STOCKHOUSE-PATTERSON ADDITION TO THE TOWN OF JACKSON, was approved at the regular meeting of the Town Planning Commission on the 1st day of June, 1994 and at the regular meeting of the Town Council on the 20th day of June, 1994 in accordance with Section 34-12-103 Wyoming Statutes 1977, as amended.

ATTEST: TOWN OF JACKSON PLANNING COMMISSION

Robert Horne, Jr.
Robert Horne, Jr.,
Secretary

Mark Obringer
Mark Obringer,
Chairman

THE TOWN OF JACKSON INCORPORATED SEAL 1914 TETON COUNTY, WYOMING

ATTEST: TOWN OF JACKSON

Roxanne DeVries
Roxanne DeVries,
Deputy Clerk

Jeff Crabtree
Jeff Crabtree,
Mayor

William Westbrook
William Westbrook, Jr.,
Town Administrator

S. Buckstaff
Sinclair Buckstaff, Jr.
Town Engineer

ACKNOWLEDGEMENT AND ACCEPTANCE OF MORTGAGEE, TAMARACK ENTERPRISES, INC., PROFIT SHARING PLAN AND G. BLAND HOKE, JR. AND ELIZABETH S. HOKE BY SEPARATE AFFIDAVIT.

= CERTIFICATE OF OWNERS =

The undersigned, James B. Stockhouse and Ernest Hilliard Patterson, owners of Lots 2 and 3 of the Simon Addition to the Town of Jackson, a subdivision of record in the Office of the Clerk of Teton County, Wyoming as Plat No. 721, do hereby vacate said Lots in accordance with Chapter 17.20 of the Municipal Code of the Town of Jackson and Sections 34-12-106 through 34-12-110, Wyoming Statutes 1977, as amended, for the purpose of subdividing said Lots into eight differently configured lots;

that in accordance with said Section 34-12-110, said Clerk is respectfully requested to write across said Lots on said Plat the word "VACATED";

that said undersigned certify that the lands contained in said Lots have been resubdivided as shown on this plat and that the subdivision is with the free consent and in accordance with the desires of the undersigned owners and proprietors of said lands;

that the name of the foregoing subdivision shall be the STOCKHOUSE-PATTERSON ADDITION TO THE TOWN OF JACKSON;

that the Town of Jackson shall have access to the private on-site sanitary sewer and water systems, including manholes, sewer cleanouts, water valves and meters and shut-off boxes, and the undersigned reserve the right to create easements across the lots of the foregoing subdivision as necessary to provide said access;

that the Town of Jackson is hereby granted a non-exclusive easement in the private common driveway right-of-way shown hereon within said STOCKHOUSE-PATTERSON ADDITION, and in all other driveways and parking areas established within said subdivision for access by police, fire and other emergency vehicles;

that the Town of Jackson shall not be responsible for the extension of sewer and water services to individual lots within the foregoing subdivision;

that a non-exclusive easement in the right-of-way of said private common driveway is hereby granted to each owner of a lot of said STOCKHOUSE-PATTERSON ADDITION for access and underground utilities, but reserving unto the undersigned owners the right to grant unto third parties a non-exclusive right-of-way over, under, across and through said right-of-way;

that each owner of a lot of the foregoing subdivision is also hereby granted the use and benefit of any other driveway, parking and access easements shown on the Neighborhood Master Plan for the Property approved by the Town of Jackson, as amended from time to time in the future; all of the parking areas shown on said Plan may be utilized by said owners and their guests and business invitees;

that non-exclusive easements within the utility easements shown hereon are hereby granted to each owner of a lot of said STOCKHOUSE-PATTERSON ADDITION, and to Lower Valley Power and Light, Inc.; Mountain States Telephone and Telegraph Company; and TCI Cable Vision of Wyoming, Inc. for the under-ground installation and maintenance of power, telephone, cable television, water and sewer services appurtenant to the foregoing subdivision;

that the Stockhouse/Patterson Addition Owners Association is hereby granted an easement within Lot 7 of the foregoing subdivision, as shown hereon, to construct and maintain an entrance sign for said subdivision, which may be lighted;

that the foregoing subdivision is SUBJECT to that Declaration of Covenants, Conditions and Restrictions of the Lark Addition of record in said Office in Book 137 of Photo on pages 39-44 and to that Declaration of Covenants, Conditions and Restriction of the Stockhouse/Patterson Addition to be recorded in said Office concurrently with this plat;

that all exterior building materials and colors proposed for buildings within the foregoing subdivision are to be reviewed and approved by the Town of Jackson Planning Staff;

that the foregoing subdivision is SUBJECT to any other easements, rights-of-way, covenants, conditions, restrictions, reservations, or encumbrances of sight and/or record;

that the undersigned shall comply with Section 18-15-306 (a) (vii) Wyoming Statutes 1977, as amended, and abandon the surface water rights attached to this subdivision under Permit 1404, the LaPlant Ditch, and eliminate any unadjudicated surface water rights under Permit 4800 Enl., the Enlargement South Park Supply Ditch;

that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby waived and released.

Ernest Hilliard Patterson
ERNEST HILLIARD PATTERSON,
a married man

James B. Stockhouse
JAMES B. STOCKHOUSE
a married man

Ruth E. Patterson
Ruth E. Patterson,
wife of Ernest Hilliard Patterson

Nancy K. Stockhouse
Nancy K. Stockhouse,
wife of James B. Stockhouse

State of Wyoming)
SS
County of Teton)

The foregoing instrument was acknowledged before me by Ernest Hilliard Patterson and Ruth E. Patterson, husband and wife, and James B. Stockhouse and Nancy K. Stockhouse, husband and wife, this 16th day of September, 1994. Ernest Hilliard Patterson and James B. Stockhouse being the owners of the foregoing subdivision. Ruth E. Patterson and Nancy K. Stockhouse joining in solely to relinquish any rights they might have under and by virtue of the Homestead Exemption Laws of the State of Wyoming.

Witness my hand and official seal.

Francesca Pelucci Rice - Notary Public
County of Teton
State of Wyoming
My Commission expires 11-30-96

Francesca Pelucci Rice
Notary Public

My commission expires: November 30, 1996

= CERTIFICATE OF SURVEYOR =

State of Wyoming)
SS
County of Teton)

I, John J. Warren of Jackson, Wyoming hereby certify that this plat was made from notes taken during a survey performed by others under my supervision during December of 1989, January and June of 1990 and April through July of 1994;

that it correctly represents the STOCKHOUSE-PATTERSON ADDITION TO THE TOWN OF JACKSON which is identical with Lots 2 and 3 of the Simon Addition to the Town of Jackson, a subdivision of record in the Office of the Clerk of Teton County, Wyoming as Plat No. 721;

that the foregoing subdivision is located within the Incorporated Limits of the Town of Jackson in the SE1/4 of Section 32, T41N, R116W, 6th P.M., Teton County, Wyoming, and CONTAINS an area of 2.65 acres, more or less;

SUBJECT to any other easements, rights-of-way, reservations, covenants, conditions, restrictions, encumbrances, or agreements of sight and/or record;

that all monuments shown on this plat actually exist and their location is correctly shown;

that said STOCKHOUSE-PATTERSON ADDITION conforms to the Municipal Code of the Town of Jackson and all applicable State laws, and that the traverse of the outer boundary of said subdivision has an error of closure not greater than one in ten thousand.

Professional Land Surveyor John J. Warren 6530 Wyoming
9/19/94

John J. Warren
Wyoming Professional Land Surveyor No. 4530

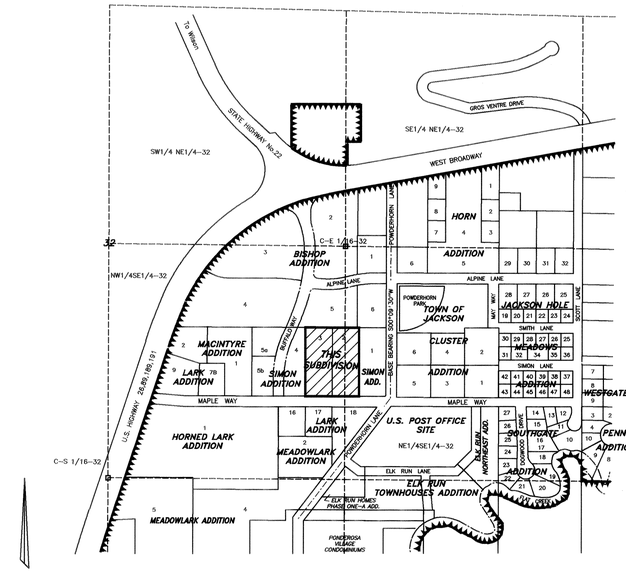
The foregoing instrument was acknowledged before me by John J. Warren this 19th day of September, 1994.

Witness my hand and official seal.

Francesca Pelucci Rice - Notary Public
County of Teton
State of Wyoming
My Commission expires 11-30-96

Francesca Pelucci Rice
Notary Public

My commission expires: November 30, 1996



VICINITY MAP

SHOWING A PORTION OF THE TOWN OF JACKSON WITHIN S1/2NE1/4 AND THE SE1/4 OF SECTION 32 T41N R116W

▼▼▼▼▼ indicates the boundary of the Incorporated Limits of the Town of Jackson

□ indicates a Corner Record filed

Scale 1" = 400'

-400 -200 0 400 800 1200

OWNERS AND SUBDIVIDERS:
Ernest Hilliard Patterson
P.O. Box 4175
Jackson, Wyoming 83001
and
James B. Stockhouse
P.O. Box 1122
Jackson, Wyoming 83001

SURVEYOR & ENGINEER:
Jorgensen Engineering &
Land Surveying, P.C.
P.O. Box 1142
Jackson, Wyoming 83001

Land Use: Commercial

Zone District: General Commercial

Total Acreage: 2.65 Acres

Total Lots: 8 Lots

Setbacks As Required By Town Ordinance:
Front: 20'
Rear: 15'
Side: 10'
Variance granted to allow setbacks to be coincident with Building Envelopes shown hereon

SUBMITTAL DATE: July 27, 1994

See Affidavit
Concerning Veronica Ln
bk 370 pg 258
doc 0482 574

STOCKHOUSE-PATTERSON ADDITION TO THE TOWN OF JACKSON

IDENTICAL WITH
LOTS 2 AND 3
OF THE
SIMON ADDITION TO THE TOWN OF JACKSON
AND LOCATED WITHIN THE
SE1/4 SECTION 32 T41N R116W 6TH P.M.
TETON COUNTY, WYOMING

SHEET 1 OF 1

822

Grantor: STOCKHOUSE, JAMES B ET AL
Grantee: PMC PUBLIC PLAT 822
Doc 384139 bk 2MAP pg 0012 Filed at 3:56 on 10/07/94
V Jolynn Coonce, Teton County Clerk fees: 50.00
By CLAIRE K ABRAMS Deputy

RESOLUTION NO. 99-03

A RESOLUTION DESIGNATING VERONICA LANE AS A PRIVATE STREET WITHIN THE TOWN OF JACKSON

WHEREAS, the Mayor and Town Council of the Town of Jackson recognize that confusion over the names of streets within the Town of Jackson can be injurious to the conduct of private commerce, can be detrimental to the provision of emergency services, and can be a source of frustration to tourists and residents alike;

WHEREAS, the Mayor and Town Council of the Town of Jackson believe that the way to avoid possible confusion over the names of streets within the Town of Jackson is to officially establish such names;

WHEREAS, on August 3, 1998, the Mayor and Town Council established the names of the public and private streets within the Town of Jackson by virtue of the adoption of Resolution 98-10; and

WHEREAS, Resolution 98-10 contained an error in that it did not designate Veronica Lane as a private street, but, instead, identified it as a public street;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Jackson, in regular session duly assembled, that Veronica Lane is a private street within the Town of Jackson; and

BE IT FURTHER RESOLVED that by adopting this resolution the Town Council respectfully requests the Teton County Clerk to mark the common private driveway, as identified on the final plat for the Stockhouse-Patterson Addition to the Town of Jackson (otherwise known as Plat No. 822, as recorded in the office of the Teton County Clerk), as being Veronica Lane (Private Street).

The undersigned duly qualified and acting Town Clerk of the Town of Jackson certifies that the foregoing is a true and correct copy of a Resolution adopted by the Town Council on the 19th day of January, 1999.

RELEASED
INDEXED
ABSTRACTED
SCANNED

TOWN OF JACKSON, WYOMING

BY: _____
Mayor

THE TOWN OF JACKSON INCORPORATED 1914 SEAL TETON COUNTY, WYOMING

ATTEST:

_____
Town Clerk

Grantor: TOWN OF JACKSON
Grantee: THE PUBLIC
Doc 0482374 bk 370 pg 258-258 Filed at 2:21 on 01/25/99
Sherry L Daigle, Teton County Clerk fees: 0.00
By WENDY R GRALUND Deputy

The foregoing instrument was acknowledged before me by Roxanne D. Robinson, of the Town of Jackson this 20 day of January, 1999.

Witness my hand and official seal.

MICHELLE A. WEBER - NOTARY PUBLIC
County of Teton State of Wyoming
My Commission Expires Feb. 23, 2002

_____
Notary Public

My Commission Expires:

\\TOJ_NT\D_DRIVE\HOME\SANDY\MYDOCUMENTS\RESOLUTN\STREETNAMES#2.DOC

DECLARATION
OF
COVENANTS, CONDITIONS AND RESTRICTIONS
FOR THE
STOCKHOUSE/PATTERSON ADDITION
IN
JACKSON HOLE, WYOMING

RELEASED
INDEXED
ABSTRACTED

Grantor: STOCKHOUSE, JAMES ET AL
Grantee: THE PUBLIC
Doc 384140 bk 296 pg 0887-0899 Filed at 4:11 on 10/07/94
V Jolynn Coonce, Teton County Clerk fees: 30.00
By CLAIRE K ABRAMS Deputy

October 07, 1994

CCR.10(CCR.1)

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DECLARATION
OF
COVENANTS, CONDITIONS AND RESTRICTIONS
FOR
STOCKHOUSE/PATTERSON ADDITION

October THIS DECLARATION is made effective as of the 7th day of ~~August~~, 1994, by the undersigned record owners, acting collectively as the Declarant.

RECITALS:

A. The Declarant is the owner of certain real property located in Teton County, Wyoming, which is generally described as the "Stockhouse/Patterson Addition" to the Town of Jackson, and is more particularly described in Exhibit A to this Declaration.

B. The Declarant is adopting these covenants, conditions and restrictions to protect the character and value of the Property for the benefit of all existing and future owners of the Property.

C. The Property is hereby made subject to the covenants and liens set forth in this Declaration, all of which shall be enforceable equitable servitudes and shall run with the land.

NOW, THEREFORE, the Declarant hereby declares that all of the Property shall be used and occupied subject to the provisions of this Declaration for the purpose of protecting the value and desirability of the Property, and which shall be construed as covenants of equitable servitude which shall run with the land and be binding on all parties having any right, title or interest in any part of the Property, and their heirs, successors and assigns.

ARTICLE I

RESTRICTIONS

Section 1. Town Requirements. Each Commercial Lot shall be utilized in a manner consistent with all applicable Town of Jackson ordinances, rules and regulations.

Section 2. Parking, Roadways and Storage. With respect to driveways and parking areas, the Association shall have full power and authority to enforce (a) the prohibition against the parking and storage of any motor homes, recreational vehicles, boats, bicycles, motorbikes, motorcycles, snowmobiles, trailers and other similar vehicles and equipment, (b) the prohibition against tenants, (c) the landscaping requirements of the Town, and (d) to regulate the use of roadways by imposing and enforcing speed limits and other restrictions, all with full power and authority to impose and enforce (by special assessments hereunder or otherwise) fines and other penalties for violations of such regulations. Snow storage may not unreasonably impede access, parking or visibility.

Section 3. Certain Additional Restrictions. The following additional restrictions are applicable to Commercial Lots. Each reference to "Owners" includes their tenants and invitees.

a. Keeping Outside Areas Clean and Sightly. The Owners shall not store anything outside on the Property except in a

facility specifically designated or approved by the Association for their storage. All Owners shall keep their Lots in a reasonably clean and sightly condition, except for reasonable activities permitted by the Association during the construction of an improvement. Any tires, lawnmowers, garden equipment and other similar items should be appropriately screened from the public view when not in use. Refuse, garbage and trash shall be kept at all times in covered containers, and such covered containers shall be screened from view other than at specified regular time periods for garbage pick-up.

b. No Fireworks. The discharge of firearms, firecrackers or fireworks is forbidden.

c. Signs. Without prior written consent of the Association, which consent will not be unreasonably withheld, Owners shall not permit any sign of any kind to be displayed to the public view from their Commercial Lot.

d. Limitations on Certain Activities. Owners shall not permit any obnoxious or offensive activity or nuisance to be carried on in or around their Commercial Lot. No light shall be emitted or reflected from any Lot which is unreasonably bright or causes unreasonable glare for any adjacent Owner. No unreasonably loud or annoying noises, or noxious or offensive odors, shall be emitted from any Commercial Lot.

e. Architectural Control. No building, fence, wall, driveway, excavation or improvement of any kind shall be commenced, erected or maintained upon the Property, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the exterior materials shall have been submitted to and approved in writing by the Association, for approval as to harmony of external design in relationship to the quality and appearance of the Property. The Association shall review all plans and specifications for substantial compliance to the design criteria, to-wit:

1. Architecture.

- Theme. The general architectural theme shall be contemporary western as characterized by numerous structures in Jackson and Teton County.

- Materials. All exterior materials shall be of stone and natural wood. Processed wood products, such as T-111, are not acceptable as primary siding materials.

- Windows. The generous use of windows is encouraged. Wood casements and frames are preferable. Metal window frames must be painted or anodized in non-reflective, warm earth tones.

- Roofs. Pitched roofs are encouraged. Materials may be shakes or architectural grade asphalt shingles or equivalent. Standing seam metal roofs are permitted, provided they are finished in non-reflective, warm earth tones. Flat roofs are permitted, provided parapet walls meet the criteria as set forth herein.

- Elements. Architectural elements should be selected to reinforce the general theme and to present a structure of modest scale. Porches (including wrap-around porches), decks, and balconies are encouraged. Dormers and bay windows are encouraged to add variety and to mitigate structural mass. Large expanses of blank walls are unacceptable.

2. Site Design.

- Standards. Floor area ratios (FAR), lot coverage, landscape ratios (LSR), parking ratios, and setbacks should approximate those indicated on the approved Concept Development Plan, dated May 25, 1994, a photo copy of which is attached hereto as Exhibit "B".

- Parking and Access. The development concept of the Stockhouse/Patterson Addition is based upon shared parking and access among lots. Shared driveways from Veronica Lane are encouraged. No parking shall be served directly from Veronica Lane.

- Drainage and Snow Storage. On-site drainage must conform to the approved master drainage plan for the Stockhouse/Patterson Addition. Any on-site retention areas and other landscaped areas are encouraged to be used for snow storage.

3. Landscaping.

- Theme. Landscaping shall be generally informal in order to complement the architectural theme. Formal arrangements of plant materials in rows and patterns with uniform spacing is discouraged.

- Materials. Native plant materials and other materials suitable for Zones 2 and 3 are preferred. Spruce, lodge pole, cottonwood, aspen, and willows are preferred to slower growing hardwoods. Shrubs should be hardy species such as potentilla and arctic willow.

- Placement. Specimen trees should be located to complement buildings by softening structural mass. Filtered views of buildings and grounds are desirable. Total screening is not an objective of landscaping in the Stockhouse/Patterson Addition. Shrubs for car-height screening should be placed around parking areas. Parking lots should be kept relatively small such that landscape islands are unnecessary.

While it is understood that each and every individual criterium set forth above is not mandatory, failure to comply generally with these criteria may be grounds for denial of plans and specifications by the Association.

f. Compliance with Rules and Regulations. Owners shall not violate any rules and regulations adopted by the Association and furnished in writing to the Owners. Fines and other

penalties for violations thereof may be imposed and enforced (by special assessment or otherwise) by the Association for violations of such rules and regulations, and it is expressly understood that Owners may be held responsible for acts of their tenants and invitees.

g. Provisions in Addition to Town Land Use Regulations. Conformity with any and all applicable land use regulations of the Town of Jackson shall be required, in addition to the requirements of these covenants. In cases of any conflict, the more stringent requirements shall govern.

h. Construction. All construction shall be completed within one year from the commencement date of construction, unless the Association in its discretion approves an extension for good cause, not to exceed ten months in length. All construction work shall be subject to full regulation at all times by the Association, as to access to the site, site and work conditions (including temporary structures, hours of operations, cleanliness and other matters), and scheduling of construction work.

i. Easements. The Owners hereby grant to one another the driveway, parking and access easements shown on the Neighborhood Master Plan for the Property approved by the Town of Jackson, as amended from time to time in the future. All of the parking areas shown on said Plan may be utilized by the Owners and their guests and business invitees -- the parking spaces are available on a "fungible" basis.

j. Utilities. Connections from Lots to the underground utility lines shall be completed at the applicable Lot Owners' expense, and shall be underground. Water and sewer will be furnished by the Town of Jackson, and the applicable owner will be required to pay hook-up fees to the Town. The maintenance of the common private water and sanitary sewer infrastructure, including but not limited to private mains and the on-site sanitary sewer lift station, shall be the responsibility of the Association as a whole.

k. Temporary Structures Prohibited. No temporary structures, such as trailers, tents, shacks or other similar buildings, shall be permitted on any Commercial Lot, except during construction as authorized by the Association.

l. Maintenance Fund; Parking. In order to provide a permanent fund to maintain and repair the private common driveway (Veronica Lane) shown on the said Neighborhood Master Plan and the water and sewer systems as shown on the recorded Plat, each Owner shall pay annually to the Association a pro rata share (one share per Lot) of such expenses, said sum to be placed in an account and to be used exclusively for such purposes. The maintenance fund assessment, together with interest, costs and reasonable attorney's fees, shall be a charge on the land and shall be a continuing lien upon the property against which such assessment is made. Each Owner will be responsible for the construction and upkeep of the parking facilities on their own Lots and their own access driveways off Veronica Lane, and to provide sufficient parking on their own Lots required for the construction of improvements thereon.

Section 4. Definitions.

"Association" shall mean **STOCKHOUSE/PATTERSON ADDITION OWNERS ASSOCIATION**, a Wyoming non-profit association, and its successors and assigns. The Association may be incorporated in the future at the option of the Declarant.

"Property" shall mean the real property located in Teton County, Wyoming which is described in Exhibit A to this Declaration, together with improvements thereon. The Property has been subdivided into eight (8) separate Commercial Lots.

"Owner" or "Ownership" shall mean the record owner, whether one or more persons and/or entities, of a fee simple title to each Commercial Lot, including contract buyers of record but excluding mortgagees, contract sellers or others having such interest merely as security for the performance of an obligation unless and until said mortgagee or other holder of a security interest has acquired title to a Lot which is a part of the Property pursuant to forfeiture, foreclosure or a proceeding in lieu thereof. An "Owner" shall mean all of the owners of a particular Lot collectively and shall be jointly regarded as a single owner for purposes of this Declaration. Any owner of an equity interest of record in a Lot, and any partner, officer or shareholder of an entity which is an Owner of record, may be treated by the Association as the representative of all the ownership of such Lot for purposes of giving notices, voting and other matters.

ARTICLE II

THE ASSOCIATION

Section 1. Membership. Every Owner shall be a member of the Association. Membership shall be appurtenant to and may not be separated from Ownership of any Commercial Lot, and Ownership of a Commercial Lot shall be the sole qualification for membership. Each Ownership shall constitute one Member.

Section 2. Voting. Voting by Members of the Association upon any matter allowing or requiring a vote of Members shall be as follows: there shall be one (1) vote allowed for each Commercial Lot. If an Owner includes more than one person and/or entity, the vote for said Member shall be cast in such manner as the persons and/or entities constituting the same shall determine, but the decision of the Association as to the authority conferred upon one or more Owners or other representatives shall be conclusive and binding.

Section 3. Association. (a) The administration of the Property on behalf of the Association shall be conducted by a board of directors, which is referred to herein as the Board, consisting of up to three (3) natural persons who are not required to be Owners and shall not be required to be residents of the State of Wyoming. The initial Board shall consist of James Stockhouse and Ernie Patterson.

(b) At each annual meeting of the Association, the Association shall elect members to fill any vacancies on the Association.

(c) Each Member of the Board shall serve for a term of two (2) years. The members of the Board shall serve until their respective successors are elected, or until their earlier death, resignation, or removal. Any member of the Board may resign at any time by giving written notice to the Association. Any member of the Board may be removed from membership on the Board by a two-thirds majority vote of a quorum of the Association. Whenever there shall occur a vacancy on the Board due to death, resignation, removal or any other cause, the remaining members of the Board

shall appoint a successor member to serve until the next annual meeting of the Association, at which time said vacancy shall be filled by the Association for the unexpired term, if any.

(d) The members of the Board shall receive no compensation for their services, other than reimbursement of expenses, unless expressly approved by a majority of a quorum of the Association; provided, however, that any member of the Board may be employed by the Association in another capacity and receive compensation for such employment.

(e) The Board, for the benefit of the Property and the Association, shall manage the business, property and affairs of the Association and shall be entitled to enforce the provisions of the Declaration, and may adopt rules and regulations (including without limitation schedules of fines for violations) governing the Property. The Association shall have the powers, duties, and responsibilities with respect to the Property as contained in the other provisions of this Declaration.

(f) Regular annual or special meetings of the Association shall be held as all members of the Board shall determine. A simple majority of the members of the Association shall constitute a quorum, and if a quorum is present, the decision of a majority of the entire Association shall be binding. The Board shall appoint any officers of the Association.

(g) Regular meetings of the Board may be held without call or notice. For a special meeting, at least 10 days prior notice shall be given to all Board members.

(h) Any member of the Board may, at any time, waive notice of any meeting in writing, and such waiver shall be deemed equivalent to the giving of notice to the member. Attendance by a member of the Board at a meeting shall constitute a waiver of notice of such meeting except when a Board member attends the meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called. If all the members of the Board attend a meeting, no notice shall be required and any business may be transacted at such meeting. Any meeting of the Board may be conducted by conference telephone call or other similar means.

(i) The fiscal year of the Association shall end on December 31 of each year, or as otherwise determined by the Association.

Section 4. Officers. The officers of the Association may consist of a president, a secretary and a treasurer. No officer shall receive compensation for serving as such unless a majority in interest of a quorum of the Owners vote otherwise.

Any officer shall be subject to removal, with or without cause, at any time by the affirmative vote of a majority of the members of the Association then serving.

Section 5. Other Matters. The Association may adopt by-laws containing more detailed provisions governing its internal affairs.

Section 6. Legal Status. The sole legal entity created hereunder is the Association.

Section 7. **Management.** The management and maintenance of the property and the business, property and affairs of the Association shall be managed by the Association as provided in this Declaration.

Section 8. **Limited Liability.** Members of the Association and their officers: (1) shall not be liable to the Owners as a result of their activities as such for any mistake of judgment, negligence or otherwise, except for their own willful misconduct or bad faith; (2) shall have no personal liability in contract to an Owner or any other person or entity under any agreement, instrument or transaction entered into by them on behalf of the Association in their capacity as such; (3) shall have no personal liability in tort to any Owner or any person or entity, except for their own willful misconduct or bad faith; and (4) shall have no personal liability arising out of the use, misuse or condition of the Property which might in any way be assessed against or imputed to them as a result of or by virtue of their capacity as such.

ARTICLE III

ENFORCEMENT

Each Owner shall strictly comply with the provisions of the Declaration, and the rules and regulations issued by the Association. Failure to so comply shall be grounds for an action to recover sums due for damages or injunctive relief or both, or any other remedy allowed by the Act, other statutes or common law, maintainable by the Association or by an aggrieved Owner. Any violation of the provisions of the Declaration is declared to be and shall constitute a nuisance and may be abated by the Association or any aggrieved Owner. Such remedy shall be deemed cumulative and not exclusive of others. The Association and any aggrieved Owner shall be entitled to payment of all reasonable attorneys fees incurred by the Association or such Owner in enforcing this Declaration, payable by the Owner in violation of this Declaration. The board is entitled to file a lien against an individual Lot for non-payment of fees and charges hereunder. Liability for payment of assessments shall be joint and several against any and all persons and/or entities holding or claiming any ownership interest in the applicable Lot. The failure of the Association or an Owner to insist, in one or more instances, upon the strict performance of any of the terms of this Declaration, shall not be construed as a waiver or a relinquishment.

ARTICLE IV

AMENDMENTS

The provisions of this Declaration may be amended by the written consent of those holding at least two-thirds (2/3) of the votes of the Lot Owners. Any amendment so authorized shall be accomplished by recordation of an instrument executed by the Board. In such instrument the Board shall certify that the vote required hereby for amendment has been duly obtained.

ARTICLE V

GENERAL PROVISIONS

Section 1. Severability. The provisions of this Declaration shall be deemed independent and severable, and the invalidity or partial invalidity or unenforceability of any one provision or portion thereof shall not affect the validity or enforceability of any other provision herein.

Section 2. Governing Law. This Declaration shall be governed by and construed in accordance with the laws of the State of Wyoming.

ARTICLE VI

EFFECTIVE DATE

This Declaration shall take effect when recorded with the Clerk of Teton County, Wyoming.

IN WITNESS WHEREOF, the undersigned record owners acting as the Declarant have duly executed and delivered this instrument. The undersigned spouses of Declarants hereby join in the execution and delivery of this instrument for purposes of waiving and releasing any rights to the Property for purposes of the homestead exemption laws of the State of Wyoming.

Declarants:

James Stockhouse

Ernie Patterson

Spouses:

Nancy Stockhouse

Ruth Patterson

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing Declaration was acknowledged before me by **James Stockhouse** and **Nancy Stockhouse** this 30 day of September, 1994.

WITNESS my hand and official seal.

Patricia G. Trim-Gould
Notary Public

(seal)
My commission expires:

PATRICIA G. TRIM-GOULD - NOTARY PUBLIC
County of Teton State of Wyoming
My Commission Expires Oct. 17, 1995

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing Declaration was acknowledged before me by **Ernie Patterson** and **Ruth Patterson** this 30 day of September, 1994.

WITNESS my hand and official seal.

PATRICIA G. TRIM-GOULD - NOTARY PUBLIC
County of Teton State of Wyoming
My Commission Expires Oct. 17, 1995

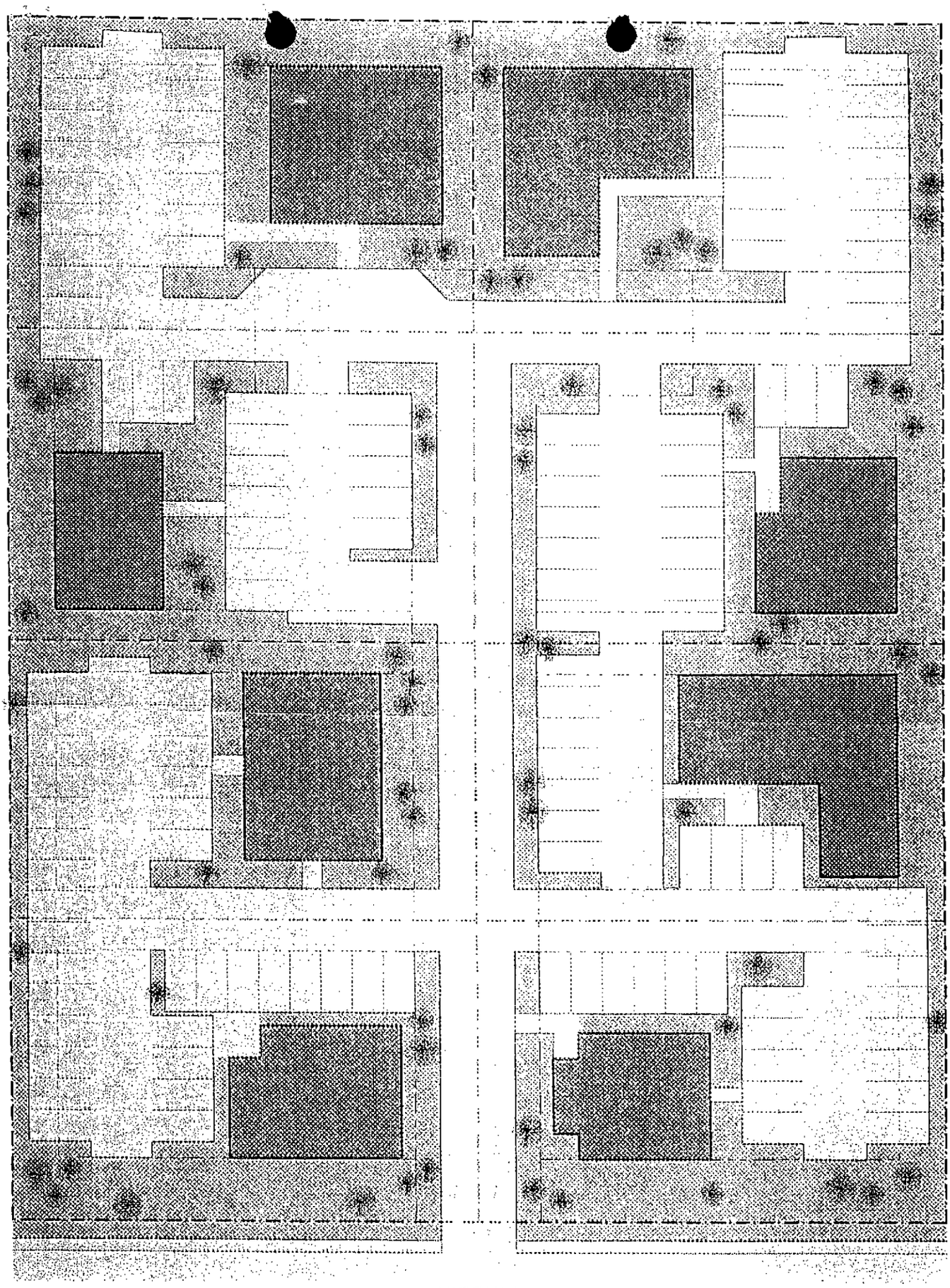
Patricia G. Trim-Gould
Notary Public

My commission expires:

Oct. 17, 1995

EXHIBIT A
TO
DECLARATION OF
COVENANTS, CONDITIONS AND RESTRICTIONS
FOR
STOCKHOUSE/PATTERSON ADDITION

Stockhouse/Patterson Addition to the Town of Jackson, Wyoming, according to Plat No. 822 recorded with the Clerk of Teton County, Wyoming.



MAPLE WAY

EXHIBIT B

CONCEPT DEVELOPMENT PLAN

PROPOSED SUBDIVISION – LOTS 2 & 3 SIMON ADDITION

1" = 40'

BRUCE HAWTIN, ARCHITECT

25 MAY 1994

THIS PLAN IS INTENDED TO SHOW THE RANGE OF OPTIONS FOR EACH LOT. GENERAL ASSUMPTIONS WERE MADE FOR EACH LOT, THESE ASSUMPTIONS PRODUCE THE FOLLOWING RANGES:

- BUILDING FOOTPRINTS RANGE FROM 1,870 TO 3,200 SQ. FT.
- BUILDINGS ARE BOTH ONE AND TWO STORY.
- GROSS BUILDING SIZES RANGE FROM 1,870 TO 4,420 SQ. FT.
- F.A.R. RANGE FROM .13 TO .31
- L.S.R. RANGE FROM .28 TO .38
- PARKING SPACES RANGE FROM 12 TO 19

SECTION 7 – APPLICATION MATERIALS

- **7.1 - Sketch Plan, Conditional Use Permit, and Zoning Map Amendment Application**
- **7.2 - Preapplication Conference Checklist**
- **7.3 - Deeds & Letter of Authorization**

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PLANNING PERMIT APPLICATION

Planning & Building Department
Planning Division

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

ph: (307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

For Office Use Only

Fees Paid_____

Check # _____ Credit Card_____ Cash_____

Application #s _____ _____ _____

PROJECT.

Name/Description: Central Wyoming College

Physical Address: 235 & 255 Veronica Lane

Lot, Subdivision: LOT 3 & 6, STOCKHOUSE-PATTERSON ADDITION PIDN: 22-41-32-4-29-003 & 22-42-16-32-4-29-006

OWNER.

Name: Central Wyoming College Phone:

Mailing Address: 2660 Peck Ave, Riverton, WY ZIP: 82501

E-mail:

APPLICANT/AGENT.

Name: Jorgensen Associates, P.C. Phone: 307-733-5150

Mailing Address: P.O. Box 9550 ZIP: 83002

E-mail: bschulte@jorgensenassociates.com

DESIGNATED PRIMARY CONTACT.

_____Owner X Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; see Fee Schedule for applicable fees.*

Use Permit

_____Basic Use
X Conditional Use
_____Special Use

Physical Development

X Sketch Plan
_____Development Plan

Interpretations

_____Formal Interpretation
_____Zoning Compliance Verification

Relief from the LDRs

_____Administrative Adjustment
_____Variance
_____Beneficial Use Determination
_____Appeal of an Admin. Decision

Development Option/Subdivision

_____Development Option Plan
_____Subdivision Plat
_____Boundary Adjustment (replat)
_____Boundary Adjustment (no plat)

Amendments to the LDRs

_____LDR Text Amendment
X Zoning Map Amendment
_____Planned Unit Development

PRE-SUBMITTAL STEPS. *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department.* ***If this application is amending a previous approval, indicate the original permit number.***

Pre-application Conference #: P17-134 Environmental Analysis #: _____

Original Permit #: _____ Date of Neighborhood Meeting: February 15, 2018

SUBMITTAL REQUIREMENTS. *Twelve (12) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department.. 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?

X **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.

X **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

X **Response to Submittal Checklist.** All applications require response to applicable review standards. These standards are outlined on the Submittal Checklists for each application type. If a pre-application conference is held, the Submittal Checklists will be provided at the conference. If no pre-application conference is required, please see the Administrative Manual for the applicable Checklists. The checklist is intended as a reference to assist you in submitting a sufficient application; submitting a copy of the checklist itself is not required.

FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

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

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

Signature of Owner or Authorized Applicant/Agent — Date: February 16, 2018

Name Printed: Brendan Schulte — Title: Senior Planner

PRE-APPLICATION CONFERENCE SUMMARY

Planning & Development Department
Planning Division

150 E Pearl Ave.
P.O. Box 687
Jackson, WY 83001

ph: (307) 733-o440
fax: (307) 734-3563
www.townofjackson.com

This Summary will be prepared by Planning Staff. The applicant, or the applicant's agent, shall receive a copy of this summary for their reference in submitting a sufficient application.

Staff may request additional materials during review as needed to determine compliance with the LDRs.

PRE-APPLICATION MEETING GENERAL INFORMATION.

PAP#: P17-134

Date of Conference: 9/19/17

Planning Staff: Paul Anthony

PROJECT.

Name/Description: Central Wyoming College new campus

Physical Address: 235/255 Veronica Lane

Lot, Subdivision: Stockhouse-Patterson PIDN:

Zoning District(s): AC

Overlay(s): None

STAKEHOLDERS.

Applicant: Jorgensen Assocaites, P.C.

Owner: Central Wyoming College

Agent: Brendan Schulte

REQUIRED APPLICATIONS. *This project will require the following applications:*

Application	Reason	Fee
Rezone from AC to P/SP	To allow desired use and flexible dimensional standards	$1,500
Conditional Use Permit (CUP)	All uses in P/SP require CUP (assuming rezone to P/SP)	$500
Sketch Plan	If development is greater than 15,000 sf	$2,500
Development Plan	Required with or without Sketch Plan approval	$2,500

MEETING ATTENDEES:

Name	Company	Phone/Email
Brendan Schulte/Ron levy	Jorgensen Assocaites, P.C.	307-733-5150

Paul Anthony	Town of Jackson	307-733-0440

TIMELINES. *This table is intended to provide general information regarding the review process and timing of decisions. See Article 8 for a complete explanation of the review process.*

The following timelines are generally applicable:

Application Types:	Sufficiency	Decision-Maker	Timeline
Rezone from AC to P/SP	Within 14 days	Town Council	PC hearing within 90 days of sufficiency TC hearing within 60 days of PC recommendation
Conditional Use Permit (CUP)	Within 14 days	Town Council	PC hearing within 90 days of sufficiency TC hearing within 60 days of PC recommendation
Sketch Plan	Within 14 days	Town Council	PC hearing within 90 days of sufficiency TC hearing within 60 days of PC recommendation
Development Plan	Within 14 days	Town Council	PC hearing within 90 days of sufficiency TC hearing within 60 days of PC recommendation

Submittal Checklist Key

___√___***Required***. *Applicant must demonstrate compliance with this requirement.*

___N/A___***Not Applicable***. *Review requirement is not applicable to this project.*

General Information

Requirement		Notes
√	**Planning Permit Application.** The application should list all pertinent permits (use, physical development, interpretation, relief from the LDRs, Development Option/Subdivisions, Amendments to the LDRs) for which you are applying.	
√	**Notarized Letter of Authorization.** See "Permit and Applications" section on Planning Department website for copy of form.	
√	**Application Fees.** 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.	*Applicant may want to apply to Coucil for a fee waiver for all development application fees*
√	**Review fees.** The applicant is responsible for paying any review fees and expenses from consulting services necessitated by the review of the application by the County Surveyor, Town Engineer, Title Company and any other required consultant. Such fees shall be paid prior to approval of the permit.	
√	**Mailed Notice fee.** See Section 8.2.14.C.2 for notice requirements. If mailed notices are required, the applicant is responsible for paying for any mailing in excess of 25 notices.	
√	**Digital Format.** All applications submitted to the Town of Jackson Planning Department must be submitted in digital format.	

√	**Response to Submittal Checklist.** All applications require response to applicable review standards. For applications where a pre-application conference is required, applicable standards are identified below. If a pre-application conference is optional, see the submittal checklist for the relevant application type, established in the Administrative Manual.
N/A	**Title Report.** A title report, title certificate or record document guarantee prepared within the last six months that includes evidence of ownership and all encumbrances on the subject property. Copies of the documents referenced in the report should not be submitted unless requested by the planner during review.
√	**Narrative description of the proposed development.** Describe in detail the existing condition of the property and the proposed proposed development, use, or subdivision for which you are seeking approval.
√	**Findings for approval.** Include in your narrative a response to the findings for approval found in LDR Div 8.5, as applicable.
√	**Proposed Development Program** Provide a table that summarizes the the projects compliance with the primary development standards (setbacks, heights, FAR, LSR, etc.). An example is found in the Administrative Manual.
√	**Site Plan.** Provide a detailed site plan of the proposed project. A list of minimum standards for a site plan are established in the Administrative Manual.
√	**Floor Plans.** Include floor plans for any existing buildings that will be occupied by a proposed use. If changes to existing buildings are proposed, indicate those on the floor plans.
√	**Neighborhood Meeting Summary.** See Section 8.2.3 for Neighborhood Meeting requirements.
√	**Posted Notice.** See Section 8.2.14.C.4 for Posted Notice requirements for all public hearings.

ARTICLES 2 (COMPLETE NEIGHBORHOODS), 3 (RURAL AREA ZONES), and 4 (SPECIAL PURPOSE ZONES).

Applicable Zone: AC and/or P/SP

Applicable LDR Section: Sec. 2.3.5 or Sec. 4.2.1

PHYSICAL DEVELOPMENT. *Please see Subsection B in applicable Zone District for specific standards.*

	Requirement	**Notes**
√	**Structure Location and Mass** (setbacks, height, FAR, etc.)	
√	**Maximum Scale of Development** (individual building size)	15,000 sf in AC, no limit in P/SP
√	**Design Review** (Design Guidelines and Design Review Committee)	
√	**Site Development** (driveway and access limits)	
√	**Landscaping** (see Div. 5.5 for more information)	
√	**Fencing** (see Sec. 5.1.2 for more information)	

N/A	**Environmental Standards (see Div. 5.1 and 5.2 for more information)**	
	• Natural Resource Buffers • Irrigation Ditch Setback • Wild Animal Feeding • Natural Resource Overlay Standards • Bear Conflict Area Standards	
√	**Scenic Standards (see Div. 5.3 for more information)**	Lighting standards only
	• Exterior Lighting • Scenic Resource Overlay (SRO) Standards	
√	**Natural Hazards to Avoid (see Div. 5.4 for more information)**	
	• Steep Slopes • Areas of Unstable Soils • Fault Areas • Floodplains • Wildland Urban Interface	
√	**Signs (see Div. 5.6 for more information)**	
√	**Grading, Erosion Control, Stormwater (see Div. 5.7 for more information)**	
	• Grading • Erosion Control • Stormwater Management	

USE STANDARDS. *Please see Subsection C in applicable Zone District for specific standards.*

Requirement		**Notes**
√	**Allowed Uses** (see Div. 6.1 for more information)	
√	**Parking** (see Div. 6.2 for more information)	
N/A	**Employee Housing** (see Div. 6.3 for more information)	Institutional uses exempt under 6.3.1.E
√	**Maximum Scale of Use**	
√	**Operational Standards (see Div. 6.4 for more information)**	
	• Outside Storage • Refuse and Recycling • Noise • Vibration • Electrical Disturbances • Fire and Explosive Hazards • Heat and Humidity • Radioactivity	

DEVELOPMENT OPTIONS. *Please see Subsection D in applicable Zone District for specific standards.*

Requirement		Notes
√	**Allowed Subdivision and Development Options** (see Div. 7.1 and 7.2 for more information)	
N/A	**Residential Subdivision Requirements** (see Div. 7.4 and 7.5 for more information) • Affordable Housing • School and Parks Exactions	
√	**Infrastructure (see Div. 7.6 and 7.7 for more information)** • Transportation Facilities • Required Utilities	

OTHER APPLICABLE LDR STANDARDS

Requirement		Notes:
N/A	**Division 1.9, Nonconformities** **1.9.2** Nonconforming Physical Development **1.9.3** Nonconforming Uses **1.9.4** Nonconforming Development Options and Subdivisions **1.9.5** Nonconforming Signs	
N/A	**Division 7.3, Open Space Standards** **7.3.3** Configuration and Location of Required Open Space **7.3.4** Use of Open Space **7.3.5** Physical Development Permitted in Open Space **7.3.6** Record of Restriction **7.3.7** Ownership of Open Space	

ADDITIONAL COMMENTS

•

PLAN REVIEW COMMITTEE. *The Plan Review Committee consists of the following listed agencies. Planning Staff will transmit pertinent portions of the application to each agency.* ***Other agencies and individuals not checked off on this list may be added to the PRC if necessary.***

	Agency	Required for:
√	Building Official	
√	Town Attorney	
√	Town Engineer	
	Title Company	
	County Surveyor	
√	Fire Marshal	
√	Housing Authority	
	Integrated Solid Waste & Recycling	

_____ National Park Service

__√__ Parks and Recreation Department

__√__ Pathways Coordinator

_____ Public and Environmental Health

__√__ Police Department

_____ Teton Conservation District

_____ Teton County School District

_____ Teton County (required when subdividing land within one mile of the Town of Jackson)

_____ U.S. Forest Service (if adjacent to or accessing through forest service lands)

_____ Weed & Pest

_____ Wyoming Department of Game & Fish

_____ Other

WARRANTY DEED

First American Title Insurance Company

Scott Kirkpatrick and Carrie F. Kirkpatrick, husband and wife, GRANTORS, of Teton County, Wyoming, for and in consideration of TEN DOLLARS ($10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, and pursuant to an I.R.C. § 1031 tax deferred exchange for benefit of Grantors, CONVEY and WARRANT to Fremont County Community College District dba Central Wyoming College, GRANTEE, whose address is 2660 Peck Avenue, Riverton, Wyoming 82501, the following described real estate, situate in the County of Teton, State of Wyoming, hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Lot 3 of the Stockhouse-Patterson Addition to the Town of Jackson, Teton County, Wyoming according to that plat filed in the office of the Teton County Clerk on October 7, 1994 as Plat No. 822.

PIN: 22-41-16-32-4-29-003

Together with and including all improvements thereon and all appurtenances and hereditaments thereunto belonging. Subject to all covenants, conditions, restrictions, easements, reservations, and rights-of-way of record.

WITNESS our hands this 5 day of July, 2017.

Scott Kirkpatrick

Carrie F. Kirkpatrick

STATE OF Wyoming)
COUNTY OF Teton)

The foregoing instrument was acknowledged before me this 5th day of July, 2017 by Scott Kirkpatrick and Carrie F. Kirkpatrick.

WITNESS my hand and official seal.

Notary Public
My Commission Expires: _____

JEREMY J. GOSINSKI - NOTARY PUBLIC
County of Teton
State of Wyoming
My Commission Expires October 30, 2018

GRANTOR: KIRKPATRICK, SCOTT ET UX
GRANTEE: FREMONT COUNTY COMMUNITY COLLEGE*
Doc 0931149 Filed At 12:15 ON 07/05/17
Sherry L. Daigle Teton County Clerk fees: 12.00
By Mary D Antrobus Deputy

RELEASED	
INDEXED	✓
ABSTRACTED	✓
SCANNED	

3

RELEASED	
INDEXED	✓
ABSTRACTED	✓
SCANNED	

WARRANTY DEED

Minichristel II LLC, a Wyoming limited liability company, of Teton County, Wyoming, GRANTOR, for and in consideration of Ten Dollars ($10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, as an Internal Revenue Code Section 1031 tax deferred exchange, CONVEYS AND WARRANTS unto **Fremont County Community College dba Central Wyoming College,** whose address is 2660 Peck Avenue, Riverton, Wyoming 82501, GRANTEE, the following-described property situated in the County of Teton, State of Wyoming, to-wit:

> **Lot 6 of the Stockhouse-Patterson Addition to the Town of Jackson, Teton County, Wyoming, according to Plat No. 822 recorded in the Office of the Teton County Clerk on October 7, 1994,**
>
> including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, and all furnishings and appliances therein, and any rights of grantor to minerals thereunder, but subject to taxes, assessments, covenants, conditions, restrictions, reservations, rights-of-way, easements and other encumbrances of sight or record.
>
> *Parcel Identification No. 22-41-16-32-4-29-006,*

hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, for purposes of this conveyance.

WITNESS the due execution and delivery of this instrument effective as of the 29th day of June, 2017.

Minichristel II LLC
A Wyoming limited liability company

By: John Michael Cottingham
John Michael Cottingham, Manager

By: Helen M. Cottingham
Helen M. Cottingham, Manager

FIRST AMERICAN

First American Title Insurance Company

GRANTOR: MINICHRISTEL II LLC
GRANTEE: FREMONT COUNTY COMMUNITY COLLEGE DBA'
Doc 0931170 Filed At 14:16 ON 07/05/17
Sherry L. Daigle Teton County Clerk fees: 15.00
By Mary D Antrobus Deputy

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the 29 day of June, 2017 before me personally came **John Michael Cottingham** and **Helen M. Cottingham,** to me known, who, being by me duly sworn, did depose and say that they are the Managers of **Minichristel II LLC**, a Wyoming limited liability company described in the foregoing instrument and who executed the foregoing instrument, and that they signed their names thereto on behalf of said Company, and acknowledged that this instrument is duly executed as the free act and deed of said Company.

WITNESS my hand and official seal.

JEREMY J. GOSINSKI - NOTARY PUBLIC
County of Teton
State of Wyoming
My Commission Expires October 30, 2018

Notary Public

(Seal)
My commission expires:

LETTER OF AUTHORIZATION

CENTRAL WYOMING COLLEGE DISTRICT ,"Owner" whose address is: _____

2660 PECK AVENUE RIVERTON, WYOMING 82501

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

CENTRAL WYOMING COLLEGE DISTRICT, as the owner of property more specifically legally described as: LOT 3 & 6, STOCKHOUSE-PATTERSON ADDITION

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, P.C. as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

Dennis Egge

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: State of Wyoming, Construction Management Dept. CWC assigned Project Manager

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

STATE OF _____)
)SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____ this _____day of _____, 200__.

WITNESS my hand and official seal.

(Seal)

_____

(Notary Public)

My commission expires:

Project Plan Review History

PLANNING

Project Number	P18-047	**Applied**	2/21/2018	STOL
Project Name	Sketch Plan - CWC	**Approved**		
Type	SKETCH PLAN	**Closed**		
Subtype		**Expired**		
Status	STAFF REVIEW	**Status**		

Applicant Jorgensen Associates, P.C. **Owner** FREMONT COUNTY COMMUNITY COLLE

Site Address	City	State	Zip
235 & 255 VERONICA LANE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
STOCKHOUSE-PATTERSON ADDITION	22411632429003	

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
Building Jim Green		2/21/2018	3/14/2018		
Fire Kathy Clay	APPROVED W/CONDITI	2/21/2018	3/14/2018	2/23/2018	Please read notes

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes					

MEMO
FIRE REVIEW

TO: Brendan Conboy, Associate Planner
Tiffany Stolte, Office Manager

FROM: Kathy Clay, Fire Marshal

DATE: February 23, 2018

SUBJECT: Central Wyoming College
235, 255 Veronica Lane
P18-046, 047, 048, 049

This office has received the request for a <summary of project> at the above location. The most current edition of the International Fire Code (IFC) and the 2017 edition of the National Electric Code (NEC) shall be used for building design.

PLEASE TAKE SPECIAL NOTE OF ALL ***STARRED*** ITEMS.

Comments include, but are not limited to:

General Requirements
1. Fire apparatus access shall be provided. (2015 IFC 503.1.1)
2. Visible address numbers, a minimum of 4 inches in height and 0.5 inch stroke width, shall be installed on all structures. (IFC 505.1)
3. Portable fire extinguishers shall be placed in accordance with code requirements. (IFC 906).
4. Interior finishes shall meet fire code requirements. (IFC Chapter 8)
5. Means of egress shall meet fire code requirements. (IFC Chapter 10)
6. The means of egress, including exit discharge, shall be illuminated at all times building space served by means of egress is occupied. (IFC 1008.1)
7. Any hazardous material storage shall meet fire code requirement. (IFC Chapter 27)
8. Should any fuel-fired appliances be installed, requirements for carbon monoxide detection shall be followed. (IFC 908.7)
9. Final fire inspection shall be required before certificate of occupancy is released.
10. Plans submitted to Fire Department for review shall consist of one set of paper plans and one set of electronic plans (CD, thumb drive, or PDF format).

Sprinklers
1. As determined by the Building Official, the structure will have an automatic fire sprinkler system in accordance with appropriate NFPA standard for the occupancy type. (IFC 903.2.7) Unless specified within construction document notes, systems shall be designed to NFPA 13.
2. Fire Department Connection (FDC) location shall be determined by the AHJ and noted in the fire sprinkler plan review.
3. Knox Box shall be installed in an approved location at each structure having a fire sprinkler system. (IFC 506.1)
4. Water main shall be installed in accordance to NFPA 13 and NFPA 24 to provide for proper clearances, seismic requirements, flushing and hydro testing. (IFC 901.4.1)
5. Fire flow requirements shall meet Appendix B of the International Fire Code.
6. Pitot water flow test is required on all new fire sprinkler installations for NFPA 13R and NFPA 13 systems. Plans will not be approved without certified test. (NFPA 291)
7. Horn/strobe shall be installed above the fire department connection. (IFC 912.2.2.1)
8. Room which houses fire sprinkler riser shall be no less than 5' x 7' in dimension and shall be accessible from outside grade. (IFC 903.2.11.1.1)
9. Concealed spaces within NFPA 13 protected structures having combustible materials shall comply with the requirements and may require additional protection. (IFC 903.3)
10. Exterior overhangs exceeding 4 feet shall be protected using fire sprinklers when combustible construction is used (NFPA 13).

Type of Review / Contact	Status	Dates: Sent	Due	Received	Remarks

Notes

11. Exterior egress stairways built of combustible construction shall be protected with fire sprinklers (NFPA 13).

Alarms

12. Building shall have a complete alarm system per NFPA 72. A full set of fire alarm plans from a fire alarm contractor shall be submitted with all calculations and cut sheets of all equipment.
(IFC Chapter 9)
13. Tactile appliances shall be installed where needed to notify occupants unable to see or hear emergency alarms, per most current edition of NFPA 72.
14. Audible appliances provided for the sleeping areas to awaken occupants shall produce a low frequency alarm signal per most current edition of NFPA 72.
15. Any structure with Group R occupancy shall have required carbon monoxide detection as required. (IFC915.1)

Elevator, if provided

16. Elevator shall comply with ASME A17.1 with Phase I and Phase II of elevator emergency operations; subject to recall if required. (IFC Section 607)

Kitchen Fire Suppression

17. Commercial cooking hood exhausting foods creating grease laden vapors shall be of Type I and follow requirements of the International Mechanical Code. (IFC 609.2)
18. The automatic fire extinguishing system for commercial cooking systems shall be tested in accordance with UL300. (IFC 904.1)
19. Horn strobe shall tie into the fire extinguishing system under the commercial hood and be placed to alert occupants in the dining area (IFC 904.3.4)

Please feel free to contact me if you have any further questions at kclay@tetoncountywy.gov or 307-733-4732.

Legal A Cohen-Davis	APPROVED	2/21/2018	3/14/2018	3/14/2018	
Parks and Rec Steve Ashworth	NO COMMENT	2/21/2018	3/14/2018		
Pathways Brian Schilling	APPROVED W/CONDITI	2/21/2018	3/14/2018	3/21/2018	

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks

Notes

(3/21/2018 3:49 PM STOL)
P18-046 to 049, 235 and 255 Veronica (CWC) Pre-app
Comments from Teton County/TOJ Pathways Department
Status: approved w/conditions

- General

o This area of town is highly supported by transit and convenient bicycle access to housing and other destinations throughout town. The development should prioritize access by bicycling and walking, and de-emphasize the standard car-oriented style of development seen in many of the surrounding properties. Given that it's a college building, it should include outstanding bicycle parking facilities, comfortable sidewalks, and elements that make walking and biking a viable, preferred option. The site should not be dominated by car-oriented infrastructure. (Currently half the site is dedicated to car access and parking).

o Dedicate more space to infrastructure that supports the purpose of this development—learning, and less space to storing personal vehicles.

o Make transit access a priority.

- Bicycle Parking

o Given the location, type of use, and parking plan of the proposed development, there will be a high demand for bicycle parking.

o Bicycle parking is a critical element for a college building.

o Staff supports crediting the bike parking toward the development's overall parking requirement.

o The bike parking should ideally be a mix of short-term (for visitors, frequent/regular use) and long-term (for employees etc.).

? Short-term parking (for visitors or guests parking for a few hours or less): the recommended style for short-term bike parking is one or more "single inverted-U" racks. "Wave," "ribbon," and "toaster" style racks shall not be used. The best location for a rack area is immediately adjacent to the entrance it serves. The rack area should be as close as or closer to the front entrance than the nearest car parking space, visible from the front entrance, hardscaped, and should not obstruct pedestrian flow.

? Long-term parking (for employees/residents parking for more than afew hours—i.e. all-day or overnight): the recommendations for long-term parking include providing a secure, conveniently-accessed, well-lit, covered area with racks or lockers that will protect bikes from rain, snow and other elements and deter bike theft. The area does not have to be immediately adjacent to the access door for the business or residence, but should be located in a secure or monitored location or in a locked enclosure. Clustered bike racks, wall racks, or external bike lockers (i.e. not an indoor closet) are appropriate.

o At least one bike parking space should be provided for each car parking space.

o The bike parking should be constructed on a concrete pad. A grass surface will quickly deteriorate into mud from foot traffic during wet seasons and will be difficult to keep clear of snow. Also, a concrete surface will provide a more secure mounting surface for the racks and will discourage theft.

o The proposed location indicated on sheet A-01 works—concrete surface, near the main entrance—but it appears that there may be a capacity issue. It will be difficult to fit a sufficient number of racks in the indicated space.

o The rack area should be covered to provide sheltered parking, even for short-term parking.

o Staff supports including the bike parking towards the landscape surfacing requirement so that bike parking does not detract from the applicant's landscape requirements. Conversion of a car parking spot to bike parking would also be supported.

o Rack details and locations should be shown on site plans.

o Jackson Hole Community Pathways will be happy to provide additional background information and guidance on site selection, layout, rack specification, and rack installation.

- Sidewalks

o Sidewalks should be buffered from adjacent travel lanes by vegetation and/or surfacing.

o On Veronica Lane, the row of trees should be placed adjacent to the curb to provide a buffer between the street lane and the sidewalk. The sidewalk should still be offset from the building face enough (at least 2') with vegetation or softening features that there is a 6' minimum clear space for pedestrians to walk. The proposed curb line along Veronica Lane could be moved to the east if necessary in order to accommodate an improved cross section.

o Similar concern for the access road to the parking area—make this a detached sidewalk so that pedestrians are not walking immediately adjacent to the travel lane.

Planning Brendan Conboy	NO COMMENT	2/21/2018	3/14/2018	See Staff Report

Police Todd Smith	NO COMMENT	2/21/2018	3/14/2018

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
Public Works Brian Lenz (4/5/2018 6:21 PM BTL) Sketch Plan Review – APPROVED with Conditions	APPROVED W/CONDITI	2/21/2018	3/14/2018	4/5/2018	

P18-047
Jorgensen Associates, Brendan Schulte; for Central Wyoming College
235 & 255 Veronica Lane

4/5/2018
Brian Lenz, 307 733-3079

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

In addition to the required Town of Jackson submittal requirements, The Engineering Department requests applicants to submit plans, documents, etc in electronic PDF format in addition to the standard paper submittal(s). Please submit these materials through Tiffany Stolte of the Planning Department (tstolte@jacksonwy.gov).

PRIOR TO DEVELOPMENT PLAN APPROVAL:

A construction-staging narrative and plan shall be submitted.

A detailed potable water system plan shall be provided on the plans consistent with the LDR's. This plan shall include but is not limited to:
1. Backflow device type, size, and locations
a. This development shall be equipped with a Reduced Pressure Principal Valve Assembly.
b. Any additional backflow prevention required by code, or recommended by the design engineer, shall be installed on the lab fixtures.
2. Water meter sizes and locations
3. Calculations, methodology, and modeling supporting the water calculations in the Engineer's Report, including fire demands.
a. Modeling and calculations should show if any upgrades to the water supply structure are required for this project. The Town's water supply lines in Maple Way are only 6-inch diameter, and the line in Veronica is only 4-inches.
b. A flow test of the Patterson-Stockhouse hydrant is recommended to verify modeling.
4. Consideration of the design to minimize the number of abandonments and connections to the water main, e.g. can the 4-inch service be tapped from one of the 1-inch abandonments.
5. The Town's understanding of the 4-inch private watermain in Veronica Lane is that it is not constructed to current Town Standards, and is not constructed of standard potable water supply materials, which should be considered in the design.

An irrigation system design (if applicable) with backflow system plan shall be provided on the plans consistent with the LDR's.

A detailed sanitary sewer system plan shall be provided on the plans consistent with the LDR's. This plan shall include but is not limited to:
1. Calculations, methodology, and peak flows for the wastewater calculations shall be included in the Engineer's Report.
2. Provide additional information on the lift station referenced in Engineer's report.
3. Consideration of the design to minimize the number of abandonments and connections to the sewer main, e.g. can the new 6-inch service and manhole connect at one of the 4-inch abandonments. Is a 4-inch service adequate and utilize one of the existing services?
4. The proposed doghouse manhole does not meet TOJ standards and should be installed as a pre-cast base with boots.

A Wyoming DEQ permit to construct is required for the construction of the water and sewer utilities.

Where ToJ standard details are used, use the latest standard detail, e.g. the typical trench detail does not meet the Town's standards. Providing a reference to the standard detail used is helpful for review purposes.

A detailed stormwater management plan for the site shall be provided on the plans consistent with the LDR's.
1. Pollution Abatement. Where a physical development, use, development option, or subdivision will cause the introduction of new pollutants into the runoff water, adequate provision shall be made for the storage, treatment, and removal of such pollutants.

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks

Notes

2. Review storm water calculations for the pavement C value and weighted C value. It appears to be zero in this application.
3. Underground infiltration systems require a notice of intent filed with the Wyoming DEQ for a 5D2 Rule Authorized UIC permit for storm water drainage facilities.
4. Results of 2018 groundwatermonitoring.

A complete grading and erosion control plan shall be provided on the plans consistent with the LDR's. This plan shall include but is not limited to:

1. Proposed contours, spot elevations, break lines, tie ins to adjacent road and property grades.
2. Snow Storage area calculations; porous paver details. Clarify if snow storage takes up parking spaces.
3. Provide runoff routing information for the roof and it's drains.
4. A pre-application conference for engineering will be required prior to building permit submittal.
5. ADA parking and access isle dimensions.
6. Dimensions of Parking along the building and sidewalk to allow for 2-feet of overhang. Rough scaling of the plans shows 18-foot long spaces with only a 5-feet wide sidewalk, which would reduce the sidewalk to less than 4 feet with a 2 feet overhang.
7. 3-inch-thick paving in two 1.5-inch thick lifts is not typical
8. Review water and sewer crossing detail. Notes 1 and 2 are the same.
9. Design engineer shall be required to inspect and certify final grading.

Public sidewalks and accessible route sidewalks shall conform to ADA standards.

Veronica Lane does not meet the standards for on street parking, which has been an issue, and could impede emergency access. No parking signs should be installed with the project.

For ease of review, it helps if the architecture, existing conditions, and civil plans are oriented the same way.

PRIOR TO BUILDING PERMIT APPROVAL:

The applicant shall be required to submit for Town Engineer and Planning Director approval a detailed construction staging/phasing plan and narrative on the expected public impact.

A complete and detailed landscaping plan shall be required.

All work to be completed within the Town's right-of-way shall be specifically addressed.

PLEASE BE ADVISED THAT:

A Public Right-of-Way (Encroachment) Permit is required for any work within the public right-of-way.

Water and sewer services to be abandoned for the project shall be abandoned at the main.

Infrastructure improvements necessary to meet the capacity demands and requirements for the proposed development shall be the responsibility of the developer. The Town of Jackson is not responsible for upsizing or extending of potable water, sanitary sewer, or storm drainage to meet development needs so long as the existing utility systems are within a reasonable distance of the subject property.

Nothing in this approval constitutes an endorsement by the Town of Jackson of the construction or the design of the facility described herein.

This approval does not relieve the applicant from any duty to obtain any other permit or authorization that may be required by any provision of federal, state or local codes and ordinances; nor does it permit violation of any section of federal, state or local codes and ordinances.

J:\Public_Works\Engineering\DEVELOPMENT BY ADDRESS\VERONICA_LANE\225-235\APPLICATIONS\P18-046-049 SKETCH\P18-047 SKETCH Plan APPROVED w Conditions.docx

TC Housing Authority Stacy Stoker	NO COMMENT	2/21/2018	3/14/2018	2/21/2018	No Housing Requirement

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: NOVEMBER 1, 2018
MEETING DATE: NOVEMBER 5, 2018

SUBMITTING DEPARTMENT: PLANNING DEPARTMENT
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTERS: BRENDAN CONBOY

SUBJECT: **(P18-046)** A REQUEST FOR WAIVER OF REVIEW FEES ASSOCIATED WITH A REQUEST FOR A NEW EDUCATIONAL CENTER FOR CENTRAL WYOMING COLLEGE

OWNER: CENTRAL WYOMING COLLEGE

APPLICANT: BRENDAN SCHULTE, JORGENSEN ASSOCIATES

STATEMENT/PURPOSE

The applicant has requested a fee waiver on behalf of Central Wyoming College, a governmental educational entity, for the development review fees associated with an application for Sketch Plan/Conditional Use Permit/Zoning Map Amendment for a new educational center for Central Wyoming College. The applicant has submitted this request pursuant to Ordinance 939 of the Town of Jackson and Municipal Code section 15.04.090.

The requested fee waiver would apply to a property located at 235 and 255 Veronica Lane.

BACKGROUND

Pursuant to Ordinance 939 the Town Council may reduce, defer or waive application fees upon the request of an applicant if the proposed project advances significant community goals, which include, but are not limited to the following:

1. *A project that is sponsored by a governmental entity or a project that receives public funding.*

2. *A project that provides extraordinary charitable, civic, educational, or similar benefits to the community.*

Should Town Council make the determination that this proposal advances significant community goals as described above, a motion has been provided below for the waiver of the fees.

The applicant has proposed to develop a two-story, 17,358 square foot building to house Central Wyoming College's Jackson Outreach Center for which a Zoning Map Amendment, Sketch Plan, and Conditional Use Permit have been applied for (P18-047, 48, & 49).

ATTACHMENT

Fee waiver request from applicant

FISCAL IMPACT

The approval of a fee waiver for this development review would result in the Town not receiving $4,500 ($2,500 Sketch Plan; $500 Conditional Use Permit; $1,500 Zoning Map Amendment).

STAFF IMPACT

None identified.

LEGAL REVIEW

Not Applicable.

RECOMMENDATION

No recommendation has been provided by the Planning Director given the nature of this request. Please note that the Council has the option to reduce, defer, or waive such application fees if desired.

SUGGESTED MOTION

I move to **approve** Item P18-046, a request to waive the $4,500 fee for Brendan Schulte/Jorgensen Associates for the development review fees associated with an application for Sketch Plan/Conditional Use Permit/Zoning Map Amendment to develop the Central Wyoming College Jackson Outreach Center per Ordinance 939.

JORGENSEN
It's About People, Trust and Know How

PO Box 9550 · 1315 HWY 89 S., Suite 201
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

February 16, 2018

Mr. Paul Anthony
Town of Jackson Planning Dept.
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001

-Hand Delivered-

RE: Sketch Plan, Zoning Map Amendment, and Conditional Use Permit applications for Central Wyoming College - Jackson Center

Dear Paul,

Enclosed you will find the necessary materials for a Sketch Plan, Zoning Map Amendment, and Conditional Use Permit applications and for an educational building that we are submitting on behalf of Central Wyoming College. The property is located at 255 & 235 Veronica Lane in Jackson, Wyoming and is owned by the applicant, Freemont County Community College District D.B.A. Central Wyoming College, a governmental entity in the State of Wyoming.

Included with this transmittal you will find the following:

- Fee Waiver Request
- Sketch Plan Application (SKC);
- Zoning Map Amendment (ZMA);
- Conditional Use Permit (CUP);
- A Jorgensen Associates Check No. 45420 for $4,500 for:
    - Sketch Plan - $2,500
    - Zoning Map Amendment - $1,500
    - Conditional Use Permit - $500

Please contact me with any questions or comments.

Sincerely,

JORGENSEN ASSOCIATES, P.C.

Brendan Schulte
Senior Planner

Jackson, WY · Pinedale, WY · Driggs, ID

JORGENSEN
It's About People, Trust and Know How

PO Box 9550 · 1315 HWY 89 S., Suite 201
Jackson, WY 83002
PH: 307.733.5150
|www.jorgeng.com

February 16, 2018

Mr. Paul Anthony
Town of Jackson Planning Dept.
P.O. Box 1687
150 East Pearl Avenue
Jackson, WY 83001

-Hand Delivered-

RE: Fee Waiver Request for Sketch Plan, Zoning Map Amendment, and Conditional Use Permit applications for Central Wyoming College - Jackson Center

Dear Paul,

Enclosed you will find the necessary findings for a Fee Waiver Request for a Sketch Plan, a Zoning Map Amendment, and a Conditional Use Permit for Central Wyoming College - Jackson Center (CWC-Jackson). The property is located at 255 & 235 Veronica Lane in Jackson, Wyoming and is owned by the applicant, Freemont County Community College District D.B.A. Central Wyoming College, a governmental entity in the State of Wyoming.

According to the Town of Jackson Resolution 15-03, the Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals, which include but are not limited to, the following:

1. A project that is sponsored by a governmental entity, or a project that received public funding.
2. A project that provides extraordinary charitable, civic, educational, or similar benefits to the community.

The CWC-Jackson project is both a governmental entity, and a project that has received public funding via the Special Excise Tax (SPET) in May of 2017 with overwhelming support from the community. The project also provides educational benefits to the community by offering a unique campus in the Town of Jackson for Adult Basic Education, High School Equivalency, and accredited courses in Nursing and Health Sciences, Business and Entrepreneurial Success, Hospitality, and the Culinary Arts. We believe that the CWC-Jackson project advances significant community goals and meets the criteria for granting a Fee Waiver Request.

Please contact me with any questions or comments.

Sincerely,

JORGENSEN ASSOCIATES, P.C.

Brendan Schulte
Senior Planner

Jackson, WY · Pinedale, WY · Driggs, ID

PLANNING PERMIT APPLICATION

Planning & Building Department
Planning Division

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

ph: (307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

For Office Use Only

Fees Paid_____

Check # _____ Credit Card_____ Cash_____

Application #s _____ _____ _____

PROJECT.

Name/Description: Central Wyoming College

Physical Address: 235 & 255 Veronica Lane

Lot, Subdivision: LOT 3 & 6, STOCKHOUSE-PATTERSON ADDITION PIDN: 22-41-32-4-29-003 & 22-42-16-32-4-29-006

OWNER.

Name: Central Wyoming College Phone:

Mailing Address: 2660 Peck Ave, Riverton, WY ZIP: 82501

E-mail:

APPLICANT/AGENT.

Name: Jorgensen Associates, P.C. Phone: 307-733-5150

Mailing Address: P.O. Box 9550 ZIP: 83002

E-mail: bschulte@jorgensenassociates.com

DESIGNATED PRIMARY CONTACT.

_____Owner X Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; see Fee Schedule for applicable fees.*

Use Permit

_____Basic Use

_____Conditional Use

_____Special Use

Relief from the LDRs

_____Administrative Adjustment

_____Variance

_____Beneficial Use Determination

_____Appeal of an Admin. Decision

Physical Development

_____Sketch Plan

_____Development Plan

Development Option/Subdivision

_____Development Option Plan

_____Subdivision Plat

_____Boundary Adjustment (replat)

_____Boundary Adjustment (no plat)

Interpretations

Fee waiver

X ~~Formal Interpretation~~

_____Zoning Compliance Verification

Amendments to the LDRs

_____LDR Text Amendment

_____Zoning Map Amendment

_____Planned Unit Development

PRE-SUBMITTAL STEPS. *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department.* ***If this application is amending a previous approval, indicate the original permit number.***

Pre-application Conference #: P17-134 Environmental Analysis #: _____

Original Permit #: _____ Date of Neighborhood Meeting: February 15, 2018

SUBMITTAL REQUIREMENTS. *Twelve (12) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department.. 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?

NA **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.

x **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

NA **Response to Submittal Checklist.** All applications require response to applicable review standards. These standards are outlined on the Submittal Checklists for each application type. If a pre-application conference is held, the Submittal Checklists will be provided at the conference. If no pre-application conference is required, please see the Administrative Manual for the applicable Checklists. The checklist is intended as a reference to assist you in submitting a sufficient application; submitting a copy of the checklist itself is not required.

FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

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

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

Signature of Owner or Authorized Applicant/Agent — Date: February 16, 2018

Name Printed: Brendan Schulte — Title: Senior Planner

3

RELEASED	
INDEXED	✓
ABSTRACTED	✓
SCANNED	

WARRANTY DEED

Minichristel II LLC, a Wyoming limited liability company, of Teton County, Wyoming, GRANTOR, for and in consideration of Ten Dollars ($10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, as an Internal Revenue Code Section 1031 tax deferred exchange, CONVEYS AND WARRANTS unto **Fremont County Community College dba Central Wyoming College**, whose address is 2660 Peck Avenue, Riverton, Wyoming 82501, GRANTEE, the following-described property situated in the County of Teton, State of Wyoming, to-wit:

> **Lot 6 of the Stockhouse-Patterson Addition to the Town of Jackson, Teton County, Wyoming, according to Plat No. 822 recorded in the Office of the Teton County Clerk on October 7, 1994,**
>
> including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, and all furnishings and appliances therein, and any rights of grantor to minerals thereunder, but subject to taxes, assessments, covenants, conditions, restrictions, reservations, rights-of-way, easements and other encumbrances of sight or record.
>
> *Parcel Identification No. 22-41-16-32-4-29-006,*

hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, for purposes of this conveyance.

WITNESS the due execution and delivery of this instrument effective as of the 29th day of June, 2017.

Minichristel II LLC
A Wyoming limited liability company

By: John Michael Cottingham
John Michael Cottingham, Manager

By: Helen M. Cottingham
Helen M. Cottingham, Manager

First American Title Insurance Company

GRANTOR: MINICHRISTEL II LLC
GRANTEE: FREMONT COUNTY COMMUNITY COLLEGE DBA'
Doc 0931170 Filed At 14:16 ON 07/05/17
Sherry L. Daigle Teton County Clerk fees: 15.00
By Mary D Antrobus Deputy

WARRANTY DEED

First American Title Insurance Company

Scott Kirkpatrick and Carrie F. Kirkpatrick, husband and wife, GRANTORS, of Teton County, Wyoming, for and in consideration of TEN DOLLARS ($10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, and pursuant to an I.R.C. § 1031 tax deferred exchange for benefit of Grantors, CONVEY and WARRANT to Fremont County Community College District dba Central Wyoming College, GRANTEE, whose address is 2660 Peck Avenue, Riverton, Wyoming 82501, the following described real estate, situate in the County of Teton, State of Wyoming, hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Lot 3 of the Stockhouse-Patterson Addition to the Town of Jackson, Teton County, Wyoming according to that plat filed in the office of the Teton County Clerk on October 7, 1994 as Plat No. 822.

PIN: 22-41-16-32-4-29-003

Together with and including all improvements thereon and all appurtenances and hereditaments thereunto belonging. Subject to all covenants, conditions, restrictions, easements, reservations, and rights-of-way of record.

WITNESS our hands this 5 day of July, 2017.

Scott Kirkpatrick

Carrie F. Kirkpatrick

STATE OF Wyoming)
COUNTY OF Teton)

The foregoing instrument was acknowledged before me this 5th day of July, 2017 by Scott Kirkpatrick and Carrie F. Kirkpatrick.

WITNESS my hand and official seal.

Notary Public
My Commission Expires: _____

JEREMY J. GOSINSKI - NOTARY PUBLIC
County of Teton
State of Wyoming
My Commission Expires October 30, 2018

GRANTOR KIRKPATRICK SCOTT ET UX
GRANTEE FREMONT COUNTY COMMUNITY COLLEGE*
Doc 0931149 Filed At 12:15 ON 07/05/17
Sherry L. Daigle Teton County Clerk fees: 12.00
By Mary D Antrobus Deputy

RELEASED	
INDEXED	✓
ABSTRACTED	✓
SCANNED	

LETTER OF AUTHORIZATION

CENTRAL WYOMING COLLEGE DISTRICT ,"Owner" whose address is: _____

2660 PECK AVENUE RIVERTON, WYOMING 82501

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

CENTRAL WYOMING COLLEGE DISTRICT, as the owner of property more specifically legally described as: LOT 3 & 6, STOCKHOUSE-PATTERSON ADDITION

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, P.C. as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

Dennis Egge

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: State of Wyoming, Construction Management Dept. CWC assigned Project Manager

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

STATE OF_____)
)SS.
COUNTY OF_____)

The foregoing instrument was acknowledged before me by _____ this _____day of _____, 200__.

WITNESS my hand and official seal.

(Seal)

_____

(Notary Public)

My commission expires:

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the 29 day of June, 2017 before me personally came **John Michael Cottingham** and **Helen M. Cottingham,** to me known, who, being by me duly sworn, did depose and say that they are the Managers of **Minichristel II LLC**, a Wyoming limited liability company described in the foregoing instrument and who executed the foregoing instrument, and that they signed their names thereto on behalf of said Company, and acknowledged that this instrument is duly executed as the free act and deed of said Company.

WITNESS my hand and official seal.

JEREMY J. GOSINSKI - NOTARY PUBLIC
County of Teton
State of Wyoming
My Commission Expires October 30, 2018

Notary Public

(Seal)
My commission expires:

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 31, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: Legal
DEPARTMENT DIRECTOR: Audrey Cohen-Davis
PRESENTER: Lea Colasuonno

SUBJECT: (P18-247) Repealing Portions of the Town of Jackson Sign Code

STATEMENT/PURPOSE
The purpose of this item is to repeal portions of the Town of Jackson sign code.

BACKGROUND/ALTERNATIVES
The need for this change to the sign code derives from a shift in the federal legal landscape under the Supreme Court of the United States *Reed v. Town of Gilbert* decision. Council approved a two-step process to bring the sign code up-to-date with the Supreme Court's recent interpretation of the First Amendment at its September 17, 2018 Workshop.

Step 1: The first step in the process is to repeal discrete portions and subsections of the sign code that are constitutionally problematic. Staff has included herewith a repeal ordinance for Council's review to complete this first step.
Step 2: The second step in the process is to amend and reenact the sign code to address pre-existing shortcomings in the code and those generated by repealing only some subsections. Staff anticipates presenting an amended sign code for Council's consideration promptly after Planning Commission reviews the amendments.

Town Council has the option to:
1. Repeal the offending portions of the sign code, as set forth in the attached ordinance; or
2. Leave the sign code intact as is.

STAKEHOLDER ANALYSIS
All residents and visitors are stakeholders for this item.

ATTACHMENTS
- Ordinance R
- Sign Code LDR with Redline Changes

FISCAL IMPACT
The fiscal impact of passage of ordinances after third reading varies between $250.00 and $700.00 depending on the length of the ordinance. Shorter ordinances average around $350.00 and franchise ordinances can reach $700.00. Ordinances appear in the Jackson Hole News & Guide after third reading, but are sent to the Jackson Hole News & Guide prior to Council action on third reading. Ordinances appear in the Jackson Hole News & Guide the Wednesday following Council's action on third reading (two days after being enacted). If Council makes changes to the ordinance on third reading, the ordinance needs to be re-advertised in its final form.

STAFF IMPACT

The staff impact of this item is felt most keenly in the Legal and Planning Departments, though also has an impact on the Police Department's enforcement division and the Town Clerk's Office.

LEGAL REVIEW

Complete.

RECOMMENDATION

Staff recommends adopting Ordinance R as drafted.

SUGGESTED MOTION

I move to approve Ordinance R on first reading.

ORDINANCE R

AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1151 (PART), 1197 (PART), 1162 (PART), AND 1074 (PART) AND SECTIONS 5.6.1.B.4.a, 5.6.1.B.4.b, 5.6.1.B.4.d, 5.6.1.B.4.g, 5.6.1.B.4.i, 5.6.1.C.3.a, 5.6.1.C.5.a, 5.6.1.C.5.b, 5.6.1.C.5.e, and 5.6.1.D.8 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING SIGN CODE STANDARDS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of the Town of Jackson Ordinance Numbers 1151 (PART), 1197 (PART), 1162 (PART), AND 1074 (PART) and Sections 5.6.1.B.4.a, 5.6.1.B.4.b, 5.6.1.B.4.d, 5.6.1.B.4.g, 5.6.1.B.4.i, 5.6.1.C.3.a, 5.6.1.C.5.a, 5.6.1.C.5.b, 5.6.1.C.5.e, and 5.6.1.D.8 of the Town of Jackson Land Development Regulations are hereby repealed.

SECTION II.

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

SECTION III.

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

SECTION IV.

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

PASSED 1ST READING THE ____ DAY OF _____, 2018.
PASSED 2ND READING THE _____ DAY OF_____, 2018.
PASSED AND APPROVED THE _____ DAY OF _____, 2018.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

_____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming on the _____ day of _____, 2018.

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

_____
Sandra P. Birdysahw, Town Clerk

Div. 5.6. Sign Standards

5.6.1. Town Sign Standards (7/18/18, Ord. 1197)

A. Purpose

The purpose of this Division is to afford the business and residential community equal and fair opportunity to advertise and promote its products and services without discrimination; to protect and enhance the community character and visual environment; to preserve the right of the citizens to enjoy our Town's scenic beauty; to improve pedestrian and traffic safety; to minimize the possible adverse effect of signs on nearby public and private property; and to enable the fair and consistent enforcement of these sign regulations.

B. Applicability

1. **Permit Required.** The provisions of this Section shall apply to all signs located within the Town boundaries, except as specified in these LDRs. No sign shall be erected, altered, or relocated without prior authorization pursuant to this Section.

2. **Administrative Adjustment.** The administrative adjustment procedure is intended to allow for flexibility in the regulations when a standard is inapplicable or inappropriate to a specific use or design. The Planning Director shall have the authority to approve or deny administrative adjustment requests for the standards within this Section pursuant to the procedures of Sec. 8.8.1.

3. **Maintenance and Repainting Exempt.** The repainting, changing of parts, and maintenance of legally conforming signs shall not require a permit, provided that the changes do not enlarge or change the sign significantly.

4. **Exempt Signs.** The following signs shall be exempt from the provisions of this Section, provided that they satisfy the requirements set forth below.

   a. ~~**Traffic Signs.** All signs erected in a public right-of-way by a public agency or on a private road right-of-way for controlling or directing traffic.~~

   b. ~~**Political Signs.** Political signs pertaining to a specific election, which are displayed not earlier than 30 days prior to the primary election and are then removed by the candidate or property owner who placed the sign within 5 days after the general election; if there is no primary election, the sign shall be erected not earlier than 30 days prior to the general election, and the sign shall be removed 5 days after the general election. All signs shall be located on private property and shall not impede the public right-of-way.~~

   c. **Flags.** Official, State, and Nation flags shall be permitted. Corporate flags are permitted and shall be limited to one flag 15 square feet in size, which shall not be deducted from the total signage permitted. Flagpoles are permitted provided that a building permit is obtained and that the height of the pole does not exceed the maximum height for structures within the zone that the property is located.

d. ~~**Property Notification Signs.** Private warning signs and for sale or for rent signs are permitted, provided that they do not exceed 4 square feet per side, for a total of 8 square feet.~~

e. **Street Numbers.** Numbers placed on a structure for purposes of identifying the address or the location.

f. **Vehicular Signs.** All signs placed in or upon a vehicle or trailer, including mass transit vehicles.

g. ~~**Construction Signs.** Construction signs for buildings or projects, naming owners, contractors, subcontractors and architects shall be permitted, provided that they do not exceed one sign of 35 square feet for each street frontage of the building or project.~~

h. **Town, State, or National Historical Signs.** Those buildings designated by the Town Council, the State of Wyoming, or the United States as having historical significance to the community are permitted one historical plaque per street frontage.

i. ~~**Informational Signs.** An on-premise sign designed to provide courtesy information or direction to the public by using such words as "entrance", "exit", "parking", "drive-up", "restrooms", "parking", or similar directional instruction, but not including any advertising of the business. The directional signs shall not exceed 6 square feet in area. The maximum height should be 4 feet unless attached to an existing freestanding sign.~~

j. **Posted Notice.** Notice of a meeting or hearing that meets the standards of Section 8.2.14.C.4..

C. Allowable Signage

1. **Allowable Signage by Sign District.** For the purpose of determining allowable sizes, numbers, materials, placement, and other requirements for restrictions on signs as set forth in this Section, the Town sign districts are described below.

   a. Town Square Sign District

      i. **Town Square Sign District Boundary.** The Town Square Sign District is coincident with the Town Square zone.

      ii. Permitted Amount of Signage

         a). Two and one-half square feet of sign area for each lineal foot of street facade width up to a maximum of 125 square feet of total sign area is permitted, unless adjusted as hereinafter provided.

         b). Two signs are permitted for each business per each street frontage.

      iii. **Permitted Sign Types.** Canopy, projecting, and wall signs. Freestanding signs that are used as directories for more than 3 businesses within a structure that do not have a street frontage are permitted.

iv. **Prohibited Signs.** In addition to the prohibited signs list in 5.6.1.D. single-tenant freestanding signs are prohibited in the Town Square Sign District.

b. General Sign District

i. **General Sign District Boundary.** The general sign district is comprised of all property within the Town that is not in the Town Square Sign District.

ii. Permitted Amount of Signage

a). 3 square feet of sign area for each lineal foot of street facade width up to a maximum of 150 square feet of total sign area is permitted, unless adjusted as hereinafter provided.

b). 3 signs are permitted for each business per each street frontage.

c). For each projecting or freestanding sign approved a 10% penalty per sign shall accrue.

iii. **Permitted Sign Types.** Canopy, wall, freestanding, and projecting signs.

2. **Multiple Tenant Sign Area Adjustments.** To allow and encourage certain types of signs, as well as to provide adequate advertising for multiple tenant and mixed use structures.

a. For buildings containing 3 or more tenants, the maximum total square footage allowable for all signs may be increased by 25% for each additional tenant or business up to an increase of 150% of total sign area.

b. Preliminary Master Sign Plans depicting the size and proposed location(s) of all signs for any structure with 3 or more tenants are encouraged to be submitted with development plan applications.

3. **Window Signs.** Signs displayed on the inside or outside of windows in buildings are permitted, provided that they comply with the following standards. For the purposes of this Section, window displays, such as clothing, merchandise and real estate photographs, shall be exempt, provided that they are displayed inside the window.

a. ~~Window signs shall not count toward the total allowable signage for a structure, provided that the signage does not advertise the business name or logo. Window signs that advertise the business name shall be counted toward the total signage for the business.~~

b. Window signage may occupy no more than 25% of the area of the entire window surface in which it is displayed. In no event shall window signage exceed 16 square feet in any window surface.

c. Prohibited features of window signs shall include profanity, flashing lights, rotating beacons, scrolling pictures, and electronic or mechanical features. Sexually explicit nudity is expressly prohibited within windows.

5. Exceptions to Prohibited Signs

a. ~~Electrical and Changing Signs. Signs denoting the correct time and temperature for the convenience of the public shall be permitted and shall not include more information than that stated above and the name of the business in ownership of the sign. Said sign shall not exceed 12 square feet for a single-sided sign and 24 square feet for a double-sided sign. The size of the sign shall be deducted from the allotted signage permitted for the business.~~

b. ~~Neon Signs. Vacancy and No Vacancy signs and Open and Closed signs shall be permitted, provided that the proposed sign does not exceed 10 square feet in size.~~

c. Readerboard Signs

i. Readerboards for movie theaters, playhouses, theaters, and restaurants and bars with changing entertainment shall be permitted, provided that they are manually changed only. These signs shall conform to the design, material and freestanding sign standards set forth in this Division and shall not be internally lighted. A signage area increase of 50% shall be permitted for entertainment businesses requiring a readerboard.

ii. Readerboards for churches indicating the times of services, the clergy, quotes of scripture and special events are permitted, provided that they are manually changed only. These signs shall conform to the design, material and freestanding sign standards set forth in this Division and shall not be internally lighted.

iii. Gasoline service stations are permitted a maximum of 2 readerboard signs for the purposes of displaying fuel prices, provided that they are manually changed only. These signs shall conform to the design and material standards set forth in this Division and shall not be internally lighted. Fuel prices shall not be changed more than 1 time per day.

d. Barbershop Poles. Barbershop poles with rotating stripes and internal lighting shall be permitted for traditional barbershops only (those businesses offering haircutting services without salons or spas), provided that the pole does not exceed 4 feet in height and 1 foot in width. The pole shall only be lighted and rotating during business hours and shall be attached to the structure in which the business is located.

e. ~~Directional Signs. An off-premise sign identifying and containing directional information to public places owned or operated by federal, state, or local governments or one of their agencies; or an off-premises sign identifying and containing directional information to sites, which the Town Council has determined to have a historic, cultural, educational, scientific, and religious significance to the community and visitors, and which are difficult to locate without such a sign. Information on directional signs shall be limited to the~~

~~name of the site, directional arrow, and mileage to the site. Signs shall not exceed 6 square feet in area. The maximum height of the sign shall be the same as freestanding signs in the zone in which the sign is located.~~

D. Prohibited Signs

The following shall be prohibited in all sign districts unless explicitly allowed above.

1. **Rotating Beacon Lights.** Rotating lights attached to any sign structure, sign, or building.

2. **Moving Signs.** Flashing, blinking, fluttering, undulating, swinging (non canopy signs), rotating, or otherwise moving signs, pennants, balloons, holograms, light beams, or other free flowing decorations.

3. **Temporary Signs.** Banners, banner signs, portable signs or any device which can be classified as a portable sign, including, but not limited to: Signs with wheels that can be rolled onto the sidewalk or street right-of-way, signs supported by an A-frame apparatus, signs supported by a heavy weight at the base, that can be rolled into place, or any other device in the form of a sign that is of a temporary nature and not permanently affixed to a building or sign structure. Refer to Section 4670.I. Temporary Signs-Permitted Uses for exceptions.

4. **Off-Premises Signs.** Signs for advertising or identification of a business not located on the same premises as the sign. For the purposes of this definition, this shall include the outdoor display of items, which are not for sale within the business.

5. **Neon Signs or Valances.** Any neon sign located on the outside of a building or attached to a sign structure.

6. **Readerboard or Changeable-Copy Signs.**

7. **Roof Signs.** Any sign placed or painted upon or above the roof or parapet wall of a structure.

8. ~~Profane Language on Signs.~~

9. Sexually Explicit Nudity on Signs.

E. Sign Materials and Design

1. **Materials.** Signs may be constructed of, but not limited to painted, stained or carved wood; brick or stone; glass; high density urethane foam; gold leaf and silver leaf; metal, which is painted, rusted, or anodized, rust resistant, or otherwise treated to prevent reflective glare. Prohibited materials include: plexiglass, polymers, plastics, acrylic, lexan, and flex face, with the exception of those used for letters, as defined in E.6.

   a. Background colors may include any color, with the exception of white or yellow, fluorescents, and certain tints of said colors. A complete color palette is available in the Town Planning Department, and paint samples

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: NOVEMBER 1, 2018
MEETING DATE: NOVEMBER 5, 2018

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER VALENTINE

SUBJECT: **ITEM P18-270:** REQUEST FOR AN AMENDMENT TO A PAST CONDITION OF APPROVAL OF A CONDITIONAL USE PERMIT FOR BRUSHBUCK WILDLIFE TOURS ADDRESSED AT 490 SOUTH HIGHWAY 89.

APPLICANT/OWNER: BRUSHBUCK GUIDE SERVICES, INC.

STATEMENT/PURPOSE

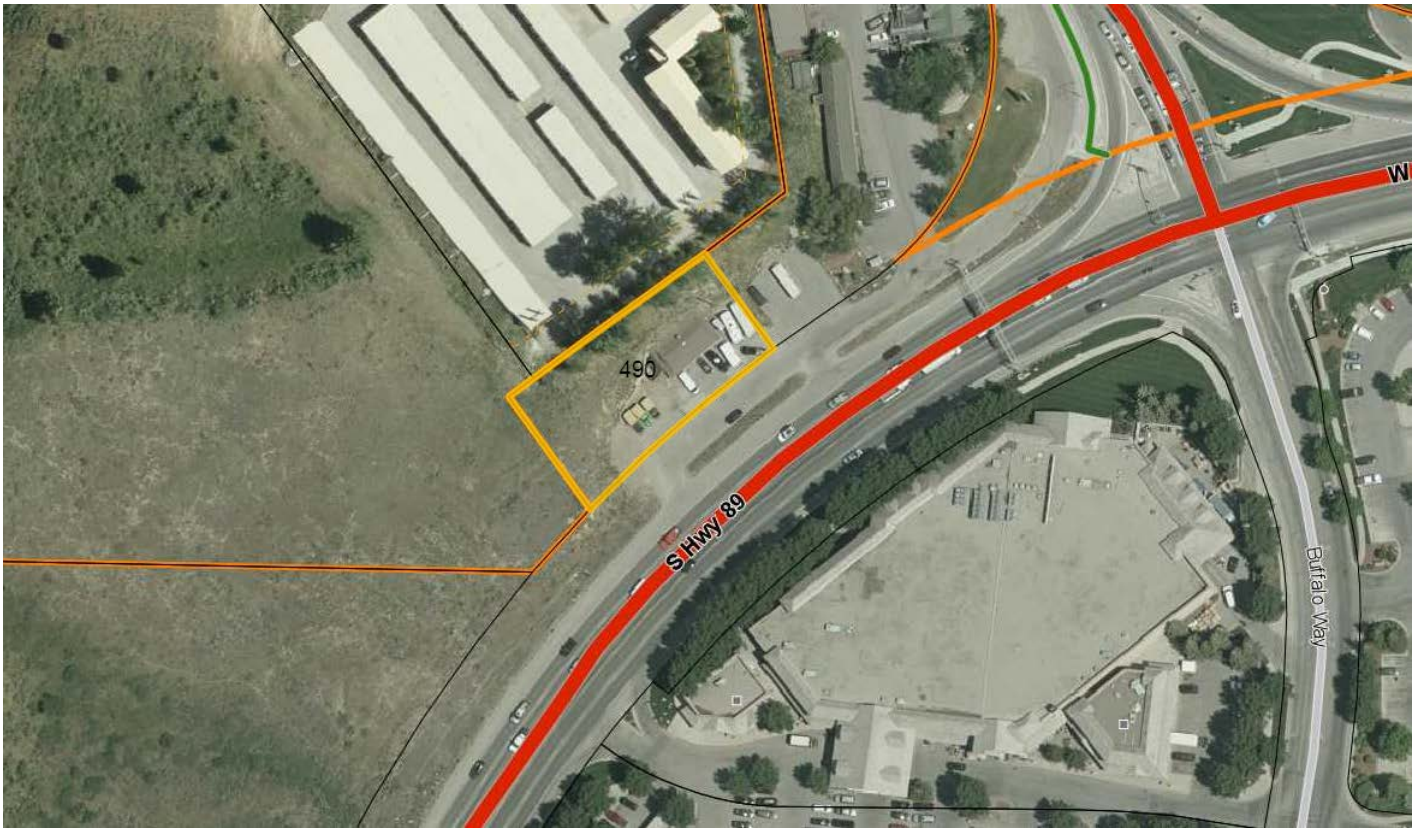
The applicant is requesting approval for an amendment to a past condition of approval to Conditional Use Permit (CUP) P17-102, specifically to extend the original 18 month deadline set upon the approval to complete and deed restrict an on-site employee housing unit in conjunction with Brushbuck Wildlife Tours.

APPLICABLE REGULATIONS

Section 8.4.2 Conditional Use Permit
Section 8.2.13 Amendment of Permits or Approvals

LOCATION

The property is located at 490 S. Highway 89, legally described as Part SW1/4NE1/4, Section 32, Township 41, Range 116. An aerial photo and zoning map are shown below:



BACKGROUND/ALTERNATIVES

The Town Council approved a CUP for this project to allow a Tour Operator, Brushbuck Wildlife Tours, at 490 S. Highway 89 on August 28, 2017. It was determined through an independent calculation that the operation generated over 400 sf of housing which meant the owner was required to build an on-site employee unit and deed restrict it. The approval required to applicant to convert a portion of the existing building to

residential. To ensure the work was completed the Town required the applicant provide a bond for 125% of the costs associated with constructing the unit. Also, several conditions of approval were placed on the project, one of which set a deadline for when the applicant had to submit for building permit and complete (Certificate of Occupancy) and deed restrict the employee unit. The specific condition is as follows:

1. A building permit for the required deed restricted unit shall be submitted within one (1) year of Town Council approval and shall be completed (i.e. Certificate of Occupancy) within eighteen (18) months of Town Council approval. The deed restriction shall also be recorded with the County Clerk within eighteen (18) months of Council approval.

The applicant submitted a building permit (B18-0369) for the residential unit conversion and grading permit (B18-0368) for water/sewer connection on June 1, 2017 prior to the 1-year deadline which satisfies the first part of the above condition. The grading permit was approved and ready to be picked up on July 25th and the building permit was approved and ready to be picked up on August 8th. At this time no permits have been picked up. The building permit was never picked up was because the applicant did not provide proof of a licensed contractor to do the work. The grading permit was never picked up because the applicant stated that bids for excavation for water/sewer from Rendezvous Engineering came in 40% higher than expected and that all excavation companies need to break ground in 2019 based on the impacted industry. Based on the difficulties securing a contractor for the excavation work, the applicant sought to pick up only the building permit but the Town could not issue the building permit because the site was not connected to water/sewer. Essentially the building permit and grading permit needed to be issued together. The Town later stated that the building permit could be issued separately on the condition that the applicant bonds for the costs of the utility work. Once the cost of the utility bond came back much higher than expected, the applicant took a step back to consider other options of connecting to other properties in the vicinity. By this time the 'no digging in the right-of-way' ordinance (October 15th – April 15th) was approaching and the applicant realized that additional time may be needed. Even if the building permit is issued and the Town collects a bond for utilities, the residential unit cannot receive a Certificate of Occupancy until utility work is done. Since utility work cannot start until after April 15, 2019 based on the 'no dig' ordinance taking effect October 15th, the original February 28, 2019 deadline to complete the unit will have passed putting the CUP in violation of the original approval.

Project Description

The applicant is requesting to modify the condition of approval so that the required compliance date for Certificate of Occupancy and recording of the deed restriction be November 1, 2019. The applicant hopes to be issued a building permit to perform the majority of the improvements within the building immediately so that the only outstanding work remaining is water/sewer connections which will happen shortly after April 15th. The applicant will bond for the water/sewer at the time of building permit providing some assurance all work will be completed.

Staff Review

The most common procedure for amendments of previous approvals, in this case a CUP, is review from both the Planning Commission and Town Council. However, if the amendment is specific to a condition of approval set on a project, Section 8.2.13.B.1.b. (Amendment of Permits or Approvals) allows the amendment request to go directly to the decision-making body that approved the project.

One of staff's concerns with this request is the order of operations. Typically required housing is provided on the front end in conjunction with a project, but in this case the applicant has been operating for well over a year without providing the required housing mitigation. In fairness to the applicant, they were granted 18 months to fulfill their obligation to build the on-site employee unit but there is only four months left and no

work has commenced nor has a building permit been issued. Even if a building permit is issued, the window for digging in the right-of-way has closed which means the unit won't be connected to water/sewer until after April 15th which is almost two months past the February 28th deadline. At this time staff is comfortable with issuing the building permit provided the applicant bonds for the costs of the water/sewer connection, this way they can perform the majority of the residential improvements over the winter and connect to water/sewer shortly after April 15th. Additional concerns are related to utility costs. Staff is concerned the estimates to complete the work will be too high and leave the applicant needing more time or unable to complete the project.

Council now has discretion whether to allow the applicant additional time to complete the unit or let time run out and the permit expire. Below are three options for Council consideration, one not in favor of a time extension and two in favor of extension. Regardless of which option the Council chooses, failure to complete the unit by the deadline is considered a violation of the CUP and the Planning Director has the option to bring a revocation hearing before the Council which could potentially result in revocation of the approval no longer allowing Brushbuck to operate.

Staff's provides the following options for Town Council:

1. Deny the request to Amend the CUP:
   This option would not allow additional time to complete the housing unit and the applicant will would to complete the work by no later than February 28, 2019 as originally approved. If the work is not completed by February 28, 2019 the Town has the option to call on the bond and build the unit or consider revoking the CUP.

2. Approve the request to Amend the CUP to allow an extension to no later than July 1, 2019:
   This option is in line with staff's recommendation and would extend the CUP to July 1, 2019 allowing the applicant the opportunity to build the deed restricted unit. Specifically this option requires that a Certificate of Occupancy be issued and the deed restriction recorded no later than July 1, 2019.

3. Approve the request to Amend the CUP to allow an extension to November 1, 2019:
   This option is in line with the applicant's request and would extend the CUP to November 1, 2019 allowing the applicant the opportunity to build the deed restricted unit. Specifically this option requires that a Certificate of Occupancy be issued and the deed restriction recorded no later than November 1, 2019.

Although staff has concerns about granting extensions, staff is of the opinion that it would benefit the Town more to have this project succeed rather than expire, especially considering that a deed restricted unit is required. Staff is supportive of Option #2 which would extend the project to July 1, 2019, for the following reasons:

1) When the Town approved the CUP we placed a condition requiring the applicant to bond for 125% of the estimated costs associated with converting a portion of the building into a residential unit. If the unit is not built within the deadline, the Town can call on the Escrow Account for $21,755.00 and build the unit or Council could consider revoking the CUP.

2) It would be beneficial to allow additional time considering that a deed restricted unit is required.

Staff Findings

Pursuant to Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations, the following findings shall be made for the approval of a Conditional Use Permit.

Staff would like to clarify that because no changes are being made to the physical development or operation of the Brushbuck Wildlife Tours CUP, all of the below findings that were made with the original approval remained the same and comply.

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

   The proposed development is located within District 4 Midtown - Subarea 4.1 Midtown Highway Corridor of the 2012 Comprehensive Plan which states:

   This mixed use, TRANSITIONAL Subarea is dominated by West Broadway Avenue, Highway 22 and the Y intersection. Development intensity should be oriented towards these roadways and configured in two to three story mixed use buildings with adequate setbacks and screening proportional to these busy highway corridors and intersections. Along the north side of West Broadway four stories buildings will be allowed when they are built into and used to screen the adjacent hillside. All building designs should incorporate techniques to mitigate height such as stepping back upper floors from the streetscape. Parking areas should be predominantly in the rear or screened from view. The lower levels of buildings should contain a variety of non-residential uses including retail, service and office uses catering to locals, while residential uses should be located predominantly on the upper levels of mixed use buildings or to the rear of a site and away from the highway. Future structures will be predominantly mixed use, while multifamily will be allowed if it properly addresses the street. It will be important to successfully integrate the land uses and patterns in this area with adjacent subareas.

   A goal of the subarea will be to implement complete street amenities, balancing the needs of vehicle and alternative transportation users. Pedestrian connectivity across West Broadway Avenue will be needed to ensure access to the neighborhood amenities located in the southern portion of the district. Some single use and auto-oriented uses (e.g. gas stations and auto dealers) will still be needed in the future. These uses should follow the desired building form and pattern as much as possible, including providing connectivity by all travel modes to adjacent lots. A key challenge in this area will be to identify a solution to accommodate a wildlife crossing along West Broadway Avenue.

   Complies. Staff finds the proposed project meets the intent and vision for this subarea. Subarea 4.1 is a transitional area and is desired to have a mixture of uses. Most of the above mentioned vision is applicable to new development and not so much applicable to use of existing sites. Staff finds the use to be compatible with the existing site and a suitable location for tour operations, especially given the direct highway access. Furthermore, the site has been subject to a number of uses (gas station, farm stands) over the years that attract customers to the site. Since the site's location presents some challenges in terms of parking and access, the applicant's proposal to limit the use to staff only is beneficial from an operations standpoint.

   In addition, staff has analyzed this application for consistency with the Policy Objectives for District 4 Midtown as follows:

   Common Value 1: Ecosystem Stewardship

   Policy 1.1.c: Design for wildlife permeability

   Complies. The proposed project is not expanding the building or site coverage beyond its historical use thus staff finds that the project meets the above policy.

Common Value 2: Growth Management

Policy 4.1.b: Emphasize a variety of housing types, including deed-restricted housing

Complies. Although the proposal is not for a new development, the applicant is proposing to provide a deed restricted employee unit on-site to meet their employee housing requirement.

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

Complies. The proposed project is located within Town limits and provides business to the local community and visitors.

Policy 4.2.c: Create vibrant walkable mixed-use subareas

Complies. Although no new development will result from the proposal, the site will essentially maintain the same pedestrian connectivity.

Policy 4.3.a: Preserve and enhance stable areas
Not applicable to this proposal.

Policy 4.3.b: Create and develop transitional areas

Complies. The proposal is a re-use of an existing site consisting of site and building improvements which is encouraged within transitional areas.

Policy 4.4.b: Enhance Jackson gateways

Complies. The subject property is in a prominent location adjacent to the Y-intersection and has been for years used as a gas station and temporary farm stands. Staff finds that the proposed project will bring some permanence to the site along upgrades to the building to improve is function and appearance.

Policy 4.4.d: Enhance natural features in the built environment

Not applicable to this proposal.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. The applicant is providing an on-site deed restricted employee unit as part of their mitigation.

Policy 5.3.b: Preserve existing workforce housing stock

Not applicable to this proposal.

Policy 6.2.b: Support businesses located in the community because of our lifestyle

Complies. Staff finds that the proposed business is supportive of the lifestyle in Jackson, specifically as it relates to helping visitors safely view and learn about Jackson's rich diversity of wildlife. Such tours are a key part to the overall attractions and amenities that serve the needs of visitors, residents and business owners.

Policy 6.2.c: Encourage local entrepreneurial opportunities

Complies.

Policy 7.1.c: Increase the capacity for use of alternative transportation modes

Complies. The proposal will not be requiring patrons to drive to the subject site but rather provide a pick-up service similar to that of carpooling which is in line with the above policy.

Policy 7.2.d: Complete key Transportation Network Projects to improve connectivity

Not applicable to this proposal.

Policy 7.3.b: reduce wildlife and natural and scenic resource transportation impacts

Complies. Because an environmental analysis for visual and wildlife impacts was not required, staff finds that the proposed use is consistent with the above policy.

Staff finds that the proposed Conditional Use is consistent with the desired future character for this area (Subarea 4.1 Midtown Highway Corridor) and meets all characteristics described for this area.

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

   Complies. Staff finds that the proposal is compliant with the standards of Division 6.1. The proposed Outfitter/Tour Operator use is an allowed use within the Auto Urban Commercial – (AC) zoning district with the approval of a Conditional Use Permit.

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

   Complies. As conditioned, staff finds that the proposed operation will minimize the visual impact on adjacent lands. There is no new development, but rather a re-utilize and existing building consisting of interior upgrades and exterior cosmetic improvements (i.e. paint, decor, etc). Furthermore, the proposed project will provide a form of predictability compared to previous uses that had no formal approvals or conditions set upon them. The predictability will be the long-term use of the site, parking plan and access.

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

   Complies. Staff finds that the proposed use will not have an adverse environmental impact. Although the site is within the NRO and SRO, no further site disturbance is proposed and the operations will be conducted with previously disturbed areas.

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

   Complies. As conditioned, staff finds that the proposed use minimizes adverse impacts on nuisances by formalizing the site's use and parking. Staff does not find that noise will be an issue as this use does not operate late at night and does not include use of heavy equipment. The noises resulting from this use will be typical to others located along the busy highway.

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

   Complies. Staff finds that the proposal will have no significant adverse impact on public facilities.

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

   Complies. Staff finds that the proposed use and development complies with the provisions of the LDRs. The proposed development meets all other applicable regulations such as Setbacks, FAR, Lot Coverage, LSR, etc. In addition the proposed use and development complies with all other Town Ordinances.

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

   Not applicable to this request

ATTACHMENTS

Applicant Submittal
Department Reviews
Original Staff Report
Grading Permit Details & Utility Locations

STAKEHOLDER ANALYSIS

The primary stakeholders are the adjacent residential property owners.

PUBLIC COMMENT

None at this time.

FISCAL IMPACT

There will be no significant fiscal impact to the Town if the proposed project is approved.

STAFF IMPACT

There will be minimal impact to staff resources if the proposed project is approved.

LEGAL REVIEW

Complete.

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

The Planning Director recommends **approval** of Option #2, an amendment to the Brushbuck Conditional Use Permit for the property located at 490 S. Highway 89 subject to the department reviews attached hereto and the following condition of approval:

1. The required deed restricted unit shall be completed including issuance of a Certificate of Occupancy and a deed restriction recorded with the County Clerk no later than July 1, 2019.

SUGGESTED MOTIONS

Based upon the findings as presented in the staff report and as made by the applicant for Item P18-270, I move to make findings 1-8 as set forth in Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations relating to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals for an amendment to a past condition of approval of a Conditional Use Permit for Brushbuck Wildlife Tours located at 490 S Highway 89, subject to the department reviews attached hereto and the following condition of approval:

1. The required deed restricted unit shall be completed including issuance of a Certificate of Occupancy and a deed restriction recorded with the County Clerk no later than July 1, 2019.

PLANNING PERMIT APPLICATION

Planning & Building Department
Planning Division

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

ph: (307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

For Office Use Only

Fees Paid_____

Check # _____ Credit Card_____ Cash_____

Application #s _____ _____ _____

PROJECT.

Name/Description: Apartment build

Physical Address: 490 S. Highway 89 Jackson WY 83002

Lot, Subdivision: _____ PIDN: _____

OWNER.

Name: BrushBuck Holdings Inc. Phone: 307-699-1200

Mailing Address: 320 E. Howard Ave Driggs ID ZIP: 83422

E-mail: brushbuck marketing@gmail.com

APPLICANT/AGENT.

Name: Adam Lackner Phone: 307-699-1200

Mailing Address: PO Box 7631 Jackson WY ZIP: 83002

E-mail: brushbuck marketing@gmail.com

DESIGNATED PRIMARY CONTACT.

X Owner _____ Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; see Fee Schedule for applicable fees.*

Use Permit

_____ Basic Use

✓ Conditional Use

_____ Special Use

Physical Development

_____ Sketch Plan

_____ Development Plan

Interpretations

_____ Formal Interpretation

_____ Zoning Compliance Verification

Relief from the LDRs

_____ Administrative Adjustment

_____ Variance

_____ Beneficial Use Determination

_____ Appeal of an Admin. Decision

Development Option/Subdivision

_____ Development Option Plan

_____ Subdivision Plat

_____ Boundary Adjustment (replat)

_____ Boundary Adjustment (no plat)

Amendments to the LDRs

_____ LDR Text Amendment

_____ Zoning Map Amendment

_____ Planned Unit Development

PRE-SUBMITTAL STEPS. *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department.* ***If this application is amending a previous approval, indicate the original permit number.***

Pre-application Conference #: n/a Environmental Analysis #: _____

Original Permit #: n/a Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. *Twelve (12) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department.. 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?

✓ **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.

N/A **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

✓ **Response to Submittal Checklist.** All applications require response to applicable review standards. These standards are outlined on the Submittal Checklists for each application type. If a pre-application conference is held, the Submittal Checklists will be provided at the conference. If no pre-application conference is required, please see the Administrative Manual for the applicable Checklists. The checklist is intended as a reference to assist you in submitting a sufficient application; submitting a copy of the checklist itself is not required.

FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

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

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

Signature of Owner or Authorized Applicant/Agent — Date: 09/13/2018

Name Printed: Adam Lackner — Title: Owner

Details on CUP Amendment for BrushBuck Wildlife Tours

- 2014 the 490 South Highway 89 property is annexed by the Town of Jackson from Teton County. This means the property is on a septic and well but will needs to be hooked up to city water/sewer.

-December 2016- BrushBuck Wildlife Tours purchases the 490 South Highway 89 property.

-August 2017- BrushBuck Wildlife Tours receives a Commercial Use Permit to operate at the property with 18 months (By February 28th 2019) to fulfill the housing obligation of building an onsite apartment for a deed restricted 450 sq ft apartment and put in some other minor upgrades.

- June 2018- BrushBuck submits plans to build apartment to town and plans for excavation.

-July 2018- bids for excavation come back 40% above bid estimates from Rendezvous Engineering. Excavation companies all say they need to break ground in 2019.

August 2018- Town of Jackson tells BrushBuck Wildlife Tours "permits are ready but we can't issue apartment building permit until city water/sewer permit is reviewed and signed off by Brian Lenz. I also find out there's a high liability issue because of an old gas station that leaked oil/gas into the grass field in front of Cutties creating an issue with every contractor we talk with. Our engineer has worked the situation out to use insulated pipe and only dig 5 1/2' so we don't dig into the hazard area. Contractors are also hesitant to dig in front of Cutties because of fiber optic lines but will still do it. All contractors can't break ground until 2019. We have bid this 3 times, once through mass email to contractors with 2 walk throughs. Only 2 bids are submitted out of over 30 contractors contacted. Everyone is busy with the current building boom.

August/September 2018- I've called the town many times and can't get an answer to build the apartment so we have one problem knocked out. The towns position is we can't get a certificate of occupancy without water/sewer hooked up so we can't start our apartment build until we receive the permit to build.

September 2018- We find out there is a possibility we can hook on to the private property city water/sewer line that is above us at the "Old West Storage" property above the BrushBuck property. We are currently in negotiations as this in the most sensible route, but its a private line.

The current situation of excavation companies being booked out doesn't allow BrushBuck to pursue the city water/sewer excavation until sometime in 2019. Therefore BrushBuck Wildlife Tour can't be signed off for a certificate of occupancy until this sewer/water is hooked to the building.

Tyler Valentine

From: BrushBuck Training Channel <brushbuckmarketing@gmail.com>
Sent: Monday, October 01, 2018 12:13 PM
To: Tyler Valentine
Subject: Re: TOJ CUP amendment BrushBuck

Tyler,

I put November 1st on there somewhere! I'm basically asking for a full excavation season.

Thanks,
Adam

On Mon, Oct 1, 2018 at 11:09 AM Tyler Valentine <tvalentine@jacksonwy.gov> wrote:

Adam,

So are you requesting a 6 month extension from the Feb 28th date which gets you to August 28th? Because the application doesn't have a specific date or amount of time requested. It's sort of vague and refers to 'sometime in 2019'.

-Tyler V

From: BrushBuck Training Channel [mailto:brushbuckmarketing@gmail.com]
Sent: Friday, September 14, 2018 1:52 PM

To: Tyler Valentine <tvalentine@jacksonwy.gov>
Subject: Re: TOJ CUP amendment BrushBuck

The plan is to break ground in April as contractors have said thats doable possibly because melt off happens good and early generally speaking by that time. However, I've been warned that should we get into the cleanup area in front of Cutties it could lead to work stops and federal inspectors which take time to come look and dump truck out dirt if need be. I'm in contact with the Hoffmans property (Old West Storage) now and we may take a completely different route and hook om above us □ this will work. Rendezvous is drawing up a basic sketch and if we bore drill a hole this way its only 80 feet instead of a 1/4 mile landmine field. We just had a 3rd problem/option come in that Tyler Davis may be interested in hooking in fo r their build on Cutties property but we'll have an answer soon on where they stand I think. We should know if Old West will play ball in a week or so and I'll get immediately back to you. If Old West doesn't then of course the 1/4 mile landmine route is our only choice.

I'll be in touch. Please keep in mind- water and sewer are working fine so I realize this is a long route to the best route but it's a lot of logistics for a 1/2 an acre! Let me nag the shit out of Hoffmans and get back. If that works we may be able to bore much sooner.

Thanks,

Adam

On Fri, Sep 14, 2018 at 10:59 AM Tyler Valentine <tvalentine@jacksonwy.gov> wrote:

How long does it take to complete the utility work? From May to November would be 6-7 months which seems excessive. The contractor would need to provide the estimated timing on the work. And bids should be done in advance of May so that by April 15th (earliest possible start date) the work can commence. Does this make sense?

From: BrushBuck Training Channel [mailto:brushbuckmarketing@gmail.com]
Sent: Thursday, September 13, 2018 4:43 PM
To: Tyler Valentine <tvalentine@jacksonwy.gov>
Subject: Re: TOJ CUP amendment BrushBuck

Tyler,

Excavation is the only reason I would ask for November. Several companies (Yellow Iron, Evans, Eastmans) all said their mostly booked for next year so adding a 3 week project may be still tough.

We plan for May break ground but November to give us a full excavation season for proper bids seems reasonable, only because of excavation availability.

Thoughts?

Thanks,

Adam

On Thu, Sep 13, 2018 at 4:39 PM Tyler Valentine <tvalentine@jacksonwy.gov> wrote:

Adam,

I will look at this tomorrow. The one thing that should change is the extension date. You have to remember Brushbuck has been operating for well over a year without providing the required housing which is not how the Town typically operates. Usually businesses cannot operate until the required housing is occupied and deed restricted. So when you ask Council for time, Staff will likely recommend that the work be completed (CO and deed restriction recorded) no later than May 1st or June 1st. You can certainly ask for the November date, but staff must look out for the Town's interest and exercise conservative recommendations when it comes to housing. But Council gets the final call, not staff.

-Tyler V

From: BrushBuck Training Channel [mailto:brushbuckmarketing@gmail.com]
Sent: Thursday, September 13, 2018 4:24 PM
To: Tyler Valentine <tvalentine@jacksonwy.gov>
Subject: TOJ CUP amendment BrushBuck

Tyler,

Looks like I attached two of the same. Here lets try this one.

Thank you,
Adam Lackner

307-699-1200

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Project Plan Review History

PLANNING

Project Number P18-270
Project Name CUP Amendment - Brushbuck
Type CUP
Subtype SERVICE
Status STAFF REVIEW

Applied 9/14/2018 STOL
Approved
Closed
Expired
Status

Applicant Adam Lackner
Owner BRUSHBUCK GUIDE SERVICES INCOR

Site Address 490 S HIGHWAY 89
City JACKSON
State WY
Zip 83001

Subdivision
Parcel No 22411632100030
General Plan

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
Fire Kathy Clay	NO COMMENT	9/14/2018	10/5/2018	9/17/2018	
Legal A Cohen-Davis	APPROVED	9/14/2018	10/5/2018	10/4/2018	
Parks and Rec Steve Ashworth (10/16/2018 10:01 AM STOL) Tiffany, No comment from Parks & Rec on P18-270.	NO COMMENT	9/14/2018	10/5/2018	10/15/2018	
Pathways Brian Schilling	NO COMMENT	9/14/2018	10/5/2018		
Planning Tyler Valentine (10/30/2018 10:14 AM TV) Please see staff report analysis	APPROVED W/CONDITI	9/14/2018	10/5/2018	10/30/2018	
Police Todd Smith (10/12/2018 4:05 PM STOL) Tiffany, Law Enforcement has no concerns at this time. Todd Smith	NO COMMENT	9/14/2018	10/5/2018		
Public Works Brian Lenz	APPROVED	9/14/2018	10/5/2018	10/12/2018	

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks

Notes
(10/12/2018 4:44 PM BTL)
Conditional Use Permit – APPROVED

P18-270
Brush Buck Wildlife Tours, c/o Adam Lackner
490 S. Hwy 89

October 12, 2018
Brian Lenz, 733-3079

NOTES FOR APPROVAL

The applicant was offered the opportunity to bond for the cost of the submitted and approved water and sewer utilities. Additionally, the Fire Department was willing to find a temporary solution for the fire sprinkler requirement should they chose to build the unit.

The Town did inquire about the connection to the private utilities with the engineer at the pre-application meeting and were told that the private line owners were not agreeable to the connection. We think that connection to the private utilities is feasible and prudent. We are researching the Connection and Use Agreements for the private lines to determine if they were executed and if any terms or conditions need to be satisfied. In the event there is no record of the agreements, agreements will need to executed between the Town and the private land owner and the Town and the Applicant.

START Darren Brugmann	NO COMMENT	9/14/2018	10/5/2018		
TC Housing Authority Stacy Stoker (9/24/2018 2:53 PM SAS) The Housing Department is disappointed that the completion of this unit is being delayed. However, approval is recommended so that this unit can be added to the supply as soon as possible.	APPROVED	9/14/2018	10/5/2018	9/24/2018	See Notes

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: AUGUST 24, 2017
MEETING DATE: AUGUST 28, 2017

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER VALENTINE

SUBJECT: **ITEM P17-102:** REQUEST FOR APPROVAL OF A CONDITIONAL USE PERMIT FOR A NEW TOUR OPERATOR LOCATED AT 490 S. HIGHWAY 89.

APPLICANT/OWNER: BRUSHBUCK WILDLIFE TOURS - ADAM LACKNER

REQUESTED ACTION

This item was continued from the last Town Council meeting on August 8, 2017

The applicant is requesting approval of a Conditional Use Permit (CUP) for a new Tour Operator (Brushbuck Wildlife Tours), located at 490 S. Highway 89.

APPLICABLE REGULATIONS

Section 8.4.2 Conditional Use Permit (CUP)

LOCATION

The subject property is addressed as 490 South Highway 89. An aerial photo and zoning map are shown on the following page showing the general location of the proposed site (please see the applicant submission for a detailed site plan):

BACKGROUND/ALTERNATIVES

The subject site is .45 acres (19,602 sf) and is located on the northern side of Highway 89 just west of the Y-intersection. The property was recently annexed from the County to the Town in September of 2016 and was subsequently rezoned to AC (Auto-Urban Commercial). The site consists of an existing 1,300 sf single-story

commercial building built in 1983 that for many years was the home of the Maverick gas station. More recently, the site has been used for temporary uses such as farmers markets. The site is also located in the NRO (Natural Resource Overlay) and SRO (Scenic Resource Overlay) and has significantly steep slopes along the northern and western portions of the property. Access is taken directly from the highway in the form of two vehicular entrances that give way to a sectioned frontage road that runs adjacent to the subject property and the property to the east (Cutty's / Gables Motel).

Project Description

The applicant, who is also the owner of the subject property, is requesting approval to operate a wildlife viewing company called Brushbuck Wildlife Tours. The LDRs allow Tour Operators but requires them to obtain a CUP to operate within the AC zoning district. The proposal is to use the existing site and structure as the base of operations for both employee and company vehicle parking. There are no plans to expand the existing building or the parking lot, however the applicant has begun improvements to the interior of the building including minor repairs and upgrades.

In terms of parking, Tour Operators are required to provide an independent calculation which staff will address in further detail under the staff analysis. Based on the site plan, (14) compliant spaces are provided with (2) additional tandem spaces, for (16) total. The applicant has proposed a parking requirement of (11) spaces: (5) vans, (1) suburban, (3) safari trucks and (2) spaces for office employees. Operationally, customers will call for reservations and be picked up from their location, most likely from a local hotel/motel. No customers will drive to the site which is an essential piece to the functionality of the site. The proposed parking plan is to swap out arriving vehicles for departing ones, whether it be an employee swapping their vehicle for a tour van/truck or vice versa. All vehicles will be backed into parking spaces to limit traffic and congestion within the WYDOT frontage road. This operation will run year round with peak activity during the summer requiring (20) employees and slower activity during the winter with (9) employees. Because the demand for tours will decrease during the winter, the owner will move and store 4-6 vehicles over the hill (Victor) on their private property for the winter to make room for storage of trailers and snowmobiles for other local tour operators in Town. During the winter, the site will assumingly have room to store 4-6 snowmobile trailers. Finally, the applicant is proposing to convert a portion (approximately 450 sf) of the existing building to provide an on-site deed-restricted employee rental unit to meet their housing requirement.

Staff Review

Tour Operators are not a new type of business in the Town of Jackson but provide a unique amenity to both residents and visitors. There are numerous such operators within the Town, many of which have operated under prior Land Development Regulations that may not have required a CUP, but would otherwise require one under current regulations. As a point of reference, a CUP for Tour Operators and Outfitters has been required since the adoption of the 1994 LDRs. Since these types of business are so unique and range in their scale and services provided, the LDRs require a CUP to conduct an in-depth review of the use on a case-by-case basis to determine compliance with the LDRs and to understand its impacts on seasonal employees, parking, storage, access, etc.

Staff has reviewed the proposed use for the subject property and as conditioned have found it to be in compliance with the LDRs and consistent with the 2012 Comprehensive Plan. With that being said, staff has reservations regarding certain aspects of the request, specifically access and parking. In terms of the request, staff finds the location to be suitable for the proposed operation. Since the site is limited with space, the business's success and functionality is predicated on not allowing guests to come to the site but rather using the site as the base of operations for vehicle parking. Staff is supportive of this plan because the site can be managed better from a parking and access standpoint.

Parking

Perhaps the project's biggest regulatory issue is determining the proper parking requirement for this unique use and its proper management. Under Sec. 2.3.5.C.1, the parking requirement for an 'Outfitter/Tour Operator' use is determined by an independent calculation.

Although the applicant's proposal states a parking demand of (11) spaces, staff finds the requirement to be (12): (5) vans, (1) suburban, (3) safari trucks, (2) on-site office employee vehicles and (1) space for the proposed on-site deed-restricted employee unit. As shown on the site plan the lot can accommodate a total of (16) spaces which is (4) more than needed. Two of the (16) spaces are tandem. Based on the unique nature of the business, all parking including tandem will be managed by the staff and owners similar to how valet parking works with hotels/motels. Because the site will be used as a base of operations with no guests or customers coming to the site, staff is supportive of viewing these tandem spaces similar to hotel valet parking because it will be managed internally.

During the peak season from April through September (please see attached Annual Schedule), the site will be active at certain times of the day due to the scheduling of tours meaning not every tour vehicle will be in use at the same time nor will all employees be on the clock simultaneously. As stated in the applicant's submittal, all vehicles will be backed into the parking spaces which from a safety standpoint is ideal compared to reversing out onto the frontage road. As stated above, arriving vehicles will swap with departing vehicles throughout the day. Because the site is limited on space, vehicles arriving at the site will temporarily idle in the WYDOT frontage road while staff coordinates and swaps a parked vehicle for the new arrival. Since wildlife tours generally take a few hours and are scheduled throughout the day, the site will not have a 'rush' of vehicle swaps all at once but rather have a steady flow of arrivals and departures. Staff finds that this plan, as conditioned, can work efficiently if managed properly. Staff does have concerns regarding the potential for long-term or overnight parking within the frontage road and has provided discussion and conditions under the Vehicle Access section below.

October is a slow month for tours. However during winter from November to April (please see attached Annual Schedule), the business will still perform tours but at a much slower pace. The plan is to move 4-6 of the Brushbuck vehicles over the hill to the owner's private property to store for the winter. This will free up 4-6 spaces to rent to other local outfitters in Town needing additional space. The owner plans on renting the winter spaces for snowmobile trailers. All functions of access and parking will remain the same as during the summer months (i.e. backing in vehicles, no parking overnight or long-term in the frontage road, no parking on the dirt, etc).

Staff has had conversations internally and with Public Works regarding the condition of the pavement and whether this proposal should trigger a requirement to pave the lot. Currently no condition to pave the lot has been added. There have been cases where staff has required an applicant to pave the lot, typically during a new development or with a use permit and no pavement exists. There also have been scenarios where paving was not required as part of a change of use. Since each situation is case-by-case, staff has wrestled with whether a condition should be added or not. If the lot does not get paved now it will slowly deteriorate and it has been for a while. There is also the option of applying a treatment to certain areas of the lot that are worse off than others. On the other side of the discussion, the lot is already paved and can be striped to formalize the parking. Also, a paving requirement would force the applicant to clear the lot and displace all vehicles for up to 5-7 days to accommodate for paving. Staff is seeking direction on this matter.

Staff has added some conditions of approval to address the following concerns.

1. Parking Compliance: Staff has added a condition of approval that at no time shall vehicles be parked on the dirt or outside of the approved parking plan.

2. Employee Parking Signage: Staff has added a condition of approval requiring that the on-site deed-restricted employee unit be provided with a signed parking space to ensure overnight parking is maintained.
3. Striping: Staff has added a condition of approval requiring that the site be striped to formalize the parking.

Vehicle Access / WYDOT right-of-way

Vehicular access to the site will be taken directly from Highway 89 through two vehicular entrances which gives way to a WYDOT frontage road which is approximately 30' wide. This frontage road is important to the proposed project because it allows space for vehicles to back in and out of the site. As shown on the site plan, the subject lot is not large enough to properly address and provide the minimum 24' back-out distance required for parking spaces. Staff has reached out to WYDOT regarding this matter and no major concerns were raised nor are any permits required for Brushbuck to operate. WYDOT has acknowledged and understands that their right-of-way frontage road will be used as a short-term parking area for vehicle swaps but is not in favor of any long-term or overnight parking. A condition of approval has been added that no vehicles shall park in WYDOT's right-of-way overnight and shall only use the right-of-way for temporary swapping of vehicles. Because no guests will be coming to the site, staff is comfortable with this plan because staff and the owners will management access and parking for employee and company vehicles. Both staff and WYDOT agree that all vehicles be backed into the parking spaces for safety reasons. Furthermore, WYDOT has recommended that one parking space always be available so when vehicle swaps occur, the vehicle coming into the site can immediately park reducing congestion in the frontage road. At this time, staff has not required that one space be available considering that the parking plan is essentially at full capacity.

Staff has considered the possibility of major improvements by WYDOT in the future to this part of the right-of-way such as widening the road which could directly affect the parking and access program the applicant has proposed. In talking with WYDOT, no future expansions are planned at this time. The STIP (State Transportation Improvement Plan) is a 6-year plan for WYDOT's future improvements, widening of this road and/or major improvements are not on the books. In speaking with WYDOT, they cannot predict the future past the 6-year STIP, but have confirmed that no changes to this area are planned. Knowing that changes may occur later, staff would like to protect the interest of WYDOT and the community by adding a condition of approval that if future highway improvements are proposed that affect the frontage road either by shortening its width or affecting vehicular access, the applicant shall amend the CUP and come back before the Town Council with a revised access and parking plan.

In regards to the proposed Y-intersection improvements planned this year after the Eclipse, staff has confirmed that the staging areas and will not affect the operations at 490 S Highway 89. Construction staging will not occur within the frontage road adjacent to the subject property. However, during the fall of this year the frontage road may be utilized for equipment storage at night. Ultimately, Brushbuck Tours and the community as a whole with be forced to cope with congested traffic conditions for the duration of the Y-intersection improvements.

Affordable / Employee Housing

<u>Employee Housing</u>: Section 6.3.1.D of the LDRs requires an independent calculation for Tour Operators. An independent calculation (attached) was provided and calculated based on the applicant's proposal resulting in a requirement to house 1.52 persons. The applicant will meet this requirement by converting a portion of the existing building into a one-bedroom deed restricted unit approximately 450 sf in size. A one-bedroom unit houses 1.75 persons which exceeds the applicant's requirement. The applicant has worked with the Jackson Teton Housing Department and provided a draft deed restriction (attached) along with a proposed floor plan (attached) that are consistent with the LDRs.

To ensure that the on-site unit is built, staff has required a bond, letter of credit or cashier's check for 125% of the cost of constructing the unit be submitted to the Town and such financial assurance shall not be released until the unit is built (i.e. Certificate of Occupancy) and deed restriction recorded with the County Clerk. The applicant has proposed financial assurance through an escrow account that will be managed by Jackson Hole Title & Escrow. The applicant will put the required amount of money into the account and an agreement between the Town and the applicant will be drafted by the Town Attorney stating the terms. Because the agreement can be drafted to ensure that the Town can pull upon the money being held by the escrow company, staff is supportive of this method of financial assurance because it functions similar to a letter of credit or bond. A condition of approval has been added regarding this matter and if the Council also supports this method it would direct the Town Attorney to draft the agreement subject to the agreed upon terms and conditions. Furthermore, to ensure that the unit is built within a timely manner, staff has added a condition of approval setting a deadline for building permit submittal, completion (i.e. Certificate of Occupancy) and recording of the deed restriction with the County Clerk. Finally, the LDRs allow for 100% shared parking between deed-restricted employee units and commercial uses provided the site has some on-site parking. Currently the applicant has enough on-site parking to provide a dedicated employee space. Staff has added a condition of approval that the employee unit be dedicated with a posted sign.

Natural Resource Overlay (NRO)

The subject property is located within the NRO. Section 5.2.1.D.1 of the Natural Resources Overlay Standards has exemption for alterations and additions. Because the proposal is limited to the use of the existing building and site, staff finds that the request is exempt from the standards of Section 5.2.1. However, staff has added a condition of approval stating that if the applicant proposes site expansion that the NRO standards would be applied and the applicant would be required to address such standards. Any and all illegal grading or site work shall also be viewed as a violation of the CUP and the Town Council will review this item for possible revocation.

Scenic Resource Overlay (SRO)

The subject property is located within the SRO. Section 5.3.2.D.b of the Scenic Resources Overlay Standards has exemption for the remodeling or expansion of existing structures. Because the proposal is limited to the use of the existing building and site, staff finds that the request is exempt from the standards of Section 5.3.2. However, staff has added a condition of approval stating that if the applicant proposes site expansion that the SRO standards would be applied and the applicant would be required to address such standards. Any and all illegal grading or site work shall also be viewed as a violation of the CUP and the Town Council will review this item for possible revocation.

Lighting

The Town of Jackson recently adopted new light regulations (Section 5.3.1) that will be applicable with this request. All proposed lighting must comply with these standards.

Signage

At this time no signs have been presented but the applicant has mentioned providing signage. All signs shall be approved separately through the submittal of a Sign Permit and be subject to the Town's sign standards found in Section 5.6.1.

Trash / Snow Storage / Bicycle Parking

The applicant has proposed a location on the site for snow storage that is compliant with the minimum standards of the LDRs (Please see the attached site plan). Also, a trash enclosure will be provided along the western side of the existing building and be screened with a fence. Finally, practically speaking this site is not in the best location for bicycle access, however it is always encouraged to provide options for alternative modes of transportation. The site will have a designated bicycle parking / storage area within the same fenced area that the trash enclosure is located in.

Noise / Visual

Staff finds that from a noise standpoint, there will not be any significant impacts beyond what typically has occurred on this property. Considering the operations will be from sun-up to sun-down, no late night activities are proposed. Also, the location is adjacent to the 22 and 89 highway intersection thus most noise will be generated from roadway traffic. Visually, the site will have a formalized parking plan and will be an improvement from the previous uses. The building has received some exterior cosmetic upgrades (paint, flower pots, etc.) in addition to interior upgrades which is an improvement from the building's historical appearance. Staff finds that as conditioned, the proposed project will not pose any significant visual or noise impacts.

In conclusion, staff finds that as conditioned the applicant's request meets the standards of the LDRs and Comprehensive Plan. Staff would like to note that violation of the approved plan or conditions of approval may result in revocation of the CUP.

Recreational Vehicles (RVs)

Beginning at the time of submittal for this CUP application, staff has been aware that the subject site and adjacent property to the east have been used for storage of RVs. This is not part of the proposal, however when the applicant originally purchased the property they engaged in a lease agreement to allow some RVs to be stored and rented from the subject property. Not aware of the rules at the time, staff reached out to the applicant to clarify this type of use has never been permitted. The applicant explained that the lease ended on October 1, 2017 and after that date all RVs will be gone from the premises. Staff has agreed to work with the applicant on this matter provided that all RVs are vacated from the subject property before October 1, 2017 and if any RVs are found on the property it could result in revocation of the CUP and come back before Town Council Review. Staff further added this as a condition of approval to ensure compliance.

Planning Commission

This item was reviewed by the Planning Commission on July 5, 2017. The Planning Commission unanimously recommended approval to Town Council as presented. Discussion of whether a condition should be added requiring the applicant to pave the lot ultimately was not added, however the applicant responded by stating they had no opposition to paving the lot and improving its appearance and formality. In fact, the applicant clarified that it was their intent to pave the lot when economically feasible. Furthermore, since the applicant recently purchased the property and has been investing capital in the existing building along with future investments toward the required on-site deed-restricted employee housing unit, the Commissioners granted a request from the applicant altering Condition #4 which extended six (6) months on each deadline. Below is the condition that the Planning Commission is recommending:

1. A building permit for the required deed restricted unit shall be submitted within one (1) year of Town Council approval and shall be completed (i.e. Certificate of Occupancy) within eighteen (18) months of Town Council approval. The deed restriction shall also be recorded with the County Clerk within eighteen (18) months of Council approval.

Staff Findings

Pursuant to Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations, the following findings shall be made for the approval of a Conditional Use Permit.

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

   The proposed development is located within District 4 Midtown - Subarea 4.1 Midtown Highway Corridor of the 2012 Comprehensive Plan which states:

   This mixed use, TRANSITIONAL Subarea is dominated by West Broadway Avenue, Highway 22 and the Y intersection. Development intensity should be oriented towards these roadways and configured in two to three story mixed use buildings with adequate setbacks and screening proportional to these busy highway corridors and intersections. Along the north side of West Broadway four stories buildings will be allowed when they are built into and used to screen the adjacent hillside. All building designs should incorporate techniques to mitigate height such as stepping back upper floors from the streetscape. Parking areas should be predominantly in the rear or screened from view. The lower levels of buildings should contain a variety of non-residential uses including retail, service and office uses catering to locals, while residential uses should be located predominantly on the upper levels of mixed use buildings or to the rear of a site and away from the highway. Future structures will be predominantly mixed use, while multifamily will be allowed if it properly addresses the street. It will be important to successfully integrate the land uses and patterns in this area with adjacent subareas.

   A goal of the subarea will be to implement complete street amenities, balancing the needs of vehicle and alternative transportation users. Pedestrian connectivity across West Broadway Avenue will be needed to ensure access to the neighborhood amenities located in the southern portion of the district. Some single use and auto-oriented uses (e.g. gas stations and auto dealers) will still be needed in the future. These uses should follow the desired building form and pattern as much as possible, including providing connectivity by all travel modes to adjacent lots. A key challenge in this area will be to identify a solution to accommodate a wildlife crossing along West Broadway Avenue.

   Staff finds the proposed project meets the intent and vision for this subarea. Subarea 4.1 is a transitional area and is desired to have a mixture of uses. Most of the above mentioned vision is applicable to new development and not so much applicable to use of existing sites. Staff finds the use to be compatible with the existing site and a suitable location for tour operations, especially given the direct highway access. Furthermore, the site has been subject to a number of uses (gas station, farm stands) over the years that attract customers to the site. Since the site's location presents some challenges in terms of parking and access, the applicant's proposal to limit the use to staff only is beneficial from an operations standpoint.

   In addition, staff has analyzed this application for consistency with the Policy Objectives for District 4 Midtown as follows:

   Common Value 1: Ecosystem Stewardship

Policy 1.1.c: Design for wildlife permeability

Complies. The proposed project is not expanding the building or site coverage beyond its historical use thus staff finds that the project meets the above policy.

Common Value 2: Growth Management

Policy 4.1.b: Emphasize a variety of housing types, including deed-restricted housing

Complies. Although the proposal is not for a new development, the applicant is proposing to provide a deed restricted employee unit on-site to meet their employee housing requirement.

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

Complies. The proposed project is located within Town limits and provides business to the local community and visitors.

Policy 4.2.c: Create vibrant walkable mixed-use subareas

Complies. Although no new development will result from the proposal, the site will essentially maintain the same pedestrian connectivity.

Policy 4.3.a: Preserve and enhance stable areas
Not applicable to this proposal.

Policy 4.3.b: Create and develop transitional areas

Complies. The proposal is a re-use of an existing site consisting of site and building improvements which is encouraged within transitional areas.

Policy 4.4.b: Enhance Jackson gateways

Complies. The subject property is in a prominent location adjacent to the Y-intersection and has been for years used as a gas station and temporary farm stands. Staff finds that the proposed project will bring some permanence to the site along upgrades to the building to improve is function and appearance.

Policy 4.4.d: Enhance natural features in the built environment

Not applicable to this proposal.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. The applicant is providing an on-site deed restricted employee unit as part of their mitigation.

Policy 5.3.b: Preserve existing workforce housing stock

Not applicable to this proposal.

Policy 6.2.b: Support businesses located in the community because of our lifestyle

Complies. Staff finds that the proposed business is supportive of the lifestyle in Jackson, specifically as it relates to helping visitors safely view and learn about Jackson's rich diversity of wildlife. Such tours are a key part to the overall attractions and amenities that serve the needs of visitors, residents and business owners.

Policy 6.2.c: Encourage local entrepreneurial opportunities

Complies.

Policy 7.1.c: Increase the capacity for use of alternative transportation modes

Complies. The proposal will not be requiring patrons to drive to the subject site but rather provide a pick-up service similar to that of carpooling which is in line with the above policy.

Policy 7.2.d: Complete key Transportation Network Projects to improve connectivity

Not applicable to this proposal.

Policy 7.3.b: reduce wildlife and natural and scenic resource transportation impacts

Complies. Because an environmental analysis for visual and wildlife impacts was not required, staff finds that the proposed use is consistent with the above policy.

Staff finds that the proposed Conditional Use is consistent with the desired future character for this area (Subarea 4.1 Midtown Highway Corridor) and meets all characteristics described for this area.

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

   Complies. Staff finds that the proposal is compliant with the standards of Division 6.1. The proposed Outfitter/Tour Operator use is an allowed use within the Auto Urban Commercial – (AC) zoning district with the approval of a Conditional Use Permit.

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

   Complies. As conditioned, staff finds that the proposed operation will minimize the visual impact on adjacent lands. There is no new development, but rather a re-utilize and existing building consisting of interior upgrades and exterior cosmetic improvements (i.e. paint, decor, etc). Furthermore, the proposed project will provide a form of predictability compared to previous uses that had no formal approvals or conditions set upon them. The predictability will be the long-term use of the site, parking plan and access.

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

   Complies. Staff finds that the proposed use will not have an adverse environmental impact. Although the site is within the NRO and SRO, no further site disturbance is proposed and the operations will be conducted with previously disturbed areas.

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

   Complies. As conditioned, staff finds that the proposed use minimizes adverse impacts on nuisances by formalizing the site's use and parking. Staff does not find that noise will be an issue as this use does not operate late at night and does not include use of heavy equipment. The noises resulting from this use will be typical to others located along the busy highway.

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

   Complies. Staff finds that the proposal will have no significant adverse impact on public facilities.

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

   Complies. Staff finds that the proposed use and development complies with the provisions of the LDRs. The proposed development meets all other applicable regulations such as Setbacks, FAR, Lot Coverage, LSR, etc. In addition the proposed use and development complies with all other Town Ordinances.

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

   Not applicable to this request

ATTACHMENTS

Applicant Submittal
Department Reviews

STAKEHOLDER ANALYSIS

The primary stakeholders are the adjacent property owners.

PUBLIC COMMENT

None at this time.

FISCAL IMPACT

There will be no significant fiscal impact to the Town if the proposed project is approved.

STAFF IMPACT

There will be no significant impact to staff resources if the proposed project is approved.

LEGAL REVIEW

Complete.

RECOMMENDATIONS / CONDITIONS OF APPROVAL

The Planning Director and Planning Commission recommend **approval** of a Conditional Use Permit (P17-102) for a new Tour Operator located at 490 S Highway 89, subject to the departmental reviews and the following conditions of approval:

1. A building permit for the required deed restricted unit shall be submitted within one (1) year of Town Council approval and shall be completed (i.e. Certificate of Occupancy) within eighteen (18) months of Town Council approval. The deed restriction shall also be recorded with the County Clerk within eighteen (18) months of Council approval.
2. An agreement between the Town and the applicant regarding the financial assurance through an escrow account requiring 125% of the cost of construction shall be drafted and actively in place within 45 days from Town Council approval.
3. At no time shall vehicles, employee or company, be parked overnight within the WYDOT right-of-way frontage road. The frontage road shall remain an access point limited to temporary idling to shuffle vehicles.
4. At no time shall vehicles be parked on the dirt or outside of the approved parking area.
5. The on-site deed-restricted employee unit shall be provided with a signed parking space to ensure overnight parking is maintained.
6. Within (6) months of Town Council approval, the applicant shall stripe the site in accordance with the approved parking layout to formalize the parking.
7. Upon future Highway 22 improvements that affect the frontage road either by shortening its width or affecting vehicular access, the applicant shall amend the CUP and come back before the Town Council with a revised access and parking plan.
8. If the applicant proposes site expansion the SRO and NRO standards shall be applied and the applicant would be required to address such standards. Any and all illegal grading or site work shall also be viewed as a violation of the CUP and the Town Council will review the CUP for possible revocation.
9. No customers are permitted to drive to or park on the site.
10. All RVs shall be removed from the premise by October 2, 2017.

SUGGESTED MOTIONS

Based upon the findings as presented in the staff report and as made by the applicant for Item P17-102, I move to make findings 1-8 as set forth in Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations relating to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals for a Conditional Use Permit for a new a Tour Operator located at 490 S Highway 89, subject to the department reviews attached hereto and the following ten (10) conditions of approval:

1. A building permit for the required deed restricted unit shall be submitted within one (1) year of Town Council approval and shall be completed (i.e. Certificate of Occupancy) within eighteen (18) months of Town Council approval. The deed restriction shall also be recorded with the County Clerk within eighteen (18) months of Council approval.
2. An agreement between the Town and the applicant regarding the financial assurance through an escrow account requiring 125% of the cost of construction shall be drafted and actively in place within 45 days from Town Council approval.

3. At no time shall vehicles, employee or company, be parked overnight within the WYDOT right-of-way frontage road. The frontage road shall remain an access point limited to temporary idling to shuffle vehicles.
4. At no time shall vehicles be parked on the dirt or outside of the approved parking area.
5. The on-site deed-restricted employee unit shall be provided with a signed parking space to ensure overnight parking is maintained.
6. Within (6) months of Town Council approval, the applicant shall stripe the site in accordance with the approved parking layout to formalize the parking.
7. Upon future Highway 22 improvements that affect the frontage road either by shortening its width or affecting vehicular access, the applicant shall amend the CUP and come back before the Town Council with a revised access and parking plan.
8. If the applicant proposes site expansion the SRO and NRO standards shall be applied and the applicant would be required to address such standards. Any and all illegal grading or site work shall also be viewed as a violation of the CUP and the Town Council will review the CUP for possible revocation.
9. No customers are permitted to drive to or park on the site.
10. All RVs shall be removed from the premise by October 2, 2017.

BRUSHBUCK GUIDE SERVICES, INC.

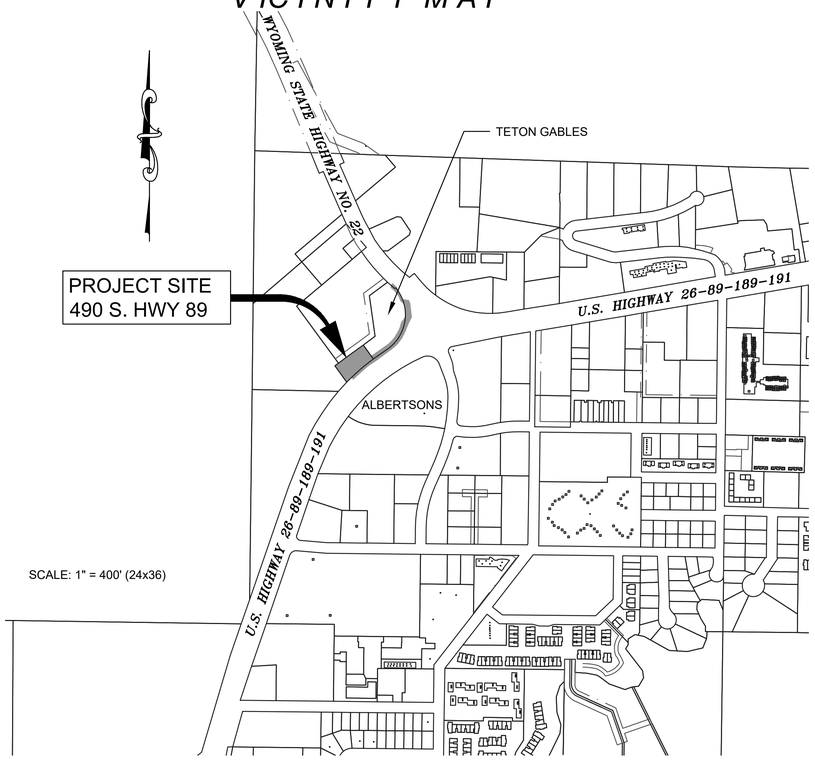
490 S. HWY 89, JACKSON, WYOMING

WATER & SEWER SYSTEM

GRADING & EROSION CONTROL PERMIT - TOWN OF JACKSON

CHAPTER 3 PERMIT TO CONSTRUCT - WYOMING DEQ

VICINITY MAP



SCALE: 1" = 400' (24x36)

INDEX OF SHEETS

C1.0	TITLE SHEET, VICINITY MAP & SHEET INDEX
C2.0	EXISTING SITE CONDITIONS
C2.1	FINAL SITE CONDITIONS
C2.2	GRADING AND EROSION CONTROL PLAN
C2.3	SURFACE RECLAMATION PLAN
C2.4	WATER PLAN & PROFILE
C2.5-2.6	SANITARY SEWER FORCE MAIN PLAN & PROFILE
C3.0-C3.2	SANITARY SEWER LIFT STATION DETAILS
C3.3	TOWN OF JACKSON - STANDARD SANITARY SEWER DETAILS
C4.0	TRACE WIRE DETAILS
C4.1	WATER SYSTEM PRESSURE REDUCING VAULT DETAILS
C4.2	WATER SYSTEM DETAILS
C4.3	TRENCH DETAILS
C4.4	WATER/ SEWER CROSSING DETAIL, ROAD PATCH DETAILS
C4.5	EROSION CONTROL DETAILS
C5.0	CONSTRUCTION SPECIFICATIONS
19	TOTAL SHEETS

OWNER: BRUSHBUCK GUIDE SERVICES INCORPORATED
320 EAST HOWARD AVENUE
DRIGGS, IDAHO 83422

ARCHITECT: Chris Jaubert, AIA NCARB
A43 Architecture
3970 Hawthorne Ln.
Wilson, WY 83014
307.200.1790

Professional Engineer (Civil) MATTHEW F. OSTDIEK 6000 WYOMING Date 5/29/18

PROJECT NOTES

SUMMARY OF WORK:

1. *WATER SERVICE LINE, PRESSURE REDUCING VALVE AND METER*
2. *SANITARY SEWER LIFT STATION, GRAVITY SERVICE LINE, AND PRESSURE LINE.*

DISTURBANCE AREAS

CONSTRUCTION DISTURBANCE:	490 S HWY 89 (BRUSHBUCK)	4,911
	1140 W HWY 22 (TETON GABLES LLC-CUTTY'S)	7,067*
	WYDOT ROW	11,567
	TOTAL	23,545 SF

**ALL DISTURBANCE LOCATED IN EXISTING RECORDED UTILITY EASEMENT DOC#0926871*

NO ADDITIONAL PERMANENT DISTURBANCE IS PROPOSED

PROJECT SCHEDULE:

BEGIN SPRING 2018, COMPLETION SUMMER/FALL 2018

NOTE: DISTURBED LANDSCAPE AREAS TO BE RECLAIMED WITH SOD (EXISTING LAWN AREAS) OR SEEDED

RECLAMATION SPECIFICATIONS FOR SEEDING:

ALL SEED SHALL BE IN COMPLIANCE WITH THE WYOMING SEED LAW AND THE FEDERAL SEED LAW. SEED MUST BE PURCHASED THROUGH A DEALER LICENSED WITH THE WYOMING DEPARTMENT OF AGRICULTURE. ALL SEEDS SHALL BE FURNISHED IN CONTAINERS AND SHALL BE PLAINLY LABELED SHOWING:

1. THE COMMONLY ACCEPTED NAME OF THE KIND AND VARIETY OF SEED.
2. THE FULL NAME AND ADDRESS OF THE SUPPLIER.
3. THE PERCENTAGE OF PURE SEED, CROP SEED, INERT MATTER, WEED SEEDS BY WEIGHT, GERMINATION AND HARD SEED.
4. THE MONTH AND YEAR OF THE GERMINATION TEST.
5. ORIGIN OF THE SEED.
6. LOT NUMBER.
7. NAME AND NUMBER OF EACH KIND OF SECONDARY NOXIOUS WEED SEEDS AS LISTED IN WYOMING SEED LAW. SEED SHALL NOT CONTAIN ANY OF THE PRIMARY NOXIOUS WEED SEEDS AS DESIGNATED IN THE WYOMING SEED LAW.
8. NET WEIGHT OF SEED IN EACH CONTAINER.
9. SEEDS TREATED WITH CHEMICALS WHICH ARE TOXIC TO EITHER HUMANS OR LIVESTOCK ARE NOT PERMITTED ON THIS PROJECT.

PRIOR TO SEEDING, THE CONTRACTOR SHALL FURNISH TO THE OWNER'S REPRESENTATIVE, DUPLICATE COPIES OF A CERTIFICATION SIGNED BY THE VENDOR, CERTIFYING THAT EACH LOT OF SEED HAS BEEN TESTED BY A RECOGNIZED STATE SEED TESTING LABORATORY OR BY A COMMERCIAL LABORATORY EMPLOYING A CERTIFIED SEED ANALYSIS TECHNICIAN. THE SEED MUST HAVE BEEN TESTED NOT MORE THAN NINE MONTHS PRIOR TO THE DATE OF THE SEEDING ON THE PROJECT.

SURFACE PREPARATION

TOPSOIL SHALL BE UNIFORMLY SPREAD ON PREPARED SURFACES PRIOR TO SEEDING. HARD PACKED OR CAKED TOPSOIL SHALL BE SCARIFIED OR DISKED PRIOR TO SEEDING.

BROADCAST SEED TO THE SPECIFIED PURE LIVE SEED APPLICATION RATE AND LIGHTLY RAKE OVER ALL DISTURBED AREAS. *SLOPES GREATER THAN 5% SHALL BE HYDROSEEDED AND A TACKIFIER APPLIED TO ENSURE ADEQUATE COVERAGE.*

SEED MIX/SPECIFICATION

Species	Seeds per pound	Percent of mix	Seeding Rate #2 (lbs./ac.)
Bluebunch wheatgrass Psuedoroegneria spicata	137,000	20%	3
Thickspike Wheatgrass Elymus lanceolatus	145,200	20%	3
Sandberg Bluegrass Poa secunda	1,046,960	20%	1.5
Idaho Fescue Festuca idahoensis	440,000	20%	1.5
Slender Wheatgrass Elymus trachycaulum	135,000	15%	2
Western Wheatgrass Pascopyrum smithii	94,380	5%	1.5
Totals		100%	12.5

Prepared By: JKC
Date: 5/29/18
Rev. Date:

RENDEZVOUS ENGINEERING, P.C.
P.O. BOX 4858 JACKSON, WYOMING 83001
25 SOUTH GROS VENTRE STREET
PHONE - 307.733.5252 FAX - 307.733.2334

DRAWING TITLE: TITLE SHEET, VICINITY MAP & SHEET INDEX

PROJECT TITLE: BRUSHBUCK GUIDE SERVICES WATER & SEWER SYSTEM 490 S. HWY 89, JACKSON

PROJECT NUMBER: 17-013

DRAWING NUMBER: C1.0

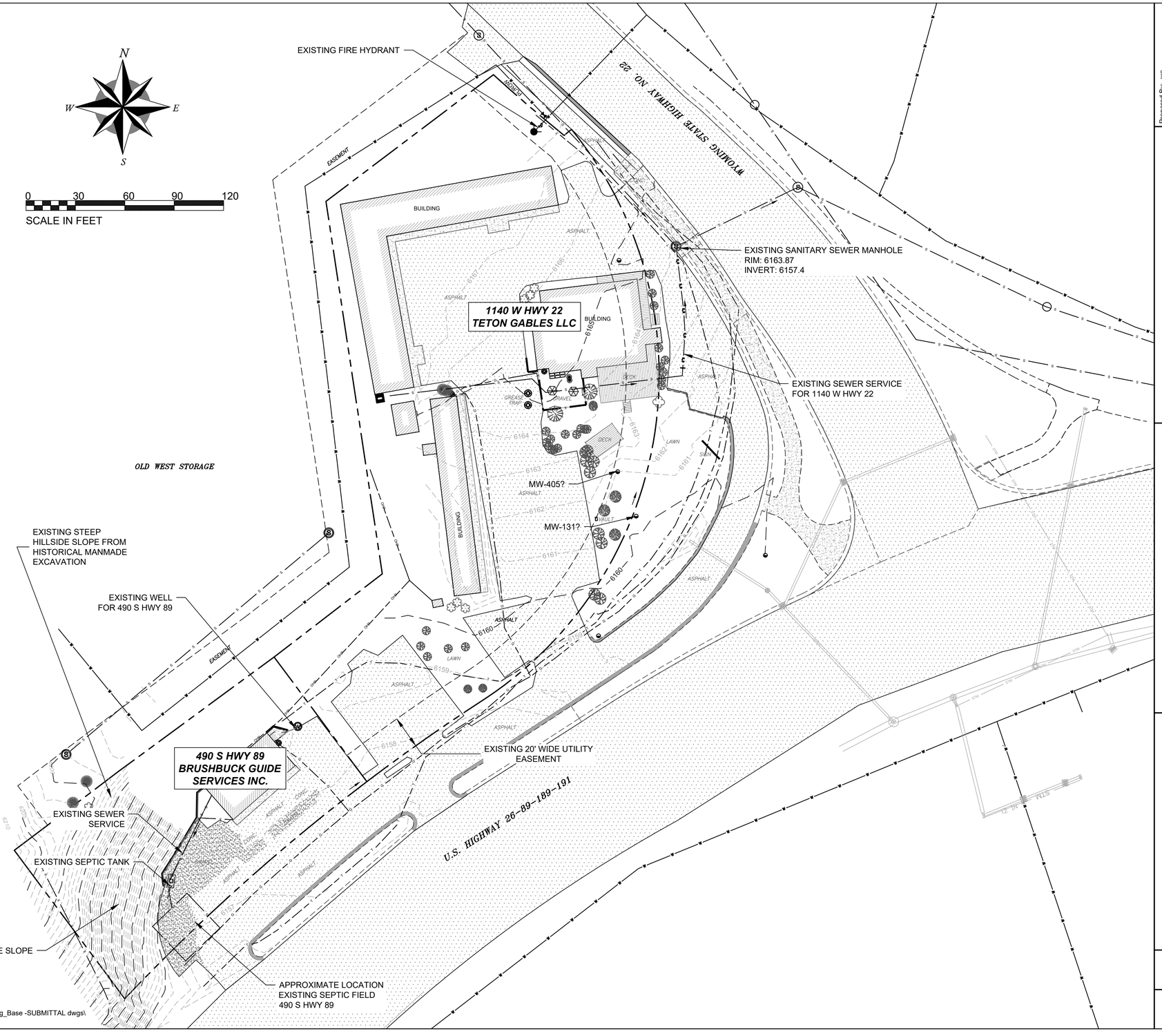
Drawing Name: R:\Data\Data-OEM\17_DATA\17-013_Brushbuck Wildlife_490 Hwy 89\D. Design\A. AutoCad\ii. Working_Base -SUBMITTAL dwgs\C1_TITLE-VICINITY-INDEX.dwg

=LEGEND=

- INDICATES A BOUNDARY LINE.
- INDICATES AN EASEMENT LINE.
- INDICATES THE EDGE OF ASPHALT.
- INDICATES A WATER LINE
- S — INDICATES A SANITARY SEWER LINE.
- G — INDICATES A GAS LINE.
- INDICATES AN OVERHEAD POWER LINE.
- INDICATES AN UNDERGROUND TELEPHONE LINE.
- INDICATES A RETAINING WALL.
- INDICATES A BOARD FENCE.
- INDICATES A CONCRETE GURB AND GUTTER.
- INDICATES A CONCRETE WALK.
- INDICATES A CONCRETE SLAB.
- INDICATES A WOOD DECK.
- INDICATES A STORM DRAIN
- INDICATES A STORM DRAIN CURB INLET
- INDICATES A SANITARY SEWER MANHOLE.
- INDICATES A GREASE TRAP MANHOLE.
- INDICATES A SEWER CLEANOUT.
- INDICATES A WATER WELL.
- INDICATES FIRE HYDRANT
- INDICATES VALVE
- INDICATES A MONITORING WELL.
- INDICATES A UTILITY POLE.
- INDICATES A SATELLITE DISH.
- INDICATES A TELEPHONE PEDESTAL.
- INDICATES A GAS METER.
- INDICATES A CATCH BASIN.
- INDICATES AN ASPEN.
- INDICATES A PINE.
- INDICATES A FIR.
- INDICATES A SPRUCE.
- INDICATES A SHRUB.
- INDICATES A COTTONWOOD.
- INDICATES A POWER TRANSFORMER.
- INDICATES AN ELECTRIC METER.
- 4-in-W — INDICATES PROPOSED 4"ø WATER LINE
- S — INDICATES PROPOSED 4"ø PRESSURE SEWER

NOTES:

1. SURVEY PERFORMED BY RENDEZVOUS ENGINEERING, PC. OCTOBER 14, 2010, AND NOVEMBER 4, 2010.
2. ADDITIONAL SITE INFORMATION PROVIDED BY SITE VISITS: MAY 2, 2017 AND FEBRUARY 8, 2018.
3. UTILITIES SHOWN ARE APPROXIMATE. VERIFY LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO EXCAVATION.
4. CONTOUR INTERVAL = 1'
5. AVERAGE SLOPE IN DISTURBANCE AREA LESS THAN 5%.



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Prepared By: JKC
Date: 5/29/18
Rev. Date:

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P.O. BOX 4858 JACKSON, WYOMING 83001
25 SOUTH GROS VENTRE STREET
PHONE - 307.733.5262 FAX - 307.733.2334

DRAWING TITLE:
EXISTING SITE CONDITIONS

PROJECT TITLE:
BRUSHBUCK GUIDE SERVICES
WATER & SEWER SYSTEM
490 S. HWY 89, JACKSON

PROJECT NUMBER:
17-013

DRAWING NUMBER:
C2.0

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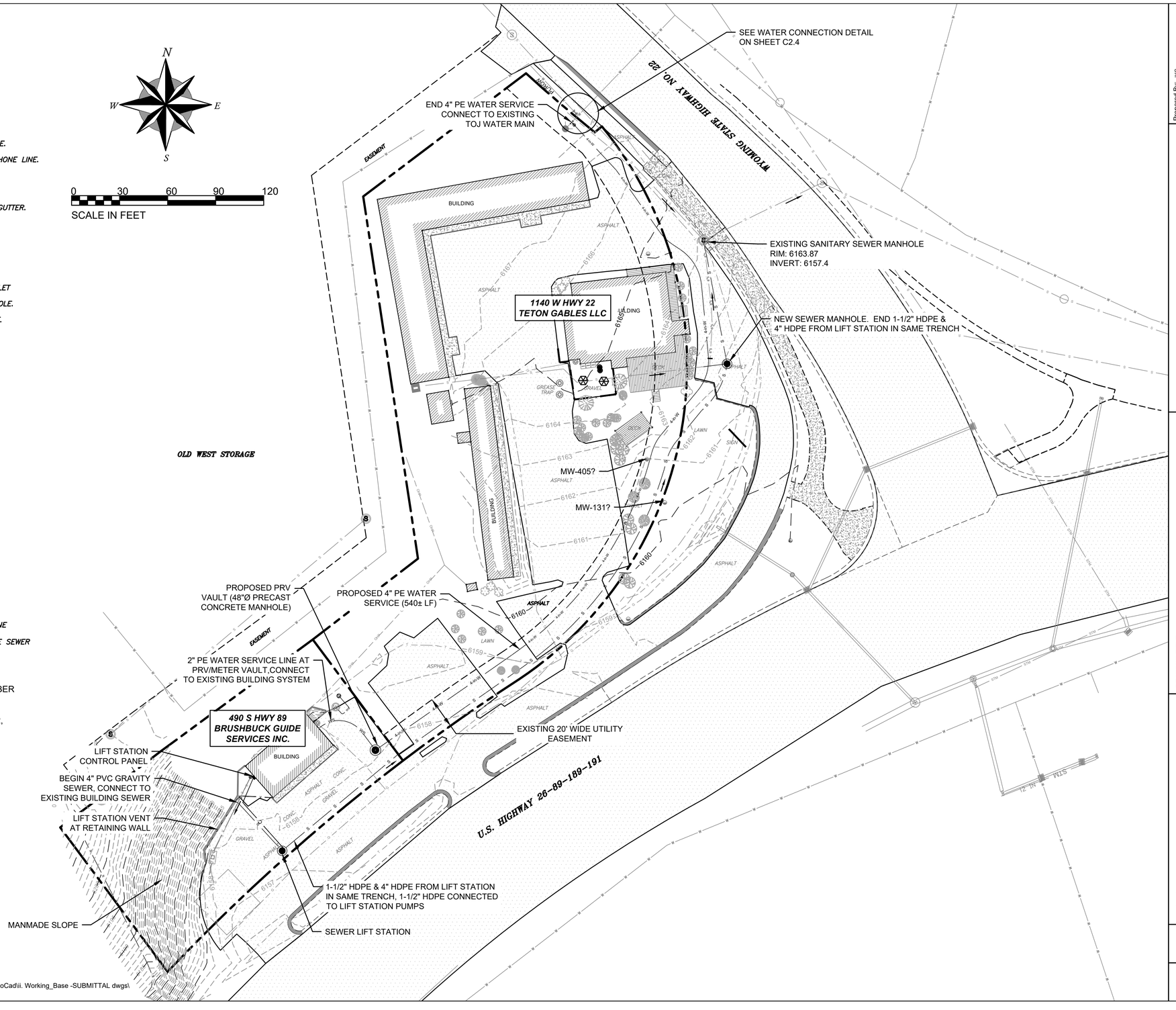

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PHONE - 307.733.5262 FAX - 307.733.2334

DRAWING TITLE:
OVERALL SITE PLAN
FINAL SITE CONDITIONS

PROJECT TITLE:
BRUSHBUCK GUIDE SERVICES
WATER & SEWER SYSTEM
490 S. HWY 89, JACKSON

PROJECT NUMBER:
17-013

DRAWING NUMBER:
C2.1

Drawing Name: R:\Data\Data-OEM\17_DATA\17-013_Brushbuck Wildlife_490 Hwy 89\D. Design\A. AutoCad\ii. Working_Base -SUBMITTAL dwgs\C2.0-C2.6_BRUSHBUCK_H2O-SAN_PLAN.dwg

GENERAL GRADING & CONSTRUCTION NOTES:

1. UTILITIES SHOWN ARE APPROXIMATE, VERIFY LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO EXCAVATION.
2. CUT AND FILL SLOPES SHALL NOT EXCEED 2:1 UNREINFORCED.
3. FILL MATERIAL SHALL BE SUITABLE EXCAVATION OR IMPORTED SOIL. FILL AREAS SHALL BE MECHANICALLY COMPACTED TO 95% OF MAXIMUM DENSITY IN ACCORDANCE WITH ASTM D698 (AASHTO T99) IN LIFTS OF LESS THAN 8". IN FILL AREAS, SURFACE VEGETATION, TOPSOIL AND UNSUITABLE MATERIAL SHALL BE REMOVED AND THE EXISTING GROUND SCARIFIED TO ASSURE BONDING OF THE NEW MATERIAL. VEGETATION, HIGHLY ORGANIC TOPSOILS, AND LOOSE SOILS SHALL BE STRIPPED FROM FILL FOUNDATIONS PRIOR TO PLACEMENT.
4. GRADING SHALL MEET THE REQUIREMENTS OF ARTICLE 5, DIVISION 5.7, OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS AND APPLICABLE SECTIONS OF THE 2015 EDITION OF THE WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS MANUAL.
5. THIS PROJECT REQUIRES AN ONSITE PRE-CONSTRUCTION MEETING WITH THE TOWN OF JACKSON ENGINEERING DEPARTMENT.
6. CONTRACTOR SHALL ADHERE TO THE TOWN OF JACKSON PUBLIC WORKS STANDARDS.
7. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PUBLIC STREETS CLEAR OF PROJECT RELATED DEBRIS DURING CONSTRUCTION.
8. CONSTRUCTION OPERATIONS SHALL COMPLY WITH TOWN OF JACKSON WORKING HOUR RESTRICTIONS APPLICABLE TO PRIVATE CONSTRUCTION OPERATIONS.
9. WORKER PARKING SHALL BE ON THE 490 S HWY 89 PROPERTY (BRUSHBUCK GUIDE SERVICES), AS DESIGNATED IN THE PRE CONSTRUCTION MEETING BY THE TOWN OF JACKSON, OR AS APPROVED BY 1140 W WY 22 (TETON GABLES LLC/CUTTY'S)
10. SIGNIFICANT CHANGES TO THE APPROVED PLANS SHALL BE REVIEWED AND APPROVED BY THE TOWN OF JACKSON.
11. INSTALL TEMPORARY CONSTRUCTION FENCE AROUND OPEN TRENCHES WHEN CONSTRUCTION OPERATIONS ARE NOT ACTIVE.
12. TOPSOIL STRIPPED WILL BE STOCKPILED ON SITE IN AREAS DESIGNATED.
13. TOPS OF CUT SLOPES SHALL BE ROUNDED IN A CONVEX SHAPE TO BLEND WITH UNDISTURBED SLOPE. TOES OF SLOPES SHALL BE SHAPED IN A CONCAVE SHAPE TO BLEND WITH UNDISTURBED SLOPES.
14. TEMPORARY SILT FENCES & FIBER ROLLS SHALL BE INSTALLED PRIOR TO CONSTRUCTION AND MAINTAINED THROUGHOUT THE CONSTRUCTION AND RECLAMATION PERIOD TO PREVENT SILT FROM LEAVING THE SITE. INLET PROTECTION SHALL BE INSTALLED PRIOR TO CONSTRUCTION AND MAINTAINED THROUGHOUT THE CONSTRUCTION AND RECLAMATION PERIOD TO PREVENT SILT FROM ENTERING THE CURB INLET. INSPECT AND REPAIR INSTALLATIONS EVERY TWO WEEKS AND AFTER ALL STORM EVENTS. INSTALLATIONS MAY BE REMOVED ONCE THE SURROUNDING AREA IS STABILIZED.
15. RECOMMENDATIONS BY TETON COUNTY WEED AND PEST SHALL BE FOLLOWED DURING ALL PHASES OF CONSTRUCTION AND RECLAMATION.

EROSION CONTROL & CONSTRUCTION LEGEND:

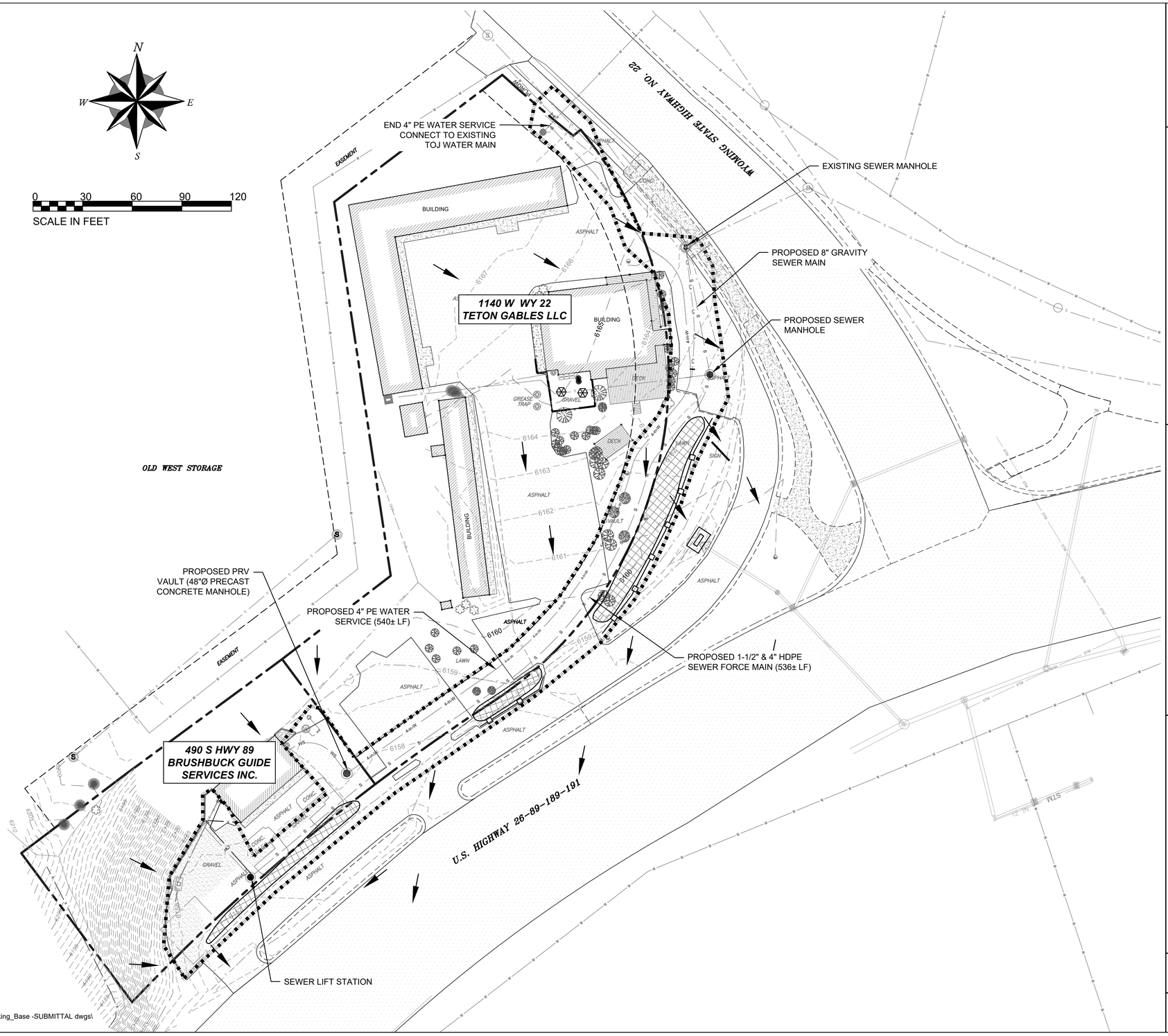
LIMITS OF DISTURBANCE

DRAINAGE FLOW DIRECTION

STOCKPILE LOCATIONS (TOPSOIL, EXCAVATION, & TRENCHING MATERIALS)

INLET PROTECTION

SILT FENCE OR FIBER ROLL



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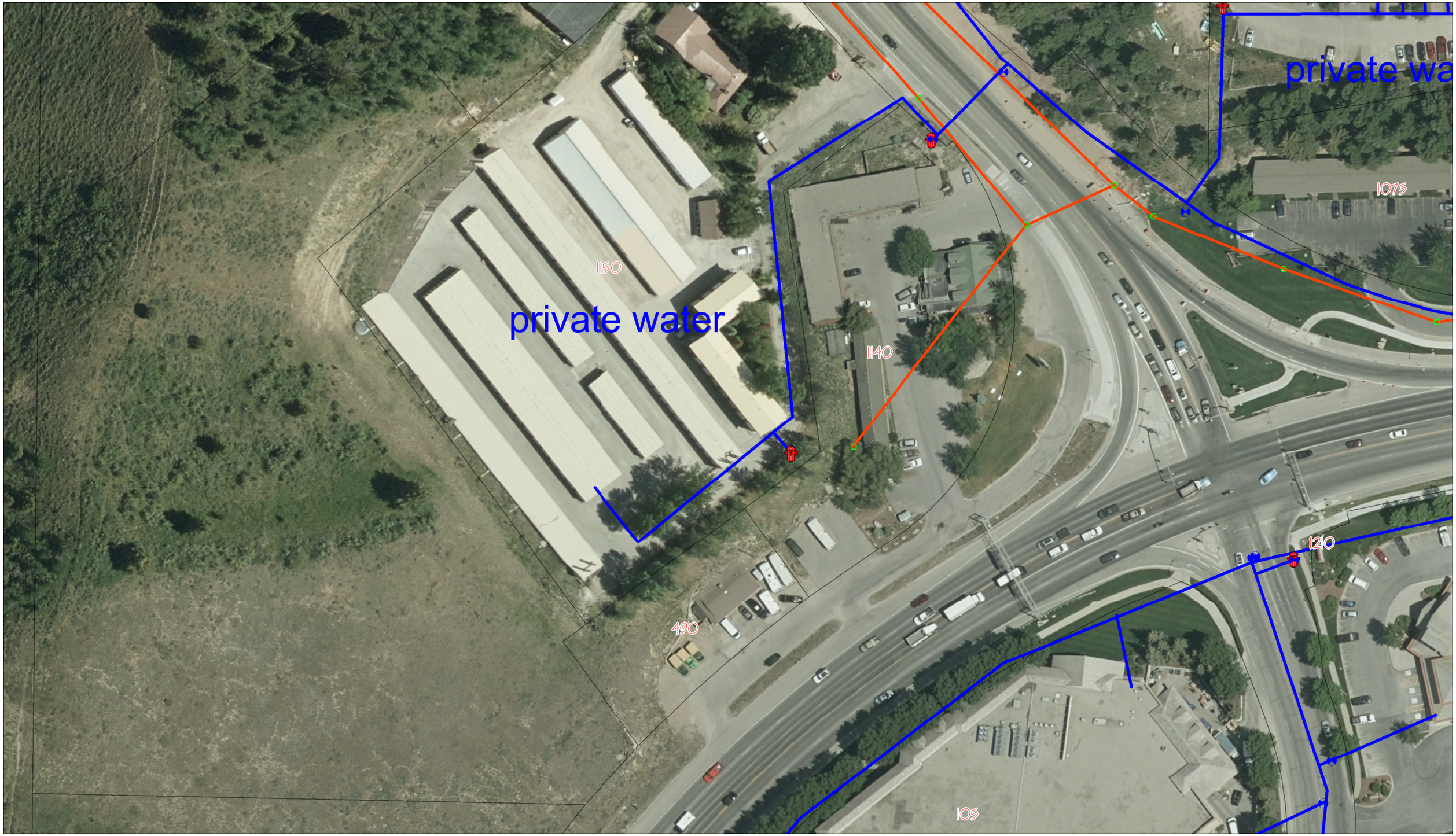
DRAWING TITLE:
CONSTRUCTION SITE PLAN
GRADING EROSION CONTROL PLAN

PROJECT TITLE:
BRUSHBUCK GUIDE SERVICES
WATER & SEWER SYSTEM
490 S. HWY 89, JACKSON

PROJECT NUMBER:
17-013

DRAWING NUMBER:
C2.2

Drawing Name: R:\Data\Data-OEM\17_DATA\17-013_Brushbuck Wildlife_490 Hwy 89\D. Design\A. AutoCad\ii. Working_Base -SUBMITTAL dwgs\C2.0-C2.6_BRUSHBUCK_H2O-SAN_PLAN.dwg


private wa
1075
150
private water
1140
120
490
105

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 31st, 2018
MEETING DATE: November 5th, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Floren Poliseo
PRESENTER: Johnny Ziem, Assistant Public Works Director

SUBJECT: Ordinance P for Disposable Bag Requirements

STATEMENT/PURPOSE

The purpose of this item is to present Ordinance P, an ordinance adding Chapter 8.36 to the Municipal Code of the Town of Jackson establishing disposable bag requirements and providing for the collection and designation of the fee to the Teton County Waste Reduction Program and providing for an effective date.

BACKGROUND/ALTERNATIVES

At the October 15th, 2018, Town Council Workshop, staff was directed to bring this ordinance back for first reading at the next regular Council meeting. During the last workshop, direction was given to staff on numerous sections that were requested to be changed in preparation for first reading.

Changes Made to the Draft Ordinance:

There were several points and suggestions requested by Council to be changed in the draft ordinance. Below are the sections and changes that were made:

1. Section 8.36.020 (A.1): The disposable paper bag definition was added to reflect an exclusion for Grocers, Large Retailers, Retailers, and Retail Stores to allow for bulk items and gift cards/post cards an allowance to use paper bags without charging the $.20 Waste Reduction Fee.
2. Section 8.36.020 (E): This section was added to reflect a new definition of "Large Retailer", which is the same definition of Retailer with the added language of square footage greater the 19,000 square feet.
3. Section 8.36.020 (I): In this section, a change was made to the value of the Waste Reduction Fee from $.10 to $.20 collected when paper bags are distributed to customers.
4. Section 8.36.030 (A and B): Both subsections in this section were changed to reflect a new commencement date of April 15th, 2019, for Grocers and Large Retailers and November 1st, 2019, for all Retailers and Retail Stores when single-use plastic bags will be prohibited from distribution to customers.
5. Section 8.36.040 (A and B): Both subsections in the section were changed to reflect a new commencement date of April 15th, 2019, for Grocers and Large Retailers and November 1st, 2019, for all Retailers and Retail Stores when the $.20 Waste Reduction Fee (paper bag fee) will commence being collected at the point of sale.
6. Section 8.36.050 (B and C): Both subsections reflect the change to Waste Reduction fee from $.10 to $.20. Language was also added to allow for payment of the Waste Reduction Fee to be due to the Town of Jackson Finance Department by the last day of the following month when sales tax is submitted to the state for each Grocer, Larger Retailer, Retailer, and Retail Store.
7. Section 8.36.070 (D): This section was changed to also reflect #6 (above) that clarifies when the Waste Reduction Fee is to be submitted to the Town and also changes the late fee to the last day of the following month after which sales tax and the Waste Reduction Fee would be due.
8. Multiple sections were also changed to reflect the addition of Large Retailer when customer types were referenced, since that was a new definition that was added.

ALIGNMENT WITH COMMMUNITY PLANS AND INITIATIVES

- Policy 2.5.b: Manage our waste stream for sustainability
- Resolution recognizing Jackson Hole as a World Leading Sustainable Community and Destination
- Zero Waste Initiative Resolution

ATTACHMENTS

- Draft Ordinance P
- Public comment received since the last workshop presentation on October 15, 2018.

FISCAL IMPACT

There is no fiscal impact to the Town of the Jackson for providing direction to staff to present an ordinance for first reading. Should the ordinance be adopted and become effective, there would be no immediate fiscal impact to the Town organization. However, there is a fiscal impact to the Town and to businesses of ultimate passage of the ordinance as proposed as 50% of the fee Waste Reduction Fee collected would be remitted to the Town and provided to ISWR and 50% would be retained by the grocer, retailer, or retail store.

Additionally, there will be a fiscal impact to the Town's FY20 Budget in that funds would be budgeted to implement the initial education and outreach prior to collecting any Waste Reduction Fees. There would be a positive fiscal impact to ISWR in that it would have an additional revenue stream from the Waste Reduction Fees to address education, outreach, and the provision of reusable bags. Additionally, ISWR could avoid the cost of disposal for single-use plastic bags, which reportedly costs taxpayers $40 per ton.

Please note that the goal of this program is not to create an additional revenue stream. The goal is to change behavior so that reusable bags are used in place of plastic or paper. The ultimate goal would be to collect a very minimal fee for paper bags usage as that would indicate success and reusable bags are being used in place of paper.

STAFF IMPACT

Staff impact included preparing the ordinance for first reading and may include making changes/amendments as directed by Council. Numerous hours of staff time have been spent conducting phone interviews with resort communities that have already banned single-use plastic bags. If the ordinance is passed after the third and final reading, staff would need to dedicate time to continue working with stakeholders and retailers to ensure a smooth transition for implementation before the effective date. Further time would also be needed to coordinate an implementation plan with ISWR, the Chamber of Commerce, and the Travel and Tourism Board to educate retailers. This would involve approximately 10-15 hours of time form the Town's Public Information Officer and Assistant Public Works Director. Further, there would be additional staff time for the Police Department to investigate any possible violations of this ordinance. The estimated time for each citation would require roughly two hours of Police Department time and an estimated two hours of Legal time per each offense. Should citations proceed to Municipal Court, there would also be time spent by the Municipal Judge and the court staff in processing and disposing of each citation. The Police Department estimates a time of approximately one hour for written warnings. There would also be a notable amount of staff time spent in the Finance Department processing the fees collected by retail establishments, entering those amounts in the Town's accounting system and remitting those fees to ISWR.

LEGAL REVIEW

Ongoing

RECOMMENDATION

Staff recommends approval of Ordinance P, an ordinance adding Chapter 8.36 to the Municipal Code of the Town of Jackson establishing disposable bag requirements and providing for the collection and designation of the fee to the Teton County Waste Reduction Program and providing for an effective date, on first reading.

SUGGESTED MOTION

I move to approve Ordinance P on first reading.

Synopsis for PowerPoint (120 words max):

Purpose: The purpose of this item is to present Ordinance P, an ordinance adding Chapter 8.36 to the Municipal Code of the Town of Jackson establishing disposable bag requirements and providing for the collection and designation of the fee to the Teton County Waste Reduction Program and providing for an effective date.

Background: At the October 15th, 2018, Town Council Workshop, staff was directed to bring this ordinance back for first reading at the next regular Council meeting. During the last workshop, direction was given to staff on numerous sections that were requested to be changed in preparation for first reading.

Fiscal Impact: There is no fiscal impact to the Town of the Jackson for providing direction to staff to present an ordinance for first reading. Should the ordinance be adopted and become effective, there would be no immediate fiscal impact to the Town organization. However, there is a fiscal impact to the Town and to businesses of ultimate passage of the ordinance as proposed as 50% of the fee Waste Reduction Fee collected would be remitted to the Town and provided to ISWR and 50% would be retained by the grocer, retailer, or retail store.

ORDINANCE P

AN ORDINANCE ADDING CHAPTER 8.36 TO THE MUNICIPAL CODE OF THE TOWN OF JACKSON ESTABLISHING DISPOSABLE BAG REQUIREMENTS AND PROVIDING FOR THE COLLECTION AND DESIGNATION OF THE FEE TO THE TETON COUNTY WASTE REDUCTION PROGRAM AND PROVIDING FOR AN EFFECTIVE DATE.
NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT
SECTION I.
There is hereby added Chapter 8.36 of Title 8 Disposable Bag Requirements of the Municipal Code of the Town of Jackson as follows:

CHAPTER 8.36
DISPOSABLE BAG REQUIREMENTS

Sections:

8.36.010 Legislative Findings
8.36.020 Definitions
8.36.030 Single-Use Disposable Plastic Bag Prohibition
8.36.040 Disposable Paper Bag Fee Requirements
8.36.050 Collection and Remittance of the Waste Reduction Fee
8.36.060 Exemptions
8.36.070 Audits and Violations

8.36.010 Legislative Findings

WHEREAS, the Town of Jackson, Wyoming ("Town") is a municipal corporation existing pursuant to the laws of the Wyoming Constitution, the Wyoming Statutes, and the Town Charter; and

WHEREAS, the Town has a responsibility to protect the natural environment, economy, and health of its citizens and guests; and

WHEREAS, the Town, pursuant to Resolution 15-18 ("A Resolution Adopting Zero Waste as a Guiding Principle and Supporting the Creating of a Zero Waste Plan") is committed to: pursuing a waste diversion goal of sixty percent (60%) or better; preserving Jackson's unique environmental resources for generations to come by limiting environmental degradation and waste; and promoting practices that are sustainable and minimize harms to the natural environment; and

WHEREAS, the Town, pursuant to Resolution 12-001 ("A Resolution Certifying the Illustration of Our Vision Chapter of the Jackson/Teton County Comprehensive Plan as Part of the Comprehensive Master Plan for the Town of Jackson, Wyoming and Teton County, Wyoming") is committed to minimizing the amount of solid waste it directs to landfills with a goal of "zero waste" by increasing efforts such as recycling and composting of waste; and

1st Reading

WHEREAS, the Town, pursuant to Resolution 17-08 ("A Resolution Recognizing Jackson Hole as a World-Leading Sustainable Community and Destination") is committed to be a model of sustainability and support public and private sustainability efforts; and

WHEREAS, in the Town, innumerable single use disposable plastic bags are used each year that cannot be recycled in a cost-effective manner; and

WHEREAS, single-use disposable plastic bags create waste, pollute the Town's waterways, roadways, landscapes and harm wildlife populations; and

WHEREAS, the Town Council finds and determines that prohibiting single-use disposable plastic bags and requiring a charge for disposable paper bags at grocers and other retailers would address the environmental and health problems associated with such use, would relieve Town taxpayers of the costs incurred by the Town in conjunction therewith, and would be in the best interest of the public health, safety, and welfare of the Town.

8.36.020 Definitions

As used in this Chapter the following definitions apply:

A. *Disposable Paper Bag* means a bag made predominantly of paper that is provided to a customer by a Grocer, Large Retailer, Retailer, and Retail Store at the point of sale for the purpose of transporting goods which is subject to the Town's Waste Reduction Fee.
    1. Disposable Paper Bag does not include the following:
        a. Paper Bags used by consumers inside Retail Stores to:
            1. Package bulk items including: fruit, vegetables, nuts, grains, candy, or small hardware items; or
            2. Provided for the sale of gift cards and post cards

B. *Fast Food Restaurant* means a retail food establishment where food and beverages are:
    1. Prepared in advance of customer orders or are able to be quickly prepared for consumption on or off premises; and
    2. Are ordered and served over counters or at drive-through windows; and
    3. Are paid for before being consumed.

C. *Grocer* means a retail establishment or Business with the Town limits that is a full-line, self-service market with a retail market area more than Five Thousand (5,000) square feet and which sells a line of staple foodstuffs, meats, produce, household supplies, or dairy products or other perishable items

D. *Retailer* means any person, corporation, partnership, business, facility, vendor, organization or individual that sells or provides merchandise, goods or materials, including without limitation, clothing, food, or personal items of any kind, directly to a customer.

1st Reading

E. *Large Retailer* means any person, corporation, partnership, business, facility, vendor, organization or individual that sells or provides merchandise, goods or materials, including without limitation, clothing, food, or personal items of any kind, directly to a customer, that has a building square footage greater than Nineteen Thousand (19,000) square feet.

F. *Retail Store* includes, without limitations, any department store, hardware store, pharmacy, liquor store, restaurant, catering truck, convenience store, gas station, and any other retail store or vendor.
   1. *Retail Store* for the purposes of this ordinance does not include:
      a. Vendors at a farmers' market, excluding any of the vendors' associated permanent business location(s);
      b. Fast Food Restaurants; or
      c. Art galleries and Art Fairs.

G. *Reusable Bag* means a bag that is:
   1. Designed and manufactured to withstand repeated uses over time; and
   2. Is made from a material that can be cleaned and disinfected regularly; and
   3. At least two and one quarter millimeters (2.25 mil) thick if made from plastic.

H. *Single-Use Disposable Plastic Bag* means any bag that is less than two and one quarter millimeters (2.25 mil) thick and is made predominately of compostable or non-compostable plastic that is provided to a customer by a Grocer, Large Retailer, Retailer, or Retail Store at the point of sale for the purpose of transporting goods.
   2. Single-Use Disposable Plastic Bag does not include the following:
      a. Bags used by consumers inside Grocers, Larger Retailer, Retailer, and Retail Stores to:
         1. Package bulk items including: fruit, vegetables, nuts, grains, candy, or small hardware items; or
         2. Contain or wrap fresh or frozen meat or fish; or
         3. Contain or wrap flowers or potted plants; or
         4. Contain unwrapped prepared foods or unwrapped bakery goods.
      b. Bags provided by pharmacists to contain prescription drugs.
      c. Newspaper bags, door hanger bags, dry cleaning bags, or bags sold in packages containing multiple bags intended to enclose garbage, pet waste, or yard waste.

I. *Waste Reduction Fee* means the Town fee of Ten Cents ($.20) imposed and required to be paid by each consumer making a purchase from a Retailer or Retail Store for each Disposable Paper Bag used during the purchase at the point of sale.

8.36.030 Single-Use Disposable Plastic Bag Prohibition

A. On April 15th, 2019, no Grocer or Large Retailer shall provide a Single-Use Disposable Plastic Bag to a customer at the point of sale.
B. On November 1st, 2019, no Retailer or Retail Store shall provide a Single-Use Disposable Plastic Bag to a customer at the point of sale.

1st Reading

C. Nothing in this section shall preclude any person or organization from making Reusable Bags available for sale or for no cost to customers.

8.36.040 Disposable Paper Bag Fee Requirements

A. Effective on April 15th, 2019, Grocers and Large Retailers shall collect from customers, and customers shall pay, at the time of purchase a Waste Reduction Fee of Ten Cents ($.20) for each Disposable Paper Bag provided to the customer at the point of sale.
B. Effective on November 1st, 2019, Retailers and Retail Stores shall collect from customers, and customers shall pay, at the time of purchase a Waste Reduction Fee of Ten Cents ($.20) for each Disposable Paper Bag provided to the customer at the point of sale.
C. Grocers, Large Retailers, Retailers, and Retail Stores shall record the number of Disposable Paper Bags provided and the total amount of the Waste Reduction Fee charged on the customer transaction receipt.
D. A Grocer, Large Retailer, Retailer, or Retail Store shall not refund to the customer any part of the Waste Reduction Fee or pay the Waste Reduction Fee for the customer or advertise or state to any customer that any part of the Waste Reduction Fee will be refunded to the customer.
E. For the purposes of this subsection, a restaurant is not a Grocer, Large Retailer, Retailer, or Retail Store.

8.36.050 Collection and Remittance of the Waste Reduction Fee

A. The Waste Reduction Fee collected by the Grocer, Large Retailer, Retailer, or Retail Store shall not be classified as revenue for the purposes of calculating sales tax.
B. Each Grocer, Large Retailer, Retailer, and Retail Store shall retain Ten Cents ($.10) of each Twenty Cent ($.20) Waste Reduction Fee it collects.
C. The remaining Ten Cents ($.10) of each Twenty Cent ($.20) Waste Reduction Fee collected by each Grocer, Large Retailer, Retailer, or Retail Store shall be due and remitted to the Town of Jackson Finance Department the last day of the following month in which sales tax was submitted to the state. The Town shall provide the necessary forms for Grocers, Large Retailers, Retailers, and Retail Stores to file with each month's remittance.
D. The Waste Reduction Fees collected by the Grocers, Large Retailers, Retailers, and Retail Stores paid to the Town of Jackson Finance Department shall be deposited into the Waste Reduction Fee account.
E. The Town of Jackson Finance Department shall remit all funds collected pursuant to this ordinance to the Teton County Integrated Solid Waste and Recycling Division.
F. The Waste Reduction Fee shall be administered by the Teton County Integrated Solid Waste and Recycling Division.
G. Waste Reduction Fees deposited in the Waste Reduction Account shall be used for the costs of the Plastic Bag Outreach Plan managed by Integrated Solid Waste and Recycling, which includes only:

1st Reading

1. Integrated Solid Waste and Recycling-sponsored reusable bag distribution and retailer support; and
2. Community litter clean up; and
3. Integrated Solid Waste and Recycling Zero Waste Infrastructure and Program.

H. No Waste Reduction Fee collected in accordance with this ordinance shall be used to supplant funds appropriated as part of The Town of Jackson Annual Budget.

I. No Waste Reduction Fee collected in accordance with this ordinance shall revert to the Town of Jackson General Fund at the end of the fiscal year, or at any other time.

8.36.060 Exemptions

A Grocer, Large Retailer, Retailer, or Retail Store may provide a Disposable Paper Bag to a customer at no charge to that customer if the customer provides evidence that he or she is a participant in a state or federal food assistance program.

8.36.070 Audits and Violations

A. Each Grocer, Large Retailer, Retailer, or Retail Store shall maintain accurate and complete records of the Waste Reduction Fees collected, the number of Disposable Paper Bags provided to customers, and any underlying records, including any books, accounts, invoices, or other records necessary to verify the accuracy and completeness of such records. It is the duty of each Retailer to keep and preserve all such documents and records, including any electronic information, for a period of three (3) years beginning at the end of the calendar year of such records.

B. If requested, each Grocer, Large Retailer, Retailer, and Retail Store shall make its records available for audit by the Town Manager or his/her designee during regular business hours for the Town to verify compliance with the provisions of this Chapter. All such records shall be treated as confidential commercial documents.

C. Violation(s) of any of the requirements of this Chapter subject a Grocer, Large Retailer, Retailer, or Retail Store to the following penalties:
    1. Any Person upon conviction of a violation of any provision of this Ordinance, shall be subject to the following penalties:
        a. Fifty Dollars ($50.00) for the first conviction.
        b. One Hundred Dollars ($100.00) for the second conviction.
        c. For the third and all subsequent convictions there shall be a mandatory Jackson Municipal Court appearance and such penalty as may be determined by the Jackson Municipal Court pursuant to Jackson Municipal Code § 1.12.010.
    2. No more than one (1) citation shall be issued to a Grocer, Retailer, or Retail Store within any seven (7) calendar days.

D. If payment of any portion of the Waste Reduction Fee is not received by the Town Finance Department on or before the last day of the following month after which the sales tax was submitted to the state, a Ten Dollar ($10.00) late fee shall be imposed per month until said payment is received.

1st Reading

SECTION II

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

SECTION III

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

SECTION IV

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

PASSED 1ST READING THE ____ DAY OF _____, 2018.
PASSED 2ND READING THE ____ DAY OF_____, 2018.
PASSED AND APPROVED THE _____ DAY OF_____, 2018.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandy P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

1st Reading

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2018.

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

_____
Sandy P. Birdyshaw
Town Clerk

1st Reading

From:	Matt Moore
To:	Jim Stanford
Subject:	An Aide To Plastic Bag Ban
Date:	Saturday, October 20, 2018 3:56:09 AM

Good day Councilor Stanford,

My name is Matthew Moore. I am the owner of a reusable bag company. I created this business due to the state of the environment. What we do is we distribute reusable bags made from non woven polypropylene(the most eco-friendly material) to communities and businesses all over the U.S. since we are more for the environment and less of a money hungry business, we donate a portion of our profits to local communities we work with.

Being that the residents as well as the businesses are not opposed to a plastic bag ban in Jackson, I believe we can work together to bring about a more sustainable community as well as environment.

I would love to work with you and the community in creating a more sustainable environment. We can create custom quality bags for small/local businesses or areas, and our pricing is low too! Many businesses resell their reusable bags for $1-$3 and our bags are below $.50 which means businesses as well as the community can make a profit while filling a need and helping the environment.

Kindly email me back if interested and I will send you the specifics.

Thank you!

Matt.

Johnny Ziem

From: Nikki Kaufman <nikki.kaufman1@gmail.com>
Sent: Wednesday, October 17, 2018 12:48 PM
To: Pete Muldoon; Jim Stanford; Don Frank; Bob Lenz; Hailey Morton Levinson
Subject: Plastic Bag Education: Bigger job than we can imagine...

Mr. Muldoon, Mr. Stanford, Mr. Frank, Mrs. Morton Levinson, and Mr. Lenz,

I would like to thank you again for your deliberate and positive commentary regarding the plastic ban bag at Monday's workshop. I would like to second Wes Gardiner's comment that this been has been a very transparent and productive process.

I am reaching out to reiterate my point about having a .20 paper bag fee split 50/50 between businesses and ISWR. As a recent ISWR board member and through my own personal road to Zero Waste, I have seen just how difficult it is to find folks willing to educate themselves on waste reduction in this county. A

Like Mr. Scott from Whole Grocer suggested, it would be ideal to give 100% of the revenue back to businesses and allow them to educate their employees. However, I don't think that option fits our town's unique sales model. Between unrelenting employee turnover and the chaos that managers must endure during the "on" seasons, I am not so sure they have the time or mental capacity to take on this job. I don't think we should add another "to do" on to their already endless lists.

Instead, I believe we should let ISWR utilize their resources and incredibly knowledgeable team to help educate in an efficient and consistent manner across the town. Instead of a store by store implementation, this project could help make a town wide tool kit and protocol for the ban that each site can easily use.

That being said, I am not a business owner and believe that we should do whatever will relieve the most stress from their lives.

Thank you again for the opportunity to be heard during this process and I look forward to more meetings on the subject!

Cheers,
Nikki Kaufman
413-687-5062

Johnny Ziem

From: Carter Cox <caracartercox@gmail.com>
Sent: Wednesday, October 10, 2018 8:33 AM
To: Town Council
Subject: Plastic Bag Ordinance

Dear Councilors,

I applaud your efforts in moving toward a plastic bag ordinance for Jackson. I encourage you to move forward with the ordinance and to consider fulling banning plastic bags specifically for grocery stores, at the very least. I look forward to hearing the outcome of next week's meeting.

Best,
Carter

Carter Cox
caracartercox@gmail.com

Johnny Ziem

From: Paul Hansen <paulwhansen@me.com>
Sent: Tuesday, October 9, 2018 2:03 PM
To: Town Council
Subject: Plastic Bag ordinance

Jackson Town Council
To be an effective deterrent to the wasteful use of plastic bags that are used for minutes and last for centuries, and to encourage the use of reusalbe bags, an ordinance must ban most types of single use plastic and establish a significant fee on paper. Many other jurisdictions have done this and it is working fine. A single use plastic bag ordinance is inherently business friendly. In other towns that have done this, increasing use of reusable bags has reduced business costs for all bags over time. A small investment now pays off handsomely over the long haul. Besides, business mostly passes the cost of bags along to consumers.

In Jackson Hole we hear alot about becoming a sustainable destination and staying wild. If our business comunity really means to support this concept, this is a small step they should be willing to take. Other communities have adopted restrictions on single use plastic bags without having to pay off the business community. We should too. Rebating part of the fee near term might make sense. Rebating all of it is extortion.

Paul W. Hansen
1155 Melody Creek Lane
Jackson, WY 83001
307 734-0330 (home)
307 413-8879 (cell)
paulwhansen@me.com

Johnny Ziem

From: Ryan Nourai <ryannourai@me.com>
Sent: Wednesday, October 10, 2018 4:16 PM
To: Town Council
Subject: Plastic Bags

Dear Town Council Members,

Thank you for taking the time to address the unnecessary waste in our community. The prospect of becoming a community which does not overly-use plastic bags excites me. Leaving progressivism and the quality of being viewed as a leftist issue, this ordinance is the movement in direction of adhering to our morals.

Not only are we surrounded by pristine, unique and widely-authentic systems which allow for incredible view sheds and surreal experiences, we are also a bastion of environmentalism. For many, these mountains called to them because of the prolific and legacy-laden athletes which traversed of their accomplishments and gifts to the recreation -community. For me, the long history of environmental-conservation beckoned me north, promising an arena where I could get my hands dirty.

As a national model for outdoor recreation and environmentalism alike, we are stewards to keep a perpetual balance between two antithetical ideologies and lifestyles. To strike the conversation regarding this balance through a ban of plastic bags, I would think this is the least this ordinance could attain. Reducing plastic in our landfill seems to be a pleasant symptom of the larger statement this ordinance may prove to possess.

Please respect the grassroots coalition which has formed to reflect the wants and needs of this community. Personally, I have been lucky enough to share an office with a woman who helped champion this ordinance into existence. On multiple occasions I was privy to conversations she had about the thoughtful evolution of the ordinance and its consideration of businesses, the less fortunate, locals and tourists as well.

As one of your constituents living in the town of Jackson I ask you to please adopt the plastic-bag ordinance.

Thank you for your time and consideration.

Sincerely

Ryan Nourai

530 East Hall, Jackson WY 83001

PO Box 3728

Johnny Ziem

From: Heather Overholser
Sent: Wednesday, October 17, 2018 1:07 PM
To: Pete Muldoon
Subject: RE:

Hi Pete,

Thanks for your e-mail. I personally am thrilled about the plastic bag ordinance. It is a big step in the right direction and will accomplish one of the strategies in the Road to Zero Waste Plan. I hope that Council approves some funding from the bag fee to come to ISWR to support education, bag distribution, etc. I noticed there was some feeling on the Council that the stores should be able to keep the entire fee to help cover the cost of the paper bags. ISWR can support some education and outreach from our normal outreach budget, but we wouldn't be able to offer expanded outreach without some funding from the fee. Thanks for your consideration on that.

In terms of plastics, yes, they are tricky. Your idea about additional signage just about plastic is something that we've actually been brainstorming and was supposed to happen, but now we are in the transition between a former and new Waste Diversion Outreach Coordinator and things are a bit hectic. I reached out to Carrie Bell, our new Outreach Coordinator, about this and expressed I'd like to have her make it a priority. You're not alone in being confused about plastics! Thanks for sharing your thoughts on this, and if we are ever short on funding for a project that includes the Town, I will reach out.

Also, if you have the interest, I'd like to discuss a few of our Road to Zero Waste strategies that involve the Town. Johnny and Rox know about them. If you'd like to leave it at the staff level, I understand that too. So just let me know.

Thanks again!
Heather

From: Pete Muldoon <pmuldoon@jacksonwy.gov>
Sent: Wednesday, October 17, 2018 9:00 AM
To: Heather Overholser <hoverholser@tetoncountywy.gov>
Subject:

Hi Heather,

I just read your guest shot in the NaG. First, thanks for your help on the plastic bag ordinance. Hopefully we can get that done soon, and start looking at next steps.

I found the section in your piece about plastics and the various types to be interesting. I admit this is something that still confuses me every time I recycle. Is there anything the town can do to help with this? Ideally, all of this plastic would be clearly marked by type. But I wonder if a large sign near the stations (or on the containers - maybe magnetic?) with a lot of pictures and categories would help? Maybe an expanded version of the ISWR recycling guide?

I am certain you've thought of all of this, so I suppose I'm really wondering if there are things you'd like to do but need either funding or permission to do that you haven't been able to get from the town or county.

Thanks again for all you do!

-Pete

Pete Muldoon
Mayor
Jackson, WY

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Johnny Ziem

From: Ashley Watson <ashleyrwatson@gmail.com>
Sent: Wednesday, October 10, 2018 1:18 PM
To: Town Council
Subject: Support for plastic bag ban

Dear town councilors,
I am writing to express my support for the plastic bag ban, along with a fee for paper bags. I applaud your efforts to make this positive change in our community. As a small business owner, I understand how difficult decisions aren't always easy or popular, but we need to do the right thing for our planet. Please pass this important and long-lasting improvement for our town, before it is too late! Thank you for all of your incredible hard work and dedication towards making Jackson the best town it can be for locals and visitors alike.

With gratitude,
Ashley Watson

--
Ashley Watson

Mountains of Groceries
http://www.mountainsofgroceries.com/
(307) 699-4901

Please consider the environment before printing this email.

Johnny Ziem

From: Nikki Kaufman <nikki.kaufman1@gmail.com>
Sent: Wednesday, October 31, 2018 1:38 PM
To: Pete Muldoon
Subject: Re: Plastic Bag Education: Bigger job than we can imagine...

Mr. Muldoon,

I know the new plastic ban bag ordinance will have its first reading this coming Monday Nov 5th (which happens to also be my birthday). I wanted to follow-up to see what support looked like for a .20 cent or more fee on paper bags and the split between ISWR and businesses. I know many people in the community would agree with this fee and split, and I would love to round up folks to voice their opinions on the matter if you think that make-up is unlikely.

Please let me know. Cheers!

Nikki

On Wed, Oct 17, 2018 at 12:48 PM Nikki Kaufman <nikki.kaufman1@gmail.com> wrote:

Mr. Muldoon, Mr. Stanford, Mr. Frank, Mrs. Morton Levinson, and Mr. Lenz,

I would like to thank you again for your deliberate and positive commentary regarding the plastic ban bag at Monday's workshop. I would like to second Wes Gardiner's comment that this been has been a very transparent and productive process.

I am reaching out to reiterate my point about having a .20 paper bag fee split 50/50 between businesses and ISWR. As a recent ISWR board member and through my own personal road to Zero Waste, I have seen just how difficult it is to find folks willing to educate themselves on waste reduction in this county. A

Like Mr. Scott from Whole Grocer suggested, it would be ideal to give 100% of the revenue back to businesses and allow them to educate their employees. However, I don't think that option fits our town's unique sales model. Between unrelenting employee turnover and the chaos that managers must endure during the "on" seasons, I am not so sure they have the time or mental capacity to take on this job. I don't think we should add another "to do" on to their already endless lists.

Instead, I believe we should let ISWR utilize their resources and incredibly knowledgeable team to help educate in an efficient and consistent manner across the town. Instead of a store by store implementation, this project could help make a town wide tool kit and protocol for the ban that each site can easily use.

That being said, I am not a business owner and believe that we should do whatever will relieve the most stress from their lives.

Thank you again for the opportunity to be heard during this process and I look forward to more meetings on the subject!

Cheers,
Nikki Kaufman

413-687-5062

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 30, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: Legal
DEPARTMENT DIRECTOR: Audrey Cohen-Davis
PRESENTER: Audrey Cohen-Davis

SUBJECT: Ordinance Q Establishing the Office of the Housing Ombudsman in the Town of Jackson

PURPOSE

The purpose of this item is to provide an ordinance for consideration at first reading establishing the Office of the Housing Ombudsman to assist with residential housing issues.

BACKGROUND/ALTERNATIVES

At the September 17, 2018 Town Council workshop, staff presented draft policies and procedures set forth a structure for the Town of Jackson Housing Ombudsman Program and a draft Ordinance establishing the Office of the Housing Ombudsman at the Town of Jackson. The Town Council approved a motion to direct staff to continue refining the general framework and policies and procedures for the ombudsman position within the Victim Services Department of the Jackson Police Department and bring back a draft ordinance to Council at a future date for approval.

FISCAL IMPACT

$10,000 was adopted into the FY2019 budget for the ombudsman program to cover the additional salary for the Office of the Ombudsman services provided by the Victim Services Division of the Jackson Police Department.

The fiscal impact of passage of an ordinance varies between $250.00 and $700.00 depending on the length of the ordinance. (Shorter ordinances average around $350.00 and short franchise ordinances can reach $700.00.) They appear in the newspaper the Wednesday following Town Council's action on third reading (two (2) days later). Should Town Council make changes to the ordinance on third reading, the ordinance would need to be re-advertised in its final form.

ALIGNMENT WITH TOWN COUNCIL'S STRATEGIC INTENT

This item aligns with Town Council's intent to deliver quality services and facilities in a fiscally responsible and coordinated manner and to sustain Jackson's unique character and continue to be the primary location for jobs, housing, shopping, educational and cultural activities by ensuring safe, healthy housing options for residents.

STAFF IMPACT

Significant staff time has been spent by the legal department to research ombudsman programs around the state and country, drafting the attached policies and procedures and ordinance, and meeting with the Chief of Police regarding the structure of this program within the Victim Services Division of the Jackson Police Department. The Chief of Police and Victim Services also spent time considering and reviewing the attached and assisting the legal department.

The staff impact of passage of ordinances after second reading is notable in the Town Clerk's office and involves preparing the ordinance for advertising and sending to the newspaper, updating the Jackson Municipal Code

online and in hard copy for those receiving hard copy versions of the code. The ordinance is also printed and signed and placed in the permanent record storage book in the vault and indexed and posted on the website. The ordinance is also prepared and sent to the newspaper for advertising

LEGAL REVIEW
Complete.

ATTACHMENTS
Ordinance Q establishing the Office of Housing Ombudsman

RECOMMENDATION
Staff recommends adoption of the attached Ordinance at first reading.

SUGGESTED MOTION
I move to approve Ordinance Q on first reading.

ORDINANCE Q

AN ORDINANCE ADDING CHAPTER 16.50 TO THE MUNICIPAL CODE OF THE JACKSON ESTABLISHING AN OFFICE OF THE HOUSING OMBUDSMAN; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Chapter 16.50 of the Municipal Code of the Town of Jackson is hereby created to read as follows:

Chapter 16.50. Office of the Housing Ombudsman

16.50.001. Legislative Purpose

It is the intent of the Town Council of the Town of Jackson, Wyoming to establish, in addition to other remedies or rights of appeal of any person under local, state or federal law, an independent, impartial local office readily available to the public and empowered to investigate housing disputes; to direct tenants, landlords and persons to the right avenue of recourse and/or the proper venue for recourse for conflicts; to assist in resolving problems and grievances between a landlord and a tenant; to document and identify issues and problems with residential rental housing and landlord-tenant relationships; and to recommend needed changes to laws to the Town of Jackson Town Council.

16.50.002. Creation of Office

The Office of Housing Ombudsman is hereby established in the Town of Jackson by virtue of W.S. 15-1-103(xli) for the health, safety and welfare of citizens seeking or who have obtained residential housing, or who offer or provide residential housing in the Town of Jackson, Wyoming.

16.50.003. Appointment

The Town of Jackson Victim Services Division of the Jackson Police Department shall serve as Housing Ombudsmen. This arrangement helps to guarantee the independence of the Housing Ombudsmen, who are not only providing a direct service to citizens but are performing a role in legislative oversight of the Town of Jackson Housing Ombudsman program by reporting to the Chief of Police and the Town Council.

16.50.004. Qualifications

A. The Housing Ombudsman shall be a person of recognized judgment, objectivity and integrity who is well-equipped to analyze problems of law, administration and public policy.
B. No person while serving as Ombudsman:
    1. Shall engage in any other occupation, business, or profession likely to detract from the full-time performance of his or her duties as Ombudsman; or,
    2. Shall engage in any other occupation, business or profession likely to result in a conflict of interest or an appearance of impropriety or partiality.

C. The Housing Ombudsman shall follow the policies, rules and procedures as adopted by the Town for the Office of Housing Ombudsman.

SECTION II.

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

SECTION III.

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

SECTION IV.

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

PASSED 1ST READING THE ____ DAY OF _____, 2018.
PASSED 2ND READING THE ____ DAY OF_____, 2018.
PASSED AND APPROVED THE _____ DAY OF_____, 2018.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2018.

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

_____
Sandra P. Birdyshaw, Town Clerk

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: October 31, 2018
MEETING DATE: November 5, 2018

SUBMITTING DEPARTMENT: Legal
DEPARTMENT DIRECTOR: Audrey Cohen-Davis
PRESENTER: Lea Colasuonno

SUBJECT: (P18-247) Repealing Portions of the Town of Jackson Sign Code

STATEMENT/PURPOSE
The purpose of this item is to repeal portions of the Town of Jackson sign code.

BACKGROUND/ALTERNATIVES
The need for this change to the sign code derives from a shift in the federal legal landscape under the Supreme Court of the United States *Reed v. Town of Gilbert* decision. Council approved a two-step process to bring the sign code up-to-date with the Supreme Court's recent interpretation of the First Amendment at its September 17, 2018 Workshop.

Step 1: The first step in the process is to repeal discrete portions and subsections of the sign code that are constitutionally problematic. Staff has included herewith a repeal ordinance for Council's review to complete this first step.
Step 2: The second step in the process is to amend and reenact the sign code to address pre-existing shortcomings in the code and those generated by repealing only some subsections. Staff anticipates presenting an amended sign code for Council's consideration promptly after Planning Commission reviews the amendments.

Town Council has the option to:
1. Repeal the offending portions of the sign code, as set forth in the attached ordinance; or
2. Leave the sign code intact as is.

STAKEHOLDER ANALYSIS
All residents and visitors are stakeholders for this item.

ATTACHMENTS
- Ordinance R
- Sign Code LDR with Redline Changes

FISCAL IMPACT
The fiscal impact of passage of ordinances after third reading varies between $250.00 and $700.00 depending on the length of the ordinance. Shorter ordinances average around $350.00 and franchise ordinances can reach $700.00. Ordinances appear in the Jackson Hole News & Guide after third reading, but are sent to the Jackson Hole News & Guide prior to Council action on third reading. Ordinances appear in the Jackson Hole News & Guide the Wednesday following Council's action on third reading (two days after being enacted). If Council makes changes to the ordinance on third reading, the ordinance needs to be re-advertised in its final form.

STAFF IMPACT

The staff impact of this item is felt most keenly in the Legal and Planning Departments, though also has an impact on the Police Department's enforcement division and the Town Clerk's Office.

LEGAL REVIEW

Complete.

RECOMMENDATION

Staff recommends adopting Ordinance R as drafted.

SUGGESTED MOTION

I move to approve Ordinance R on first reading.

ORDINANCE R

AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1151 (PART), 1197 (PART), 1162 (PART), AND 1074 (PART) AND SECTIONS 5.6.1.B.4.a, 5.6.1.B.4.b, 5.6.1.B.4.d, 5.6.1.B.4.g, 5.6.1.B.4.i, 5.6.1.C.3.a, 5.6.1.C.5.a, 5.6.1.C.5.b, 5.6.1.C.5.e, and 5.6.1.D.8 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING SIGN CODE STANDARDS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of the Town of Jackson Ordinance Numbers 1151 (PART), 1197 (PART), 1162 (PART), AND 1074 (PART) and Sections 5.6.1.B.4.a, 5.6.1.B.4.b, 5.6.1.B.4.d, 5.6.1.B.4.g, 5.6.1.B.4.i, 5.6.1.C.3.a, 5.6.1.C.5.a, 5.6.1.C.5.b, 5.6.1.C.5.e, and 5.6.1.D.8 of the Town of Jackson Land Development Regulations are hereby repealed.

SECTION II.

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

SECTION III.

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

SECTION IV.

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

PASSED 1ST READING THE ____ DAY OF _____, 2018.
PASSED 2ND READING THE _____ DAY OF_____, 2018.
PASSED AND APPROVED THE _____ DAY OF _____, 2018.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

_____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming on the _____ day of _____, 2018.

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

_____
Sandra P. Birdysahw, Town Clerk

Div. 5.6. Sign Standards

5.6.1. Town Sign Standards (7/18/18, Ord. 1197)

A. Purpose

The purpose of this Division is to afford the business and residential community equal and fair opportunity to advertise and promote its products and services without discrimination; to protect and enhance the community character and visual environment; to preserve the right of the citizens to enjoy our Town's scenic beauty; to improve pedestrian and traffic safety; to minimize the possible adverse effect of signs on nearby public and private property; and to enable the fair and consistent enforcement of these sign regulations.

B. Applicability

1. **Permit Required.** The provisions of this Section shall apply to all signs located within the Town boundaries, except as specified in these LDRs. No sign shall be erected, altered, or relocated without prior authorization pursuant to this Section.

2. **Administrative Adjustment.** The administrative adjustment procedure is intended to allow for flexibility in the regulations when a standard is inapplicable or inappropriate to a specific use or design. The Planning Director shall have the authority to approve or deny administrative adjustment requests for the standards within this Section pursuant to the procedures of Sec. 8.8.1.

3. **Maintenance and Repainting Exempt.** The repainting, changing of parts, and maintenance of legally conforming signs shall not require a permit, provided that the changes do not enlarge or change the sign significantly.

4. **Exempt Signs.** The following signs shall be exempt from the provisions of this Section, provided that they satisfy the requirements set forth below.

   a. ~~**Traffic Signs.** All signs erected in a public right-of-way by a public agency or on a private road right-of-way for controlling or directing traffic.~~

   b. ~~**Political Signs.** Political signs pertaining to a specific election, which are displayed not earlier than 30 days prior to the primary election and are then removed by the candidate or property owner who placed the sign within 5 days after the general election; if there is no primary election, the sign shall be erected not earlier than 30 days prior to the general election, and the sign shall be removed 5 days after the general election. All signs shall be located on private property and shall not impede the public right-of-way.~~

   c. **Flags.** Official, State, and Nation flags shall be permitted. Corporate flags are permitted and shall be limited to one flag 15 square feet in size, which shall not be deducted from the total signage permitted. Flagpoles are permitted provided that a building permit is obtained and that the height of the pole does not exceed the maximum height for structures within the zone that the property is located.

d. ~~**Property Notification Signs.** Private warning signs and for sale or for rent signs are permitted, provided that they do not exceed 4 square feet per side, for a total of 8 square feet.~~

e. **Street Numbers.** Numbers placed on a structure for purposes of identifying the address or the location.

f. **Vehicular Signs.** All signs placed in or upon a vehicle or trailer, including mass transit vehicles.

g. ~~**Construction Signs.** Construction signs for buildings or projects, naming owners, contractors, subcontractors and architects shall be permitted, provided that they do not exceed one sign of 35 square feet for each street frontage of the building or project.~~

h. **Town, State, or National Historical Signs.** Those buildings designated by the Town Council, the State of Wyoming, or the United States as having historical significance to the community are permitted one historical plaque per street frontage.

i. ~~**Informational Signs.** An on-premise sign designed to provide courtesy information or direction to the public by using such words as "entrance", "exit", "parking", "drive-up", "restrooms", "parking", or similar directional instruction, but not including any advertising of the business. The directional signs shall not exceed 6 square feet in area. The maximum height should be 4 feet unless attached to an existing freestanding sign.~~

j. **Posted Notice.** Notice of a meeting or hearing that meets the standards of Section 8.2.14.C.4..

C. Allowable Signage

1. **Allowable Signage by Sign District.** For the purpose of determining allowable sizes, numbers, materials, placement, and other requirements for restrictions on signs as set forth in this Section, the Town sign districts are described below.

   a. Town Square Sign District

      i. **Town Square Sign District Boundary.** The Town Square Sign District is coincident with the Town Square zone.

      ii. Permitted Amount of Signage

         a). Two and one-half square feet of sign area for each lineal foot of street facade width up to a maximum of 125 square feet of total sign area is permitted, unless adjusted as hereinafter provided.

         b). Two signs are permitted for each business per each street frontage.

      iii. **Permitted Sign Types.** Canopy, projecting, and wall signs. Freestanding signs that are used as directories for more than 3 businesses within a structure that do not have a street frontage are permitted.

iv. **Prohibited Signs.** In addition to the prohibited signs list in 5.6.1.D. single-tenant freestanding signs are prohibited in the Town Square Sign District.

b. General Sign District

i. **General Sign District Boundary.** The general sign district is comprised of all property within the Town that is not in the Town Square Sign District.

ii. Permitted Amount of Signage

a). 3 square feet of sign area for each lineal foot of street facade width up to a maximum of 150 square feet of total sign area is permitted, unless adjusted as hereinafter provided.

b). 3 signs are permitted for each business per each street frontage.

c). For each projecting or freestanding sign approved a 10% penalty per sign shall accrue.

iii. **Permitted Sign Types.** Canopy, wall, freestanding, and projecting signs.

2. **Multiple Tenant Sign Area Adjustments.** To allow and encourage certain types of signs, as well as to provide adequate advertising for multiple tenant and mixed use structures.

a. For buildings containing 3 or more tenants, the maximum total square footage allowable for all signs may be increased by 25% for each additional tenant or business up to an increase of 150% of total sign area.

b. Preliminary Master Sign Plans depicting the size and proposed location(s) of all signs for any structure with 3 or more tenants are encouraged to be submitted with development plan applications.

3. **Window Signs.** Signs displayed on the inside or outside of windows in buildings are permitted, provided that they comply with the following standards. For the purposes of this Section, window displays, such as clothing, merchandise and real estate photographs, shall be exempt, provided that they are displayed inside the window.

a. ~~Window signs shall not count toward the total allowable signage for a structure, provided that the signage does not advertise the business name or logo. Window signs that advertise the business name shall be counted toward the total signage for the business.~~

b. Window signage may occupy no more than 25% of the area of the entire window surface in which it is displayed. In no event shall window signage exceed 16 square feet in any window surface.

c. Prohibited features of window signs shall include profanity, flashing lights, rotating beacons, scrolling pictures, and electronic or mechanical features. Sexually explicit nudity is expressly prohibited within windows.

5. Exceptions to Prohibited Signs

a. ~~Electrical and Changing Signs. Signs denoting the correct time and temperature for the convenience of the public shall be permitted and shall not include more information than that stated above and the name of the business in ownership of the sign. Said sign shall not exceed 12 square feet for a single-sided sign and 24 square feet for a double-sided sign. The size of the sign shall be deducted from the allotted signage permitted for the business.~~

b. ~~Neon Signs. Vacancy and No Vacancy signs and Open and Closed signs shall be permitted, provided that the proposed sign does not exceed 10 square feet in size.~~

c. Readerboard Signs

i. Readerboards for movie theaters, playhouses, theaters, and restaurants and bars with changing entertainment shall be permitted, provided that they are manually changed only. These signs shall conform to the design, material and freestanding sign standards set forth in this Division and shall not be internally lighted. A signage area increase of 50% shall be permitted for entertainment businesses requiring a readerboard.

ii. Readerboards for churches indicating the times of services, the clergy, quotes of scripture and special events are permitted, provided that they are manually changed only. These signs shall conform to the design, material and freestanding sign standards set forth in this Division and shall not be internally lighted.

iii. Gasoline service stations are permitted a maximum of 2 readerboard signs for the purposes of displaying fuel prices, provided that they are manually changed only. These signs shall conform to the design and material standards set forth in this Division and shall not be internally lighted. Fuel prices shall not be changed more than 1 time per day.

d. Barbershop Poles. Barbershop poles with rotating stripes and internal lighting shall be permitted for traditional barbershops only (those businesses offering haircutting services without salons or spas), provided that the pole does not exceed 4 feet in height and 1 foot in width. The pole shall only be lighted and rotating during business hours and shall be attached to the structure in which the business is located.

e. ~~Directional Signs. An off-premise sign identifying and containing directional information to public places owned or operated by federal, state, or local governments or one of their agencies; or an off-premises sign identifying and containing directional information to sites, which the Town Council has determined to have a historic, cultural, educational, scientific, and religious significance to the community and visitors, and which are difficult to locate without such a sign. Information on directional signs shall be limited to the~~

~~name of the site, directional arrow, and mileage to the site. Signs shall not exceed 6 square feet in area. The maximum height of the sign shall be the same as freestanding signs in the zone in which the sign is located.~~

D. Prohibited Signs

The following shall be prohibited in all sign districts unless explicitly allowed above.

1. **Rotating Beacon Lights.** Rotating lights attached to any sign structure, sign, or building.

2. **Moving Signs.** Flashing, blinking, fluttering, undulating, swinging (non canopy signs), rotating, or otherwise moving signs, pennants, balloons, holograms, light beams, or other free flowing decorations.

3. **Temporary Signs.** Banners, banner signs, portable signs or any device which can be classified as a portable sign, including, but not limited to: Signs with wheels that can be rolled onto the sidewalk or street right-of-way, signs supported by an A-frame apparatus, signs supported by a heavy weight at the base, that can be rolled into place, or any other device in the form of a sign that is of a temporary nature and not permanently affixed to a building or sign structure. Refer to Section 4670.I. Temporary Signs-Permitted Uses for exceptions.

4. **Off-Premises Signs.** Signs for advertising or identification of a business not located on the same premises as the sign. For the purposes of this definition, this shall include the outdoor display of items, which are not for sale within the business.

5. **Neon Signs or Valances.** Any neon sign located on the outside of a building or attached to a sign structure.

6. **Readerboard or Changeable-Copy Signs.**

7. **Roof Signs.** Any sign placed or painted upon or above the roof or parapet wall of a structure.

8. ~~Profane Language on Signs.~~

9. Sexually Explicit Nudity on Signs.

E. Sign Materials and Design

1. **Materials.** Signs may be constructed of, but not limited to painted, stained or carved wood; brick or stone; glass; high density urethane foam; gold leaf and silver leaf; metal, which is painted, rusted, or anodized, rust resistant, or otherwise treated to prevent reflective glare. Prohibited materials include: plexiglass, polymers, plastics, acrylic, lexan, and flex face, with the exception of those used for letters, as defined in E.6.

   a. Background colors may include any color, with the exception of white or yellow, fluorescents, and certain tints of said colors. A complete color palette is available in the Town Planning Department, and paint samples

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: November 5, 2018

RE: Town Manager's Report

Public Art Installation During Center Street Water/Sewer Project

The Center Street Water/Sewer project will occur in FY2020. This project will have a significant impact on the downtown community. Carrie Geraci, Public Art Coordinator is requesting pre-planning funds for the Town to host/fund a public art installation as part of the project and this pop up art installation would likely be planned for the temporary dead end of Deloney on the north side of the Town Square. Mayor Muldoon asked that this be added to the Town Manager's report in order to bring it before the entire Council for discussion and consideration. The Town will not break ground on this project until the spring of 2020. Even though the project does not occur until FY2020 and the project does not have an approved/funded art installation as part of the project, the verbal request has been made to authorize $3000 for pre-planning of the art installation during this fiscal year in order to provide the best chance of success and public outreach to hopefully mitigate the impacts of the construction issue and associated street closures. With the Council's acceptance of the Town Manager's report into the public record, staff will appropriate $3000 towards this project in FY2019 specifically dedicated for public art pre-planning and it will be included in the next budget amendment. Should the Council wish to have more time and more information to fully understand the request, this item can be withdrawn from the Town Manager's report and a written request from Public Art can be made and considered at an upcoming Council meeting. The Council can also consider waiting until FY2020 to authorize the pre-planning funds.

January CAST Meeting

The January 2019 CAST meeting will be held in our community January 16-18, 2019. The agenda is currently being developed and one issue that may be included is something related to transportation. The meetings will be held in Teton Village. As part of the meeting, the Town and County will be hosting a reception at the Wort in the Goldpiece Room on January 16th from 5pm-7pm. Please let us know if you plan on attending the meetings so that we can get you registered.