



# **TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION**

**PREPARATION DATE:** July 26, 2018

**MEETING DATE:** August 6, 2018

**SUBMITTING DEPARTMENT:** Town Clerk

**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson

**PRESENTER:** Carl Pelletier

**SUBJECT:** Special Event: Jackson Hole Public Art – PARK(ing) Day

## **PURPOSE/STATEMENT:**

The Mayor and Council approve or deny all special event applications requesting use of Town streets, alleys and sidewalks, Town equipment and services of Town personnel on behalf of the Town of Jackson.

## **BACKGROUND/ALTERNATIVES:**

The applicant, Jackson Hole Public Art, requests permission to host PARK(ing) Day on Friday, September 21, 2018 in the downtown district of Jackson, Wyoming. This event happens across the world annually on the same Friday in September. The idea is to re-purpose up to ten (10) parking spaces during the day – converting them into temporary art and park installations that offer an alternative use of space.

This event has been approved the past two years. There are no significant changes in the application request from previous years.

Included in this staff report is a map of the parking spaces utilized last year for the PARK(ing) event. The applicant indicated that the spaces will be located in very similar or the same spaces that were used last year. The proposed parking space are distributed throughout the downtown district of Jackson. The applicant has indicated they have been or will be in contact with businesses in front of or adjacent to the spaces that are used for the day. The applicant has indicated that they would only utilize spaces in which the business owners are favorable with this project.

Temporary parking space art installations will be installed in the morning and the parking spaces will be returned to their original condition that evening. The event is scheduled to run from 8am until 5pm. Also included in this staff report are images of some PARK(ing) Day alternative uses in different locations.

The applicant requests the following:

1. Permission for the closure of up to 10 non-conjoining parking spaces in the downtown district.

2. The use Town barricades, cones, and recycling receptacles from the Public Works Department.
3. Permission to display informational signs in the individual parking spaces

This application has been distributed to various Town departments for review.

The proposed event occurs during the Fall Arts Festival and is promoted through Chamber marketing. Last year over 300 maps were handed out to people so they could participate in a self-guided tour of the sites

**ATTACHMENTS:**

Special event application.  
2017 parking space map

**FISCAL IMPACT:**

Estimated fiscal impact is minimal.

**STAFF IMPACT:**

On-duty Public Works staff to prepare and check-out and check-in the barricades to the applicant.

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

Staff recommends the approval of the special event permit application, subject to the following conditions and restrictions:

1. The applicant shall clean up after the event and shall be responsible for the removal of all refuse generated by the event.
2. Banners are not permitted unless approved under a separate Sign Permit Application to the Planning and Building Department.
3. All walkways and boardwalks shall be kept clear and unobstructed.
4. Installations will not encroach on roads or streets nor shall they impede vehicular traffic in anyway.
5. Any power cords that cross walkways shall be taped and secured so as to avoid a tripping hazard.
6. The applicant shall coordinate all police services with the Jackson Police Department at (733-1430) at least one week prior to the race to work out the details of the requested closures.
7. The applicant shall coordinate all public work services with the Public Works Department at (733-1430) at least one week prior to the event to work out the details of necessary services.
8. An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000

- aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
9. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
  10. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
  11. The applicant shall be responsible for the closure of the parking spaces and the procuring, posting and removal of no parking signs associated with the event.
  12. The applicant will notify nearby businesses of the event.
  13. All barricades, cones, and signs must be removed immediately following the event. Barricades, cones and signs must be returned to the Public Works Department.

**SUGGESTED MOTION:**

I move to approve the PARK(ing) Day special event application made by Jackson Hole Public Art subject to the conditions and restrictions listed in the staff report.

# Art, Places, & People

1. Across from American Legion

2. Outside El Azteca

3. Outside History Museum

4. Outside Habits

5. Outside Bin 22

6. Outside Stio

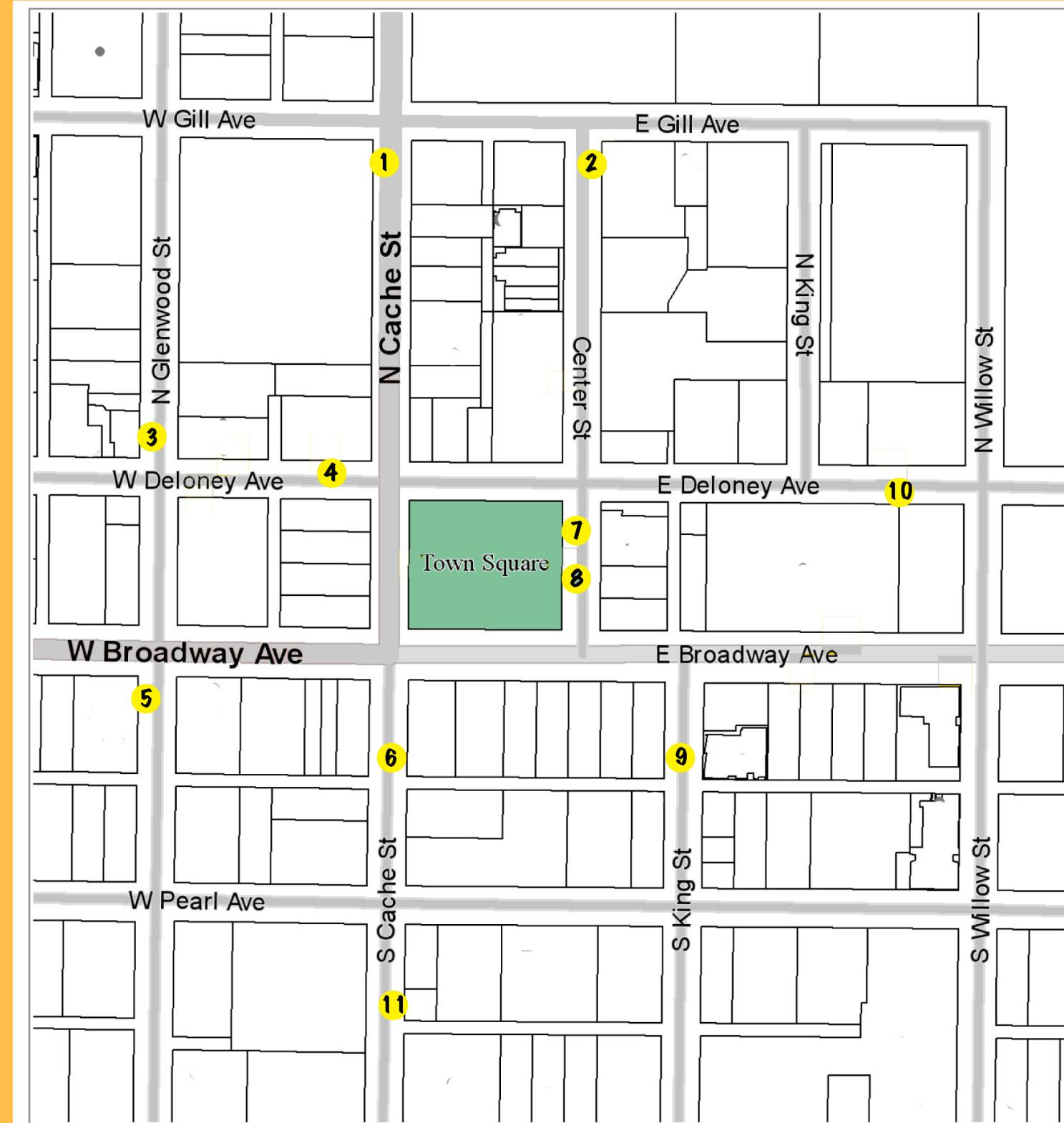
7. Across from JH Resort Store

8. Across from Earthbound

9. Outside Overland

10. Outside Workshop

11. Outside Artists Studio



# PARK(ing) Day

AN ANNUAL  
WORLDWIDE EVENT  
WHERE ARTISTS,  
DESIGNERS, AND  
CITIZENS TRANSFORM  
PARKING SPOTS INTO  
TEMPORARY PUBLIC  
PARKS.



[www.jhpublicart.org](http://www.jhpublicart.org)  
[www.parkingday.org](http://www.parkingday.org)  
[cal@jhpublicart.org](mailto:cal@jhpublicart.org)

# PARK(ing) DAY

September 15

In Jackson's second year of this event, local citizens and organizations will reclaim the streets and turn parking spots into temporary creative places.



Contact:  
Cal Brackin  
[cal@jhpublicart.org](mailto:cal@jhpublicart.org)  
(307) 413-1726

Carl Pelletier

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**From:** SeamlessDocs <noreply@seamlessdocs.com>  
**Sent:** Tuesday, July 03, 2018 3:04 PM  
**To:** Carl Pelletier  
**Subject:** [Town Of Jackson] Special Event Application 021717 Submission



This document has been sent on behalf of Town Of Jackson by SeamlessDocs.

## Form Submission

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### Special Event Application 021717

**Name of Event**

PARKing Day

**Name of Organization**

Jackson Hole Public Art

**Mailing Address**

PO Box 4413

**City**

Jackson

**Zip Code**

83001

**State**

WY

**Name of Person Completing Application**

Carrie Geraci and Cal Brackin

**E-mail**

carrie@jhpublicart.org

## Other Festival Event

Collaborative build of a temporary, community arts installation contained within up to 10 non-conjoined parking spaces.

### Description & Purpose of Event

PARK(ing) Day happens across the world annually on the same Friday in September, this year on September 21, 2018. Jackson Hole Public Art proposes to have the Jackson community participate. The idea is to repurpose up to ten (10) parking spaces during one day, converting them into art and park installations that offer alternative use of space. We will return the parking spaces to their original state by end of the day. PARK(ing) Day exhibits contain no ulterior motives (no selling of items, no promoting a certain business, no serving food) but rather they are a peaceful art form that can provide an alternative place to sit such as a hammock or bench, or live music, or various forms of art. In essence, we will reprogram spaces intended for vehicles into a temporary place for new social interactions and artistic expression. We agree with and will follow last year's recommendations: 1. The applicant shall clean up after the event and shall be responsible for the removal of all refuse generated by the event. 2. Banners are not permitted unless approved under a separate Sign Permit Application to the Planning and Building Department. 3. All walkways and boardwalks shall be kept clear and unobstructed. 4. Installations will not encroach on roads or streets nor shall they impede vehicular traffic in any way. 5. Any power cords that cross walkways shall be taped and secured so as to avoid a tripping hazard. 6. The applicant shall coordinate all police services with the Jackson Police Department at (733-1430) at least one week prior to the race to work out the details of the requested closures. 7. The applicant shall coordinate all public work services with the Public Works Department at (733-1430) at least one week prior to the event to work out the details of necessary services. 8. An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney. 9. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19). 10. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9). 11. The applicant shall be responsible for the closure of the parking spaces and the

procuring, posting and removal of no parking signs associated with the event. 12. The applicant will notify nearby businesses of the event. 13. All barricades, cones, and signs must be removed immediately following the event. Barricades, cones, and signs must be returned to the Public Works Department.

**Location of Event**

Downtown parking spaces

**Alternative Location**

None

**Event Setup begins Time A**

7:00 am

**Event Clean Up Ends Time B**

5:00 pm

**Type of Organization**

Non-Profit

**Work Phone**

3074131474

**Type of Event Radio Buttons**

Other

**Event Operating Hours**

8 am to 4 pm

**Event Setup begins**

September 21, 2018

**Event Clean Up Ends**

September 21, 2018

**Date Range of Event**

September 21, 2018

**Total Event**

300

**Per Day**

300

**Alternative Contact Cell Phone**

3074131726

**Alternative Contact Name**

Cal Brackin

**Will you be charging an admission fee for your event?**

No

**checkbox\_mPJ**

X

**Area of Closure Request A**

The only closures will include up to ten (10) parking spaces, for one day only –  
September 21

**Route Description**

n/a

**Will the event close any streets etc?**

No

**textarea\_Feu**

10

**Will the event close any parking spots?**

Yes

**Will the event close any bus start routes?**

No

**Sample notice and list of recipients?**

No

**Candlestick Cones**

20

**Please describe in detail your request (Police Department)**

If the police know that the PARK(ing) Day installations are happening in 10 parking spaces during daytime September 21, that should be sufficient. We will call them regarding signage that we can post 24 hours in advance.

**Public park or ball field**

No

**Any amplified sound?**

No

**Event musical entailment?**

No

**Signs or banners?**

No

**Certificate of insurance attached?**

Yes

**Number of ADA Accessible Portable Toilets**

None

**Total Number of Portable Toilets**

None

**If no, please explain (portable toilets) A**

This is a temporary, day-long public art project within town where there are public toilets available nearby.

**Providing restrooms?**

No

**Alcoholic beverages?**

No

**Any other alcohol beverages other than beer?**

No

**Will anything be sold at your event?**

No

**Will any food beverages be sold at your event?**

No

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

No

**Describe plan for collection of trash removal**

We shall clean up after the event and shall be responsible for the removal of all refuse generated by the event. There are public trash receptacles nearby and we will be taking the trash away.

**Describe your plan for collection and removal of recyclable materials during your special event**

There are public recycling receptacles nearby and we will be taking the recycling away.

**Will you be using a company for recycling plan?**

No

**Initials A**

CG/ CB

**Has this event been approved in previous years?**

Yes

**If yes, please indicate Significant changes to the event request since it's last approval**

This event will be the same as last year's event with no significant changes. We will be using similar parking spaces to previous years and will include a map. We will also talk to nearby businesses to inform them of the event.

**Initials B**

CG/CB

**Initials C**

CG/CB

**Initials D**

CG/CB

**Initials E**

CG/CB

**TITLE**





**PARK(ing) Day is a worldwide act of generosity and playful activism intended to serve local communities.**

A parking spot is a free, short-term lease for a plot of downtown real estate. What kinds of creativity happen in a space usually designated for a private vehicle? We have one day, September 15, 2017, to find out.

## TO PARK WITH US

- Attend the design workshop
- Commitment!
- Send an application
- Share a site plan (drawing of your layout showing activities and concept).

**Public comment at Town Council meeting: Monday, August 7 at 6:00pm**  
Email: [council@jacksonwy.gov](mailto:council@jacksonwy.gov)

## WHO

Calling all makers with a good idea and the drive to make it happen for a day!

## GET IN TOUCH

Cal Brackin  
[cal@jhpublicart.org](mailto:cal@jhpublicart.org)  
307.413.1726

Carrie Geraci  
[carrie@jhpublicart.org](mailto:carrie@jhpublicart.org)  
307.413.1474

# PARK(ing) Day

September 15, 8 AM - 6 PM

Jackson Hole Public Art

[www.jhpublicart.org](http://www.jhpublicart.org) / [www.parkingday.org](http://www.parkingday.org)

