1. Agenda

    Documents:

        TOWN COUNCIL REGULAR MEETING AGENDA - ENGLISH.PDF
        TOWN COUNCIL REGULAR MEETING AGENDA - ESPANOL.PDF

2. Consent Calendar

    Documents:

        BID 18-15 - AWARD OF CONTRACT FOR THE 2018 STREET OVERLAY PROJECT.PDF
        BIDS 18-13 AND 18-14 - AWARD OF CONTRACTS FOR THE 2018 ROAD MARKING AND STRIPING PROJECTS.PDF
        FEBRUARY 20, 2018 REGULAR MEETING.PDF
        FEBRUARY 20, 2018 WORKSHOP.PDF
        PUBLIC WORKS UNIT HEATER AND CONTROLS PROJECT.PDF
        SPECIAL EVENT - JACKSON HOLE ART ASSOCIATION ART FAIRS.PDF
        SPECIAL EVENT - TOUCH A TRUCK.PDF
        SPECIAL EVENT - YOUNG LIFE FUN RUN.PDF
        TOWN COUNTY EMPLOYEE CAMPING AUTHORIZATION.PDF
        DISBURSEMENTS.PDF

3. Public Hearings, Discussion And/Or Possible Action Items

    Documents:

        ANNUAL RENEWAL OF THE GET FUNKY, LLC DBA ROADHOUSE BREWING COMPANY MICROBREWERY PERMIT.PDF
        AWARD OF CONTRACT FOR THE 174 N KING STREET HOUSING PROJECT.PDF
        BLACKOUT OF NCB CHANNEL AND BRESNAN (CHARTER) FRANCHISE AGREEMENT.PDF
        ITEM P17-166 -167 -168.PDF
        ITEM P17-213 -214.PDF
        ITEM P17-253.PDF

4. Ordinances

    Documents:

        ORDINANCE A.PDF

5. Matters From The Town Manager

    Documents:

        TOWN MANAGERS REPORT.PDF

Jackson Town Council Regular Meeting

Monday, March 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
B. Pledge of Allegiance
C. Roll Call
D. Announcements/Proclamations

II. PUBLIC COMMENT

A. Trudy Funk, Curran Seeley Foundation – 30th Anniversary and 2018 Outreach & Events

B. 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*.

III. CONSENT CALENDAR

A. Minutes
   1. February 20, 2018 workshop
   2. February 20, 2018 regular meeting
B. Disbursements
C. Bids 18-13 and 18-14: Award of Contracts for the 2018 Road Marking and Striping Projects
D. Bid 18-15: Award of Contract for the 2018 Street Overlay Project
E. Special Event: Jackson Hole Art Association Art Fairs
F. Special Event: Touch a Truck
G. Special Event: Young Life Fun Run
H. Public Works Unit Heater and Controls Project (ECW)
I. Town County Employee Camping Authorization

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

A. Administration
   1. Annual Renewal of the Get Funky, LLC dba Roadhouse Brewing Company Microbrewery Permit (Sandy Birdyshaw, Town Clerk)

B. Attorney
   1. Blackout of NCB Channel and Bresnan (Charter) Franchise Agreement (Lea Colasuonno & Audrey Cohen-Davis, Town Attorney)

C. Housing
   1. Award of Contract for the 174 N. King Street Housing Project (April Norton, Housing Director)

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.

D. Planning
   1. Item P17-253: Amendment to Land Development Regulations Section 8.10.5 increasing number of members on Planning Commission/Board of Adjustment (Brendan Conboy, Associate Planner)
   2. Item P17-166 -167 -168: Development Plan for 60 East Pearl Avenue (Tyler Valentine, Senior Planner)
   3. Item P17-213 -214: Conditional Use Permit and Development Plan at 112 Center Street (Paul Anthony, Principal planner)

V. RESOLUTIONS

VI. ORDINANCES

A. Current Ordinances
   1. Ordinance A: An Ordinance Vacating a Portion of Alley Running North and South off of Deloney Avenue between Center St. and King St. (Audrey Cohen-Davis, 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.

Reunión regular del concilio del pueblo de Jackson

Lunes, 5 de marzo del 2018
6:00 PM
Cámaras del Ayuntamiento

AVISO: EL VIDEO Y AUDIO DE ESTA REUNIÓN SE TRANSMITEN AL PÚBLICO A TRAVÉS DE DISPOSITIVOS DE INTERNET Y MÓVILES CON OPINIONES QUE COMPRENDEN TODAS LAS ÁREAS, PARTICIPANTES Y MIEMBROS DE LA AUDIENCIA

POR FAVOR, SILENZAR TODOS LOS DISPOSITIVOS ELECTRÓNICOS DURANTE LA REUNIÓN

I. COMIENZO

A. Llamar la Orden
B. Juramento de Fidelidad
C. Llamada de Roll
D. Anuncios / Proclamaciones

II. COMENTARIO PUBLICO

A. Trudy Funk, Fundación de Curran Seeley- 30 aniversario y eventos del 2018
B. Esta sección de la agenda está reservada para comentarios públicos sobre temas que no están en la agenda de hoy. Si desea comunicarse con el Concilio durante la reunión, por favor dirigirse a ellos durante la sesión abierta de los comentario públicos, cuando se requiera un comentario público sobre un artículo especifico, o envié un correo electrónico a council@jacksonwy.gov

III. CALENDARIO DE CONSENTIMIENTO

A. Minutos
   1. 20 de febrero, 2018 clínica de trabajo
   2. 20 de febrero, 2018 junta regular
B. Desembolsó
C. Licitaciones 18-13 y 18-14: premiar los contratos para los proyectos de marcación de las carreteras del 2018
D. Lactación 18-15: premiar el contrato para el proyecto de cubrir mentó de las calle del 2018
E. Evento Especial: feria de arte del Jackson Hile Art Association
F. Evento Especial: Touch a Truck
G. Evento Especial: Young Life Fun Run
H. Departamento de obras públicas aparato de calentón y proyecto de control (ECW)
I. Autorización de camping para empleadores del pueblo y del condado

IV. AUDIENCIAS PUBLICAS, ARTÍCULOS DE DISCUSIÓN / ACCIÓN

A. Administración
   1. Renovación anual del permiso de Get Funky, LLC dba Roadhouse Brewing Company Microbrewery (Sandy Birdyshaw, oficinista del pueblo)
B. Abogada
   1. Apagón de los canals de NBC y de Bresnan (compañía Charter) acuerdo de franquicia (Lea Colasuonno Y Audrey Cohen-Davis, Abogada del Pueblo)

Tenga en cuenta que en cualquier momento durante la reunión, el alcalde y el Presidente pueden cambiar el orden de los artículos incluidos en este programa. Para asegurar que usted está presente en el momento que se hable de su tema de interés, por favor únase a la reunión al principio para escuchar los cambios en la programación o agenda.

C. Vivienda
    1. Adjudicar del contracto de la vivienda 174 N. calle King para el proyecto de las viviendas (April Norton, Directora de Viviendas
D. Planificación
    1. Tema P17-253: Enmienda a los reglamentos del desarrollo de la tierra- sección 8.10.5 amentando el número de los miembros del comisionados de planificación / Junta de ajuste (Brendan Conboy, Planificador Asociado)
    2. Tema P17-166-167-168: Plan de desarrollo para 60 East Pearl Ave (Tyler Valentine, Planificador Mayor)
    3. Tema p17-213-214: Continuación del permiso de uso y plan de desarrollo en 112 calle Center (Paul Anthony, Planificador Principal)

V. RESOLUCIONS

VI. ORDENANZAS

A. Ordenanza actuales
    1. Ordenanza A: La ordenanza abandonando una parte del callejón que corre del norte al sur al lado de la avenida Deloney en medio de la calle Center y la calle King (Audrey Cohen-Davis, Abogada del Pueblo)

VII. TRATOS PARA EL ALCALDE Y EL CONCEJO MUNICIPAL

A. Informes de los tabla y comisión

VIII. TRATOS PARE EL DIRECTOR DEL PUEBLO

A. Informes del Director del Pueblo

IX. APLAZAR

Tenga en cuenta que en cualquier momento durante la reunión, el alcalde y el Presidente pueden cambiar el orden de los artículos incluidos en este programa. Para asegurar que usted está presente en el momento que se hable de su tema de interés, por favor únase a la reunión al principio para escuchar los cambios en la programación o agenda.

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 28, 2018
MEETING DATE: March 5, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Larry Pardee

PRESENTER: Brian Lenz, Town Engineer

Bid 18-15

SUBJECT: **Request Council approval for the construction of the Spring Overlay Project.**

STATEMENT/PURPOSE

The purpose of this item is to obtain approval for the construction of the 2018 Spring overlay Project.

BACKGROUND/ALTERNATIVES

The Overlay project is a new program implemented to help restore full sections of road that have deteriorated but do not require utility work below grade. The Overlay project is to address the areas of concern on the roads where deterioration has occurred that cannot be patched or chip sealed, and especially in higher traffic locations. Overall this approach is being carried out, in combination with our other roadway projects, to provide a well-maintained roadway network at a reduced budget cost.

The overlay project involves mechanical milling of the roadway surface to a depth of 2-inches on the outside edges and tapering to the crown of the road for the width of the road, tacking of edges, patching with bituminous pavement laid down by a machine, and rolled with a vibratory/static roller.

The Overlay Project will include milling and paving of approximately 48,400 square feet of roadway between Cache St. and Jackson St. on Pearl Ave. The project cost shall include grinding/milling, traffic control, cleanup, stockpiling, and removal/disposal of ground bituminous pavement material. Weather permitting, the project is scheduled to be completed between April 1st and May 18th, 2018.

The project was advertised in the JH News & Guide Weekly for three weeks beginning February 7th.

The Town received construction Bids for the project on February 13, 2018. A total of three bids were received.

1.	**Evans Construction**	**$113,382.00**
2.	CM Owen Construction	$133,127.00
3.	DePatco, Inc.	$196,115.00

The Jackson Town Council has two options to consider and proceed with:

- Approve the contract of the Overlay Project
- Place the Overlay Project on hold by denying the contract

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Economic Stability: strategy - Create an inviting downtown environment and improve walkability, also effectively manage the Town's on street and off-street parking inventory.

The current Overlay project in combination with the Street Patching Program, the Crack Sealing, and Chip Sealing programs, is intended to provide the most cost-effective roadway maintenance program with limited impacts to road closures during construction. As this program continues Public Works is expecting that all of the town roadways will have better quality while reducing long term maintenance and costly reconstruction processes.

ATTACHMENTS

None.

FISCAL IMPACT

The project will be funded with the FY 2018 street maintenance and street reconstruction budgets.

STAFF IMPACT

Some coordination between the Contractor and Engineering Staff will be necessary. It is estimated that 20 hours/week of Public Works staff time shall be required during construction.

LEGAL REVIEW

The Town Attorney may provide a final review of the construction contract prior to execution by the Mayor.

RECOMMENDATION

That the Town Council approve of the construction contract with Evans Construction Company of Jackson, Wyoming in the amount of $133,127.00.

SUGGESTED MOTION

I move that the Town Council approve of the construction contract with Evans Construction Co. of Jackson, Wyoming in the amount of $133,127.00 and upon legal approval authorize the mayor to execute all necessary contract Agreements.

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 16, 2018
MEETING DATE: March 5, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Larry Pardee

PRESENTER: Josh Frappart, Associate Engineer

Bids 18-13 and 18-14

SUBJECT: **Request Council authorization to construct the 2018 Spring Road Marking and Striping Projects.**

STATEMENT/PURPOSE

The purpose of this item is to obtain Council Consent to construct the 2018 Spring Road Marking and 2018 Spring Road Striping Projects.

BACKGROUND/ALTERNATIVES

The Spring Road Marking and Striping projects have been in place for many years in an effort to provide new road marking and striping paint throughout town after the winter months. The work to be completed under these projects includes furnishing all labor, equipment, transportation, waste haul, testing services, materials, mobilization and traffic control necessary to reapply paint in various location throughout the town of Jackson. The scope of work comprises two projects: Marking includes repainting vehicle and bike lane symbols including turn arrows, bike symbols, sharrows, green bike boxes, crosswalks and stop bars; Striping includes repainting vehicle and bike lane striping and holding bars. Work will be completed between May 1 and June 30, 2018, weather permitting.

The project was advertised in the JH News & Guide Weekly for three weeks beginning January 24th.

On February 15th the Town received the following bids for the projects.

The 2018 Marking bids received were as follows:

Idaho Traffic Safety	=	$61,920.00
Calculated Striping, LLC	=	$62,441.00
American Striping Company	=	$74,198.00
S&L Industrial	=	$123,945.00

The 2018 Striping bids received were as follows:

Idaho Traffic Safety	=	$26,568.61
American Striping Company	=	$29,055.65
S&L Industrial	=	$60,000.35

The Jackson Town Council has several options to consider and proceed with:

- Approve the contract of the 2018 Road Marking and Striping Projects
- Place the 2018 Road Marking and Striping Projects on hold by denying the contract

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Economic Stability: strategy - Create an inviting downtown environment and improve walkability, also effectively manage the Town's on street and off-street parking inventory.

The current Road Marking and Striping Projects are intended to provide the most cost-effective painting program. These projects are implemented to provide guidance, safety, and navigational information to drivers and pedestrians.

ATTACHMENTS

None

FISCAL IMPACT

Project Completion Cost Estimate

Construction Costs

Road Striping	=	$26,568.61
Road Marking	=	$61,920.00
TOTAL ESTIMATED PROJECT COST	**=**	**$88,488.61**

The projects will be funded with the FY 2018 Public Works Streets funds.

STAFF IMPACT

Coordination and project management from Town Staff will be required. It is estimated that a maximum of 20 hours/week of PW staff time shall be required during the execution of the work.

LEGAL REVIEW

The Town Attorney shall provide a final approval of the construction contract prior to execution by the Mayor.

RECOMMENDATION

That the Town Council approves of the construction contracts for 2018 Spring Road Marking and Striping Projects as presented.

SUGGESTED MOTION

I move that the Town Council approve of the construction contracts for the 2018 Road Marking and Striping Projects with Idaho Traffic Safety of Idaho Falls, Idaho in the combined amount of $88,488.61 and upon legal approval authorize the mayor to execute all necessary contract Agreements.

TOWN COUNCIL PROCEEDINGS

FEBRUARY 20, 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 was absent.
COUNCIL: Jim Stanford, Hailey Morton Levinson, Don Frank, and Bob Lenz.
STAFF: Bob McLaurin, Larry Pardee, Roxanne Robinson, Kelly Thompson, Lea Colasuonno, Kelly Thompson, Tyler Sinclair, Paul Anthony, Todd Smith, Brian Schilling, Johnny Ziem, Michael Palazzolo, and Sandy Birdyshaw

Vice-Mayor Stanford recognized Olympians from the area, including Jaelin Kauf of Alta, and referenced a letter from Vice President Pence recognizing Jackson-born Olympians Resi Steigler and Breezy Johnson. A proclamation was read into the record for Robotics Day being on February 28, 2018.

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

A. **To approve the meeting minutes for the February 5, 2018 regular and February 6-7, 2018 special retreat meeting as presented**.

B. **To approve the disbursements as presented**. Cash $153.88, Safety Supply $991.08, Advanced Industrial Supply $86.83, Ace Hardware $351.13, Teton County Jail $1152.00, Jackson Hole Historical $1875.0, Airgas Intermountain $382.92, High Country Linen $1417.18, Interstate Battery $616.70, Interwest Supply $979.08, Jackson Lumber $84.63, Jackson Hole News & Guide $4061.51, LVPL $24992.40, Nelson Engineering $5391.08, Red's Auto Glass $280.00, O'Ryan Cleaners $168.82, Smith Power Products $47.90, Napa $531.78, Teton Motors $455.00, Ace Equipment & Supply $1428.88, Animal Care Clinic $245.26, White Glove Cleaning $375.00, Greenwood Mapping $3780.00, Electrical Wholesale $607.25, Snow King Holdings $2590.00, Westbank Sanitation $629.42, Cummins Rocky Mountain $7119.61, Freedom Mailing $2031.36, Emerg-a-care $60.00, Metroquip $686.20, Galls $499.50, Sunrise Environmental $1035.18, Jack's Tire & Oil $1797.00, Energy Laboratories $710.00, One Call of Wyoming $508.75, Spring Creek Animal Hospital $649.57, Blue Spruce Cleaners $230.10, Entenmann-Rovin $99.50, Western States $3300.53, Wyoming Department of Transportation $1625.41, AT&T $155.18, Division of Victim Services $25.00, Alphagraphics $327.36, LGLP $1000.00, Teton County Public Health $55.00, Kenworth Sales $3616.48, Westwood Curtis $4293.65, Yellow Iron $390.00, Winter Equipment Company $407.99, LDA Inc $145.09, Ferguson Enterprises $42.69, MCI Fleet Support $1114.58, James Bristol $46.00, ER Office Express $191.94, Visa $23974.54, UPS $136.66, Bob Lenz $1303.98, Fish Creek Vet Clinic $15.00, Lani Matthews $4090.00, Utah Safety Council $225.00, Idaho Falls Peterbilt $45.84, Local Equipment $165.70, Gillig $8472.64, Commercial Tire $1925.86, Warner Truck Center $247.36, Office of State Lands $9911.55, Proforce Law Enforcement $1670.60, Chris Rorke $862.50, Team Laboratory $847.50, Jim Corsi $260.00, Snake River Roasting $258.15, Control System Technology $25850.00, Kois Brothers Equipment $2661.00, Premier Vehicle $762.00, Big Bear Towing $950.00, GM Sheetmetal $272.91, Cornforth Associates $647.00, Jackson Animal Hospital $966.50, MSC Industrial Supply $400.42, Iron Age Designs $1033.50, Snow King Mountain Resort $2590.00, Kellerstrass $47128.36, Wrench It $187.09, Grizzly Bear Enterprises $1900.00, Y2 Consultants $15000.00, Superior Tire $858.00, Greenway Painting $3575.65, Rich Broadcasting $1288.00, Teton Tools $1029.00, Pethealth Services $4.85, Western Municipal Construction $58995.00, Keller Associates $932.50, Phil Moya $500.00, Elyssa Gardner $740.00, John Wilson $10000.00

C. **To accept the January 2018 Municipal Court Report as presented**.

D. **Local Government Virtual Net Metering Solar Interconnection Agreement.** To approve the expenditure of $500,000 from the 2010 Energy SPET Fund (Item #6) towards the construction of the Local Government Shared Solar Project.

E. **Bid 18-10 Award of Contract for the 2018 Snow King Estates Water Main Improvement Project**. To approve the contract for the 2018 Snow King Estates Water Main Improvements Project with Westwood Curtis Construction of Jackson, Wyoming in the amount of $1,742,677.00, secure additional funding, and upon legal approval, authorize the Mayor to execute all necessary contract Agreements.

F. **Bid 18-11 Award of Contract for the Smith-Simon Lane Sewer Improvement Project**. To approve the contract for the 2018 Smith-Simon Sewer Replacement Project with Ridgeline Excavation of Jackson, Wyoming in the amount of $357,292.50, secure additional funding, and upon legal approval, authorize the Mayor to execute all necessary contract agreements.

G. **Bid 18-12 Award of Contract for the 2018 Spring Street Patching Project**. To approve the construction contract with CM Owen Construction of Wilson, Wyoming in the amount of $141,750.00 and upon legal approval authorize the Mayor to execute all necessary contract agreements.

H. **Bike Share Memorandum of Understanding with Friends of Pathways**. To accept and approve the Memorandum of Understanding between Friends of Pathways and the Town of Jackson and direct the Mayor to execute the MOU.

I. **Special Event: World Championship Hill Climb**. To approve the special event application made by the Jackson Hole Snow Devils for the World Championship Snowmobile Hill Climb 2018, subject to the conditions and restrictions listed in the staff report.

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

Annual Liquor License Renewals. Sandy Birdyshaw made staff comment. Vice-Mayor Stanford opened a public hearing to hear protests against the issuance, renewal, or transfer of these liquor licenses. No protests were given. Vice-Mayor Stanford closed the public hearing.

A motion was made by Bob Lenz and seconded by Don Frank to approve an additional year to become operational for F&B 1, LLC dba Nikai Sushi pursuant to Wyoming Statute §12-4-103(a)(iv), and approve the renewal of their restaurant liquor license. Vice-Mayor Stanford called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Hailey Morton Levinson and seconded by Don Frank to approve the 2018-2019 liquor license renewal applications listed in the Renewal Chart, subject to the conditions of approval as presented (*see amendment to this motion below which excludes Get Funky, LLC dba Roadhouse Brewing Company).*

RENEWAL CHART

Applicant	DBA
Bar & Grill Liquor License (6):	
BISTRO MRG LLC	RENDEZVOUS BISTRO
HAND FIRE PIZZA JH LLC	HAND FIRE PIZZA
HOLE BOWL LLC	HOLE BOWL
LOCAL RESTAURANT LLC (THE)	LOCAL RESTAURANT & BAR
MERRY PIGLETS MEXICAN CANTINA & BBQ INC	MERRY PIGLETS (THE)
MOB JACKSON HOLE LLC	MOES ORIGINAL BBQ
Limited Retail (Club) Liquor License (3):	
AMERICAN LEGION POST #43	JACKSON HOLE POST #43
BPO ELKS 1713	BPO ELKS 1713
COMMUNITY CENTER FOR THE ARTS INC	CENTER FOR THE ARTS
Microbrewery Permit (3): (Get Funky, LLC continued to March 5, 2018)	
JH BREWERY LLC	JH BREWERY
TETON BREWING COMPANY LLC approved June 2017, has until June 2019 to become operational	STILLWATER BREWERY AND GRILL
SRB OPERATIONS LLC	JACKSON HOLE PUB & BREWERY - SNAKE RIVER BREWING
Resort Liquor License (5):	
ALL SUITE DEVELOPMENT	LODGE AT JACKSON HOLE (THE)
BENCHMARK HOSPITALITY OF WYOMING LLC	SNOW KING RESORT
CCCs JACKSON SHS LLC	SPRINGHILL SUITES MARRIOTT
JOHNSON RESORT PROPERTIES	RUSTIC INN
SNOW KING MOUNTAIN RESORT LLC	SNOW KING MOUNTAIN
Restaurant Liquor License (41):	
135 E BROADWAY LLC	CAFÉ GENEVIEVE
BIG HOLE BBQ JACKSON LLC	BIG HOLE BBQ
BLUE LION INC (THE)	BLUE LION (THE)

CALIENTE TAQUERIA LLC	HATCH TAQUERIA & TEQUILAS
CHINATOWN LEE INC	CHINATOWN RESTAURANT
DJ FLAMBE LLC	MILLION DOLLAR COWBOY STEAKHOUSE
EFC WY LLC	E LEAVEN FOOD COMPANY
FIESTA JACKSON LLC	FIESTA
FLAT CREEK BBQ LLC	BUBBAS
FLORENCIA MORALES RAMOS	TIJUANA
GUN BARREL STEAKHOUSE LLC (THE)	GUN BARREL (THE)
HIGH PLAINS PIZZA INC	PIZZA HUT #245
IL FERRAIO LLC	ORSETTO
ILLAMAR LLC	PINKY GS PIZZERIA
INDIAN ROOM LLC (THE)	TETON TIGER
JACKSON HOLE ROASTERS INC	JACKSON HOLE ROASTERS
JEREMY TOFTE	THAI ME UP
KING SUSHI COMPANY LLC	KING STREET SUSHI
KITCHEN LLC (THE)	KITCHEN (THE)
LBJH LLC	LIBERTY BURGER
MACPHAIL LLC	MACPHAILS BURGERS AMERICAN GRILL
MADE IN JACKSON HOLE INC	BUNNERY (THE)
NICOLAS SOSA	TACOS Y TORTILLAS EL METATE
PEKING BEST INC	HONG KONG BUFFET
PERSEPHONE BAKERY LLC	PERSEPHONE BAKERY
PICNIC LLC	PICNIC
PIZZERIA CALDERA LLC *currently suspended through June 4, 2018	PIZZERIA CALDERA
PLANET PALATE LLC	LOTUS ORGANIC RESTAURANT
RUSTY PARROT LODGE & SPA LLC	RUSTY PARROT LODGE
SALSA GROUP INC (THE)	EL ABUELITO FAMILY RESTAURANT
SAN JUAN RESTAURANT MEXICAN FOOD LLC	SAN JUAN RESTAURANT
SELKIRK INC	PICAS
SHOGUN LLC	KAZUMI
SHOPCOO LLC	PEARL STREET MARKET
SRB OPERATIONS LLC	JACKSON HOLE PUB & BREWERY - SNAKE RIVER BREWING
TAMLY LLC	OCEAN CITY CHINA BISTRO
TETON BREWING COMPANY LLC approved June 2017, has until June 2019 to become operational	STILLWATER BREWERY AND GRILL
TWO 45 LLC	BON APPE THAI
WHITE BUFFALO CLUB LLC	WHITE BUFFALO CLUB (THE)
WLB LLC	TRIO
YOR RESTAURANT GROUP CORP	GATHER

Retail Liquor License (20):

ANVIL HOTEL PARTNERS LLC	GLORIETTA
BOCHICCHIO INC	CREEKSIDE MARKET & DELI
COWBOY LIQUOR, LLC	MILLION DOLLAR COWBOY BAR
CRU LLC	BIN 22
CUTTYS BAR & GRILL LLC	CUTTYS
FLAT CREEK DEVELOPMENT COMPANY	VIRGINIAN TAVERN
HOTEL JH LLC	HOTEL JACKSON
JACKSON LIQUORS LLC	KJS PHILLIPS 66
LAWRENCE B HARTNETT	BUDS EASTSIDE LIQUOR
LFM JACKSON LLC	LUCKYS MARKET
LIQUOR STORE OF JACKSON HOLE INC	LIQUOR STORE (THE)
NEB LLC	SIDEWINDERS
PINK GARTER LLC	ROSE (THE)
PLAZA LIQUOR LLC	PLAZA LIQUOR
SILVER DOLLAR INC (THE)	SILVER DOLLAR BAR
SMITHS FOOD & DRUG CENTERS INC	SMITHS FOOD & DRUG #184
SNAKE RIVER CORPORATION	SNAKE RIVER GRILL
TASTEBUDS LLC	LIFT JACKSON HOLE
VFJH LLC	SPIRITS & SPICE
WYOMING GROCER LLC	JACKSON WHOLE GROCER

Conditions of Approval:

1. Any additional minor corrections made by staff and the Wyoming Liquor Division.
2. All renewed liquor licenses are subject to the same conditions and restrictions of the initial license approval, unless those conditions were later amended by Town Council.
    a. Hotel Jackson - The retail liquor license was approved on November 18, 2013 for Woodshed, LLC and conditioned to prohibit the use of the liquor license in the aspect of a package retail liquor store. The license was transferred to Hotel JH, LLC on June 1, 2015 with the same restriction.
    b. The Rose - The retail liquor license was approved on May 25, 2010 for Pink Garter LLC and conditioned as follows: all alcohol sales will be for * on-premises consumption only, and when minors are permitted in the theater area, alcohol consumption will be prohibited in the theater area. * On August 1, 2016, Council lifted the condition of approval that alcohol sales were for on-premises consumption only and added a new condition that the package retail store to be known as The Rackhouse would close at 10:00 p.m.
    c. Glorietta - This retail liquor license was transferred from Nani's Inc. on November 2, 2015 to Anvil Hotel Partners LLC and conditioned as follows: The retail liquor license is restricted from including a package liquor store component, except for bottled Italian wines. In December 2016, Anvil Hotel Partners changed their doing business name from Nani's to Glorietta.
    d. Snake River Grill - The retail liquor license was approved on February 6, 2006 for Snake River Corporation and conditioned as follows; that the license is conditioned to prohibit a package liquor store component.
    e. Spirits & Spice - The retail liquor license was approved on August 2, 2011 for VFJH, LLC and conditioned as follows: As volunteered by the applicant, the license will revert back to the Town of Jackson if VFJH, LLC d/b/a Vom Fass of Jackson Hole goes out of business. In January 2018 the doing business name was changed from Vom Fass to Spirits & Spice.
3. To approve outdoor liquor service as requested by Bubba's, El Abuelito, and Lotus Organic Restaurant pending compliance with Planning and Engineering requirements and permitting.
4. Prior to issuing the liquor license, the following application shall be certified complete by the Wyoming Liquor Division: Snake River Grill

A motion was made by Bob Lenz and seconded by Don Frank to amend the motion and continue the Get Funky, LLC dba Roadhouse Brewing Company renewal to the March 5, 2018 regular meeting. Vice-Mayor Stanford called for the vote. The vote showed 3-1 in favor with Morton Levinson opposed. The motion carried.

Vice-Mayor Stanford called for the vote on the main motion approving licenses in the Renewal Chart. The vote showed all in favor and the motion carried.

Retail Liquor License Transfer of Ownership Application from The Mattheis Company to Get Loose, LLC. Sandy Birdyshaw made staff comment.

A motion was made by Don Frank and seconded by Hailey Morton Levinson to table the Get Loose, LLC application to transfer ownership of The Mattheis Company retail liquor license until the District Court makes a final decision on the revocation of said license and the appeal period allowed under Wyoming law has concluded. Vice-Mayor Stanford called for the vote. The vote showed all in favor and the motion carried.

Item P17-192: Conditional Use Permit for three Parking Light Antennas in Hospital Parking Lot at 610 E. Broadway. Paul Anthony, Todd Smith, and Lea Colasuonno made staff comment. Irene Cook of Capital Consulting made comment on behalf of Verizon Wireless. Public comment was given by Kate Sollitt, Dave Sollitt, and Michael Palazzolo.

Based upon the findings as presented in the staff report and as made by the applicant for Item P17-192, a motion was made by Hailey Morton Levinson and seconded by Don Frank 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 and to approve a Conditional Use Permit to construct a wireless communications facility consisting of three new light poles at 610 East Broadway Avenue on property owned by St. John's Hospital, subject to the department reviews in the staff report and the following condition of approval.

1. The kiosk roof covering should be a mat or dark bronze/color to match the color of the light poles so that the colors of the light poles and kiosk are better coordinated.

Vice-Mayor Stanford called for the vote. The vote showed 3-1 in favor with Stanford opposed. The motion carried.

Matters from Mayor and Council.
Sign Code. Don Frank made comment on sign regulations. Lea Colasuonno made comment on a 2015 case regarding sign regulations. Bob McLaurin suggested adding this to a workshop and adding it to the Land Development Regulations updates.

Bob Lenz made comment about moving the April 2 regular meeting to April 9 due to spring break. Staff will poll the Council to determine the better date.

Town Manager's Report. A motion was made by Hailey Morton Levinson and seconded by Don Frank to accept the Town Manager's Report. The Town Manager's Report contained an update on Sales and Lodging Tax, Rec Center pool work planned for spring break, Engage 2017 funding for final phase to be in the next budget amendment. Vice-Mayor Stanford 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 Don Frank 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 7:11 p.m.

TOWN OF JACKSON

_____
Jim Stanford, Vice-Mayor

ATTEST:

_____
Sandra P. Birdyshaw, Town Clerk
minutes: spb
Published JH News & Guide: February 28, 2018

TOWN COUNCIL PROCEEDINGS

FEBRUARY 20, 2018 **JACKSON, WYOMING**

The Jackson Town Council met in workshop session in the Council Chambers of the Town Hall at 150 East Pearl at 3:00 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon was absent.
COUNCIL: Vice-Mayor Jim Stanford, Hailey Morton Levinson, Don Frank, and Bob Lenz.
STAFF: Bob McLaurin, Larry Pardee, Roxanne Robinson, Lea Colasuonno, Kelly Thompson, Josh Frappart, Brian Lenz, Brian Schilling and Sandy Birdyshaw.

Review of the Spectrum Franchise Agreement. Bob McLaurin made staff comment that the attorney's office has started reviewing the franchise agreement with Charter Communications *dba* Spectrum related to the unavailability of the NBC channel since early February, he gave an update on efforts that staff is taking to get this matter resolved including speaking with an attorney in Washington DC who has assisted the Town with franchise negotiations.

Mary Roehr, Director of Government Affairs with Charter Communications in the Mountain States region made comment on their dispute with Northwest Broadcasting and apologized for the disruption of service. Discussion was held on restitution planned for the subscribers, why advance notice was not given, and plans going forward.

Public comment was given by Frank Fanning, Roy Kinsey, and Michael Ann Keller.

A motion was made by Hailey Morton Levinson and seconded by Bob Lenz to direct staff to continue their review of the franchise agreement and discuss with the legal team in DC. Vice-Mayor Stanford called for the vote. The vote showed all in favor and the motion carried.

Jackson Street: One-Way, Parking, and Streetscape. Josh Frappart, Larry Pardee, and Brian Schilling made staff comment on alternatives for the portion of Jackson Street located between Broadway and Pearl Avenue, including one-way and two-way options, complete street standards, turning radius into the alley, and postponing this project to the fall or next spring.

A motion was made by Bob Lenz and seconded by Hailey Morton Levinson to advance the complete streets design option forward. Vice-Mayor Stanford called for the vote. The vote showed 3-1 in favor with Frank opposed. The motion carried.

Gregory Lane Discussion. Brian Lenz, Larry Pardee, and Brian Schilling made staff comment on the issues and concerns plaguing Gregory Lane, options for improvements, complete street standards, the unique characteristics of the corridor, and creating community engagement. No action was taken by the Council.

Adjourn. A motion was made by Hailey Morton Levinson and seconded Bob Lenz to adjourn. The vote showed all in favor and the motion carried. The meeting adjourned at 4:44 P.M.

TOWN OF JACKSON

_____
Jim Stanford, Vice-Mayor

ATTEST:

_____
Sandra P. Birdyshaw, Town Clerk
minutes:spb
Published JH News & Guide: February 28, 2018

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

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

SUBMITTING DEPARTMENT: Energy Conservation Works
DEPARTMENT DIRECTOR: Phil Cameron
PRESENTER: Phil Cameron

SUBJECT: Recommendation from Energy Conservation Works for use of 2010 Specific Purpose Excise Tax (SPET) –Town of Jackson – Public Works Heating and Controls

STATEMENT/PURPOSE

In August 2010 the Town of Jackson was the sponsoring entity for the taxpayer-approved SPET ballot item #6 Energy Conservation Measures for Public Buildings in the amount of $3,790,000. Therefore, the Town of Jackson receives the funds from the Teton County Treasurer and disburses those funds pursuant to the ballot language.

The purpose of this report is to present a recommendation from the Energy Conservation Works Joint Powers Board for $89,500 in funding from the 2010 Energy SPET Fund (Item #6) for the proposed heating and controls projects at Town of Jackson Public Works Facilities.

BACKGROUND/ALTERNATIVES

Energy Conservation Measures for Public Buildings was described on the ballot as:

> *For the funding of energy audits, planning, design, construction of energy efficiency measures and local distributed renewable energy generation in the Town of Jackson, Teton county or component units of Teton County, and/or Special District's buildings, structures, and/or facilities. To the extent necessary and allowed by law, the pledge to or payment of debt service and/or lease payments thereon the project.*

In late 2009 a Memorandum of Understanding was signed by Town (TOJ), County (TC), and Lower Valley Energy (LVE) with the goals of implementing the mission of the Jackson Hole Energy Sustainability Project. In August, 2011 a Jackson Hole Energy Sustainability Project (JHESP) Joint Powers Board (JPB) was appointed. JHESP was re-branded as Energy Conservation Works in 2014. Recognizing that energy costs for valley residents will be higher in the future, and that LVE is a co-op whereby all users benefit from energy savings, Energy Conservation Works has the following mission: Energy Conservation Work provides LEADERSHIP, IMPLEMENTATION, and EDUCATION specific to energy conservation, energy sustainability, and energy efficiency.

At the Town's Public Works yard location there are eight unit heaters in garage bays that would benefit from replacement with higher efficiency, modern units. The existing unit heaters are rated at 80% from the manufacturer but with age and parts being changed out for service work it is difficult to see them performing that well. We just had another old unit heater replaced this last fall for $7,742.00. If we were use $8,000/ea for the eight old unit heaters we would need $64,000 to get them up to 93% efficiency rating.

For an estimated $17,500 the thermostats/controls could be tied into the Town wide direct digital control (DDC) system to enable these unit heaters to be automatically turned off when the garage doors are open and put them on an outdoor temperature and yearly scheduling system to save even more energy and eliminate human error in their operation. The upgrade to the DDC system for these heaters would also allow automated control of the

administration building's 2-gas furnaces, 2-PTAC units, the maintenance shop's radiant tube heater, the waste oil heater and the rest of the 23 garage bay unit heaters. The biggest cost savings would be turning off the garage bay unit heaters when the garage door is open. This DDC system would also send out alarm texts/emails if there are problems or if the area is getting too cold, etc. Staff can log into this system from anywhere to react accordingly to any problems. The combination of upgrading these heaters in the individual bays along with integrating the entire controls system for the public works facility presents great operational and energy savings opportunity.

The ECW JPB has formed a Projects Committee to evaluate, assess, and prioritize the eligible public projects. That committee reviewed recommended SPET funding for this proposed heating and controls projects at Town of Jackson Public Works Campus to the ECW Joint Powers Board.

The JPB believes this project is appropriate for this funding and voted unanimously to recommend 2010 Energy SPET funding in the amount $89,500 towards this project.

The project also meets the following initiatives:

- Town Councils' strategic intent of "Environmental Stewardship,"
- ECW's Mission/Purpose
- Jackson/Teton County Comprehensive Plan: <u>Ecosystem Stewardship: Common Value 1 (CV1) of Community Character:</u>

  Policy 2.1.a: Shift community energy consumption behavior The community commits to shifting its behaviors to consume less energy. Reducing energy demand is the simplest way to consume fewer nonrenewable energy resources. Achieving communitywide energy conservation requires reducing individual consumption of energy with every decision. The Town, County, and partnering organizations will educate the community on best available methods for reducing energy demand and facilitate and encourage each community member to reduce personal energy consumption.

  Policy 2.4.b: Renovate and reuse existing buildings Where appropriate, the community should renovate, reuse, and repurpose existing buildings. The energy required to extract, produce, transport, and assemble building materials is known as the "embodied energy" of a building. The easiest way to reduce the embodied energy of a structure is to reuse a structure that already exists. The community will encourage the reuse, repurposing and renovation of existing buildings where a safe, energy efficient building can be achieved without constructing a new building.

  Policy 2.4.d: Use energy efficient building systems and appliances Practices to reduce energy consumption should continue throughout the use of a building, regardless of the energy efficiency of a building's design or the amount of energy initially used to create the building. The Town and County will provide standards for high efficiency heating, ventilation and air conditioning (HVAC) equipment, lighting fixtures, appliances, and other building systems. Where possible, programs will encourage the use of the best available energy efficiency technology for building systems and appliances.

  2.4.S.5: Develop a program to encourage the use of the most energy efficient building systems and appliances.

It is important to keep in mind that because we are all members of LVE that when one person, business, or public entity saves energy, we all save money and hence keeping rates low for all.

The Town Council has many options to consider including:

1. Approval of SPET funds as recommended by the ECW Joint Powers Board.
2. Discussion of the recommendation from the ECW Joint Powers Board and continuance of action in order to gain further information.
3. Other
4. Take no action.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

This project is directly in alignment with the Council's Statement of Strategic Intent related to Environmental Stewardship.

ATTACHMENTS

none

FISCAL IMPACT

89,500 in funds from the 2010 Energy SPET Fund (Item #6).

STAFF IMPACT

Staff impacts include: time to prepare contract documents, legal review & approval, and project management.

LEGAL REVIEW

Complete

RECOMMENDATION

The Energy ECW JPB recommends the Town Council approve the expenditure of $$89,500 in funding from the 2010 Energy SPET Fund (Item #6) to complete the proposed heating and controls projects at Town of Jackson Public Works Facilities.

SUGGESTED MOTION

I move to approve the expenditure of $89,500 in funding from the 2010 Energy SPET Fund (Item #6) to complete the proposed heating and controls projects at Town of Jackson Public Works Facilities.

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 23, 2018
MEETING DATE: March 5, 2018

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne DeVries Robinson
PRESENTER: Carl Pelletier

SUBJECT: Special Event – Art Fair 2018

STATEMENT/PURPOSE

The Mayor and Town Council approve or deny all special event applications requesting the use of public property, temporary reserved parking, temporary road closures, the issuance of sign permits requiring exemption from Town ordinances, and the services of Town personnel on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The Art Association of Jackson Hole, requests permission to host the annual Art Fairs in Jackson Hole in Miller Park on July 13, 14, and 15 and on August 10, 11, and 12 from 10:00 a.m. to 6:00 p.m. on Fridays and Saturdays and from 10:00 a.m. to 4:00 p.m. on Sundays. The event will include musical entertainment and food service to the public. The applicant will obtain a catering permit for the sale of beer and a limited selection of wine during the event. The anticipated attendance is 6,000 people at each fair.

New Request for 2018: The only significant requested addition to the 2018 July Art Fair is permission to host a cocktail party for donors and artists on the evening of Thursday, July 12 between the hours of 6 PM and 9 PM. A very similar event was approved for 2017; however, the fundraising party was held on a Saturday night during the Art Fair. The event would take place under the larger tent already erected for the Art Fair and would feature a speaking program, live music, catered food and silent auction bidding. The event and bar would be professionally catered and it is anticipated that 150 guests would attend this fund raiser. All proceeds would go to benefit the Art Association. The applicant has historically requested permission for amplified noise generated by the event including live and recorded music, but this noise typically concluded when the fair concluded at 6:00 PM. The music that the applicant is requesting would run from 6:00 PM until 9:00 PM. The Police Department has indicated that the applicant should be aware that Miller Park is surrounded by guest accommodations so volumes at this fund raiser should be kept at a reasonable level.

Per the attached application and event plan, the applicant has requested the use of Miller Park along with the following:

- Temporary partial road closures surrounding the park on Jackson and Gill Streets with barricades set up at Deloney and Jackson, Gill and Milward, and Jackson and Gill on Thursday prior to each fair from 9:00 a.m. to 6:00 p.m. and the Sunday after each fair beginning at 4:00 p.m. for vendor set up/tear down. The applicant is concerned with minimizing the negative impact on local businesses by closing down streets and has therefore requested only partial street closures.
- The posting of temporary "No Parking" signs around Miller Park on Milward, Jackson and Gill Streets for the Thursday prior to the events for artist set-up. Please note that the Police Department is requesting that the applicant be responsible for producing, posting and removing the no parking signs and that the applicant meet with the Police Department two weeks prior to the event to discuss the signs and posting of the signs.

- Permission from Town Council for amplified noise generated by the event including live and recorded music.
- The services of Parks and Recreation Department personnel as outlined in the application and event plan including mowing the park prior to the event, irrigation locates, and turning off the irrigation.
- Permission to display temporary banners per the attached sign permit application. Please note that the attached sign permit application includes 3 in-town banners and six-foot tall feather banners (to be displayed at the corners of Miller Park to be displayed during only on the dates of the fairs).
- Approval of and reservation of parking spaces for overnight parking of refrigeration trailers located on the south side of Gill between Jackson and Milward. This parking closure request would be from 8:00am on Friday until 4:00pm on Sunday
- Approval of and reservation of parking spaces for overnight parking of 4 food vendor trucks located on the east side of Milward Ave. between Gill and Deloney. This parking closure request would be from 8:00am on Friday until 4:00pm on Sunday
- 4-H requests the reservation of six parking places for the July Art Fair and eight parking spaces for the August Art Fair in front of its office on Deloney for its business operations Monday through Friday of each week as well as six parking spaces on August 12.
- An exposition business license from Town staff for each day of the event. The applicant has demonstrated proof of being a nonprofit organization.
- Permission to use Town barricades and road signs. Please note that the Public Works Department is requesting that the applicant be responsible for coordinating the pick up and drop off of all Town barricades and road signs at least one week prior to the event to discuss the deposit associated with this equipment. The applicant will be responsible for setting up and taking down the barricades and road signs
- Permission for overnight camping at the Fairgrounds during the 2018 Art Association Arts Fair weekends. This event will have two separate dates. The first request for camping begins on Wednesday, July 11, 2018 and runs to Sunday, July 15, 2018. The second request begins on Wednesday, August 8, 2018 and runs to Sunday, August 12, 2018. Participants and family members will be camping in RV/living quarter type trailers. Section 10.04.220 of the Municipal Code prohibits overnight parking on any parking lot owned, operated, leased, or maintained by the town; and Section 9.52.050 prohibits sleeping in any public place unless permission is granted by the Town Council for special events.
- Permission to store artist at trailers the Fairgrounds parking lot during the 2018 Art Association Arts Fair weekends. The first request for trailer storage begins on Wednesday, July 11, 2018 and runs to Monday, July 16, 2018. The second request begins on Wednesday, August 8, 2018 and runs to Monday, August 13, 2018.
- Permission to host a fundraising event on the evening of July 12 between the hours of 6 PM and 9 PM.

In the past, the event has generated additional impact on the Miller Park restrooms. As such the Parks & Rec Superintendent may determine that additional cleanings are needed.

This event has been distributed to all of the departments for review. Following the Art Fairs from last year staff recommends the following items be addressed for the 2018 Art Fairs:

1. Continued attention to trash management within Miller Park. All trash generated by the events must be removed by the applicant. In addition, continued attention to micro trash clean-up would be requested for 2018. Staff asks that the applicant work closely with Parks and Recreation in regards to trash management and pick up.
2. Continued communication efforts with the 4H administration in regards to parking and potential electric use.

ATTACHMENTS

Special Event application. Sign permit. Event map.

FISCAL IMPACT

Direct income: Exposition Business License ($1,200) and income from Parks & Recreation department fees. Costs to the Town include the services of on duty Public Works personnel to prepare barricades for pick up and check them in upon return. Costs incurred to Parks & Rec include six extra restroom cleanings for this event ($120), post event turf aeration ($170), spraying trees for aphids ($400), additional light turf fertilization ($100), irrigation locates ($40) for a total of total $830.

STAFF IMPACT

Staff impact includes the following services: Public Works employees to check out and check in barricades and Parks and Recreation Department personnel to mark out sprinkler lines and prepare the park.

LEGAL REVIEW

N/A

RECOMMENDATION

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

1. The applicant shall clean up in a timely fashion after the event. Trash and recycling containers shall be supplied and maintained as stated in the applicant's event plan. Trash containers shall not be permitted to overflow and shall remain on paved areas at all times.
2. The applicant shall coordinate the removal of all trash and recycled material during and after the event.
3. The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.
4. The applicant shall coordinate all set up, tear down and utility usage with the Parks and Recreation Department Park Superintendent at least five (5) business days prior to the set-up of each fair.
5. Food service shall be coordinated with and approved by Teton County Environmental Health.
6. All temporary signs shall be installed no sooner than one week prior to each event and shall be removed on the Monday following each event. The applicant shall obtain prior permission from all private property owners, and no signs shall be erected in any public right-of-way. Any and all signs placed on public property shall not be located on sidewalks blocking pedestrian travel, and placement of signage shall be subject to WYDOT regulations and enforcement.
7. Port-a-potties shall be supplied as stated in the applicant's event plan and kept on paved areas at all times, and shall be removed the Monday morning immediately following each fair. Port-a-potties shall not be placed in a manner that limits access to fire hydrants.
8. The applicant shall use all means necessary not to damage the turf within Miller Park including prohibiting all vehicles and trailers from touching any grass/turf area of the park.
9. The applicant shall inform all vendors and patrons that there are **no dogs allowed in Miller Park**.
10. The applicant shall take measures to prevent theft from occurring at the site during overnight hours. In addition, the applicant shall provide to the Police Department a responsible party name and phone number for each booth for use in an emergency.
11. The applicant shall provide at least four handicapped parking spaces near the front of the event area.
12. 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 overly intoxicated persons, and the prohibition of consumption off of the authorized premises.
13. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
14. Alcoholic beverages shall be served in 16oz or smaller plastic cups. No alcohol shall be served in bottles or glass containers.
15. All walkways, entrances and ADA ramps must be kept open at all times.
16. The applicant shall ensure that START bus stops at the corner of Deloney and Millward are accessible.

17. A sales tax permit must be obtained from the Wyoming Department of Revenue. A vendor list with tax ID numbers must be submitted to both the Wyoming Department of Revenue and the Town of Jackson at least two weeks prior to the event to obtain a sales tax permit. Please contact the Wyoming Department of Revenue at (307) 734-9354 or brian.way@wyo.gov with any questions.
18. Insurance: 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.
19. All tents, tarps or items that are in emergency vehicle access lanes shall be affixed temporarily and shall be capable of being removed quickly in the event of emergency.
20. Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
21. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
22. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
23. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
24. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
25. Any temporary tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
26. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
27. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
28. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
29. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
30. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
31. 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).
32. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
33. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
34. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
35. All barricades, cones, and any road closure signs must be removed immediately following the event.

36. Use of any Town barricades, cones, or road signs will be coordinated with the Public Works Department and the event organizer will be responsible for picking up and returning any barricade, cone or road sign. A damage deposit must be submitted for any barricade or cones to protect against any loss or damage.
37. The applicant shall be responsible for setting up and removing any barricades and road signs in a timely fashion according to approved road closure plan.
38. The applicant shall be responsible for producing, posting and removing the temporary no parking signs. No parking signs must be posted two days prior to the parking closures. The parking around Miller Park shall be available to the public during the event. The applicant should also meet with the Police Department two weeks prior to the event to discuss the signs and posting of the signs.
39. If camping and storage of trailers is permitted at the Fairgrounds parking lot, then the applicant shall:
    a. coordinate activities with the Teton County Fair Board;
    b. utilize the northwest end of the Fairgrounds;
    c. all campers and individuals storing trailers at the Fairgrounds must check in at the Fair Office;
    d. insure that there shall be no campfires or open fires;
    e. insure that there shall be open access to tennis and field areas at all times;
    f. insure that all overnight vehicles shall place a clearly visible card in the dash designating the vehicle as affiliated with the 2017 Arts Fair;
    g. insure that a clear and unobstructed width of 20 feet be maintained between rows of parked trailers to allow for emergency vehicle access (IFC 503.2.1);
    h. clean up after the event.

SUGGESTED MOTION

I move to approve the special event application for the Jackson Hole Art Association Summer 2018 Art Fairs, subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

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

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

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

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

APPLICANT INFORMATION

Name of Event: Art Fair Jackson Hole

Name of Organization: Art Association of Jackson Hole

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

Mailing Address: PO Box 1248

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Molly Fetters

Email Address: artfair@artassociation.org

Work Phone: 3074138592 Cell Phone: 3076905428

EVENT INFORMATION

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

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

Art Fair Jackson Hole is in its 52nd year and hosts 150+ artists over a three day weekend

Location of Event: Miller Park Alternative Location: none

Date(s) of Event: July 13-15 & August 10-12 Event Operating Hours: 10-6pm Friday &

Event Set Up Begins Date: July 10, 2018 Time: 9am

Event Clean Up Ends Date: January 15, 2018 Time: 9am

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 2000 Total Event: 6000

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):
Name: Mark Nowlin Cell Phone: 3076907999

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ● Yes ☐ No

Area of Closure Request	Date(s)	Start Time	End Time
Jackson St between Gill & Deloney	July 12th & Aug 9th	9am to 6pm	& July 15th & Aug 10th

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

Will the event restrict / close access to any public parking spaces? ● Yes ☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 30 parking spaces

Will the event closure requests impact any START Bus routes? ☐ Yes ● No

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

Route Description: _____ START Bus contacted? ☐ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☐ Yes ● No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

6	Large Street Barricades		"Road Closed" Street Signs
	Small Sidewalk Barricades	3	"Local Traffic Only" Street Signs
	28 Inch Street Cones		"Detour" Street Signs
	Candlestick Cones		32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT (307) 733-1430

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

Please describe in detail your request:

We keep several spaces open for the 4H building and ask no one park in their spaces and

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping ☐ Snow Removal ☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☑ Electricity Access

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

☑ Additional Public Restroom Cleaning

Please describe in detail your request: We will need irrigation locates, mowing, and sprinklers

Additional cleaning of restroom each fair will also be needed.

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol ☐ Ambulance ☐ Fire Engine

☐ Rescue Truck ☐ Bicycle Patrol ☐ Event Site Inspection

Please describe in detail your request:

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS **(307) 732-8651**

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

_____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 10am Finish Time: 6pm

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ● Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

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

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

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 2

If "No", please explain: _____

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

Restroom Company: Macys

Restroom Drop off / Pick Up Date for Drop Off: 7/12 & 8/9 Time for Drop Off: 8am

Date for Pick Up: 7/16 & 8/13 Time for Pick Up: 8am

ALCOHOL

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

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

If "Yes", what will be offered in addition to beer? Wine coolers and flavored malted

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event? ● Yes ○ No

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

Please describe any sales activity at your event:

Artists will be selling handmade art

Will any food or beverages be sold at your event? ● Yes ○ No

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

TRASH REMOVAL PLAN

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

Will you be using a waste company for your waste removal plan? ● Yes ○ No

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

How many trash receptacles will be supplied for your event? 12

When will the trash receptacles be delivered? 7/12 & 8/9 8am

When will the trash receptacles be picked up and removed from site? 7/16 & 8/13 8am

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

Each morning we roll the trash cans into the park for day use and at the end of the day roll out for Westbank to empty. We keep all recycling until the end and Curbside picks up. We work with Parks and Recs to make sure we are keeping the park clean to their standards.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

Will you be using a company for your recycling plan? ● Yes ☐ No

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

How many recycling receptacles will they (or you) supply for your event? 8

When will these recycling receptacles be delivered? 7/12 & 8/9 8am

When will recycling receptacles be picked up and removed from site? 7/16 & 8/13 8am

Describe your plan for collection and removal of recyclable materials during your special event:
We collect and sort recyclables each day of the event and keep until end when curbside picks up.

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

● Yes ☐ No

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

On July 12th we will be hosting a cocktail party for donors and artists that will go until 9pm. This is new and added to the Fair. We will have live amplified music, a caterer providing food and beverages.

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: MF

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: MF

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: MF

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: MF

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: eSigned via SeamlessDocs.com Mary Fetters Key: d006bb9c9987956c6be92b86b94d9294
Signature

APPLICANT: Mary Fetters
Printed Name

DATE: 01/16/2018

TITLE: Art Fair Director

RESTROOMS
HANDYCAP PARKING
ICE
GILL AVENUE
DROP OFF PARKING
H2O
PICNIC PAVILION
PICNIC PAVILION
STAGE
FOOD
food truck
KIDS ZONE
JACKSON STREET
N
MILLWARD AVENUE
ART FAIR
JACKSON HOLE
is presented by
ART ASSOCIATION OF JACKSON HOLE
WWW.ARTASSOCIATION.ORG • 307.733.6379
Poster Artist
BASKETBALL & TENNIS COURTS
BUS STOP
HANDYCAP PARKING
RESTROOMS
TETON COUNTY 4H BUILDING
- KEY -
ENTRANCES
BEVERAGES
TRASH
INFO
YOUTH ART ZONE
RECYCLE STATION
DELONEY AVENUE

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: Art Fair Jackson Hole Physical Address of Event: Miller Park

Description of Event: Art Fair

EVENT SPONSOR/APPLICANT:

Name: Molly Fetters Phone: 307 413 8592

Mailing Address: POB 1248 ZIP: 83001

E-mail: artfair@artassociation.org 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: Albertsons
Physical Address: 105 Buffalo Way
Dates of Display: July 9-13 Aug 6-10
Consent from Owner Obtained? Yes ✓ No ____

Business/Description: JHMR
Physical Address: Corner of Hwy 22 + 390
Dates of Display: July 9-13 + Aug 6-10
Consent from Owner Obtained? Yes ✓ No ____

Business/Description: American Legion
Physical Address: 190 N. Cache St
Dates of Display: July 9-13 Aug 6-10
Consent from Owner Obtained? Yes ✓ No ____

Business/Description: Pawn Shop
Physical Address: 560 W. Broadway
Dates of Display: July 9-13 + Aug 6-10
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.

_____ 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 — Date: 1/22/18

Molly Fetters — Applicant Name Printed

Director of Events — Title

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 27, 2018
MEETING DATE: March 5, 2018

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne DeVries Robinson
PRESENTER: Carl Pelletier

SUBJECT: Special Event- Annual Jackson Hole Children's Museum Touch-a-Truck

STATEMENT/PURPOSE
Approve special events including street closures, use of Town Equipment, and services of Town personnel.

BACKGROUND/ALTERNATIVES
The applicant, Jackson Hole Children's Museum (a local non-profit), requests Council permission to host the Annual Jackson Hole Children's Museum Touch-a-Truck event on Sunday, June 3, 2018 from 10:00 A.M. to 3:00 P.M. on North King Street in front of the Children's Museum. The event will include trucks of varying type and size parked on the street so that children can explore and experience them. Hosts from each organization providing vehicles will also be on hand. The event will also include live music, food vendors, and activities and will serve as a fundraiser for the applicant. The applicant expects approximately 800 to 1000 spectators to attend the event and requests the following in association with the event:

- Permission to close North King Street between East Gill Street and the southern entrance of the Deloney Parking Lot (allowing the southern entrance to the Deloney Parking Lot to remain open). from 7:00 A.M. to 5:00 P.M. The applicant shall be responsible for the production, posting, and removal of the no parking signage. START will need to reroute the Town Shuttle during the closure, but did not indicate a concern with this request upon initial review.
- Use of barricades and street signs for the street closure.
- Use of Town recycling containers from Public Works if needed.
- Permission for amplified sound associated with the event.
- Permission for a police car, fire truck and Public Works street sweeper to be used for the event.
- Permission to display three banners at the Children's Museum fence leading up to the event and one banner at the Snow King ballfield backstop per the attached sign permit application.
- An expo business license from Town staff.

This event has been approved in previous years. There are no changes from approval last year.

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

ATTACHMENTS
Special Event Application

FISCAL IMPACT

Direct income includes fees associated with the expo license ($50). There is a minimal fiscal impact associated with staff time to process the expo application and to check out and check in barricades and road signs.

STAFF IMPACT

Minimal but includes processing the expo permit applications and checking out and checking in barricades and road signs.

LEGAL REVIEW

N/A

RECOMMENDATION

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

1. The applicant shall gain permission from the Lutheran Church and Wells Fargo to use portions of private property as depicted on the event map.
2. Any additional conditions or restrictions staff wishes to add upon further review of the application.
3. The applicant must supply extra trash and recycling containers and dispose of all trash generated by the event.
4. The applicant shall clean up immediately following the event.
5. All food service shall be coordinated with Teton County Environmental Health.
6. Insurance: 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. 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.
7. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
8. All walkways and boardwalks must be kept unobstructed at all times.
9. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
10. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
11. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
12. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
13. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
14. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
15. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
16. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
17. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
18. 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).
19. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

20. Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
21. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
22. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
23. The applicant shall be responsible for the closure of the street and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.
24. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the event.
25. Residents within a two block radius of the park shall be notified in advance of the date and beginning and ending times of the event.
26. The applicant shall be responsible for the check out, pick up, set up and return of all barricades and road signs from the Public Works Department. The applicant will be responsible for any deposit required for this equipment.

SUGGESTED MOTION

I move to approve the special event application made by the Jackson Hole Children's Museum for the Annual Jackson Hole Children's Museum Touch-a-Truck special event, subject to the conditions and restrictions listed in the staff report.

the
JACKSON HOLE
CHILDREN'S MUSEUM

February 26, 2018

Carl Pelletier
Town of Jackson – Special Events

Dear Carl,

Please find attached copy of the special event application, submitted online 1/26/18. I wasn't clear how to submit the supplementary permit applications online, so those are included as well (noise, expo, temporary sign, etc.). I have requested the certificate of liability from our insurance company.

Thank you! Plenty of time, but wanted to get this in early.

Best,
Sara Fagan, Operations Director
saraf@jhchildrensmuseum.org
307-733-3996

Special Event Application

Submit Completed Document To:

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

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

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

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

APPLICANT INFORMATION

Name of Event: Touch-A-Truck 2018

Name of Organization: Jackson Hole Children's Museum

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

Mailing Address: PO Box 995

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Sara Fagan

Email Address: saraf@jhchildrensmuseum.org

Work Phone: 307-733-3996 Cell Phone: 307-200-1142

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
● Other: Family-oriented community celebration and nonprofit fundraiser

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

Hands-on family event designed to give children an opportunity to see and touch vehicles

Location of Event: 174 N. King Street Alternative Location:

Date(s) of Event: Sunday, June 3, 2018 Event Operating Hours: 10am-3pm

Event Set Up Begins Date: June 03, 2018 Time: 7am

Event Clean Up Ends Date: June 03, 2018 Time: 5pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: _____ Total Event: 750-1,000

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): N/A

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

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

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):
Name: Jean Lewis Cell Phone: 307.413.0623

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ● Yes ☐ No

Area of Closure Request	Date(s)	Start Time	End Time
North King Street between Deloney & Gill	Sunday, June 3, 2018	7 AM	5 PM

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

Will the event restrict / close access to any public parking spaces? ☐ Yes ● No

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

Will the event closure requests impact any START Bus routes? ● Yes ☐ No

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

Route Description: Town shuttle 1 & 2 START Bus contacted? ● Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

● Yes ☐ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

6 Large Street Barricades	2 "Road Closed" Street Signs
_____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT (307) 733-1430

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

Please describe in detail your request: We may request JPD support with car towing the morning of the event if any cars are on

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping ☐ Snow Removal ☐ Street Marking

Please describe in detail your request
N/A

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: N/A

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol ☐ Ambulance ☐ Fire Engine

☐ Rescue Truck ☐ Bicycle Patrol ☐ Event Site Inspection

Please describe in detail your request: As in years past, we hope to feature JPD and Fire EMS Touch-A-Truck. See attached invitation.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS **(307) 732-8651**

☐ Event Specific Shuttle(s)

Please describe in detail your request: N/A

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 10am Finish Time: 3pm

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ● Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

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

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

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 2 (in JHCM)

If "No", please explain: _____

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

Restroom Company: Macy's Services

Restroom Drop off / Pick Up Date for Drop Off: June 1, Time for Drop Off: AM

Date for Pick Up: June 4, 2018 Time for Pick Up: PM

ALCOHOL

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

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

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event? ● Yes ○ No

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

Please describe any sales activity at your event:

Touch-A-Truck hats and/or t-shirts - all proceeds to Museum. Will also have food vendors, likely Pinky G's and Jackson Hole POP!

Will any food or beverages be sold at your event? ● Yes ○ No

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

TRASH REMOVAL PLAN

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

Will you be using a waste company for your waste removal plan? ● Yes ○ No

If "Yes", which company will you be using? Westbank Sanitation

How many trash receptacles will be supplied for your event? 6

When will the trash receptacles be delivered? June 1, 2018

When will the trash receptacles be picked up and removed from site? June 4, 2018

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

Waste bins will be located at various locations around the event site. During event clean-up on June 3, bins will be consolidated on the JHCM premises (174 N. King St.). Westbank Sanitation will remove them on Monday, June 4, 2018.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

Will you be using a company for your recycling plan? ☐ Yes ● No

If "Yes" which company will you be using? N/A - we will handle recycling efforts

How many recycling receptacles will they (or you) supply for your event? 4

When will these recycling receptacles be delivered? Receptacles provided by JHCM

When will recycling receptacles be picked up and removed from site? N/A

Describe your plan for collection and removal of recyclable materials during your special event:
JHCM will provide and monitor receptacles during the event; transferring to ISWR afterward. We will inquire about the water bottle filling station to cut down on waste.

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

● Yes ☐ No

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

Yes, approved for past 5 years. No significant changes. Event will be similar in scope.

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: SF

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: SF

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: SF

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: SF

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

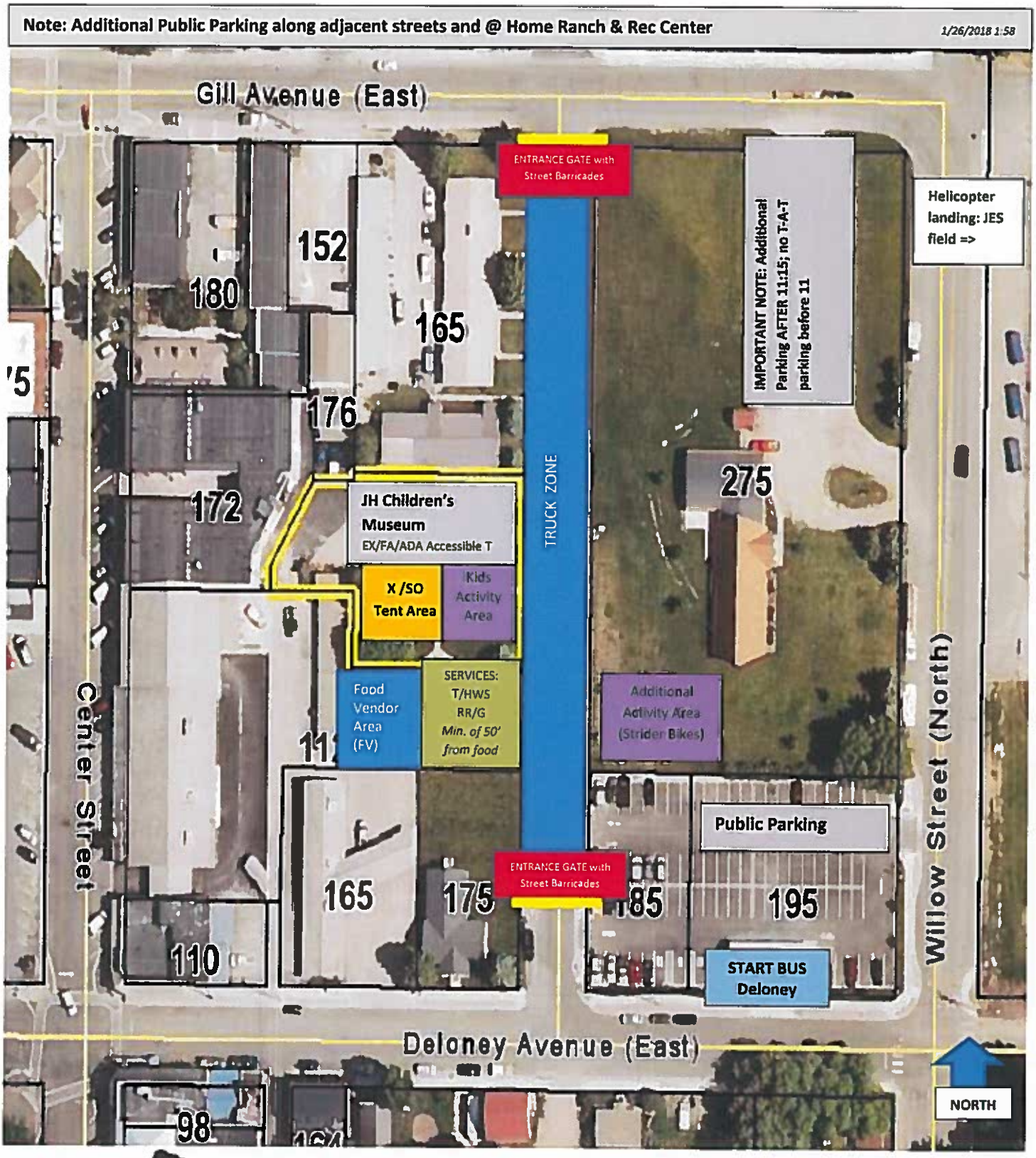
I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: eSigned via SeamlessDocs.com Sara Fagan Key: d006bb9c9987956c6be92b86b94d9294
Signature

APPLICANT: Sara Fagan
Printed Name

DATE: 01/26/2018

TITLE: Operations Director



the JACKSON HOLE CHILDREN'S MUSEUM

Touch-a-Truck Event Map
Sunday, June 3, 2018

Jackson Hole Children's Museum

174 North King Street, Jackson, Wyoming 83001

www.jhchildrensmuseum.org 307.733.3996

JHCM is a 501c3 nonprofit organization

the
JACKSON HOLE
CHILDREN'S MUSEUM

TO: North King Street neighbors

FROM: Jackson Hole Children's Museum

RE: Street closure on Sunday, June 3, 2018 from 7 AM - 5 PM

On Sunday, June 3, Jackson Hole Children's Museum will host its 6th annual Touch-a-Truck event. Touch-a-Truck is a hands-on family event designed to give children an opportunity to see and touch their favorite things on wheels, as well as meet the folks who operate these vehicles. A myriad of trucks, trailers and other heavy machinery will be parked along North King Street for much of the day. Based on the past 5 years of this event, we anticipate 750+ community members to participate.

Please be advised that North King Street will be closed to vehicular traffic on June 3 from 7 AM – 5 PM. Thank you in advance for removing vehicles from the street to avoid ticketing and towing. JHCM will post "No Parking" signage along the roadside as a reminder.

I invite you to participate in Touch-a-Truck 2018! Find information online at jhchildrensmuseum.org, or stop by JHCM at 174 North King Street.

Thanks in advance for your cooperation and support. See you on June 3!

Sincerely,

Jean A Lewis

Jean Lewis, Executive Director
Jackson Hole Children's Museum

174 N. King Street, PO Box 995, Jackson, WY 83001
307-733-3996 info@jhchildrensmuseum.org www.jhchildrensmuseum.org

the JACKSON HOLE CHILDREN'S MUSEUM

Dear Jackson Town Council,

Many thanks for your consideration of Jackson Hole Children's Museum's special event application for the 6th annual Touch-a-Truck on Sunday June 3, 2018. We are grateful for your logistical and event planning support.

I would like to invite the Town of Jackson to host vehicles at Touch-a-Truck 2018. Following are the specific "rigs" we hope to showcase at the event:

Jackson Police Department

- Patrol car (historically one of Touch-a-Truck's most popular vehicles! Great for children's role play.)
- Parking enforcement GEM car
- Electric motorbike (for viewing only; event participants would not be permitted to mount it)

Jackson Hole Fire/EMS - fire truck or engine

Public Works - street sweeper

Parks & Recreation - groomer and/or sidewalk plow

These vehicles would thrill and delight our young Touch-a-Truck patrons. Having them at the event, along with operators to explain how they work and what their job is, would be a fantastic addition to Touch-a-Truck. This gathering is an excellent opportunity for all of our vehicle hosts to connect with the community, in particular young families.

Please note that egress will be provided to any vehicles that may need to leave Touch-a-Truck to respond to an emergency.

We will follow up on this invitation directly with the aforementioned government departments. Thanks in advance for considering participation!

Gratefully,

Jean Lewis

Jean Lewis
Executive Director, Jackson Hole Children's Museum

174 N. King Street, PO Box 995, Jackson, WY 83001
307-733-3996 info@jhchildrensmuseum.org www.jhchildrensmuseum.org

TOWN OF JACKSON
JACKSON POLICE DEPARTMENT

NOISE PERMIT APPLICATION

PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.

Event Sponsor (Person responsible for event and noise if complaints are received):
Name: Sara Fagan Date of Birth: 12/14/1973
Phone number (307) 200 - 1142
PO Box: 995
Town: Jackson State WY Zip Code 83001
Street Address: 174 N King Street
Town: Jackson State WY Zip Code 83001

Location of Event: JH Children's Museum + adjacent lots + N King Street (closed)
Physical Address: 174 N King Street

Date(s) of Event: Sunday, June 3, 2018
Requested Starting Time of Event: 10 am a.m./p.m.
Requested Ending Time of Event: 3 pm a.m./p.m.
Please be advised that the noise permit will not extend beyond 11 p.m.

Type of Event: Family-oriented community celebration and nonprofit fundraiser
(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic, amplified music, sound system of any type, dancing, etc.
Amplified music (DJ) and emcee. Music between 11-2; emcee announcements throughout day.

Band Name: DJ Rave (Grady Jensen)

Telephone or email address: 208-313-0590; littlejigity@gmail.com (mother = Jenny)
or
First and last name of person providing music:

Telephone or email address:

Signed: Sara A Fagan / January 26, 2018
(Event Sponsor – Responsible) (Date)

6/21/2013 updated

Date: 1-26-2018

EXPOSITION LICENSE APPLICATION

Town of Jackson
PO Box 1687, Jackson, Wyoming 83001
Phone: (307)733-3932
Fax: (307)739-0919
www.townofjackson.com

Instructions: All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless an application is denied. If the Town denies a business license application, the entire fee, less a $37.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

Business/Organization Name: Jackson Hole Children's Museum
D/b/a: _____
Nature of Exposition: Touch-a-Truck community celebration

Is the Business/Organization a:

- ☐ **Corporation** ☐ **Partnership** ☐ **Sole Proprietorship**
- ☑ **Non-Profit Organization** *(If non-profit, please attach copy of 501(C) (3))*
- ☐ **Other Please explain:** _____

Physical Address of Expo:

Street: 174 North King Street **No:** _____
Building: _____ **City:** Jackson **State:** Wyoming **Zip Code:** 83001
Date of Expo: Sunday, June 3, 2018
Time of Expo: 10am-3pm

Business/Organization Physical Address: same as above
Post Office Box: 995
City: Jackson **State:** Wyoming **Zip Code:** 83001
Business Phone Number: ( ) 307.733.3996
Fax/email address: sara@jhchildrensmuseum.org
WY Sales Tax Number: _____
Federal Employers ID Number: 27-4118586

** *List Information for all Owners/Officers/Partners* ***REQUIRED*** **(license will be DENIED if information incomplete)*

NAME AS IT APPEARS ON DRIVER'S LICENCE	Driver License #	State	Date of Birth	Phone
Sara Ashenburg Fagan	110179-447	WY	12/14/1973	307.200.1142

If property is rented/leased:
Owner's Name: Town of Jackson
Owner's Mailing Address: _____
Owner's Phone Number: _____
Have you ever been convicted of a felony? ☐ **Yes** ☑ **No**

The undersigned hereby certifies that the foregoing information is accurate and agrees to comply with all laws and ordinances of the Town of Jackson applicable to the subject matter thereof.

Signed: Sara A Fagan
Date: 1-26-2018

Additional Information: _____

_____

_____

Exposition license will:

☐ be for my business/organization ONLY.

☑ include 3-4 number of businesses or organizations. Attach list of ALL venders

Anticipated vendors: JHCM, Pinky G's, Jackson Hole POP!

Business is:

☐ a Sales Tax Collecting Business.

☑ a Non-Sales Tax Collecting Business.

Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson?

☐ Yes ☑ No If not, please explain: In process...

Will a sign or banner be posted? ☑ Yes ☐ No *See attached sign permit applications*

**** The above questions MUST be completed in order for you application to be processed.*

I, _____, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all medical, physical, criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.

STATE OF WYOMING)

) ss

COUNTY OF TETON)

SUBSCRIBED AND SWORN TO BEFORE ME BY

this _____day of _____ 20____

_____

signature of applicant

_____

Printed name of applicant

WITNESS my hand and official seal

_____

Notary Public

Exposition License Fees

For Profit Businesses	Not For Profit Businesses
$100.00 per day for any event with 5 or fewer vendors	*$50.00 per day for any event with 5 or fewer vendors*
$200.00 per day for any event with more than 5 vendors	*$100.00 per day for any event with more than 5 vendors*

For Official Use Only – Please Do Not Write Below This Line

Zoning: ☐ UC ☐ UC2 ☐ UR ☐ AR ☐ AC ☐ SR ☐ R ☐ BC ☐ NC ☐ NC2 ☐ OP ☐ RB ☐ BP ☐ MHP

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
Police Department			
Administration Department			

☐ Application Approved

☐ Application Denied:

Reason: _____

_____

_____

License Fee	$
Date Paid	
Receipt Number	
Employee Initials	

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: Touch-a-Truck 2017 Physical Address of Event: N King St between Deloney and Gill

Description of Event: Family-oriented community event and nonprofit fundraiser

EVENT SPONSOR/APPLICANT:

Name: Jackson Hole Children's Museum Phone: 307.733.3996

Mailing Address: PO Box 995, Jackson, Wyoming ZIP: 83001

E-mail: saraf@jhchildrensmuseum.org 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: Jackson Hole Children's Museum	Business/Description: Jackson Hole Children's Museum
Physical Address: 174 North King Street	Physical Address: 174 North King Street
Dates of Display: **May 19–June 2, 2018**	Dates of Display: **May 19–June 2, 2018**
Consent from Owner Obtained? Yes x No ____	Consent from Owner Obtained? Yes x No ____
Business/Description: SnowKing ball field chain link fence	Business/Description: Jackson Hole Children's Museum
Physical Address: SnowKing Avenue at Cache Street	Physical Address: 174 North King Street
Dates of Display: **May 19–June 2, 2018**	Dates of Display: **May 19–June 2, 2018**
Consent from Owner Obtained? Yes x No ____	Consent from Owner Obtained? Yes x 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 property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Sara A. Fagan — 1-26-18

Signature of Authorized Event Applicant — Date

Sara A. Fagan — Operations Director, JHCM

Applicant Name Printed — Title

Touch-a-Truck 2018
Banner Permit Application Narrative

Jackson Hole Children's Museum requests permission from the Town of Jackson to hang 2 Touch-a-Truck 2018 banners from May 19-June 2, 2018. These banners will be multi-colored vinyl, approx. 5' x 8' and have a design similar to this event banner from 2017:

One of the event banners will hang on the exterior of Jackson Hole Children's Museum at 174 North King Street; the other on the Snow King ball field chain link fence. We may also have 1-2 sponsor banners at JHCM (business name and logo).

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 28, 2018 **SUBMITTING DEPARTMENT: Town Clerk**
MEETING DATE: March 5, 2018 **DEPARTMENT DIRECTOR: Roxanne DeVries Robinson**
PRESENTER: Carl Pelletier

SUBJECT: Special Event: Young Life 5K Color Run

BACKGROUND/ALTERNATIVES:

The applicant, Jackson Hole Young Life, requests permission to host a 5K run that will start and end at the Jackson Hole High School track and field on Saturday, June 30, 2018. The race will begin at approximately 8:00am and the course will utilize the Jackson pathway system for this race. A course map is included with this report. The applicant anticipates that there will be approximately 150 people at this event. The event is anticipated to raise money / awareness for local teenagers.

This is a new event for the Town Council's consideration. The applicant requests the following in association with the event:

- Permission to utilize Town pathways for the above described race course.
- Permission for amplified noise associated with the PA system for music and announcements.
- Permission to use cones and barricades supplied by the Public Works Department.

Additionally, staff recommends that the Police information sign board be used to alert motorists to runners on the road along High School Road if it is available.

The applicant is also coordinating with the Teton County School District and with Pathways, for various approvals and permits. The application has been distributed to all Town Departments as well as with the Pathways Coordinator and a representative from the TCSO for review.

ATTACHMENTS:
Application

FISCAL IMPACT:
Minimal

STAFF IMPACT:
Minimal

LEGAL REVIEW:
N/A

RECOMMENDATION:

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

1. All power and sound cords that cross pathways and walkways shall be taped and secured to avoid a tripping hazard.
2. The applicant shall post signage on all pathways being used for the event alerting users to the times and date of the race and advising all users to use caution.
3. Pathways will remain open for public use. The applicant shall notify racers of pathways etiquette including: pathways open to other users, stay to the right, do not block pathway, give audible warning when passing other users, and that it is the responsibility of the overtaking user to pass safely.
4. Volunteers shall be located at each intersection/street crossing for traffic safety.
5. No vehicles are allowed on pathways.
6. The applicant must supply extra trash containers and dispose of all trash generated by the event including any trash on the pathways.
7. The applicant shall coordinate with Parks and Recreation for any additional requests such as bathroom cleanings following the event.
8. The applicant shall coordinate the payment of any fees with the Parks & Rec Department at least one week prior to the event.
9. The start/finish line area and pathways must be cleaned up and available for other groups by 3:00 P.M. on the day of the race.
10. Event signage shall be located at all major road/street crossings to inform and caution drivers and other road traffic of event.
11. All food service shall be coordinated with Teton County Environmental Health.
12. Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1).
13. The applicant shall arranged cone or barricade usage with the Public Works Department at least one week prior to the event.
14. Insurance: 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. 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.
15. The color powder used in this fun run will be environmentally friendly and biodegradable.
16. The applicant shall clean areas 'colored' during the fun run if requested by the Pathways Coordinator following the race. It is anticipated that the pathways will be cleaned following the first rain shower, but in the absence of precipitation the Pathways Director may ask the applicant to clean areas of the pathway following the event.
17. Place signs alerting other pathway users about the event along the course route at points of access to the pathway. Something along the lines of "Caution: Event in Progress Saturday 8AM-Noon. Runners on Pathway" or similar. Parks and Recreation may have some sandwich board signs they could loan to the event organizers.
18. Do a sweep of the course after the event to collect any event-related trash from the course, such as cups, goo packs, bar wrappers, etc.
19. Inform event participants to be aware that the pathway is open to public use and that they should use caution around other pathway users.
20. Inform event participants that they will be crossing street intersections and should obey traffic laws, obey directions from law enforcement personnel, and use caution.

SUGGESTED MOTION:

I move to approve the special event application made by Jackson Hole Young Life for the Young Life Color Run, subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

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

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

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

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

APPLICANT INFORMATION

Name of Event: Young Life 5K Color Run

Name of Organization: Jackson Hole Young Life

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

Mailing Address: PO Box 14861

City: Jackson State: WY Zip Code: 83002

Name of Person Completing Application: Alli Lane

Email Address: alli@jacksonhole.younglife.org

Work Phone: 3072019914 Cell Phone: 3076903597

EVENT INFORMATION

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

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

5k run/walk with colored powder to raise money/ awareness for local teenagers

Location of Event: JHHS Stadium Alternative Location:

Date(s) of Event: June 30, 2018 Event Operating Hours: 8am-12pm

Event Set Up Begins Date: June 30, 2018 Time: 6am

Event Clean Up Ends Date: June 30, 2018 Time: 2pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 150 Total Event: 150

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):
Name: Colter Lane Cell Phone: 3076903685

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ☐ Yes ● No

Area of Closure Request	Date(s)	Start Time	End Time

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

Will the event restrict / close access to any public parking spaces? ☐ Yes ● No

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

Will the event closure requests impact any START Bus routes? ☐ Yes ● No

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

Route Description:_____ START Bus contacted? ☐ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☐ Yes ● No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

_____ Large Street Barricades

_____ Small Sidewalk Barricades

_____ 28 Inch Street Cones

_____ Candlestick Cones

_____ "Road Closed" Street Signs

_____ "Local Traffic Only" Street Signs

_____ "Detour" Street Signs

_____ 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT (307) 733-1430

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

Please describe in detail your request: _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping ☐ Snow Removal ☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

_____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol ☐ Ambulance ☐ Fire Engine

☐ Rescue Truck ☐ Bicycle Patrol ☐ Event Site Inspection

Please describe in detail your request: _____

_____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS **(307) 732-8651**

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

_____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 8am Finish Time: 12pm

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☐ Yes ● No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

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

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

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

If "No", please explain: Use the JHHS Stadium restrooms

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

Restroom Company:_____

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

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

ALCOHOL

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

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

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event? ☐ Yes ● No

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

Please describe any sales activity at your event:

Will any food or beverages be sold at your event? ☐ Yes ● No

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

TRASH REMOVAL PLAN

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

Will you be using a waste company for your waste removal plan? ☐ Yes ● No

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

How many trash receptacles will be supplied for your event? 4

When will the trash receptacles be delivered? June 30, 2018

When will the trash receptacles be picked up and removed from site? June 30, 2018

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

Mountain Electrical will provide 4 trash cans and will remove to their dumpster.

We will also use biodegradable/environmentally friendly powdered paint. Will dissolve with water if needed.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

Will you be using a company for your recycling plan? ☐ Yes ● No

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

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

When will these recycling receptacles be delivered? _____

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

Describe your plan for collection and removal of recyclable materials during your special event:
No recyclable material will be generated during this event.

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☐ Yes ☉ No

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

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: AL

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: AL

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: AL

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: AL_____

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

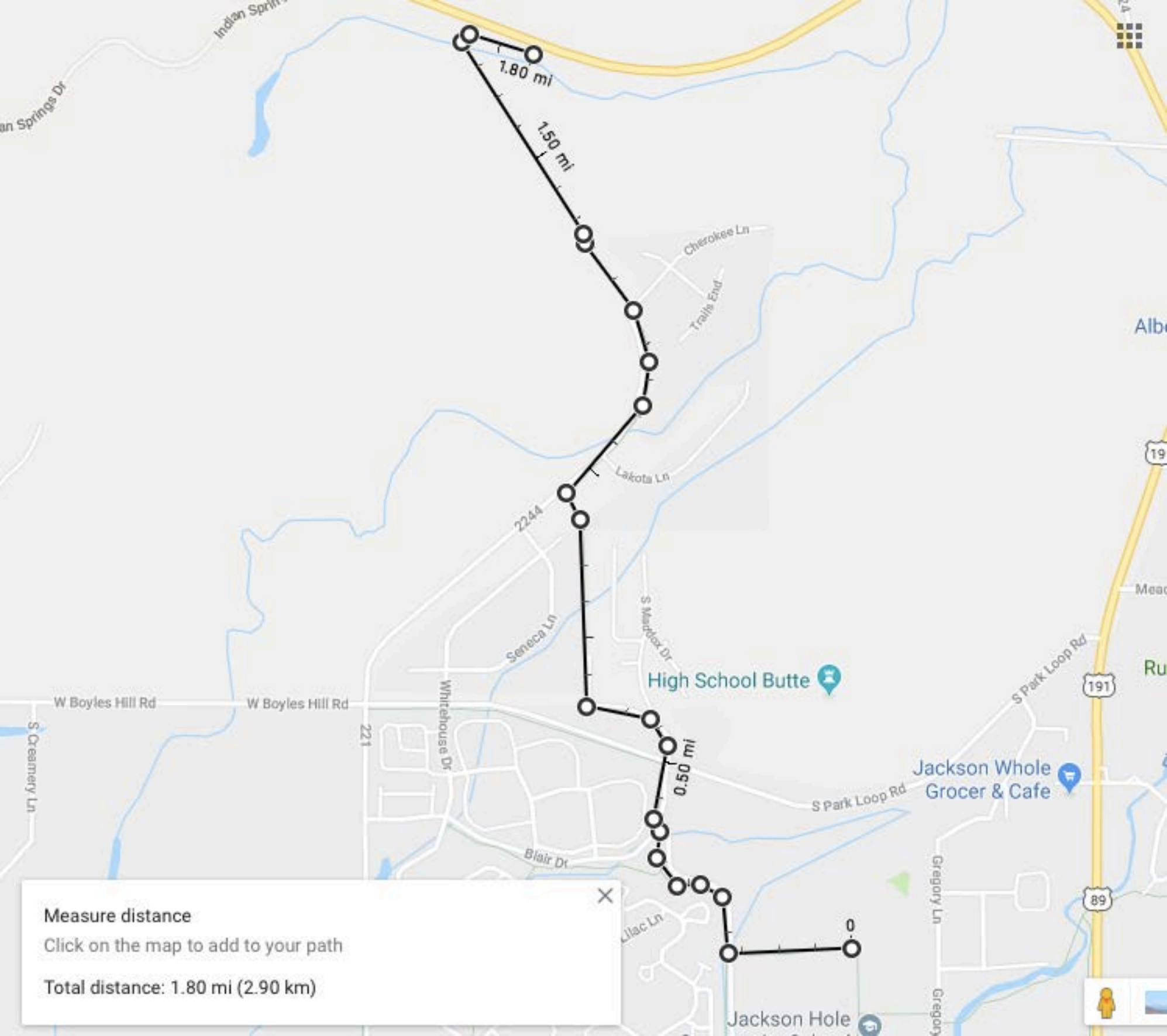
I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: eSigned via SeamlessDocs.com Allison Lane Key: d006bb9c9987956c6be92b86b94d9294
Signature

APPLICANT: Allison Lane
Printed Name

DATE: 01/16/2018

TITLE: Young Life Area Director


1.80 mi
1.50 mi
0.50 mi
0
Measure distance
Click on the map to add to your path
Total distance: 1.80 mi (2.90 km)
Cherokee Ln
Trails End
Lakota Ln
2244
Seneca Ln
S Mardlee Dr
High School Butte
W Boyles Hill Rd
W Boyles Hill Rd
221
Whitehouse Dr
S Creamery Ln
S Park Loop Rd
S Park Loop Rd
Jackson Whole Grocer & Cafe
Blair Dr
Lilac Ln
Gregory Ln
Jackson Hole
191
89
19

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 28, 2018
MEETING DATE: March 5, 2018

SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Bob McLaurin
PRESENTER: Roxanne Robinson, Assistant Town Manager

SUBJECT: Town County Employee Camping Authorization

STATEMENT/PURPOSE

The Town Council has the authority to authorize car camping on public property.

BACKGROUND/ALTERNATIVES

The Town Council approved municipal code changes in 2017 that allowed car camping on public property with Town Council permission. As was discussed at the Town Council retreat in early February, the camping for Town and County employees at the Rec Center in 2017 went very well. We had approximately 8 Town and County employees camping there without water/sewer hookups or other services. They were allowed to park a camper and utilize it or they were allowed to sleep in their car. Staff would like to again offer that availability to only Town and County employees for 2018. Staff has already had several requests for the similar setup for our people. Even though we reached out to Chamber members in 2017 to see if businesses were interested in partnering with us and paying for spots for their employees, no one took us up on the offer.

Staff is recommending the Town Council provide approval for camping and car camping for Town and County employees behind the Rec Center from the Friday prior to Memorial Day through the Tuesday after Labor day subject to execution by the employee of a general liability release and an employee use agreement. For the summer of 2018 it would from May 25 through September 4, 2018.

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

1. Approve camping and car camping for Town and County employees behind the Rec Center from the Friday prior to Memorial Day through the Tuesday after Labor day subject to execution by the employee of a general liability release and an employee use agreement.
2. Discuss the issue and continue action on the item until a future Town Council meeting.
3. Take no action at this time.
4. Other.

STAKEHOLDER ANALYSIS

The stakeholders involved include the Town of Jackson as the property owner, employer, and partner in jointly funded departments, Teton County as the employer and partner in jointly funded departments, Town and County employees in need of temporary summer housing, citizens of the community that receive quality services from these Town and County employees, visitors to our community that receive quality services from these Town and County employees, and the Forest Service in that these employees will not be occupying spots in existing campgrounds or in general areas utilized by summer workers for camping.

Other stakeholders include patrons of the Rec Center, adjacent neighbors to the property including the Hidden Hollow development, the Kudar Motel, and Teton County School District. Many of the employees car camping

in this location are Parks and Recreation employees providing service to patrons of the Rec Center. Hidden Hollow is currently under construction and there are no current residents on the site. Teton County Schools are not in regular session in the summer months.

ATTACHMENTS
None.

FISCAL IMPACT
The fiscal impact each year to allow employees to car camp in this location is approximately $1900 and includes installation of summer portapotties and incidental costs associated with preparing ID cards to display on the unit and the associated vehicle.

STAFF IMPACT
The staff impact of allowing employees to car camp in this location is positive in that it provides another option to recruit and retain employees for summer positions. One of the main reasons we have trouble recruiting staff is that we do not have a sufficient amount of housing available and also that the cost of housing in the community is quite high. There is also a minimal amount of staff impact associated with executing use agreements and waivers/releases and monitoring the situation.

LEGAL REVIEW
The use agreement and releases were prepared by the Town Attorney.

RECOMMENDATION
Staff recommends the Town Council approve camping and car camping for Town and County employees behind the Rec Center from the Friday prior to Memorial Day through the Tuesday after Labor day subject to execution by the employee of a general liability release and an employee use agreement.

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

I move to approve camping and car camping for Town and County employees behind the Rec Center from the Friday prior to Memorial Day through the Tuesday after Labor day subject to execution by the employee of a general liability release and an employee use agreement.

Synopsis for PowerPoint (120 words max):
Background:
Staff is recommending the Town Council provide approval for camping and car camping for Town and County employees behind the Rec Center from the Friday prior to Memorial Day through the Tuesday after Labor day.

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.	00025358	RECYCLING COLLECTION @ H	02/10/2018	645.00	.00	
2	JACKSON CURBSIDE INC.	00025372	RECYCLING COLLECTION @ P	02/10/2018	165.00	.00	
Total 2:					810.00	.00	
5	CARQUEST AUTO PARTS INC.	6090-377233	BRK PAD PLAT CERAMIC	01/31/2018	44.22	.00	
5	CARQUEST AUTO PARTS INC.	6090-377567	OIL SEAL	02/04/2018	101.76	.00	
5	CARQUEST AUTO PARTS INC.	6090-378655	BATTERY FARM TRUCK	02/15/2018	212.48	.00	
5	CARQUEST AUTO PARTS INC.	6090-378959	HEADLAMP HALOGEN	02/19/2018	16.14	.00	
5	CARQUEST AUTO PARTS INC.	6090-379074	LOAD BINDER CHIAN	02/20/2018	74.68	.00	
5	CARQUEST AUTO PARTS INC.	6090-379459	CONV1 HI-FLO PS AD AR	02/23/2018	168.47	.00	
5	CARQUEST AUTO PARTS INC.	6090-379506	BRAKE FLUID	02/23/2018	14.38	.00	
5	CARQUEST AUTO PARTS INC.	6090-379635	NULENS HEADLT RESKIT	02/25/2018	30.18	.00	
5	CARQUEST AUTO PARTS INC.	6090-379762	CONV1 HI-FLO PS AD AR	02/27/2018	168.47	.00	
Total 5:					830.78	.00	
36	IDAHO STATE TAX COMMISSIO	022018	FEBRUARY WITHHOLDINGS	02/20/2018	2,309.00	2,309.00	02/21/2018
Total 36:					2,309.00	2,309.00	
51	ACE HARDWARE	594363	HEATR WALL 1500W 120V WHT	02/15/2018	104.99	.00	
51	ACE HARDWARE	594373	HEATR WALL 1500W 120V WHT	02/15/2018	.00	.00	
51	ACE HARDWARE	594468	GORILLA TAPE-TO-GO, GORILL	02/16/2018	16.48	.00	
51	ACE HARDWARE	594606	COMPTR GROMMET BLK 2"	02/17/2018	5.49	.00	
51	ACE HARDWARE	595027	GLOVES & DUST MASK	02/21/2018	30.96	.00	
51	ACE HARDWARE	595027	LADDER	02/21/2018	54.99	.00	
51	ACE HARDWARE	595181	CLEANR UPLSTRY TURTL	02/22/2018	7.99	.00	
51	ACE HARDWARE	595192	BLADE CUTOFF 3X3/32", USS F	02/22/2018	38.69	.00	
51	ACE HARDWARE	595234	HX BOLTS USS Z, STOP NTS U	02/23/2018	3.24	.00	
51	ACE HARDWARE	595371	CREDIT: RETURN POLISH COL	02/24/2018	1.00-	.00	
51	ACE HARDWARE	595443	CLUEGUN MINI DUAL MELT, GL	02/26/2018	75.97	.00	
51	ACE HARDWARE	595443	CLUEGUN MINI DUAL MELT, GL	02/26/2018	75.97-	.00	
51	ACE HARDWARE	595443	CLUEGUN MINI DUAL MELT, GL	02/26/2018	75.97	.00	
Total 51:					337.80	.00	
70	THYSSEN KRUPP ELEVATOR C	3003707369	GOLD- FULL MAINTENANCE SE	02/01/2018	288.39	.00	
Total 70:					288.39	.00	
96	HIGH COUNTRY LINEN	0053176	MATS @ SHELTER	02/14/2018	61.93	.00	
96	HIGH COUNTRY LINEN	0053394	BUILDING MAINTS: PUBLIC WO	02/15/2018	57.05	.00	
96	HIGH COUNTRY LINEN	0053394	UNIFORMS: ADMIN	02/15/2018	9.70	.00	
96	HIGH COUNTRY LINEN	0053394	UNIFORMS: SEWER	02/15/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0053394	UNIFORMS: WATER	02/15/2018	26.67	.00	
96	HIGH COUNTRY LINEN	0053394	UNIFORMS: STREETS	02/15/2018	55.78	.00	
96	HIGH COUNTRY LINEN	0053394	UNIFORMS: FLEET	02/15/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0053394	UNIFORMS: WWTP	02/15/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0053394	UNIFORMS: SEASONAL'S	02/15/2018	14.55	.00	
96	HIGH COUNTRY LINEN	0054539	BUILDING MAINTS: PUBLIC WO	02/22/2018	24.00	.00	
96	HIGH COUNTRY LINEN	0054539	UNIFORMS: SEWER	02/22/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0054539	UNIFORMS: WATER	02/22/2018	26.67	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0054539	UNIFORMS: STREETS	02/22/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0054539	UNIFORMS: FLEET	02/22/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0054539	UNIFORMS: WWTP	02/22/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0054539	UNIFORMS: SEASONAL'S	02/22/2018	4.85	.00	
96	HIGH COUNTRY LINEN	0054539	UNIFORMS: ADMIN	02/22/2018	9.70	.00	
96	HIGH COUNTRY LINEN	0055156	MATS @ HOME RANCH RESTR	02/26/2018	17.81	.00	
96	HIGH COUNTRY LINEN	0055313	MATS @ TOWN HALL	02/27/2018	215.50	.00	
96	HIGH COUNTRY LINEN	0055674	BUILDING MAINTS: PUBLIC WO	03/01/2018	57.05	.00	
96	HIGH COUNTRY LINEN	0055674	UNIFORMS: ADMIN	03/01/2018	9.70	.00	
96	HIGH COUNTRY LINEN	0055674	UNIFORMS: SEWER	03/01/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0055674	UNIFORMS: WATER	03/01/2018	26.67	.00	
96	HIGH COUNTRY LINEN	0055674	UNIFORMS: STREETS	03/01/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0055674	UNIFORMS: FLEET	03/01/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0055674	UNIFORMS: WWTP	03/01/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0055674	UNIFORMS: SEASONAL'S	03/01/2018	4.85	.00	
96	HIGH COUNTRY LINEN	0055674	BUILDING MAINTS: PUBLIC WO	03/01/2018	57.05	.00	
96	HIGH COUNTRY LINEN	C0052927	BUILDING MAINTS: TC REC CE	02/12/2018	343.62-	.00	
96	HIGH COUNTRY LINEN	S0052916	BUILDING MAINTS: TC REC CE	02/12/2018	343.62	.00	
96	HIGH COUNTRY LINEN	S0053744	GARBAGE CAN LINERS	02/16/2018	58.06	.00	
96	HIGH COUNTRY LINEN	S0053748	TOWN HALL SUPPLIES	02/16/2018	166.06	.00	
96	HIGH COUNTRY LINEN	S0054233	MATS @ TOWN HALL	02/20/2018	396.90	.00	
96	HIGH COUNTRY LINEN	S0055595	BUILDING MAINTS: PUBLIC WO	02/28/2018	469.65	.00	
Total 96:					2,148.51	.00	
102	CASELLE INC.	858833	CONTRACT SUPPORT	02/21/2018	1,198.67	.00	
Total 102:					1,198.67	.00	
106	INTERSTATE BATTERY	22238395	(1) MTP-48/H6, (2) SLA1116	02/05/2018	222.85	.00	
106	INTERSTATE BATTERY	22238572	(1) MT-34 & (1) MTP-48/H6	02/19/2018	210.90	.00	
106	INTERSTATE BATTERY	22238653	(2) 4D-XHD	02/26/2018	357.90	.00	
Total 106:					791.65	.00	
131	JACKSON HOLE NEWS & GUID	022218	VICTIM SERVICES 02/28/18	02/22/2018	132.00	.00	
131	JACKSON HOLE NEWS & GUID	022218A	VICTIM SERVICES 02/23,02/26,0	02/22/2018	228.00	.00	
131	JACKSON HOLE NEWS & GUID	274515	AD#342743	02/14/2018	537.60	.00	
131	JACKSON HOLE NEWS & GUID	274516	AD#342736	02/14/2018	364.80	.00	
131	JACKSON HOLE NEWS & GUID	274517	AD#342734	02/14/2018	364.80	.00	
131	JACKSON HOLE NEWS & GUID	274591	AD#342715	02/14/2018	186.83	.00	
131	JACKSON HOLE NEWS & GUID	274592	AD#342714	02/14/2018	755.25	.00	
131	JACKSON HOLE NEWS & GUID	274593	AD#342713	02/14/2018	198.75	.00	
Total 131:					2,768.03	.00	
148	DELL	10224516650	LATITUDE	02/15/2018	12,085.16	.00	
Total 148:					12,085.16	.00	
155	LEONARD PETROLEUM EQUIP	IFIN14127	WORK ORDER : LABOR, TRAVE	02/26/2018	535.00	.00	
Total 155:					535.00	.00	
156	LOWER VALLEY ENERGY INC	1302492089 02	455 VINE STREET #4	02/12/2018	34.74	34.74	02/20/2018
156	LOWER VALLEY ENERGY INC	1302492092 02	455 VINE STREET #3	02/12/2018	46.91	46.91	02/20/2018
156	LOWER VALLEY ENERGY INC	92050-355- 01/	92050-355: S. CACHE LIGHTING	02/20/2018	61.16	.00	
156	LOWER VALLEY ENERGY INC	92050-356- 01/	92050-356: KARNS MEADOW ST	02/20/2018	3,007.73	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-359- 01/	92050-359: MILLER PARK PARKI	02/12/2018	67.11	.00	
156	LOWER VALLEY ENERGY INC	92050-360- 01/	92050-360: 1035 W BROADWAY	02/20/2018	23.01	.00	
156	LOWER VALLEY ENERGY INC	92050-361- 01/	92050-361: 625 W BROADWAY	02/12/2018	27.88	.00	
156	LOWER VALLEY ENERGY INC	92050-362-01-	92050-362: STELLARIA LN/ S H	02/20/2018	20.90	.00	
156	LOWER VALLEY ENERGY INC	92050367 0218	455 VINE STREET #3	02/12/2018	65.03	65.03	02/20/2018
156	LOWER VALLEY ENERGY INC	92050368 0218	455 VINE STREET #4	02/19/2018	41.53	41.53	02/20/2018
156	LOWER VALLEY ENERGY INC	92050-369: 01/	92050-369: 1195 S HWY 89 S/O	02/12/2018	7.39	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-041: ST LT LOTS 99, 101	02/12/2018	16.48	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-043: ST LT LOTS 68, 69	02/12/2018	19.49	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-044: SNOW KING ESTAT	02/12/2018	202.37	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-052: WELLS TOWN OF JA	02/12/2018	37.03	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-053: WELLS #2 & #3	02/12/2018	3,454.31	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-054: CITY WELLS ELK RE	02/12/2018	95.18	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-055: CITY WELLS ELK RE	02/12/2018	73.30	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-056: CITY WELLS ELK RE	02/12/2018	73.45	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-059: POLICE GARAGE	02/12/2018	274.04	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-060: SOUTH GARAGE	02/12/2018	1,634.97	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-061: PUBLIC WORKS	02/12/2018	1,556.26	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-082: EAST STORAGE BL	02/12/2018	405.92	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-092: 3150 ADAMS CANYO	02/12/2018	582.52	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-094: SNOW KING AVE W	02/12/2018	6.44	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-111: PEARL/WILLOW ST	02/12/2018	18.39	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-115: 55 KARNS MEADOW	02/12/2018	14.53	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-128: SKA MAINTANCE AR	02/12/2018	14.53	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-332: N GLENWOOD MCC	02/12/2018	35.75	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-335: N CACHE & N GLEN	02/12/2018	9.48	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-342: 25 S REDMON ST LI	02/12/2018	40.32	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-353: W DELONEY ST FO	02/12/2018	99.52	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-358: 650 W BDWY PATH	02/12/2018	90.36	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-366: BUDGE DR SLIDE T	02/12/2018	30.60	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-091: 665 FLAT CREEK DR	02/12/2018	16.62	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-002: ANIMAL SHELTER	02/12/2018	357.21	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-003: ASPEN HIGHLAND P	02/12/2018	359.71	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-008: CEMETARY	02/12/2018	46.23	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-014: HEAT TAPE	02/12/2018	109.66	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-018: JBP SEWER LIFT PU	02/12/2018	22.77	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-019: LIFT PUMP COTTON	02/12/2018	74.01	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-023: RANGEVIEWS ST LT	02/12/2018	19.89	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-024: SEWER LIFT PUMP	02/12/2018	20.89	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-026: 450 SNOW KING AV	02/12/2018	302.16	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-027: ST LT LOTS 20, 21	02/12/2018	19.82	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-028: ST LT LOTS 26, 27	02/12/2018	19.30	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-030: ST LT LOTS 95, 96	02/12/2018	19.30	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-031: ST LT LOTS 38, 39	02/12/2018	19.30	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-032: ST LT LOTS 88, 89	02/12/2018	19.23	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-034: ST LT LOTS 80, 81	02/12/2018	19.36	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-035: ST LT COTTONWOO	02/12/2018	19.71	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-036: ST LT LOTS 12, 13	02/12/2018	16.48	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-039: ST LT LOTS 86, 87	02/12/2018	19.79	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-040: ST LT LOTS 90, 91	02/12/2018	20.03	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:89	92050-GRP:8952: MULTIPLE ST	02/12/2018	2,249.78	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-005: CACHE KUDAR LIGH	02/20/2018	60.47	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-006: CACHE ST N LIGHTI	02/20/2018	33.80	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-010: ELY SPRINGS RD FI	02/20/2018	1,544.61	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-016: HOME RANCH LIGH	02/20/2018	34.01	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-020: PATHWAY TUNNEL	02/20/2018	55.44	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-126: LIFT STATION B SP	02/20/2018	21.89	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-127: LIFT STATION A MAI	02/20/2018	254.51	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-130: 3 CREEK STREET LI	02/20/2018	25.31	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-132: PARKING GARAGE	02/20/2018	1,204.93	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-134: PARKING GARAGE	02/20/2018	71.85	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-334: JOSEPHINE LOOP L	02/20/2018	137.16	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-336: HIDDEN RANCH PAT	02/20/2018	29.39	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-341: HOME RANCH REST	02/20/2018	17.86	.00	
	Total 156:				19,451.11	188.21	
166	TETON COUNTY-FUND 19	013018	JAN 2018	01/30/2018	16,954.34	.00	
	Total 166:				16,954.34	.00	
188	SCOTT, LEE ANNA	013118	TRANSLATION SERVICES	01/31/2018	30.00	.00	
	Total 188:				30.00	.00	
222	INFORMATION SYSTEMS CONS	SIN023306	POWER CABLE	02/13/2018	12,027.86	.00	
	Total 222:				12,027.86	.00	
241	ST JOHN'S HOSPITAL	30773946	CHEM & LAB	01/01/2018	65.00	.00	
241	ST JOHN'S HOSPITAL	30775256	CHEM & LAB	01/08/2018	65.00	.00	
241	ST JOHN'S HOSPITAL	30776266	CHEM & LAB	01/12/2018	65.00	.00	
241	ST JOHN'S HOSPITAL	30776558	CHEM & LAB	01/14/2018	65.00	.00	
241	ST JOHN'S HOSPITAL	30777719	CHEM & LAB	01/19/2018	65.00	.00	
241	ST JOHN'S HOSPITAL	30778031	CHEM & LAB	01/21/2018	65.00	.00	
241	ST JOHN'S HOSPITAL	30778332	CHEM & LAB	01/23/2018	65.00	.00	
	Total 241:				455.00	.00	
257	NAPA AUTO PARTS INC.	753966	CREDIT	01/03/2018	31.84-	.00	
257	NAPA AUTO PARTS INC.	758382	TRUNK LIFT SUPPORT	01/29/2018	42.62	.00	
257	NAPA AUTO PARTS INC.	758955	BRAKE PADS- REAR	01/31/2018	78.10	.00	
257	NAPA AUTO PARTS INC.	760937	REMAN/ ALTERNATOR, CORE	02/13/2018	231.65	.00	
257	NAPA AUTO PARTS INC.	760952	NAPAGOLD OIL FILTER, NAPAG	02/13/2018	414.65	.00	
257	NAPA AUTO PARTS INC.	761063	NAPAGOLD OIL FILTER	02/14/2018	15.22	.00	
257	NAPA AUTO PARTS INC.	761292	TRCAIR DEF	02/15/2018	58.08	.00	
257	NAPA AUTO PARTS INC.	761503	MC LICENSE LAMP, FRT	02/16/2018	24.95	.00	
257	NAPA AUTO PARTS INC.	761550	3M TM HEADLIGHT	02/17/2018	14.99	.00	
257	NAPA AUTO PARTS INC.	761813	TOW STRAP	02/20/2018	149.00	.00	
257	NAPA AUTO PARTS INC.	761840	WIPER BLADES	02/20/2018	18.38	.00	
257	NAPA AUTO PARTS INC.	761867	ADAPTER, 4AB-2MP	02/20/2018	4.84	.00	
257	NAPA AUTO PARTS INC.	761997	ADAPTER	02/21/2018	4.90	.00	
257	NAPA AUTO PARTS INC.	762393	LAMP	02/23/2018	24.39	.00	
257	NAPA AUTO PARTS INC.	762474	AUTOMATIC TRANSMISSION	02/23/2018	28.15	.00	
257	NAPA AUTO PARTS INC.	762645	NAPA HEATER CORES	02/26/2018	43.99	.00	
	Total 257:				1,122.07	.00	
268	TETON MOTORS INC	5084257	MOULDING	01/05/2018	123.16	.00	
268	TETON MOTORS INC	5084533	SENSOR	01/29/2018	113.38	.00	
268	TETON MOTORS INC	5084567	PLUG , LATCH	01/31/2018	166.69	.00	
	Total 268:				403.23	.00	
329	WYOMING RETIREMENT SYST	152637	FEBRUARY CONTRIBUTIONS	02/21/2018	25,557.13	25,557.13	02/21/2018
329	WYOMING RETIREMENT SYST	152638	FEBRUARY CONTRIBUTIONS	02/21/2018	34,007.60	34,007.60	02/21/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
329	WYOMING RETIREMENT SYST	152639	FEBRUARY CONTRIBUTIONS	02/21/2018	32,981.87	32,981.87	02/21/2018
Total 329:					92,546.60	92,546.60	
406	WYOMING LAW ENFORCEMEN	S-10478	FIELD TRAINING	01/31/2018	325.00	.00	
Total 406:					325.00	.00	
415	HAYSE M.D., BRUCE	197232	DOT	02/08/2018	90.00	.00	
Total 415:					90.00	.00	
447	CDW-GOVERNMENT	LNB1982	XPLORE 32v cigarette lighter	01/26/2018	720.00	.00	
Total 447:					720.00	.00	
504	WYDOT	022118	TRANSFER - CITY 1461	02/21/2018	2.00	2.00	02/21/2018
504	WYDOT	022118	TRANSFER - CITY 1480	02/21/2018	2.00	2.00	02/21/2018
504	WYDOT	022118	TRANSFER - CITY 1402	02/21/2018	2.00	2.00	02/21/2018
504	WYDOT	022118	TRANSFER - CITY 1456	02/21/2018	2.00	2.00	02/21/2018
504	WYDOT	022118	TRANSFER - CITY 1421	02/21/2018	2.00	2.00	02/21/2018
504	WYDOT	022118	TRANSFER - CITY 1408	02/21/2018	2.00	2.00	02/21/2018
Total 504:					12.00	12.00	
544	CENTURYLINK	1433211772	307-734-4419	02/15/2018	7.77	.00	
544	CENTURYLINK	1433673356	307-733-3932	02/28/2018	225.59	.00	
544	CENTURYLINK	307-111-5050	307-111-5050	02/07/2018	1,891.87	.00	
544	CENTURYLINK	307-733-3106	307-733-3106 742B	02/13/2018	36.22	.00	
Total 544:					2,161.45	.00	
611	CUMMINS ROCKY MOUNTAIN L	024-62042	CREDIT: RETURN FUEL XPI GR	02/21/2018	437.50-	.00	
Total 611:					437.50-	.00	
633	YELLOWSTONE-TETON CLEAN	022118	FY 0218 CONTRACT	02/21/2018	3,000.00	.00	
Total 633:					3,000.00	.00	
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	30.10	30.10	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	171.15	171.15	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	115.02	115.02	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	69.60	69.60	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	186.86	186.86	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	245.28	245.28	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	218.30	218.30	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	224.52	224.52	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	165.20	165.20	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	198.63	198.63	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	154.97	154.97	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	113.96	113.96	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	1,451.19	1,451.19	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	91.72	91.72	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	126.76	126.76	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	182.15	182.15	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	301.36	301.36	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	425.68	425.68	02/21/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	87.23	87.23	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	142.25	142.25	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	242.16	242.16	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	52.52	52.52	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	495.81	495.81	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	163.50	163.50	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	44.45	44.45	02/21/2018
671	LINCOLN NATIONAL LIFE	107747 0318	MARCH PREMIUM	02/20/2018	44.45	44.45	02/21/2018
	Total 671:				5,744.82	5,744.82	
677	MACY'S SERVICES	70442	PORT-A-POT WHILE PAINTING	01/31/2018	105.00	.00	
	Total 677:				105.00	.00	
708	DELTA DENTAL PLAN OF WYO	021218	MARCH PREMIUM	02/12/2018	577.20	577.20	02/21/2018
	Total 708:				577.20	577.20	
1165	GRAFIX SHOPPE INC.	119457	GRAPHIC KITS	02/16/2018	400.18	.00	
	Total 1165:				400.18	.00	
1640	WESTERN STATES	CM00045098	CREDIT: RETURN SWITCH A	02/02/2018	152.87-	.00	
1640	WESTERN STATES	CM00045098	CREDIT: RETURN SWITCH A	02/02/2018	152.87	.00	
1640	WESTERN STATES	IN000577046	SENSOR GP-TE, SEAL	02/09/2018	41.55	.00	
1640	WESTERN STATES	IN000580653	SKID SHOE	02/14/2018	654.12	.00	
	Total 1640:				695.67	.00	
1764	WYOMING.COM INC	1792023	DOMAIN HOSTING	02/05/2018	5.00	.00	
	Total 1764:				5.00	.00	
1783	AT&T	02162018	MONTHLY CHARGES	02/08/2018	648.48	.00	
1783	AT&T	287279795460	CELL SERVICE	02/19/2018	244.56	.00	
	Total 1783:				893.04	.00	
1830	GLOCK INC	SI-0300625	GLOCK PARTS	02/20/2018	77.95	.00	
	Total 1830:				77.95	.00	
1949	VERIZON WIRELESS	9800906237	police department	02/21/2018	4,474.80	.00	
1949	VERIZON WIRELESS	9800906238	police department	02/21/2018	1,429.22	.00	
1949	VERIZON WIRELESS	9801784037	VICTIM WITNESs	02/15/2018	36.32	.00	
1949	VERIZON WIRELESS	9801784037	AIRLINK MODEM	02/15/2018	46.21	.00	
	Total 1949:				5,986.55	.00	
2158	ZEP SALES & SERVICE	9003253578	CAR AND TRUCK TOUCH FREE	02/06/2018	1,250.95	.00	
	Total 2158:				1,250.95	.00	
2179	XEROX CORPORATION	092127663	CONTRACT COPIER	02/01/2018	99.72	.00	
2179	XEROX CORPORATION	092127664	CONTRACT COPIER	02/01/2018	122.73	.00	
2179	XEROX CORPORATION	092127665	CONTRACT COPIER	02/01/2018	129.36	.00	
2179	XEROX CORPORATION	092127666	CONTRACT COPIER	02/01/2018	59.59	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2179	XEROX CORPORATION	092127684	CONTRACT COPIER	02/01/2018	23.61	.00	
Total 2179:					435.01	.00	
2269	AFLAC	484962	ACCOUNT #y9599	02/23/2018	3,582.48	3,582.48	02/26/2018
Total 2269:					3,582.48	3,582.48	
2485	KENWORTH SALES COMPANY	IDFIN2712677	INDICATOR-LOOSE NUT 1.5" B	02/26/2018	60.00	.00	
Total 2485:					60.00	.00	
2547	BENEFIT ADMINISTRATORS, IN	JAN 2018	ELIGIBILITY NOTICES	02/14/2018	54.00	.00	
Total 2547:					54.00	.00	
2601	JACK'S TRUCK & EQUIPMENT	X303001729:0	HDC 2 CYLINDER, FREIGHT	02/09/2018	1,374.60	.00	
Total 2601:					1,374.60	.00	
2842	YELLOW IRON EXCAVATION, L	25548	TRASH REMOVAL JANUARY 20	01/31/2018	200.00	.00	
2842	YELLOW IRON EXCAVATION, L	25549	TRASH REMOVAL JANUARY 20	01/31/2018	325.00	.00	
Total 2842:					525.00	.00	
3010	URBAN ACCESSORIES	958821	URBAN PROJ#: 17-0729: 17-04'	12/15/2017	2,393.00	.00	
Total 3010:					2,393.00	.00	
3070	VALLEY WEST ENGINEERING,	1313	PROJ: SMITH-SIMON SEWER D	02/21/2018	6,026.21	.00	
Total 3070:					6,026.21	.00	
3237	MCI FLEET SUPPORT, INC.	3573304	COOLER CHARGE AIR, HOSE E	02/07/2018	2,337.45	.00	
3237	MCI FLEET SUPPORT, INC.	3575597	DIGITAL PROCESSOR-AUDIO	02/12/2018	848.04	.00	
Total 3237:					3,185.49	.00	
3303	BRISTOL, JAMES	6151	CHECKS	02/16/2018	402.00	.00	
Total 3303:					402.00	.00	
3360	ROMAINE, PETER	022018	REIMBURSE FOR LIGHT FIXTU	02/20/2018	40.58	.00	
Total 3360:					40.58	.00	
3408	E.R. OFFICE EXPRESS	08349	BATTERIES	02/14/2018	50.38	.00	
3408	E.R. OFFICE EXPRESS	08357	PRINTER PAPER	02/14/2018	28.72	.00	
3408	E.R. OFFICE EXPRESS	08370	ENVELOPES	02/14/2018	24.04	.00	
3408	E.R. OFFICE EXPRESS	08372	electric standing desk	02/14/2018	399.99	.00	
3408	E.R. OFFICE EXPRESS	08465	CD ENVELOPES	02/26/2018	102.00	.00	
Total 3408:					605.13	.00	
3413	GRIZZLEY ENTERPRISES	50	PROJ: PARKING GARAGE- REP	02/22/2018	623.82	.00	
Total 3413:					623.82	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3508	RAINMAKER COACHING LLC	2045	START MEETING FACILITATION	02/24/2018	2,160.00	.00	
Total 3508:					2,160.00	.00	
3596	ADVANCED GLASS TRIM, LLC	18619	WINDSHIELD #1039- 2015 CHEV	02/23/2018	300.00	.00	
Total 3596:					300.00	.00	
3619	WY CHILD SUPPORT ENFORCE	021618	case#209790 gALLEGHER	02/16/2018	146.76	146.76	02/16/2018
3619	WY CHILD SUPPORT ENFORCE	021618	case #230073 cORONA	02/16/2018	745.50	745.50	02/16/2018
3619	WY CHILD SUPPORT ENFORCE	030218	case#209790 gALLEGHER	03/02/2018	146.76	146.76	03/01/2018
3619	WY CHILD SUPPORT ENFORCE	030218	case #230073 cORONA	03/02/2018	745.50	745.50	03/01/2018
Total 3619:					1,784.52	1,784.52	
3932	MILLER SANITATION	11054	CITY CANS 74/DAY EXTRA 1 DA	02/07/2018	2,197.80	.00	
3932	MILLER SANITATION	11055	START ROUTE 10 CANS- MARC	02/07/2018	.00	.00	
3932	MILLER SANITATION	11055	START ROUTE 10 CANS- MARC	02/07/2018	315.00	.00	
Total 3932:					2,512.80	.00	
3955	THOMSON WEST	837625192	WEST INFORMATION CHARGE	02/01/2018	340.24	.00	
3955	THOMSON WEST	837625192	WEST INFORMATION CHARGE	02/01/2018	680.49	.00	
3955	THOMSON WEST	837702605	LIBRARY PLAN CHANGES	02/01/2018	40.06	.00	
Total 3955:					1,060.79	.00	
3961	CHARTER	002091801281	150 EAST PEARL	01/28/2018	1,612.26	.00	
Total 3961:					1,612.26	.00	
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	276.59	276.59	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	29.85	29.85	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	310.32	310.32	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	63.69	63.69	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	64.24	64.24	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	541.27	541.27	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	494.88	494.88	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	262.27	262.27	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	409.12	409.12	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	389.87	389.87	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	225.23	225.23	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	2,472.87	2,472.87	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	247.84	247.84	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	195.36	195.36	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	382.22	382.22	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	603.44	603.44	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	183.86	183.86	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	974.70	974.70	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	339.45	339.45	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	508.10	508.10	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	93.99	93.99	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	3,696.11	3,696.11	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	307.56	307.56	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	65.58	65.58	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	65.58	65.58	02/21/2018
4139	WY WORKERS' SAFETY & COM	022018	MARCH 2018	02/20/2018	13.12	13.12	02/21/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4139:					13,217.11	13,217.11	
4212	GILLIG LLC	40424049	LUMBAR SWITCH BOX ASM	02/06/2018	432.83	.00	
4212	GILLIG LLC	40424050	DOOR SEAL BRUSH	02/06/2018	153.92	.00	
4212	GILLIG LLC	40424944	OIL FILL CAP	02/08/2018	492.47	.00	
4212	GILLIG LLC	40426504	VDO WATER TEMP GAUGE	02/13/2018	35.86	.00	
4212	GILLIG LLC	40427844	OIL FILL CAP	02/16/2018	615.54	.00	
4212	GILLIG LLC	40427845	PROGRAMMED SPEEDMETER	02/16/2018	149.87	.00	
4212	GILLIG LLC	404283697	AM/FM STEREO RADIO	02/20/2018	135.83	.00	
4212	GILLIG LLC	40428945	DEF HEAD UNIT W/-12 SENDIN	02/21/2018	483.09	.00	
4212	GILLIG LLC	40428946	AIR FILTER ASM	02/21/2018	684.04	.00	
4212	GILLIG LLC	40428947	FRONT TURN SIGNAL LAMP AS	02/21/2018	187.09	.00	
4212	GILLIG LLC	40428948	6X10 HEATED LOCK RING GLA	02/21/2018	184.24	.00	
4212	GILLIG LLC	40428949	TAAP WINSHIELD WASHER PU	02/21/2018	28.04	.00	
Total 4212:					3,582.82	.00	
4286	Elks Club	021618	VENUE RESERVATION RETIRE	02/16/2018	800.00	800.00	02/27/2018
Total 4286:					800.00	800.00	
4320	WARNER TRUCK CENTER	X101151740:0	PRESSURE SENSOR	02/16/2018	98.18	.00	
4320	WARNER TRUCK CENTER	X101153360:0	EGR KIT VALVE	02/23/2018	1,316.91	.00	
Total 4320:					1,415.09	.00	
4401	MEYRING & ASSOCIATES, INC	I8256	INSTALL OWNER SUPPLIED FIX	02/01/2018	114.67	.00	
4401	MEYRING & ASSOCIATES, INC	I8286	LIGHT SWITCH REPLACEMENT	02/13/2018	90.00	.00	
Total 4401:					204.67	.00	
4614	C & A PROFESSIONAL CLEANI	022818	CLEANING FEB18	02/28/2018	1,455.85	.00	
4614	C & A PROFESSIONAL CLEANI	FEB2018- GY	CLEANING SERVICE- FEBRUAR	02/28/2018	791.44	.00	
4614	C & A PROFESSIONAL CLEANI	FEB2018- PPG	CLEANING SERVICE- FEBRUAR	02/28/2018	429.66	.00	
4614	C & A PROFESSIONAL CLEANI	FEB2018- PW	CLEANING SERVICE- FEBRUAR	02/28/2018	1,909.68	.00	
4614	C & A PROFESSIONAL CLEANI	FEB218- TH	CLEANING SERVICE- FEBRUAR	02/28/2018	3,653.68	.00	
Total 4614:					8,240.31	.00	
4634	BREAKFAST ROTARY OF JH	2206	QUARTERLY DIES WEBER	02/25/2018	175.00	.00	
Total 4634:					175.00	.00	
4699	SNAKE RIVER ROASTING	558720	COFFEE	02/15/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	558721	COFFEE- PW MAIN SHOP (2 BA	02/15/2018	96.90	.00	
4699	SNAKE RIVER ROASTING	558863	COFFEE	02/21/2018	29.07	.00	
4699	SNAKE RIVER ROASTING	558904	COFFEE- PW MAIN SHOP (1 BA	02/21/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	558912	COFFEE	02/22/2018	96.90	.00	
4699	SNAKE RIVER ROASTING	558929	COFFEE	02/22/2018	96.90	.00	
4699	SNAKE RIVER ROASTING	559019	COFFEE- PW STREET SHOP (1	02/28/2018	48.45	.00	
Total 4699:					465.12	.00	
4720	SILVERSTAR	1978489	internet	02/20/2018	2,366.14	.00	
Total 4720:					2,366.14	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4730	ADVANCED PUMP & EQUIPME	7694	TROUBLESHOOTJ CONTROL P	02/15/2018	1,005.00	.00	
	Total 4730:				1,005.00	.00	
4736	IDAHO CHILD SUPPORT RECEI	021618	cASE #236965/cHRISTENSEN	02/16/2018	350.50	350.50	02/16/2018
4736	IDAHO CHILD SUPPORT RECEI	030218	Case #236965/Christensen	03/02/2018	350.50	350.50	03/01/2018
	Total 4736:				701.00	701.00	
4886	MORTON-LEVINSON, HAILEY	022718	TRAVEL EXPENSES TO CHEYE	02/27/2018	153.00	.00	
	Total 4886:				153.00	.00	
4887	CONTROL SYSTEM TECHNOLO	8904	CONTROL SERVICE, MILEAGE	02/20/2018	2,185.50	.00	
	Total 4887:				2,185.50	.00	
4908	AIVIA CORPORATION	021618	COUNCIL STRATEGY RETREAT	02/16/2018	9,721.37	.00	
	Total 4908:				9,721.37	.00	
4918	DEAN'S PEST CONTROLL LLC	303070	SMALL RODENT CONTROL @ S	02/13/2018	100.00	.00	
4918	DEAN'S PEST CONTROLL LLC	30315	SMALL RODENT CONTROL @ P	02/01/2018	40.00	.00	
	Total 4918:				140.00	.00	
4964	BIG BEAR TOWING & REPAIR	0220KD	SLIDE OFF RECOVERY @ CEM	02/20/2018	1,560.00	.00	
	Total 4964:				1,560.00	.00	
4990	Swagit Productions, LLC	10374	VIDEO STREAMING	01/31/2018	920.00	.00	
	Total 4990:				920.00	.00	
5009	GM SHEET METAL LLC	2328	SHEET METAL PER POUND, SH	08/30/2017	81.41	.00	
5009	GM SHEET METAL LLC	2387	COLD ROLL PER POUND, SHO	10/03/2017	91.49	.00	
	Total 5009:				172.90	.00	
5022	VISION SERVICE PLAN - (WY)	9532257568	MARCH PREMIUM	02/17/2018	1,668.53	1,668.53	02/21/2018
	Total 5022:				1,668.53	1,668.53	
5045	ESPINOZA, NATALY	0022618	REIMBURSEMENT	02/26/2018	495.00	.00	
	Total 5045:				495.00	.00	
5047	OPEN CREATIVE	5956	agency design	02/28/2018	2,631.00	.00	
	Total 5047:				2,631.00	.00	
5067	TITAN MACHINERY	10492355 GP	BRACKET LOWER CONV CURT	02/15/2018	328.64	.00	
	Total 5067:				328.64	.00	
5137	OPTIV SECURITY, INC.	PF-868339-2	SOFTWARE SUBSCRIPTION	02/22/2018	3,050.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5137:					3,050.00	.00	
5173	MSC INDUSTRIAL SUPPLY CO	1761799001	40 HOLE OPEN BIN, WHEEL WE	02/01/2018	1,103.99	.00	
5173	MSC INDUSTRIAL SUPPLY CO	1761799003	WHEEL WEIGHTS	01/31/2018	148.55	.00	
5173	MSC INDUSTRIAL SUPPLY CO	1845905003	ADD ON AUTOMOTIVE FUSE H	02/02/2018	69.07	.00	
5173	MSC INDUSTRIAL SUPPLY CO	1845905004	CABLE PARALLEL BONED	02/05/2018	128.38	.00	
5173	MSC INDUSTRIAL SUPPLY CO	1869174001	HX CAP, BRAKE CLNR, GREAS	02/09/2018	229.86	.00	
5173	MSC INDUSTRIAL SUPPLY CO	1869174002	COILED SPRING PIN	02/12/2018	29.40	.00	
Total 5173:					1,709.25	.00	
5280	ROUTEMATCH SOFTWARE, INC	34097	ANNUAL TECHNICAL SUPPORT	02/01/2018	2,040.00	.00	
Total 5280:					2,040.00	.00	
5473	KELLERSTRASS ENTERPRISES	940697	DF#2 DYED ULTRA LOW SULFU	02/20/2018	17,941.78	.00	
5473	KELLERSTRASS ENTERPRISES	941940	MIDGRADE 87- E-10, DF#2 DYE	02/27/2018	21,318.31	.00	
5473	KELLERSTRASS ENTERPRISES	942226	DIESEL EXHAUST FLUID	02/28/2018	360.25	.00	
Total 5473:					39,620.34	.00	
5543	RUSH TRUCK CENTER, IDAHO	3009531136	LED MODEL 15 LICENSE LAMP	02/19/2018	125.70	.00	
Total 5543:					125.70	.00	
5691	LEPCO	27410	WO#: 20599- PERVENTATIVE M	01/25/2018	551.50	.00	
Total 5691:					551.50	.00	
5726	AMAZON	1FGP-XRVG-D	BLACK HIGH YIELD	02/16/2018	114.99	.00	
5726	AMAZON	1XF7-6YRD-Q	hawking technology	02/07/2018	53.89	.00	
Total 5726:					168.88	.00	
5738	CASPER STAR TRIBUNE	156-60000000	ADS	02/25/2018	91.42	.00	
Total 5738:					91.42	.00	
5788	WYOMING GARAGE DOOR, LLC	1825	PROJ: START BUS BARN- SERV	02/23/2018	479.50	.00	
5788	WYOMING GARAGE DOOR, LLC	1837	PROJ: START BUS BARN- CHI	02/20/2018	1,795.64	.00	
Total 5788:					2,275.14	.00	
5846	TETON TOOLS LLC	0227189880	OBDII LONG DATA CABLE W. LI	02/27/2018	96.99	.00	
5846	TETON TOOLS LLC	0227189883	SNAP RING PLIERS	02/27/2018	109.00	.00	
Total 5846:					205.99	.00	
5880	BOREAL PROPERTY MANAGE	12802A	REPLACE LIGHTS ON SW ARC	12/31/2017	206.00	.00	
Total 5880:					206.00	.00	
5941	PETHEALTH SERVICES INC	SIUN11345862	CHIPS	02/21/2018	158.75	.00	
Total 5941:					158.75	.00	
6069	RAFTELIS	JAWY1710-04	RATE ANALYSIS 3 CREEK	02/09/2018	3,280.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6069	RAFTELIS	JAWY1710-04	RATE ANALYSIS 3 CREEK	02/09/2018	3,280.00	.00	
Total 6069:					6,560.00	.00	
6086	WATER WERKS, INC	2074	PROJ: HOME RANCH 1/18- REP	02/26/2018	111.70	.00	
6086	WATER WERKS, INC	2075	PROJ: E. DELONEY BUS STOP-	02/26/2018	95.00	.00	
6086	WATER WERKS, INC	2076	PROJ: PARKING GARAGE- REP	02/26/2018	109.70	.00	
Total 6086:					316.40	.00	
6092	ENERGY 1	18196	LABOR CHARGER @ PARKING	02/16/2018	157.50	.00	
Total 6092:					157.50	.00	
6118	WYOMING PATHWAYS	012618	WYO BIKE WALK TRAIL SUMMI	01/26/2018	1,500.00	.00	
Total 6118:					1,500.00	.00	
6119	SKIGROUP	022118	REFUND 3 BOOKS OF TICKETS	02/21/2018	72.00	.00	
Total 6119:					72.00	.00	
6120	Global Ties Wyoming	022818	CONTRACT	02/28/2018	4,000.00	.00	
Total 6120:					4,000.00	.00	
6121	IDENTISYS, INC	374790	PRINTERS	02/05/2018	7,389.36	.00	
6121	IDENTISYS, INC	375149	PRINTERS	02/07/2018	5,913.93	.00	
Total 6121:					13,303.29	.00	
6122	Mulligan, Richard	022818	Subpoena	02/28/2018	10.00	10.00	02/28/2018
Total 6122:					10.00	10.00	
Grand Totals:					345,708.56	123,141.47	

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

_____

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: February 27, 2018
MEETING DATE: March 5, 2018

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne DeVries Robinson
PREPARED BY: Sandy Birdyshaw, Town Clerk

SUBJECT: Microbrewery Permit Annual Renewal:
Get Funky, LLC d/b/a Roadhouse Brewing Company

STATEMENT/PURPOSE
The Town Council is the local licensing authority for the issuance, renewal and transfer of all liquor licenses and permits within the Town of Jackson.

BACKGROUND/ALTERNATIVES
On February 20, 2018, the Council pulled this permit from the group of annual renewals.

The following is a brief outline of this permit:

This microbrewery permit was first approved by the Town Council on March 20, 2017. Discussion in the hearing included that the application met liquor law standards, however, there were also concerns related to compliance with Land Development Regulations (LDRs) regarding allowed uses in the Business Park zone. The tasting room, as it was presented, was clearly defined by LDRs as a bar and that use, as presented, posed potential parking conflicts. The applicant responded by revising their request – the layout of the tasting room was changed limiting the space of the tasting room, limiting on-site consumption to 10% of yearly production, limiting the hours of the tasting room to begin at 4:00 p.m., and to only sell their brewed products. The Town Council placed the following conditions of approval on the permit, in an effort to steer the use away from being a bar:

1) Prior to operation, the applicant shall comply with all Town of Jackson Building Codes, Land Development Regulations, and will have obtained all required permits and approvals from all applicable Town/County departments.
2) Prior to license issuance, the applicant shall have obtained the required Federal Basic Permit from the Department of Treasury - Alcohol and Tobacco Tax and the Trade Bureau.
3) Prior to license issuance, the applicant shall provide a local telephone number for the premises.
4) Prior to license issuance, the applicant shall pass a dispensing-room inspection conducted by the Town Clerk or Wyoming Liquor Division.
5) Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.
6) All sales of other malt beverages for on-premises consumption must be obtained through a licensed wholesale malt beverage distributor.
7) The applicant shall request, and obtain Town Council approve prior to any service or consumption of alcohol on any outdoor deck or patio.
8) The brewery operation shall be allowed to have a ‘tasting room’ that is incidental to the principal brewery use. A ‘tasting room’ is an incidental use to the brewery provided it complies with the following provisions:

a) The hours of operation for the tasting room shall be limited to, opening no earlier than 4:00 p.m. and closing no later than 10:00 p.m.

b) Only free samples of food shall be served to customers for on-site consumption;

c) A maximum of ten seats shall be provided and the 'tasting room' shall be limited to 10% of the total square footage.

d) On-premises consumption shall be limited to 10% of yearly production.

e) The 'tasting room' shall not generate any additional employees or car trips to the site than the principal brewery use.

On June 16, 2017, at the request of the applicant, and after further review by Town and Joint Departments, a partial permit was issued for only the manufacturing area, enabling Roadhouse to begin brewing and testing its product. Once the construction of the tasting room and retail area was complete, the full permit was issued on September 5, 2017.

On October 2nd and November 6th, the Town Clerk issued a temporary catering permit to Roadhouse to allow outside liquor sales at a special event called Silicon Couloir on these two dates from 5:00 – 10:00 p.m.

On October 10th a neighboring property owner submitted a complaint against Roadhouse mainly related to parking conflicts caused by public use of the tasting room and special events. This was followed by other neighboring property owners contacting the Planning Department, Clerk, Police Department, and Council members with similar concerns and complaints. Numerous visits to Gregory Lane were made by the Town's Code Compliance Officer, Police Chief, Patrol Officers, and Public Works Director to observe parking patterns and to talk with neighboring property owners.

On November 15th a letter was delivered to Roadhouse outlining the complaints and that the source of these concerns appeared to stem from how the tasting room was being used. The letter explained that the use appeared to quickly transform into a public gathering space – e.g. more of a bar use - rather than being the incidental use of the brewery, as approved by the Council. Other than parking, concerns in the letter also addressed selling food, the number of people in the tasting room, and the use being out of compliance with LDRs. The letter requested immediate compliance with the Council's conditions of approval and informed Roadhouse that no more temporary catering permits would be issued, as it appeared to encourage events that were not in compliance with the Town's approval.

On November 17th Roadhouse responded by letter, stating they had taken, and would further take, action to mitigate parking conflicts with all their neighbors, that their focus was on production with a goal of supporting local community and non-profits, that the timing of one of their events had been poor as it fell on the night of another well-attended event (football), and they were creating awareness with their customers on parking.

On November 20th, the Town Manager's report to Council provided an update on the complaints and staff's efforts to bring the operation into compliance.

On December 7th, an owner of Roadhouse, the Town Manager and numerous staff members met at Town Hall. The owner shared the steps Roadhouse had taken to reduce parking issues, including incentives for Roadhouse staff to park off-site and ride-share or use alternative transportation, the direct outreach to neighbors who had voiced concerns and to all the neighbors, parking notices posted on their property, future plans to have a dedicated parking attendant, and to encourage groups to use a driver-provided transportation service. Town staff supported the success of the operations at Roadhouse and reinforced the need to come into compliance with the Council's approval and LDRs for that zone. It was agreed that Roadhouse would hold-off on events which encouraged violations of the microbrewery permit conditions and that the Town would monitor the situation on Gregory Lane.

On January 5th, the Town received an email from a neighbor of Roadhouse restating previous concerns stemming from operations at Roadhouse. The email was accompanied by an advertisement for a January 10th event at 7:00 p.m. to "Sip and be artistic". The email was shared with the Town Manager, Police and Planning Departments. Roadhouse was contacted for more information and they shared that the event was limited to ten people, that staff would be attending to parking, and that it would end by 10 p.m. Town staff reiterated that the event had to comply with the conditions of approval of the microbrewery permit, including in particular, parking. Later on January 5th, Roadhouse notified the Town that it had cancelled the January 10th event.

On January 16th, the Town Council approved a change in the ownership name from Roadhouse Brewery Group, LLC to Get Funky, LLC. Staff's review of this application included information provided by the Building Department that the total building occupancy at 1225 Gregory Lane is 138, while the tasting room and front retail area which is open to the public is 92. Concerns raised by the Planning Department included operating within the Council's conditions on the tasting room use related to parking and generating additional car trips. Review by the JPD noted the parking issues on Gregory Lane in October & November that had been brought to Council's attention.

This renewal application has been reviewed by the Town Clerk's office. The Wyoming Liquor Division has reviewed and certified the application as complete in accordance with W.S. §12-4-104(d).

Grounds for Nonrenewal. Both the State Statutes and Jackson Municipal Code provide Council with grounds for not renewing a liquor license and are listed below.

I. According to W.S. §12-4-104(b), if the Council receives evidence at the public hearing which supports any of the following reasons, the renewal application may be denied:

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

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

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

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

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

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

II. Jackson Municipal Code also provides grounds for nonrenewal in Chapter 6.60, if the Council receives evidence which supports any of the following reasons, the renewal application may be denied:

6.60.010 C. *The following actions, whether one (1) or more, may constitute a basis for nonrenewal of a license or permit:*

1. *Failure of the license holder to comply with any provisions of this chapter;*
2. *Three (3) or more convictions by the license holder and its employees in any calendar year for sale of alcohol to underage persons;*
3. *Failure of the license holder to comply with building occupancy limits after being advised of excess occupancy by a law enforcement or code compliance officer;*
4. *A pattern (i.e. three (3) or more in one (1) calendar year) of failing to report incidents of assault and battery, disorderly conduct, sexual assault, discharge of firearms, or any other illegal act upon the premises which results in injury to persons or property, and which the license holder knew or should have known about;*
5. *Conviction of any nonprocedural violation of state or local liquor laws.*
6. *Failure to provide education materials to its employees on Wyoming liquor laws and the duties associated with the prevention of service of alcohol to minors.*

7. *Initial, consecutive, and cumulative compliance check failures. Should a business fail an initial, consecutive, or cumulative compliance check as outlined below and conducted by law enforcement for the purposes of checking compliance with Wyoming liquor laws, in addition to constituting a basis for nonrenewal;*
    a. *On the first compliance check failure, the business shall be required to have the employee failing the compliance check attend a four (4) hours TIPS … training within thirty (30) days of failing the compliance check.*
    b. *On the second consecutive compliance check failure or a second compliance check failure within a twelve (12) month period, the business shall be required to have all of its employees who serve alcohol attend a four (4) hours TIPS … training within forty-five (45) days of failing the compliance check.*
8. *Failure to comply with the Plan of Operations set forth in the license application shall be grounds for non-renewal of the license by the Town Council.*

The Council has several options available at this time, which include:

1. Approve the renewal application with the original conditions.
2. Deny this renewal application based on findings in W.S. § 12-4-104 or JMC Chapter 6 (listed above).
3. For major changes in the conditions of approval, Council would need to deny this renewal application, allow Get Funky, LLC to submit an application for a new microbrewery permit, and place those revised conditions on that permit. *(See Legal Review)*
4. Postpone action to future council meeting.

ATTACHMENTS

1. Annual renewal application.
2. Meeting Minutes of the original March 20, 2017 approval.
    a. March 15, 2017 Planning Director Memo to Council.

FISCAL IMPACT

The annual license fee for a microbrewery permit is $500.00.

STAFF IMPACT

Minimal.

LEGAL REVIEW

With respect to a renewal, there is also no absolute right for the license holder to expect that the license will be renewed because the licensing authority "may refuse to renew in the presence of proper facts and proceedings, because the license holder's privilege is not irrevocably vested but is only a privilege." *City of Evanston v. Whirl Inn*, 647 P.2d 1378, 1387 (Wyo. 1982); *see Sterner v. U.S.*, 774 P.2d 639, 642 (Wyo. 1989). It should be noted, however, that previously under Wyoming Statutes regarding a renewal, there was a right of preference for a license at the same location under W.S. § 12-4-104(c). This section of the statute was repealed in 2017 and, thus, no such preference exists.

The Town Attorney has determined that the local licensing authority cannot place conditions of approval on a *renewal* of a liquor license. If the Council wishes to place conditions on a license, it would first need to deny the renewal application, then upon approval of a new application, the Council could place reasonable restrictions on the new license.

Under Wyoming law, an applicant may appeal an adverse decision by the licensing authority for the renewal of a liquor license. W.S. § 12-4-104(e); *Wal-Mart Stores, Inc. dba Sam's Club v. City of Cheyenne*, D.C. 95-CV-276-D, aff'd in part 120 F.3d 271 (C.A. 10 (Wyo)(1997)).

(e) An applicant for a renewal license or permit may appeal to the district court from an adverse decision by the licensing authority. No applicant for a new license shall have a right of appeal from the decision of the licensing authority denying an application.

Placing Reasonable Restrictions:

W.S. § 12-4-104(b)(v) specifically grants the Town authority to impose reasonable restrictions (or conditions) on the license or licensee. What is considered "reasonable" is subjective and there is no legal direction on this issue in Wyoming. In 2010, the Liquor Division opined that, for example, it is "reasonable" to restrict hours of operation but that it would be "unreasonable" to prohibit beer sales, sales of only house brands, restricting product, and percentage (%) of sales.

In addition to specific conditions placed on a specific license, the Town has "been given complete authority to enact ordinances to regulate the sale of liquor licenses within its limits." These are very "ample powers" bestowed upon the Town for this purpose. *Noble v. City Council of City of Cheyenne,* 52 P. 975 (Wyo. 1898). (This case is over one-hundred years old, but remains good law today).

RECOMMENDATION

Staff recommends renewal with the below listed current Conditions of Approval, including the minor amendments made January 16, 2018 due to the name change:

1) Prior to operation, the applicant shall comply with all Town of Jackson Building Codes, Land Development Regulations, and will have obtained all required permits and approvals from all applicable Town/County departments, in the name of Get Funky, LLC.
2) Prior to license issuance, the applicant shall have obtained the required Federal Basic Permit from the Department of Treasury - Alcohol and Tobacco Tax and the Trade Bureau, in the name of Get Funky, LLC.
3) Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.
4) All sales of other malt beverages for on-premises consumption must be obtained through a licensed wholesale malt beverage distributor.
5) The applicant shall request, and obtain Town Council approve prior to any service or consumption of alcohol on any outdoor deck or patio.
6) The brewery operation shall be allowed to have a 'tasting room' that is incidental to the principal brewery use. A 'tasting room' is an incidental use to the brewery provided it complies with the following provisions:
    a) The hours of operation for the tasting room shall be limited to, opening no earlier than 4:00 p.m. and closing no later than 10:00 p.m.
    b) Only free samples of food shall be served to customers for on-site consumption;
    c) A maximum of ten seats shall be provided, and the 'tasting room' shall be limited to 10% of the total square footage.
    d) On-premises consumption shall be limited to 10% of yearly production.
    e) The 'tasting room' shall not generate any additional employees or car trips to the site than the principal brewery use.

SUGGESTED MOTION

I move to approve the Get Funky LLC dba Roadhouse Brewing Company microbrewery permit for the 2018-2019 liquor license year with the current conditions of approval.

WLD-28 (5/17)

RENEWAL OF LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:	V 403745	
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License # ~~403745~~ 503

License Fees Annual Fee: $ 500.00 ✓ Date filed with clerk: 12 / 21 / 2017

Prorated Fee: $ _____ Advertising Dates: (2 Weeks)

Transfer Fee: $ _____ 1/31/2018 & 2/7/2018

Publishing Fee: By separate check $ 50.00 ✓ Hearing Date: 2/20/2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 4/1/2018 Through 3/31/2019

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: ~~ROADHOUSE BREWERY GROUP LLC~~ Get Funky, LLC

Trade/Business Name (dba): ROADHOUSE BREWING COMPANY

Building Address to be licensed: 1225 GREGORY LANE
JACKSON, WY 83001 TETON

Transfer of Ownership Hearing on 1-16-2018

Mailing Address: PO BOX 6703
JACKSON, WY 83002

Business Telephone Number: (720) 299-2856 Fax Number:

E-Mail Address: jody@roadhousebrewery.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102(a)(vi)

PT LOT 1, SEC 6, T40N, R116W, BP ZONING

MINIMUM PURCHASE

Retail License Holders Only:

Have you purchased **$2,000** in spirits, wines and/or malt beverages during the previous license term?
Submit invoices with renewal application
☐ YES ☐ NO

FILING IN

City (Town) of Jackson

FILING AS (CHOOSE ONLY ONE)

- ☐ INDIVIDUAL
- ☐ PARTNERSHIP
- ☐ LP / LLP
- ☒ LLC
- ☐ CORPORATION
- ☐ LTD PARTNERSHIP
- ☐ ORGANIZATION
- ☐ OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE:
- ☐ ON-PREMISE ONLY (BAR)
- ☐ OFF-PREMISE ONLY (PACKAGE STORE)
- ☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

- ☐ RESTAURANT LIQUOR LICENSE
- ☐ RESORT LIQUOR LICENSE
- ☐ BAR AND GRILL

LIMITED RETAIL (CLUB):
- ☐ VETERANS CLUB
- ☐ FRATERNAL CLUB
- ☐ GOLF CLUB
- ☐ SOCIAL CLUB

- ☒ MICROBREWERY
- ☐ WINERY
- ☐ DISTILLERY SATELLITE
- ☐ WINERY SATELLITE
- ☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS

WHEN DO YOU OPERATE? *(To assist the Liquor Division with scheduling inspections)*

☒ **FULL TIME** (e.g. Jan to Dec) ☐ **SEASONAL/ PART-TIME** ☐ **NON-OPERATIONAL/ PARKED**

If not full time, specify Months of Operation: from _____ to _____

Days of Week (e.g. Mon to Sat): from Sun to Sat

Hours of Operation (e.g. 10am to 2am): from 6A to 10p production
4p to 10p tasting room

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. **BUILDING OWNERSHIP:** Does the applicant? W.S. 12-4-103 (a)(iii)

(1) **OWN** the licensed building? ☐ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

(3) **LEASE** is current and on file with the licensing authority & Liquor Division. ☒ YES ☐ NO

If lease is not current, please submit a copy of the lease and indicate: 9130126

(A) When the **lease expires**, located on page 1 paragraph 2 of lease document.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 1-2 paragraph 1 of lease.
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. If the applicant is filing as an Individual or Partnership or as a Club: W.S. 12-4-102(a)(ii) & (iii)
Each individual or partner or officer must complete this section.

True and Correct Name	Date of Birth	Residence Address: Number & Street Name City, State & Zip DO NOT LIST PO BOX	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is available, list on a separate piece of paper and attach to this application.)

3. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:
W.S. 12-4-102(a)(iv) & (v) Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and** every officer, **and** every director must complete this section.

True and Correct Name	Date of Birth	Residence Address: Number & Street Name City, State & Zip DO NOT LIST PO BOX	Residence Phone Number	No. of Years in Corp or LLC	% of Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Roadhouse Brewery Group		1225 Gregory Lane Jackson WY	720.299.2856	.08	100%	YES ☐ NO ☒	YES ☐ NO ☒
Colby Cox	8/25/89	695 Lakota Lane Jackson WY	307.413.7492	.08		YES ☐ NO ☒	YES ☐ NO ☒
GAVIN Fine	7/30/74	3825 Kimball Ln Wilson, WY	307.690.2321	.08		YES ☐ NO ☒	YES ☐ NO ☒

(If more information is available, list on a separate piece of paper and attach to this application.)

4. Restaurant and Bar and Grill Liquor License Holders Only: (Line 1 + Line 2 must = Line 3)

(a) Gross sales figures and percentages of income derived from: (Line 1) Liquor Sales: $_____ (_____%)
W.S. 12-4-408(b) Do not estimate. (Line 2) Food Sales: $_____ (_____%)
→**The annual gross sales report must be attached.** (Line 3) Gross Sales: $_____ (_____%)

(b) Did you attach a copy of your Valid Food Service Permit to this application? W.S.12-4-407(a), W.S.12-4-413(a) ☐ YES ☐ NO

(c) **Restaurant License Holders Only**: Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-102(a)(i) (e.g. 10 x 12 room in SE corner of building): Revise the below dimensions if incorrect.
1st Room:
2nd Room:

5. Microbrewery License Holders Only:

(a) Did you produce over 50 barrels (1,550 gallons) but less than 50,000 barrels (1,550,000 gallons) during the previous license term? W.S.12-1-101(a)(xix) ☒ YES ☐ NO

(b) Do you self distribute your products? W.S. 12-2-201(a) ☐ YES ☒ NO
(Requires wholesaler license with the Liquor Division)

(c) Do you distribute your own products through an existing malt beverage wholesaler? ☒ YES ☐ NO
W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division)

6. Social Club License Holders Only: Have you filed a detailed statement of your activities during the year with an itemized statement of amounts expended? W.S. 12-1-101(a)(ii)(E) ☐ YES ☐ NO

OATH OF VERIFICATION

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate. (Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)

STATE OF WYOMING)
) **SS.**
COUNTY OF Teton)

Signed and sworn to before me on this 18 day of December, 2017 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)		Colby D. Cox	Owner
2)			
3)			
4)			

(SEAL) Witness my hand and official seal:

AMY HAVERKAMPF - NOTARY PUBLIC
COUNTY OF TETON STATE OF WYOMING
MY COMMISSION EXPIRES DEC. 19, 2018

Signature of Notary Public

My commission expires: 12/19/2018

Microbrewery Liquor License Application: Roadhouse Brewery Group LLC d/b/a Roadhouse Brewing Company. Sandy Birdyshaw, Tyler Sinclair, and Audrey Cohen-Davis made staff comment. The application meets current liquor law, however, concerns with the Comprehensive Plan and Land Development Regulations (LDRs) were raised. The premises on Gregory Lane is located in the Business Park (BP) Zoning district which does not allow restaurants or bars as a principal nor incidental use. Light industrial use in the BP zone are to be protected from competing non-light industrial uses, such as restaurants and bars. The proposed seating in the tasting room is clearly defined as a bar in the LDRs and the application presented potential parking conflicts if the brewery was to operate as a bar.

Gavin Fine, Colby Cox, and Stefan Fodor made comment on behalf of the applicant. Their plan is to only sell their brewed product, they have changed the layout of the tasting room, hours of operation would be nights and weekends starting at 4:00 p.m., the tasting room would be limited to 10% of the total space, and sales of on-site consumption would be limited to 10% of yearly production (which was estimated to be greater than 700 barrels, maybe 1,000 to 1,500 barrels.

Mayor Muldoon opened a public hearing to hear protests against this license. None were presented. Mayor Muldoon closed the public hearing.

Public comment was given by Chris Erickson on behalf of the Wyoming Craft Brewers Guild, Snake River Brewery employee, and as a Cottonwood citizen. Joe Rice made public comment.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve the issuance of a microbrewery liquor license to Roadhouse Brewery Group LLC d/b/a Roadhouse Brewing Company for the license year 4/1/2017 to 3/31/2018, subject to the conditions and restrictions detailed here tonight, and direct the Town Clerk to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv).

1) Prior to operation, the applicant shall comply with all Town of Jackson Building Codes, Land Development Regulations, and will have obtained all required permits and approvals from all applicable Town/County departments.
2) Prior to license issuance, the applicant shall have obtained the required Federal Basic Permit from the Department of Treasury - Alcohol and Tobacco Tax and the Trade Bureau.
3) Prior to license issuance, the applicant shall provide a local telephone number for the premises.
4) Prior to license issuance, the applicant shall pass a dispensing-room inspection conducted by the Town Clerk or Wyoming Liquor Division.
5) Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.
6) All sales of other malt beverages for on-premises consumption must be obtained through a licensed wholesale malt beverage distributor.
7) The applicant shall request, and obtain Town Council approve prior to any service or consumption of alcohol on any outdoor deck or patio.
8) The brewery operation shall be allowed to have a 'tasting room' that is incidental to the principal brewery use. A 'tasting room' is an incidental use to the brewery provided it complies with the following provisions:
    a) The hours of operation for the tasting room shall be limited to, opening no earlier than 4:00 p.m. and closing no later than 10:00 p.m.
    b) Only free samples of food shall be served to customers for on-site consumption;

MEMORANDUM

TO: Town Council

FROM: Tyler Sinclair, Planning Director

DATE: March 15, 2017

RE: New Microbrewery License at 1225 Gregory Lane
Roadhouse Brewery Group, LLC d/b/a Roadhouse Brewing Company

The Planning Department offers the following proposed conditions of approval for the liquor license for Roadhouse Brewery Group, LLC at 1225 Gregory Lane:

1. **The brewery operation shall be allowed to have a 'tasting room' that is incidental to the principal brewery use. A 'tasting room' is an incidental use to the brewery provided it complies with the following conditions:**
    a. **Only free samples of alcohol produced on site shall be served to customers for on-site consumption;**
    b. **Only free samples of food shall be served to customers for on-site consumption;**
    c. **No seating for customers shall be provided;**
    d. **The 'tasting room' shall not generate any additional employees or car trips to the site than the principal brewery use.**
2. **Any proposed features of the site plan submitted with the liquor license that are inconsistent with the requirements of Condition #1 (e.g., the bar stools) are not permitted.**

The need for these conditions was generated by the proposed site plan which shows a long bar top with 21 bar stools and significant additional gathering space. Specifically, the Planning Director has the following concerns. First, the Comprehensive Plan (Policy 6.2.d) explicitly states that we need to protect our light industrial uses in the BP zone from competing non-light industrial uses, such as retail, restaurants, and bars. Second, a restaurant or bar is not allowed in the BP zone as a principal or incidental use. Third, the proposed seating area clearly meets the LDR definition of a bar in Sec. 6.1.6.E. and so it is not allowed (the same holds true if the intent is to serve food). And fourth, we need to safeguard the other tenants in this development and surrounding properties from potential parking conflicts and increased traffic if the proposed brewery were to operate a de-facto bar/restaurant.

The Planning Director found it necessary to outline what a 'tasting room' may include as an 'incidental' use to the principal light industrial brewery use. According to the LDRs, "[a]n incidental use is a use that is commonly integrated into the operation of the principal use, even if the incidental use would be classified as a different use if it were separated." In simple terms, this provision is what allows a car mechanic to have an 'office' space (used only to conduct garage business) within their garage even though 'office" is not an otherwise allowed use in that particular zone.

Since the LDRs do not define a 'tasting room', the Planning Director has provided these criteria as part of the liquor license application to outline what is allowed as part of a 'tasting room'. The conditions of approval are intended to accomplish this goal while also addressing our listed concerns above. Town Council may consider any changes to the recommended conditions of approval they deem appropriate including removal of the tasting room as proposed.

From:	Brown Layne
To:	Sandy Birdyshaw; Sandy Birdyshaw; Town Council; scottunlimited2@aol.com; Layne Brown
Subject:	Norris and Layne Brown regarding Roadhouse Brewery
Date:	Wednesday, February 28, 2018 8:51:55 PM

Norris and Layne Brown

L & N Industrial, LLC , & Creekside Commercial, LLC.

1200 Gregory Ln. , 1210 Gregory Ln. , 1410 Gregory Ln.

Jackson, WY 83001

Scpbrown03@yahoo.com 307-733-5791

Town Council: Regarding Roadhouse Brewery at 1255 Gregory Ln.

Dear Council Members, My wife Layne and I own and operate the properties at 1200 and 1210 Gregory Ln., as well as 1410 Gregory Ln.

We are unable to be present at any meetings in March regarding the Roadhouse Brewery and its renewal of its license. We are asking you to read our concerns and issues.

First: We would like to thank the town clerk, Sandy Birdyshaw and police officer Brain Morris. They were quick to respond to the issues that arose on our property, from the non-compliance of 3 out of the 5 conditions that the council had set, when first approving their micro-brewery liquor license. The condition of #8, B ,C and E, set on March 20, 2017.

We would also like to point out that we were never notified of the major change in the tasting room layout and its hours. Our perception from day one, was that the tasting room was in the basement and only for clients who would possibly be selling Roadhouse Product.

The impact of this new business in the Industrial/Business park area, has disrupted our tenants and has caused us to have to police our parking, something we have never had to do before.

We still see Roadhouse delivery trucks needing to use our property to unload or use our driveway to pull up and back onto their property to pick up or unload. Which takes up our tenants spaces and driving area.

These things were pointed out as potential problems in all your staff reports prior to you voting on their license approval.

As time went by, the Roadhouse started to blatantly defy their conditions by obtaining catering permits and hosting large events without concern to the neighbors property, parking and business needs. On several occasions, we were forced to tow vehicles, even after we put up no parking signs. Our tenants would come back from a job site and have no place to park. Our tenants had to run out and stop people from parking in their spots, under the no parking sign, knowing they were headed across the street to The Roadhouse.

We applaud the letter sent by Sandy Birdyshaw, town clerk, on November 15, 2017, to The Roadhouse, regarding their violations. And the cancellation of future catering permits as well.

But again in January 2018, they advertised an event for Jan. 10th. The event never took place, but I ask you how long do we need to try and stay ahead of them on future issues?

A good business would not and should not, cause negative impact on the other business's and its neighbors. Their business affects our tenants and business's. I ask you to protect our interest and our tenant interest, to conduct business.

Whether you deny the renewal or grant it, it needs to state no second chances on the conditions. The council set the special conditions, now enforce them with authority.

Thankyou for your time

Norris and Layne Brown

From:	scottunlimited2@aol.com
To:	Sandy Birdyshaw
Cc:	scottunlimited2@aol.com; scpbrown03@yahoo.com
Subject:	Gregory Lane Property, Jackson, WY
Date:	Thursday, March 1, 2018 9:03:10 AM

Sandy Birdyshaw,
Town Clerk
P. O. Box 1687
Jackson, WY 83001
sbirdyshaw@jacksonwy.gov
1.307.733.3932 ext. 1113 Office

Dear Ms. Birdyshaw,

Since I last spoke with you the parking issues continue at our property located at 1255 Gregory Lane, which is immediately adjacent to the Roadhouse Brewery. After speaking with our tenants this morning it seems that delivery trucks bringing supplies routinely park on our property and block our tenants. There is inadequate maneuvering room associated with the Roadhouse Brewery as there are too many cars parked in their parking lot and this causes truck maneuvering issues.

There has been no communication with the Scotts or our tenants from the Roadhouse Brewery staff.

Please feel free to present this e-mail at the upcoming City Council meeting.

Regards,

John L. Scott, Jr. (Larry)
Beverly R. Scott
Scott Unlimited, LLC
P. O. Box 1320
Destin, FL 32540-1320
scottunlimited2@aol.com
1.850.585.4590 Cellular

From:	Amberley G. Baker
To:	Don Frank; Hailey Morton Levinson; Bob Lenz; Jim Stanford; Pete Muldoon
Cc:	Audrey Cohen-Davis; Lea Colasuonno; Sandy Birdyshaw; Bob McLaurin
Subject:	Roadhouse Brewing Co. - Get Funky Microbrewery License
Date:	Sunday, March 4, 2018 9:25:54 PM
Attachments:	Ltr to Council March 4 2018.pdf

Dear Town Council – On behalf of Get Funky, LLC, I prepared the attached letter for you review in preparation for tomorrow night's renewal hearing. We look forward to seeing you at the meeting.

Thank you,
Amberley Baker

WYLIE BAKER LLP | office 307-733-6688 | direct 307-733-9900 |cell 713-854-4117 | fax 307-733-3758 | amberley@wyliebaker.com | www.wyliebaker.com
Fed Ex/Physical: 172 Center St., Suite 202, Jackson, WY 83001 | USPS Mailing: P.O. Box 4211, Jackson, WY 83001

WYLIE | BAKER LLP

March 4, 2018

Mayor Muldoon and Council:

As I believe you are aware, I represent Get Funky, LLC. On behalf of Get Funky, I want to take this opportunity to thank your staff and especially Sandy Birdyshaw for her excellent work year after year on liquor licenses.

At the February 20th liquor license renewal hearing, Councilman Lenz moved to amend staff's motion to approve Get Funky's microbrewery license. The proposed amendment was to continue the renewal decision on Get Funky's microbrewery license, because the principals (Colby Cox and Gavin Fine) were unable to attend the meeting on February 20th. Councilman Lenz stated that his motion was just a matter of deferring the decision to renew, and he was not interested in denying the renewal. He simply wanted to give Colby and Gavin an opportunity to speak. This turn of events came as a surprise to the Roadhouse Brewing Co. team. Weeks prior to the 20th, we knew both Colby and Gavin would be traveling on the 20th, and we requested moving our renewal to another date but were advised that you were unable to schedule any additional meetings and the agenda for the meeting on March 5th would be very full. So, we diligently prepared for the February 20th meeting and Gavin and Colby submitted a lengthy letter to you, only to be surprised that night by your decision to move the renewal hearing to March 5th. We know that your decision was made in good faith and out of respect for Colby and Gavin and the entire brewery team. And we also understand that you will not deny the renewal on March 5th and therefore the conditions on the license will stay as is. Ultimately, this is a good result for Get Funky, their customers and our community, but we hope that in the future the efforts of our team to streamline the decision in front of you are taken into account.

We are now hours away from the renewal hearing, and have learned that two emails containing negative comments from the same one neighbor and his tenant were sent to you on February 28th and March 1st. It must be taken into account that neither of these comments were received prior to the renewal hearing on the 20th, they both contain factual inaccuracies, and most importantly they make baseless allegations that Get Funky is violating the conditions of its microbrewery license.

Even though the conditions on the permit cannot legally be changed at the renewal hearing on the 5th, it is clear that the conditions will continue to be under increased scrutiny. This understanding led me to reflect back to your meeting on this license when it was approved in 2017. The issue that arose at that time was that the production brewery with an incidental tasting room was appropriately located in your Business Park zone. However, restaurants and bars are not a light industrial use, and you were concerned that the seating in the tasting room pushed into the definition of a bar, and if the tasting room was used as a bar there could be parking problems. You recognized, along with state and federal agencies and the microbrew community, that a tasting room is inalienable from a production microbrewery, and with much thought and

172 Center Street, Suite 202
P.O. Box 4211
Jackson, Wyoming 83001
o: 307.733.6688
f: 307.733.3758

deliberation you worked with Roadhouse to create conditions that would distinguish the use of the tasting room from a bar. Those five conditions on the tasting room modified the seating, limited hours, limited food service, limited the amount of product that could be served and attempted to prevent car trips that were over and beyond those generated by the principal brewery use.

I intended on stating this at the hearing on February 20th – and will state it now – Colby and Gavin have at all times complied with these conditions since the issuance of the microbrewery license in 2017. Without a doubt, Roadhouse Brewing Co. has advertised and promoted the tasting room. But advertising and encouraging people to visit the brewery does not change the fact that the tasting room is an incidental use to the production brewery, nor does it turn the tasting room into a bar. As we've presented before, the tasting room is a critical component of a production brewery[1]. Also, it is without a doubt that events occurred on the property that presented parking issues – events that would still have occurred if there was no tasting room. The Roadhouse team acted immediately to mitigate the parking issues and they have implemented a comprehensive parking strategy going forward.[2] There have been zero complaints or incidents in the past couple of months, other than the misleading emails you received on February 28th and March 1st.

In conclusion, the allegations made in public comment against Roadhouse Brewing Co. do not support the findings you must make to deny the renewal of Get Funky's microbrewery license. Get Funky, LLC has complied with all of the conditions on its microbrewery license, the Roadhouse team has acted swiftly to mitigate parking concerns, and the tasting room is a critical component of their production brewery – it is not a bar. Should you desire in the future to deny the renewal of the license and then reissue the license without the tasting room use, I urge you to consider that the removal of the tasting room from the license would be a blunt, and potentially arbitrary and capricious, tool for remedying parking complaints from the neighbors that have since then been addressed.

Respectfully,
Amberley Baker, Partner

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[1] The purpose of the Roadhouse Brewing Co. tasting room is business promotion and support of community relationships. The tasting room is not a bar, it is a critical extension of the production facility that allows the brewery to sell only their own, made on site products. The tasting room gives the brewery an ability to promote their brand by inviting the public to experience the brewing process and diverse line up of beers through daily tours and tastings. The brewery could not survive without a tasting room and likewise, the tasting room could not survive without the brewery – financially they do not make sense on their own. Tasting rooms around the State of Wyoming and across the United States enable craft breweries to compete with big name beer and have become the expectation of craft beer enthusiasts when visiting a brewery's headquarters.

[2] The parking mitigation efforts included: providing an alternative transportation program with financial incentives to employees; prolific signage regarding appropriate parking locations; participated in multiple meetings with your town manager, police department and planning staff to collaborate on parking solutions; restricted employee use of the parking lot to 5 pm daily; and using valet and parking lot attendees for functions.

Cc: Audrey Cohen-Davis
Lea Colasuonno
Sandy Birdyshaw
Bob McLaurin

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: March 1, 2018
MEETING DATE: March 5, 2017

SUBMITTING DEPARTMENT: Housing
DEPARTMENT DIRECTOR: April Norton
PRESENTER: April Norton

SUBJECT: 174 North King Street Workforce Housing Development Project Award

STATEMENT/PURPOSE

To review the responses for the Request for Proposals (RFP) to develop workforce housing at 174 N. King Street and choose a development partner.

BACKGROUND/ALTERNATIVES

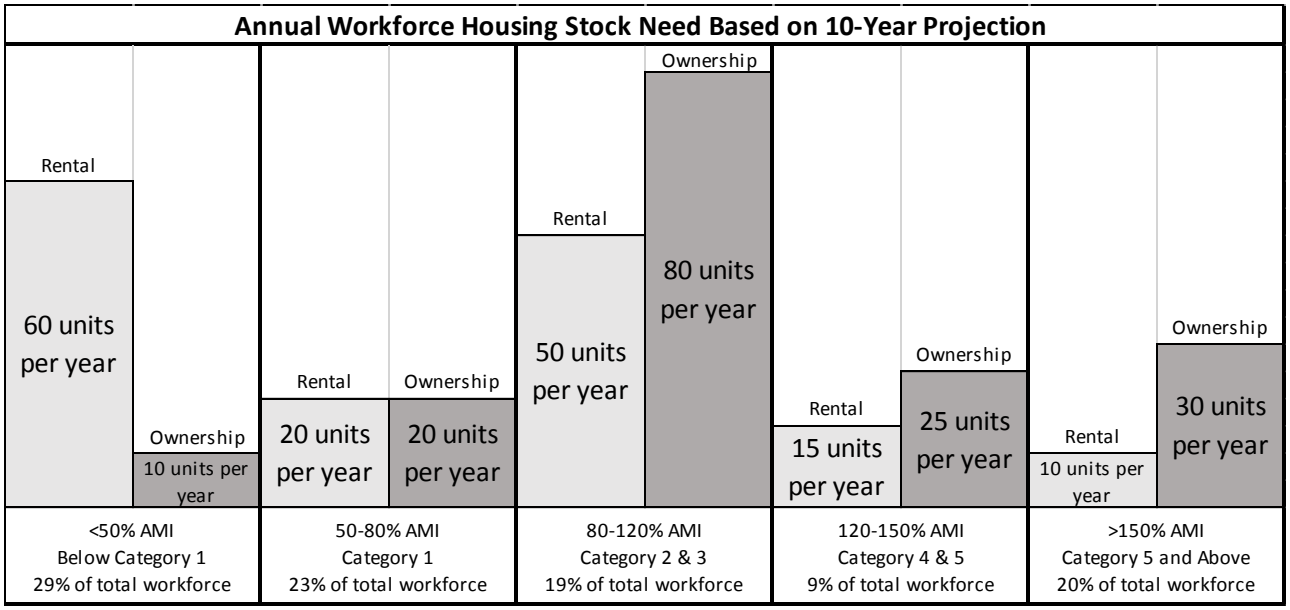
The 2012 Jackson/Teton County Comprehensive Plan, Section 5 states: "Retaining a resident workforce supports all of the community's Common Values. Providing housing opportunities that support a resident workforce will help to maintain an economically and socially diverse population with generational continuity – characteristics of a healthy community with a high Quality of Life and visitor experience."

The 2015 Workforce Housing Action Plan assessed the current condition of housing in the Town of Jackson and Teton County, established projected housing supply and need, and identified what will have to be done to close the gap. The numbers presented were estimates meant to inform policy decisions and to help the community understand what direction it needs to take to make progress on meeting the goal of housing 65% of the workforce locally.

The plan estimates that the community needs about 280 units annually: 30 units to make up for our current deficit, 50 to account for retirement, and 200 to account for employment growth (assuming 2.1% annual job growth). Currently approximately 58% of our workforce lives locally.

The demand across the income spectrum is greatest for rental product serving households earning <50% of area median income (AMI) and ownership and rental product serving households earning 80-120% AMI. According to the most recent American Community Survey data:

- 29% of households earn less than 50% of AMI
- 23% of households earn 50-80% of AMI
- 71% of households earn less than 120% of AMI
- 20% of households earn more than 150% of AMI



Currently, there are no rental units proposed to serve households earning less than 50% of AMI. It appears the market is not able to provide these units due to the significant subsidy required.

As stated in the approved Housing Supply Plan, staff will use this demand data and new unit pipeline to determine criteria for future projects, including types of housing prioritized in Requests for Proposals to develop publicly-owned land.

With that in mind, on November 6, 2017 the Jackson Town Council approved the RFP to develop workforce housing at 174 N. King Street. The approved RFP did not set a preference for rental or ownership product. It did, however, establish some minimum requirements for the housing program:

- A minimum of 10 units serving households earning <120% AMI. These units are required to have either an Affordable (ownership) or Employee (rental) restriction recorded on them.
- A minimum of 5 units will be reserved for the Town of Jackson. The units will be a mix of size and bedrooms.
- A minimum of 75% of the total livable square footage developed must be restricted for members of the workforce.
- The RFP allowed multiple options to be submitted by respondents.

The RFP was released November 7, 2017. It can be accessed online at www.jhaffordablehousing.org. An information session was held December 4, 2017. Interested parties were encouraged to submit questions in writing to the Housing Department on or before 5 PM January 24, 2018. Answers to questions received were posted on the department's website on an ongoing basis. Responses were due by 4 PM on February 9, 2018. A total of four respondents submitted a total of 9 proposals.

On February 13, 2018 the Housing Supply Board (HSB) met in an open session to discuss the proposals. During that meeting four proposals were advanced as finalists and the three associated respondents were invited to present their projects to the HSB. On February 21, 2018 the three finalists made presentations to the HSB. These presentations were open to the public, live-streamed, and archived so that anyone interested in the process could easily access this information.

The three finalists invited to present were:

1) Jackson Hole Community Housing Trust, Jackson, Wyoming;
2) Westmount Development Group, Branford, Connecticut; and
3) CaRE Wyoming Partners LLC, Los Angeles, California.

The Housing Trust provided three proposals for ownership units, one of which was a mixed-use option. Westmount provided three proposals for low income rentals serving households earning <45% of median income, one of which was a mixed-use option. CaRE provided two proposals for rental units. CaRE's responses included the two properties located to the north of the Town's site, which they have under contract.

A fourth respondent, Bear Development from Wisconsin, was not invited back as a finalist. While conceptually their project was in line with what Westmount proposed, their response was less developed and did not meet the minimum requirements laid out in the RFP. A comparison matrix for each project is provided as an attachment to this staff report.

For the purposes of this staff report we will focus on the proposals advanced to the finalist's round unless otherwise noted. The HSB asked Westmount to provide additional information assuming one parking space per unit for their Option 3. They provided two scenarios, which are called "Option 3, Alternative 1" and "Option 3, Alternative 2" throughout this report.

The table provided below shows the number of restricted units and bedrooms for each project, the parking needed to comply with the LDRs, and the public funding requested by the developer based on the financial information provided in their response. All proposals received may be accessed online at www.jhaffordablehousing.org.

Project	Restricted Units	Restricted Beds	Parking Needed to Meet LDR Requirements	Public $ Requested in Proposal
CaRE - A	137	226	46	$0
JHCHT - B	20	23	12	$264,000
Westmount - 1	23	29	0	$1,010,000
Westmount - 3, alt. 1	32	36	1	$187,000
Westmount - 3, alt. 2	26	34	8	$400,000

Key Issue # 1: Unit Type

The RFP did not specify a preference for rental or ownership units. As such, there was a mix of rental and ownership projects proposed. Both ownership and rental units are needed to meet our workforce housing goals.

Developer	Own/Rent	Total # Restricted Units	Total # Restricted Beds
CaRE	Rent	137	226
Housing Trust	Own	20	23
Westmount - 1	Rent	23	20
Westmount - 3, alt. 1	Rent	32	36
Westmount - 3, alt. 2	Rent	26	34

Key Issue # 2: Affordability

The 3 finalists vary in the affordability of their proposed unit mix. Based on the demand chart, we know we need units of all types that serve working households earning up to 200% AMI. When looking at the pipeline, we see that the segment of the population least served by the units currently in the pipeline are the households earning <50% AMI.

CaRE: The CaRE proposal includes 137 units providing 226 beds.

- 10 studio units reserved for households earning <120% AMI (Employee restriction) and priced using Fair Market Rents
- The remaining rentals will have a Workforce restriction on them, which will require they only rent to households working 30 or more hours per week for a local business and earn at least 75% of their income from a local business.
- All renters may not own property within 150 miles of Teton County and will be subject to annual compliance checks performed by the Housing Department.
- The Workforce restriction has a 2% cap on annual rent increases but does not set the initial rental rate.

The table below breaks out the proposed rental rate per unit type and includes comparisons to the two most recent restricted rental developments located in the Town of Jackson. For all Grove 1 units, $50/month is added for Category 3 households. The rate below is for Category 1 and 2 households.

(The Town Council and County Commission are currently in the process of updating the way the Housing Department determines rental rates. A chart with rental pricing that reflects the final policy direction received from the elected officials November 13, 2017 is an attachment to this staff report. Staff anticipates a final vote on the changes to the Housing Department Rules and Regulations on June 4, 2018.)

Unit Type	# Units	Avg. SF	CaRE Rent	Grove 1 Rent	Redmond Rentals*
Dormitory Pod (4 beds)	28	108/bed	$600/bed	n/a	n/a
Studio/1 bath, Employee	10	281	$758	n/a	n/a
Studio/1 bath	65	281	$1,200	n/a	$989.00
1 bed/1 bath	29	495	$1,600	$1,125.00	$1,289.00
1+bed/1 bath	n/a	n/a	n/a	$1,175.00	$1,414.00
2 bed/2 bath	5	860	$2,000	$1,225.00	$1,653.00
* Rates do not include utilities					

Staff asked CaRE to consider an alternate proposal that provides 25 units (one and two bedrooms) for households earning <120% AMI. CaRE responded by stating they are "willing to consider further restricting units within the building; however, to accommodate the request there would need to be some other concessions and/or ways to replace the projected revenue generated from the 25 units, such as a lodging component on the 176 Center Street parcel and a reduced parking standard."

CaRE did provide an alternate option that includes underground parking and provided 147 units total. This proposal was not advanced due to its high cost ($5.7M for underground parking).

Jackson Hole Community Housing Trust: The Housing Trust proposal includes 20 restricted ownership units and 6 unrestricted (market) ownership units.

- The Housing Trust determined their sales prices assuming 35% of the household income will go towards housing (not including utilities); a 5% down payment; a 30-year fixed-rate financing; a 4.5% interest rate; and monthly investments in property taxes, insurance, and HOA expenses and reserves.
- 8 units are restricted using the Housing Trust affordable restriction
- 12 units are Workforce restricted
- 6 market with no restriction

The table below breaks out the proposed sales price for each unit type and includes a comparison to the Housing Department's maximum sales prices per category and size.

(The Town Council and County Commission are currently in the process of updating the way the Housing Department determines maximum sales prices. A chart with maximum pricing that reflects the final policy direction received from the elected officials November 13, 2017 is an attachment to this staff report. Staff anticipates a final vote on the changes to the Housing Department Rules and Regulations on June 4, 2018.)

Unit Type	# Units	Avg. SF	HT Sales Price	Category 1 (<80% AMI)	Category 2 (80-100% AMI)	Category 3 (100-120% AMI)	Category 4 (120-150% AMI)	Category 5 (>150% AMI)
1 bed/1 bath	4	640	$260,000.00	$140,526.00	$180,632.00	$220,737.00	$240,842.00	$316,000.00
1 bed/1 bath	4	640	$425,000.00					
1 bed/1 bath	4	700	$275,000.00					
1 bed/1 bath	5	700	$460,000.00					
1 bed/1 bath	1	700	$500,000.00					
2 bed/2 bath	3	985	$600,000.00	$160,526.00	$206,421.00	$252,316.00	$275,263.00	$361,158.00
2 bed/2 bath	1	985	$700,000.00					
3 bed/2 bath	4	1140	$910,000.00	$180,632.00	$232,105.00	$283,789.00	$309,684.00	$406,316.00

Westmount 1: The Westmount Option 1 proposal includes 23 rental units that will serve households earning <45% AMI.

Westmount 3, Alternative 1: The Westmount Option 3, Alternative 1 proposal includes 32 rental units that will serve households earning <45% AMI and removed the 4660 square feet of commercial space originally proposed in Option 3.

Westmount 3, Alternative 2: The Westmount Option 3, Alternative 2 proposal includes 26 rental units that will serve households earning <45% AMI, 150 square feet of office space, and removed the 4660 square feet of commercial space originally proposed in option 3.

The table below breaks out the proposed rental rates for each unit type and includes comparisons to the two most recent restricted rental developments located in the Town of Jackson for both alternative options. For all Grove 1 units, $50/month is added for Category 3 households. The rate below is for Category 1 and 2 households.

	WM 1	WM 3-1	WM 3-2				
Unit Type	# Units	# Units	# Units	Avg. SF	Westmount	Grove 1 Rentals	Redmond Rentals*
Studio/1 bath	5	12	6	395	$640	n/a	$989
Studio/1 bath	5	12	6		$720		
1 bed/1 bath	3	2	3	790	$686	$1,125	$1,289
1 bed/1 bath	4	2	3		$771		
2 bed/1 bath	3	2	4	950	$822	$1,225	$1,653
2 bed/1 bath	3	2	4		$925		
*Rates do not include utilities							
**2 bed rates for Grove 1 and Redmond Rentals are for 2 bed/2 bath units.							

CaRE provided the most units and met the minimum requirement of 10 units guaranteed to serve households earning <120% AMI. The pricing on the remaining 127 units is close to market rate and 30-40% higher than current Grove 1 rates. 100% of the livable square footage is restricted to members of the workforce.

The Housing Trust provides the fewest, least affordable units. Their pricing is based on a 4.5% 30-year fixed interest rate; today's rate is 4.5% and rising. According to the U.S. Department of Housing and Urban Development, total housing costs at or below 30% of gross annual income are affordable; the Trust assumes 35% of a household's income is going towards housing. 70% of the livable square footage is restricted for members of the workforce which does not meet the minimum requirement 75% set forth in the RFP.

The Westmount proposals are the most affordable, ensuring rental rates that are affordable to households earning <45% AMI. In Teton County, 29% of households earn <50% AMI, the largest single income bracket. 100% of the livable square footage is restricted for members of the workforce.

Key Issue # 3: Population Served
The 2012 Jackson/Teton County Comprehensive Plan, Policy 5.1.b states that "subsidized housing programs will focus on providing housing for those members of the community who work locally full-time, year-round, whether at a single or multiple jobs."

CaRE. CaRE Residential is designed to provide a co-living experience for young adult workers by offering smaller units that encourage socializing and limited vehicle parking to inspire multi-modal transportation (biking, transit, carpooling, etc.). During their interview, the CaRE team discussed the desirability of their dormitory units for seasonal and J1-Visa workers. Dormitory units comprise 47% of the total beds provided.

- CaRE will select tenants through an application and interview process to ensure each person is safe and happy in his/her new community.
- According to the Workforce restriction, units must be rented for a minimum of three months and a maximum of three years. All households will be required to earn 75% of their income from a local business and work a minimum of 30 hours/week or 1,560 hours/year. Compliance for these units will be conducted by the Housing Department.
- For the 10 Employee units, tenants must earn <120% AMI, be employed a minimum of 30 hours/week or 1,560 hours/year and the units' rental terms must be for a minimum of one month and no longer than six months (per the restriction).

Housing Trust. The Housing Trust project provides high-quality restricted units for year-round community members who want a downtown living experience. The proposal also provides for market units that are not required to house a locally employed household.

- The 8 units that are restricted with the Trust's affordable restriction will use the Trust's selection criteria. The Trust's criteria includes a competitive application process that awards extra consideration to households that contribute to essential community infrastructure and address critical community issues. Applicants are also awarded points for residency and the total number of hours dedicated to a charitable purpose in Teton County, Wyoming. Compliance for these units will be conducted by the Housing Trust.
- The 12 Workforce units require that the household earn at least 75% of their income from a local business and work a minimum of 30 hours/week or 1,560 hours/year. Compliance for these units will be conducted by the Housing Department.
- The 6 market units have no selection criteria.

Westmount. All the Westmount proposals are focused on providing safe, stable housing for households whose income match the limitation placed on the unit by the tax credit program. The tax credit program requires that roughly 30% of a household's annual income is used for rent, which meets the prescribed maximum amount per the US Dept of Housing and Urban Development.

- The building will be open to the public and leased to any qualifying residents at a minimum one-year term.
- Maximum occupancy will be 3 persons in a two-bedroom unit.
- Income limits will be either 45% or 40% AMI.
- Compliance for the units will be conducted by the Wyoming Community Development Authority who issues the tax credits.

The CaRE project provides the most housing. Based on the restrictions used, the residents will work full-time, but there is no guarantee they will be employed year-round and the project team specifically identifies seasonal and J1-Visa workers as target tenants for 47% of the beds provided.

The restricted units in the Housing Trust project will house full-time, year-round working households, most of which are earning >120% AMI. The market units are not required to house working households.

The Westmount project is guaranteed to house full-time, year-round working households earning less than 45% of AMI.

Key Issue # 4: Parking

In the Downtown Core zone, parking requirements are based on size of unit and square footage. Parking type options allowed at this site include: on-street, surface, tuck-under, enclosed, structured, and underground. A summary of parking requirements based on the LDRs, spaces provided, and the additional number of parking spaces needed to meet the parking requirement in the LDRs is provided below. A column accounting for the cost per spot is also provided. The $50,000 cost per spot is an assumption based on the estimated cost per spot to build an above-grade parking garage.

Project	Required	Provided	Needed to Meet the LDRs	$50k/space needed to meet LDRs
JHCHT - B	39	27	12	$600,000
Westmount 1	30	35	0	$0
Westmount 3, alt. 1	36	35	1	$50,000
Westmount 3, alt. 2	34	26	8	$400,000
CaRE	140	94	46	$2,300,000

CaRE. The CaRE team proposes 94 on-site parking spaces using parallel parking along the west side of the building, enclosed parking, and car stackers. In the proposal, 25 parking credits are utilized to meet the parking requirement. However, the Land Development Regulations do not currently allow the use of parking credits for residential development.

- According to their proposal, CaRE acknowledges that this configuration will require an active parking management plan that considers paid parking, valet service from the management company, and a short-term parking agreement with the Town or other neighbor, and/or parking spaces for shared vehicles. The team includes on-site management and valet service in their proposal.
- 46 additional parking spaces are needed to meet the parking requirement in the LDRs.

CaRE's Option B, which was not a finalist, did fully park the project by building an underground parking garage. For this scenario, the CaRE team requested $5.7M in general fund allocation (public money).

Housing Trust. The Housing Trust proposal provides one parking spot per unit.

- According to their proposal, the Housing Trust commits to providing parking enforcement. They do not elaborate on how this will be accomplished.
- Should the Town want to fully park the project, the Housing Trust offers the Town one right of first refusal to purchase a unit in the building in exchange for 12 parking spots at the Deloney parking lot.
- 12 additional spots are needed to meet the parking requirement in the LDRs.

Westmount.

- Westmount's Option 1 meets the parking requirements for the Downtown Core zone.
- Option 3, Alternative 1 is one spot short of meeting the requirements, and
- Option 3, Alternative 2 is eight spots short of meeting the requirements.

The CaRE proposal has a significant parking deficit, but they do address parking management in their proposal and include 24-hour valet service and on-site management of the property.

The Housing Trust proposal provides one spot per unit and is 12 spots short of meeting the requirements in the LDRs. They propose parking enforcement, but do not describe how this will be accomplished.

Westmount has the only project that meets the parking requirements in the LDRs: Option 1. The other two Westmount options are closest to meeting the requirement and provide at least one spot per unit.

Key Issue # 5: Project Financing
Each project comes with its own set of assumptions, risks, and funding configurations and must be carefully considered to mitigate the Town's risk and maximize the housing opportunity presented. The three teams identify different sources of funding. All were asked to address the viability of those funding sources and provide written responses to those questions, which are attached to this staff report and summarized, below.

To provide additional context, a summary that accounts for the land value at $2,000,000 and the cost per parking space needed to comply with the LDR requirements is provided below (assume $50,000/parking spot). The public funds column includes any general fund requests made by the developer + $2M for the land + $50k/parking spot needed.

Project	Restricted Units	Restricted Beds	Parking Required	Parking Provided	Parking Needed to Meet LDR Requirements	Public $
JHCHT - B	20	23	39	27	12	$2,864,000
Westmount - 1	23	29	30	35	0	$3,010,000
Westmount - 3, alt. 1	32	36	36	35	1	$2,237,000
Westmount - 3, alt. 2	26	34	34	26	8	$2,604,000
CaRE - A	137	226	140	94	46	$4,300,000

CaRE. CaRE Residential Option 1 costs approximately $37.5M, which includes $2M for land and $2.3M for the parking deficit. CaRE worked with their GC, New West Building Company, to develop the hard cost estimate. A detailed hard cost breakdown for the project is provided in their response proposal, which is provided as an attachment to this staff report.

- CaRE Residential commits to contributing $33.7M in partner funds to the project. The team has engaged Greystone, the leading FHA lender in the United States and recognized expert in FHA mortgage insurance, to facilitate FHA insured financing. A letter of support from Greystone was provided in the response packet.
    - $23.2M in HUD Section 221(d)(4) program dollars. This loan program provides a 40-year, fixed-rate, non-recourse loan of up to 85% of the total project cost. This program insures mortgage loans issue through HUD-approved lenders and is designed to assist private industry in the construction of rental units. It is not a competitive program.
        - If the HUD financing cannot be secured, the Bank of Jackson Hole, Rocky Mountain Bank, and First Interstate Bank have provided Letters of Intent.
    - $10.5M in equity contributed by the Principals of CaRE as well as CaRE's limited partners/capital partners.

- Public funding includes $2M for the land and $2.3M for the parking deficit (46 spaces at $50k/each).
- The team provides a contingency of $992,434 or 3% of the total project cost (excluding land and parking).

Housing Trust. The Housing Trust Option B costs approximately $15.7M, which includes $2M for the land and $600k for the parking deficit. They worked with their GC and architect to develop hard and soft cost estimates.

- The Housing Trust provided a letter from the Bank of Jackson Hole that detailed the loan amount and terms.
    - $12.9M loan not to exceed 75% of the project's appraised value.
    - All principle and interest are due by maturity (48 months)
- The Housing Trust will utilize private philanthropy and identified $50,500 raised to-date in its proposal. The Trust indicated that the potential exists to raise additional funds to further reduce the unit price and/or restrictions.
- The Trust provides a $1.1M contingency or 8% of the total project cost (excluding land and parking).

Westmount. For all the Westmount options, funding relies on the allocation of Low Income Housing Tax Credits (LIHTC). The LIHTC program allows a developer to sell the credits to an investor who then receives a deduction on their federal income tax. There are two types of LIHTC: 9% credits and 4% credits. 9% tax credits are competitive and form the basis of Westmount's proposals. 4% tax credits are less competitive and may be utilized as gap equity for the project.

Tax Credits are allocated annually through a competitive application to the Wyoming Community Development Authority (WCDA). Awards are based upon a rating and ranking process administered by WCDA. The credits can then be sold to an investor. Westmount assumes that an investor will pay approximately $.92 per credit. This amount accounts for the recent changes to the tax code. The next allocation period opens in September 2018 with awards being made in December 2018.

Westmount does not have a GC on their project team and instead made their cost projections based on their architect's recent local project experience and general development experience.

- Option 1 total project cost is approximately $16.2M, which includes $2M for the land. Option 1 meets all parking requirements.
    - Assume $11M in LIHTC, HNTF, HOME funds; and $1.1M from the Town of Jackson.
    - Contingency is $863,000 or 6% of the total project cost (excluding land).
- Option 3, Alternative 1 total project cost is approximately $15.75M, which includes $2M for the land and $50k for the parking deficit of 1 space.
    - Assume $12.5M in LIHTC, NHTF, HOME; and $190,000 from the Town of Jackson.
    - Contingency is $915,000 or 6% of total project cost (excluding land and parking).
- Option 3, Alternative 2 total project cost is approximately $16.3M, which includes a value for the land and the parking deficit of 8 spaces.
    - Assume $11.8M in LIHTC, NHTF, HOME; and $204,000 from the Town of Jackson.
    - Contingency is $890,000 or 6% of total project cost (excluding land and parking).

Key Issue # 6: Project Team

Respondents were asked to provide information about their development teams. The CaRE Residential and Housing Trust teams include a local architect, local general contractor, and an experienced developer. Full team bios and descriptions can be found in each of the proposals posted on the Housing Department's website.

The Westmount team includes a local architect and an experienced developer. During the interview with the Housing Supply Board February 21, concern was raised about Westmount's ability to perform given the tight

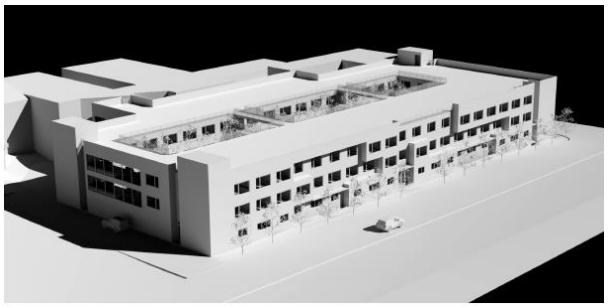
local market and their lack of a general contractor. On February 25, staff received written correspondence from Westmount that they had engaged a local general contractor who is willing to work with them.

Key Issue # 7: Design, Curb Appeal
Respondents were asked to provide a preliminary site plan that shows building footprints and heights, open space, parking, access, circulation, etc. All respondents met this requirement.

All projects will be subject to certain approvals, which may include, but not be limited to, the following: sketch plan, development plan, building permit, and grading permit. Through this approval process, staff, Council, and the public will have an opportunity to weigh in on site design. The Design Review Committee will review the project at a public meeting and will make recommendations for design improvement as necessary. The Planning Commission will review the project and provide a recommendation. Ultimately, the Town Council will review the application at a public meeting and approve, approve with conditions, or deny the application.

CaRE. In addition to the 174 N. King Street parcel, CaRE is bringing two additional parcels to the project. These are located to the north of the Town parcel. Given the size and density of this project, the Housing Supply Board (HSB) had concerns over the livability, design, and curb appeal of the development. The CaRE team provided answers to these concerns during their presentation and in their written responses to questions posed by the HSB, which are attached to this staff report.

- The CaRE building design is based on a 7-foot grid and related unit modules. This provides design flexibility, allowing the movement of units throughout the building to improve the façade and social culture within the building.
- The current design is at conceptual level. The process moving forward will include public review and feedback. A key "lesson learned" by many on the team is listening to and incorporating constructive input from focus groups, neighbors, and stakeholders.

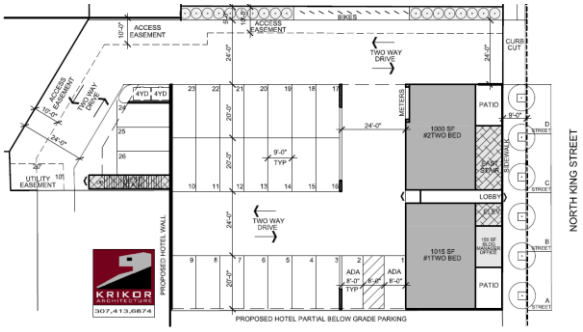


Housing Trust. Design on the Housing Trust proposal shows an attractive mixed-use building that interfaces nicely with King Street.

- Units provide quality living space that features ample natural light, and durable materials. These units are the most spacious proposed.
- The current architectural design is 50% complete.

Westmount. Prefab units like those used to build the Children's Learning Center will be utilized to develop this project.

- The current design is at conceptual level.
- Current design provides main building entry with covered canopy, vertical stair tower, and multiple covered deck design features upon which the team can build.



The CaRE project presents the biggest design challenge, given its mass and size. It also presents an opportunity to create a cohesive design for the block. Public outreach sessions will be helpful in refining the design and the building lends itself to flexibility in design with the use of modules.

The Housing Trust project is farthest along in the architectural design process. The material used, building design, and street frontage compliment the existing character of the area.

The Westmount project will need to improve its King Street frontage. The potential to move the stairwell back from the street exists. Concerns related to the stitching of the modular units were also raised. The team acknowledged this could be a challenge, but felt confident that through accurate design, the stitching would not present a problem.

Key Issue # 8: Site Conditions, Staging
This site has poor soils, which will require any developer to drive helical piers up to 20' in the ground. All teams acknowledge this and account for this added cost in their financial assumptions. The Cache Creek Tube runs along the northern property line for 174 N. King Street. There is a chance this tube will need to be relocated in the King Street right-of-way. If necessary to develop this project, the Town Manager has indicated money is available to complete this already identified capital improvement project.

The CaRE team has already conducted a geotechnical survey across all three parcels in their proposal. This was a significant and necessary expense for their project given the location of the Cache Creek Tube and sewer line to their adjacent parcels. In addition to the poor soils on site, the team identified high ground water as a potential challenge if a basement or underground parking garage were to be incorporated as part of their project.

The Housing Supply Board asked each team about staging. The CaRE team indicated that they had spoken with Crystal Creek Capital who will be developing the adjacent property; the Housing Trust and Westmount both indicated that if chosen they would initiate conversations with Crystal Creek Capital. All respondents cited the tight downtown location as a challenge, but one that each team has faced before and feels confident navigating.

Key Issue # 9: Sustainability
Climate sustainability through energy conservation is addressed in the Jackson/Teton County 2012 Comprehensive Plan. Specific principles are outlined, including: reducing consumption of non-renewable energy, reducing energy consumption through land use, reducing energy consumption through transportation, and conserving energy through waste management and water conservation.

Each respondent provided a summary describing how their project meets the community's goals of reducing energy consumption.

Key Issue # 10: Construction Timeline
The construction timeline for the projects varies by about 9 months and is summarized in the table, below. The Housing Trust project has the quickest timeline with groundbreaking slated for March of 2019 and certificates of occupancy anticipated by June 2020. The CaRE proposal has the longest timeline with certificates of occupancy anticipated by March 2021.

	Ground Breaking	Certificate of Occupancy
JHCHT - B	Mar-19	Jun-20
Westmount - 1	May-19	Oct-20
Westmount - 3, alt. 1	May-19	Oct-20
Westmount - 3, alt. 2	May-19	Oct-20
CaRE - A	Aug-19	Mar-21

Key Issue # 11: Commercial Use

Two of the proposals received include ground floor commercial space as allowed for in the RFP. Neither proposal was invited back as a finalist. The 2013 Housing Nexus Study estimates that for every 1,000 square feet of retail commercial space, approximately 1.25 jobs are created.

Developer	Space 1	Space 2	Restricted Units	Restricted Beds	Parking Required	Parking Provided	Parking Needed to Meet LDR Requirements	Public $
JHCHT - B	n/a	n/a	20	23	39	27	12	$2,864,000
Westmount - 1	n/a	n/a	23	29	30	35	0	$3,010,000
Westmount - 3, alt. 1	n/a	n/a	32	36	36	35	1	$2,237,000
Westmount - 3, alt. 2	n/a	n/a	26	34	34	26	8	$2,604,000
CaRE - A	n/a	n/a	137	226	140	94	46	$4,300,000
JHCHT - A	**1120 SF**	**2536 SF**	**21**	**23**	**44**	**32***	**12**	**$2,600,000**
Westmount 3	**2330 SF**	**2330 SF**	**23**	**29**	**42**	**31****	**11**	**$3,050,000**
*Includes 5 on-street parking for commercial space.								
**Includes 4 on-street parking for commercial space.								

Housing Trust.

- Anticipate selling their commercial spaces for $644,000 and $1.082M.
- Gain one additional restricted unit in this configuration compared to Option B.
- $264,000 in cost savings compared to Option B.
- Approximately 4.6 jobs created.
- The Jackson Hole Children's Museum is identified as one tenant; the other tenant is not identified in the proposal.

Westmount.

- Anticipate renting the above grade commercial space at $26/foot and below grade space at $20/foot.
- Equal number of restricted units as Option 1. Additional cost of about $40,000.
- 9 fewer units compared to Option 3, Alternative 1. Additional cost of about $813,000.
- 3 fewer units compared to Option 3, Alternative 2. Additional cost of about $646,000.
- Approximately 5.9 jobs created.
- No tenant is identified in the proposal.

Key Issue # 12: Town Units

The RFP required that five units be provided for Town of Jackson employees.

CaRE. CaRE provides the Town of Jackson with the first right to rent five units.

Unit Type	Size	# Units	# Beds	Rate/Month
Dormitory	430 SF	1	4	$600/bed
Studio	281 SF	2	2	$1,200
One Bedroom	495 SF	2	2	$1,400
Total	1982 SF	5	8	$7,600

Housing Trust. The Housing Trust provides the Town with five revolving First Options at King Street. This will provide Town employees with the opportunity to purchase a unit at King Street. The unit type, size, and price are not identified in the proposal.

Westmount. Westmount provides the Town of Jackson with the first right to rent five units so long as the tenant meets the income limits of the project (<45% AMI). The unit type, size, and price are not identified in the proposal.

STAKEHOLDER ANALYSIS

Stakeholders include the Town of Jackson, local working families, residents, visitors, employers, etc.

ATTACHMENTS

- Engage 2017: Final policy direction for rental and ownership pricing
- All proposals can be found on the Housing Department's website. www.jhaffordablehousing.org

FISCAL IMPACT

Fiscal impact varies based on the project selected. Please see summaries provided, above.

STAFF IMPACT

The project will require significant time from the Housing Director. Additional staff time from the Town Attorney, Planning Director, Town Manager, Public Works Director, and Housing Manager will be needed.

LEGAL REVIEW

Legal review is not necessary at this point in the process. Legal did review the RFP before its release.

RECOMMENDATION

All three finalists proposed compelling and quality projects, which should be celebrated and should incite optimism around the potential for the new RFP approach to reap quality and consistent rewards that will result in more workforce housing for our community.

Each project comes with its own set of risks and opportunities. Associated policy questions will need to be answered by the Town Council prior to choosing a development partner and will likely include questions related to density, type and size of units, population served, design standards, funding risk, construction risk, parking, and commercial space. While Council has yet to answer these questions, staff is prepared to provide a recommendation based on policy direction in the Comprehensive Plan and Workforce Housing Action Plan and expertise provided by the Housing Supply Board.

Housing Supply Board Recommendation

The Housing Supply Board provides recommendations to the Housing Director, and the Housing Director then makes a recommendation to the Town Council. The 7-member Housing Supply Board agreed that priority should be given to rental opportunities, given the high cost to develop these units and the dearth of affordable rental units in the valley compared to the demand for this product. They also noted that the ownership units proposed by the Housing Trust were priced too high.

The board was split between the CaRE Residential proposal with the incredible opportunity to leverage the adjacent northern parcels for a 100% workforce housing project, and the Westmount proposals with the opportunity to leverage LIHTC to provide much needed low-income rental housing to our most underserved population.

Should the Council choose the CaRE Residential proposal, the HSB recommends that a new RFP be released for a different publicly owned parcel. This new RFP should be specifically focused on a LIHTC project.

Comprehensive Plan, Workforce Housing Action Plan Direction

The Jackson/Teton County Comprehensive Plan is predicated on three equally important Common Values:

1. Ecosystem Stewardship,
2. Growth Management, and
3. Quality of Life.

Just as the strength of a rope depends on the integrity of each intertwining thread, the strength of our community character is derived from a commitment to all three Common Values, each in support of and reliant upon the others.

Section 5 of the Comprehensive Plan addresses local workforce housing as one way to achieve Quality of Life. The plan states, "Providing housing opportunities that support a resident workforce will help to maintain an economically and socially diverse population with generational continuity – characteristics of a healthy community with a high Quality of Life and visitor experience. Additionally, offering a variety of housing options allows residents to stay in the valley long-term. The stability and cultural memory brought by long-term residents aids in achievement of the community's Common Values by integrating understanding and appreciation of where we have been with efforts for the future."

- Policy 5.1.b directs us to focus housing subsidies on full-time, year-round workers.
- Policy 5.2.d directs us to encourage restricted rental units. This policy explains that, "if rental opportunities continue to disappear through redevelopment, conversion to ownership units, and increases in land values, the community will need rental units that are restricted to maintain this housing type."
- Policy 5.3.c directs us to create workforce housing to address remaining shortages.

The 2015 Workforce Housing Action Plan states that "publicly funded housing will focus on lower-income, year-round workers. The Town and County will prefer projects where the public invests in land and partners with private developers to build rental units."

- Initiative 2A directs us to prioritize lower-income, year-round housing and further directs us to focus public subsidy on the portion of the local year-round workforce making less than 120% AMI and to rely on employers to provide seasonal housing.
- Initiative 2B directs us to provide land as a public subsidy and build development partnerships and to favor rental units over ownership.

Staff Recommendation

Given the dire need for quality, low-income rental housing, staff recommends that the Council move forward with Westmount Development Group to develop benchmarks and an associated timeline for project completion for their Option 3, Alternative 1. Staff also recommends requiring Westmount to record an affordable rental restriction provided by the Housing Department on all the units built. This will ensure that the units remain affordable and in compliance after the initial 50-year tax credit requirements expire.

Westmount is the only respondent to ensure rental housing serving households earning <45% AMI, which is our biggest need and which is in-line with the policy direction in both the Comprehensive Plan and the Workforce Housing Action Plan. These households will be in walking distance to the public recreation center, several bus stops, Jackson Elementary School, Children's Learning Center, and jobs. Grocery stores, the library, schools, and other local convenience may be accessed via the public transit system. It is also the only project that does not require Housing Department staff time for compliance.

While the respondent did not engage a general contractor to estimate project costs, their estimates are in line with what the Housing Trust provided for a similarly sized project. In response to direct questions posed by the HSB during their interview February 21 related to engaging a general contractor, the developer sought and received a verbal commitment from a local general contractor to build the project.

The LIHTC allocation is a risk given the competitive nature of the 9% LIHTC program and the timing for allocations. It is staff's opinion that this is a risk worth taking given the enormous opportunity to provide quality, stable housing for our most vulnerable community members. During a conversation between staff and WCDA Director of Federal Programs, John Batey, Mr. Batey indicated that a LIHTC allocation for a Teton County project was "probable" if one applied.

Should Council want to provide commercial community benefit space in the project, Westmount did offer that option. For this scenario, staff recommends including in the development agreement a more refined description

of the space and the type of tenant desired. Westmount and the Jackson Hole Children's Museum (JHCM) have been in contact and Westmount has indicated they would be willing to work with JHCM.

The CaRE Residential proposal was tempting given the large number of permanently restricted units. However, the size, mass, and density of the project coupled with the parking shortage, ultimately convinced staff that a smaller project guaranteed to serve our neediest, year-round population was superior.

Should the Council choose to move forward with the CaRE proposal, staff recommends a joint-venture to build a parking structure at Home Ranch and then monetizing the investment by charging for short-term parking and potentially selling permanent parking spaces to downtown businesses. Staff also recommends that a new RFP be released for a LIHTC project on a different publicly-owned parcel. This could be a Town, County, or jointly-owned parcel.

The Housing Trust proposal was the most attractive from a design perspective. While a quality project, when compared to the other proposals, it provided the fewest units with the least affordability.

SUGGESTED MOTION

I move to direct staff to work with Westmount Development Group to draft a development agreement to construct a housing project serving households earning <45% AMI at 174 N. King Street. This development agreement should clearly establish benchmarks and an associated timeline for project completion.

From: Adam Harris
To: Town Council
Subject: Children"s Museum
Date: Wednesday, February 28, 2018 3:23:20 PM

As a former board member of the Jackson Hole Children's Museum - but, more importantly, as a frequent visitor when my kids were younger - I urge you to consider ways of keeping a space for the Children's Museum in the heart of downtown Jackson.

Either as a long-term rental space or as a community benefit space, the redevelopment of the plot of land they are currently on could add vital housing as well as help ensure the ongoing existence of what has become a vital community asset.

In whatever way you see fit, please consider finding room for the Jackson Hole Children's Museum.

Sincerely,

Adam Duncan Harris

Adam Duncan Harris, Ph.D. | *Petersen Curator of Art and Research*

National Museum of Wildlife Art *of the United States*
PO Box 6825, Jackson, WY 83002 | 2820 Rungius Rd, Jackson, WY 83001
aharris@wildlifeart.org | 307-732-5441
Facebook | Twitter | Instagram | Pinterest | Tripadvisor

WildlifeArt.org

NATIONAL MUSEUM of WILDLIFE ART of the United States

From: Ali Shafranek
To: Town Council
Subject: JH Children"s Museum
Date: Wednesday, February 28, 2018 2:40:34 PM

Dear Town Council,

I am writing as a community member, mother, and a member at Jackson Hole Children's Museum (JHCM). I respectfully request that you *strongly* consider the proposals for 174 N. King that include a community benefit space - both as a possible future home for JHCM and to preserve the mixed-use character of our downtown core.

I know that housing is the number #1 issue facing Jackson. But right behind the need for affordable housing is the need for quality and affordable after-school care. Considering the museum's huge impact in our community — a resource for children in Jackson from birth to 5th grade, a strong partnership with TCSD, a leading provider of STEAM education in the valley — I really hope you consider proposals that could potentially allow the museum to buy or rent a new home.

Thank you for your consideration on March 5th.

Ali Wheeler

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Ali Shafranek Wheeler
PO Box 2156
Jackson, WY 83001
307.690.6458
alishafranek@gmail.com
chasingtailsjh.com

From:	Alli Noland
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	174 N King St Development - Benefit Space, please
Date:	Wednesday, February 28, 2018 1:50:54 PM

Dear Town Council Members,

Thank you for your time, and your dedication to public service and the Town of Jackson! I'm writing today in support of the Jackson Hole Children's Museum (JHCM) and finding it a permanent home within town limits that enables children, parents, grandparents and young visitors to have a safe, clean place to explore many facets of science, art, leadership and team skills.

I am asking you to strongly consider a development proposal for 174 N. King Street that includes a Benefit Space, one that could provide a home for JHCM and keep the mixed-use character of our downtown core.

For those of you whose children are grown up, I'm guessing you would have wanted something like JHCM for your kids.

For those of you with young children, I can almost guarantee that your child will/does benefit from the JHCM, whether through after school programming, summer camps or rainy no-school days. Grandparents also appreciate a warm, dry, safe place indoors where they can take the grandkids and let them expel some energy, at reasonable prices.

For those of you with no children, let me appeal to your business side. I am a small business owner who would not be able to run said business without the after-school and summer programming of the JHCM.

We do not live where an elementary school-age child can walk home from the bus stop and just hang out alone, and to have an option where she is safe and... learning(!) is the best possible outcome, and one of the many things that makes this town so wonderful to live in.

Having the JHCM in the downtown core also encourages families to visit downtown restaurants. More than once I have picked up my daughter and walked to dinner, which I wouldn't have done if I was picking her up outside of the core downtown area.

I also request your review of other ways Town may be able to support JHCM in finding a new home. I'd give some suggestions, but I'm not smart enough. You are, however, so I defer to you.

Thanks again for your time and consideration!
Alli

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Alli Noland
Terra Public Relations
65 Mercill Ave, #14C - 0989 (UPS/FedEx)
PO Box 989 (mail)
Jackson, WY 83001
307-733-8777 o
307-699-4572 c

From:	Amelia Mayer
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	JHCM
Date:	Wednesday, February 28, 2018 2:10:06 PM

Hello to the Council,

I wanted to take a minute and express my heartfelt hope that we can keep JHCM in the community. It has been a favorite of our family since it opened, even before we moved here permanently. How that we have 5 kids aged 5 mo - 8 years, we use it on a weekly basis and are overjoyed to have it in the community. It is so unique to be intertwined in the community like it is with school programs, toddler programs and continual growth. I've never seen anything like it, frankly.

Please strongly consider a development proposal for 174 N. King Street that includes a Benefit Space, one that could provide a home for JHCM and keep the mixed-use character of our downtown core.

If that can't be done, we beg you to help find a permanent home that will still work to serve the precious children and families in this community.

Thank you for helping keep Jackson local. For the locals, by the locals and serving the locals. The families are the spine, and this sort of thing keeps families here!

Sincerely,

Amelia Mayer

From: Amy Mower
To: Town Council
Cc: info@jhchildrenmuseum.org
Subject: Children"s museum
Date: Friday, March 2, 2018 11:14:45 AM

Hello Council,

I am writing to express my hopes that our beloved Children's museum can maintain a space in the new development plans. The museum has been a home away from home for me and my 3 young children. It is a very special place that my children have spent countless hours learning in and letting their imaginations run wild.It is truly a vital part of this community. While I do understand the need for housing development here, I encourage you to not underestimate the need to continue to maintain this valuable resource and community for our young children.

Warm Regards,
Amy Mower

From: An Dinh
To: Town Council
Subject: Save The Children's Museum!
Date: Wednesday, February 28, 2018 4:39:57 PM

The Children's Museum is a place that brings our family together. My wife and I have a 6 year old and a 3 year old.
They insist on a visit to the museum after the long drive into town.
Having a place to go when the weather is less inviting and where children can explore their imagination is a key to keeping Jackson family friendly.
The family oriented activities in Jackson Hole are the main reason we bought property and are building in the area.

Please make sure that the 174 N King Street development includes a benefit space that could house the children's museum.
They deserve support in finding a new home.

Sincerely,

An Dinh

From: Ana Stolle
To: Town Council
Subject: Children"s Museum Proposal
Date: Thursday, March 1, 2018 3:22:35 PM

Hi,
I am writing to you to strongly consider the development proposal for the N King st that will include a community space that could house the Children's Museum! I think it is a great resource for the families of Jackson. It is such a nice space for families to spend quality time with each other while their child grows and develops. The STEAM programming hosted by the museum is such a fun way for kids to meet their school requirements.Please think about all the children and families who love it here when voting! :)
Thanks,
Ana

From: Andy Schwertfeger
To: Town Council
Subject: 174 N King Development
Date: Thursday, March 1, 2018 2:40:28 PM

Town of Jackson,

The Jackson Hole Children's Museum has become well respected integral part of our community. My involvement stems from the early days, shortly after the Town generously granted our organization a lease for $1/year at he 174 N King property. I pounded nails, laid flooring, painted walls and installed exhibits with the founders and other community members. We watched this organization blossom into one of the most influential youth oriented centers in our valley. The JHCM achieved this from the support of our community and the Town's vision to let a budding organization serve our valley residents and visitors for minimal cost to those families.

The numbers are there and very real. The JHCM makes a decisive impact on families and is a necessity for after school and summer programming. Our exhibit space serves as a smile factory. Our highly qualified staff produce and carry out incredible supplemental education for nearly every student, K-5, in the Jackson Hole valley. There is a need for what we do and offer. That cannot be denied.

In less than one year as it stands now, the JHCM will face closing the doors, possibly for good, leaving an abundance of families scrambling for quality, safe, educational care for their children in a market where demand has exceeded supply. The same families the Town of Jackson and Teton County look to assist by way of offering affordable housing are also some of the same families that will be impacted by a possible closure of the JHCM if we cannot secure a permanent home.

In light of the very real possibility of losing this important organization, I ask you to strongly consider a community benefit space in any proposed development of 174 N King. The downtown core is important to our community as is the Jackson Hole Children's Museum. This may be our only viable option to look to secure funds for as it relates to a final home.

As a long time board member, I would like to thank the Town for the opportunity presented to the JHCM over the last five years. Without that partnership we might not have blossomed. Let's continue to move forward and enhance the lives of families from our valley and visitors alike.

If any Council member or Mayor Muldoon would like to sit down and chat about the impact the JHCM has on our community, please feel free to reach our to me.

Best,
Andy Schwertfeger
JHCM Board Co-Chair
AND
Father of two Daughters that rely on the Museum to play and learn.

From:	Ann Schroeder
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Jackson Hole Children"s Museum
Date:	Friday, March 2, 2018 3:56:36 PM

Good afternoon,

I am writing to urge the Town Council to strongly consider including a benefit space for JHCM in any development proposal contemplated for 174 N. King Street. JHCM is vital to the families in this community. They offer unique opportunities for children to learn by creating and hands-on experimenting. For many families in our area, JHCM provides critical after-school care. Keeping JHCM in close proximity to the Recreation Center and Jackson Elementary is also crucial. The 174 N. King Street site allows staff to easily pick up children who use the activity bus for their after-school programs. In-town field trips are often planned and this would be much more difficult if JHCM were forced to move further south of town. Again, please consider including JHCM in your plans for 174 N. King Street as many local families utilize and count on their services.

Sincerely,

Ann Schroeder

--
Ann Schroeder
annschroeder307@gmail.com
307.690.7839

From: Annie Putnam
To: Town Council
Subject: Re: 174 N King Proposals
Date: Friday, March 2, 2018 3:39:51 PM

Dear Town Council,

I am writing this email as a mother, Jackson Hole Children's Museum board member and long-time town resident because I am very concerned about the development proposals for 174 N. King you will review on March 5. I hope you will strongly consider the proposals that include a community benefit space - both as a possible future home for JHCM and to preserve the mixed-use character of our downtown core.

I am very concerned about the Housing Supply Board placing Care's project at the top of its list. Short term rentals, sleeping pods and grossly insufficient parking sounds like a disastrous idea near downtown, Jackson Elementary School and Teton County Rec Center.

Thank you,
Annie Putnam
Sent from my iPhone

From:	Annie Riddell
To:	Town Council
Cc:	Travis Riddell
Subject:	In support of Jackson Hole Children"s Museum
Date:	Friday, March 2, 2018 1:41:47 PM

Dear Town Council,

You heard from us on August 24, 2017 regarding the Jackson Hole Children's Museum (see below). We are writing to reiterate our support of JHCM, specifically in the context of Monday's decision regarding the redevelopment of 174 North King Street. We urge you to consider a proposal that includes a community benefit space, one that could potentially house JHCM long-term.

The museum's current location — proximate to numerous schools, daycares and youth-oriented nonprofits — serves our community well. It's also easily accessible to tens of thousands of families that visit downtown Jackson throughout the year. Given the museum's small staff and square footage, its annual visitor numbers (both locals and tourists) are astonishing.

We are continually impressed by the partnerships that JHCM forges. The organization uses its myriad community partners — nonprofit, government and business — to maximize the quality and diversity of the programming it offers. Its downtown location enables its partnerships to be effective and inclusive. Walkability from "youth hubs" such as Jackson Elementary, Parks & Rec, Timber Ridge Academy and downtown preschools/daycares eliminates a key barrier to service, especially during the winter months.

We could go on and on about what JHCM means to our family (and in fact, we do below!). But the bottom line is that what the museum does is working beautifully for our community… and the potential of this nascent organization is still yet to be maximized! It would be a dire mistake to dismiss JHCM in plans to redevelop 174 North Center Street. If for some reason the museum's current location can't remain its "forever home," we encourage the Town Council to support this invaluable community asset in identifying and securing another suitable downtown space.

Many thanks for your consideration,
Annie & Travis Riddell
East Jackson

> Begin forwarded message:
>
> **From:** Annie Riddell <anniejriddell@gmail.com>
> **Subject: In support of Jackson Hole Children's Museum**
> **Date:** August 24, 2017 at 10:31:41 PM MDT
> **To:** Council@jacksonwy.gov
> **Cc:** Travis Riddell <travis.riddell@gmail.com>
>
> Dear Town Council,

We are writing to express our support for Jackson Hole Children's Museum, which we understand to be in conversation with the Town about a long-term home in the proposed "Community Benefit Space."

The Museum is a community asset whose value to families with young children cannot be overstated. We visit multiple times per week with our toddlers, and countless friends and acquaintances keep the same routine. In a small town where amenities for young kids are limited, especially during the winter, the Museum is a treasured resource.

JHCM is vastly more than a play space. Its dedicated and talented staff has created a rich user experience that inspires children to play, investigate, problem solve, imagine and discover. Each exhibit is thoughtfully curated for maximum educational value and maximum fun. Our family so appreciates the themes of community connectedness and environmental conservation that are integrated into many of the Museum's activity stations.

We could extol JHCM for paragraphs, but the real proof is the mind-blowing tantrums that our children pitch when it's time to leave the Museum. It's like nothing you've ever seen. They and the many other kids who can't stand to end a visit to JHCM are the organization's best spokespeople.

Thank you for bearing in mind what an extraordinary asset the Children's Museum is to our community when discussing the organization's "forever home."

Sincerely,
Annie & Travis Riddell
East Jackson

From: ashleychassard@gmail.com
To: Town Council
Cc: info@jhchildrensmuseum.org
Subject: A space for the children's museum
Date: Thursday, March 1, 2018 12:29:28 PM

To those whom it may concern,

I'd like to express my desire for you to please consider a development proposal for 174 N. King Street that would include a space for the Jackson Hole Children's museum. It is such a valuable space for my family personally and also countless other families in the Jackson hole and surrounding areas. It would greatly benefit the community!

Thanks for your consideration,
Ashley Chassard

Sent from my iPhone

From: barbara aronowitz
To: Town Council; info@jhchildrensmuseum.org
Subject: location of JHChildren"s Museum
Date: Friday, March 2, 2018 3:04:00 PM

Dear Town Council:

From its opening we have been supporters of the JHChildren's Museum. It provided a place of recreation and stimulation for the children of Jackson. We now have five grandchildren who have enjoyed the facilities of the museum often. Five-year-old Benton learned about magnets and the two-year-old twins did not want to leave its premises today. The partnership with schools is yet another benefit to the community. We know the museum is losing its present site and feel it is very important to keep its location in town. Please help this institution find a place at 174 King Street which would work for all concerned. If this is not a possibility, please assist them in finding another place in Jackson.

Sincerely,

Barbara & Gerald Aronowitz

From: Buzz Ashenburg
To: Town Council
Subject: Jackson Hole Children"s Museum
Date: Thursday, March 1, 2018 2:40:19 PM

To: Town Council
Subject: Children's Museum

You cannot put a price on the joy, education and excitement this museum brings to the children of Jackson. Please opt for one of the proposals that includes a Community Benefit Commercial Space. The JHCM is a critically important element for Jackson families and their children - it serves and contributes to the entire community, whether rich or poor. Don't let these children down.:-)

Buzz Ashenburg

From: Carolyn Ripps
To: Town Council
Subject: JHCM
Date: Wednesday, February 28, 2018 2:38:38 PM

Dear Town Council,

I am writing as a community member, mother, and a member at Jackson Hole Children's Museum (JHCM). I ask that you *strongly* consider the proposals for 174 N. King that include a community benefit space - both as a possible future home for JHCM and to preserve the mixed-use character of our downtown core.

I know that housing is the number #1 issue facing Jackson. But right behind the need for affordable housing is the need for quality and affordable after-school care. Considering the museum's huge impact in our community — a resource for children in Jackson from birth to 5th grade, a strong partnership with TCSD, a leading provider of STEAM education in the valley — I really hope you consider proposals that could potentially allow the museum to buy or rent a new home.

Thank you for your consideration on March 5th.

Carolyn Ripps

Town of Jackson Resident

Sent from my iPhone

From:	Catherine Morahan
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Jackson Hole Children"s Museum
Date:	Thursday, March 1, 2018 6:44:31 PM

Dear Town Council Members,

I am emailing you on behalf of the Jackson Hole Children's Museum. I ask you to consider a space for the children's museum in the development proposal for 174 N. King Street.

As a fellow educator, I have had the opportunity to observe and learn from the programs and staff at the Jackson Hole Children's Museum. I have witnessed the sparkle in children's eyes as they create model wildlife habitats in the front lawn during an after school program. The curiosity, creativity, and problem solving skills they instill in the children of our community are unsurpassed. Continuing the accessibility of these programs will greatly benefit our community today and in the years to come.

Please help them continue to reach the youth of our community through continued space in town.

Sincerely,

Catherine Morahan
Director of the Children and Youth Community
St. John's Episcopal Church
PO Box 1690
170 N. Glenwood St.
Jackson, WY 83001
307.733.2603

From:	Cheryl Katz Gagnon
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Please Prioritize the JHCM
Date:	Thursday, March 1, 2018 1:47:06 PM

Hello, Town Council,
I'm writing to request that you prioritize the Jackson Hole Children's Museum as you consider the redevelopment of 174 North King Street and future spaces in the downtown core.

As a new parent, the JH Children's Museum has been a true life saver for us. Especially last winter, we spend countless Sundays there with our toddler learning and playing in the fascinating and changing exhibits. As an adult, I could probably spend hours working on the ball drop wall, trying to craft an amazing obstacle course. This is really one of the only places in Jackson where kids can play and parents can see each other and interact with their kids in a meaningful way. I love taking my kids outside, but when they are little this can be hard for extended periods of time. Last winter, the weather was also quite challenging to venture outside for extended periods of time.

I also know that the JHCM is a stop for many visitors. In particular, when I have family visiting they always want to make a stop there and when we do, they want to stay for hours.

Please prioritize the Jackson Hole Children's museum when you are considering new development. I believe that mixed use developments will keep our downtown vibrant.

Thank you,
Cheryl Katz

From:	Christie
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Home for JHCM!
Date:	Thursday, March 1, 2018 1:33:23 PM

To The Town Council,
Hello! We are writing to you to strongly encourage you to consider a development plan for 174 N. King Street that will include a Benefit Space that can be used to house the Jackson Hole Children's Museum, or even consider another in-town location as a permanent home for the JHCM.

As local parents of a nine year old, we cannot express to you enough how important the JHCM has been to us for these early years of raising our daughter. We have spent endless amounts of time there during our cold winters exploring, learning, and playing with our daughter. The hands on learning experiences the JHCM has provided for our daughter have been invaluable.

Our small town has very few indoor activity spaces for children. As you know, the winters here are LONG and COLD. Life with young children is so much easier for everyone when we have access to places like JHCM. Before the CM opened its doors, we would spend many days with our toddler desperately thinking of child friendly ways to get out of the house. We would often go to the GTNP Visitors Center in town just to walk around upstairs so our daughter could look at the animals and play in the bear cave (which is now has a happy home in the CM). The CM was such a needed and wonderful addition to our town. We have met other parents there who we are still close with today.

We have watched the CM grow from a small space designed for interactive learning to an impressive and wide reaching organization that brings our community's families together and provides so many wonderful and creative learning opportunities for our children. The high quality and much, much needed after school programs and summer programs JHCM provides for our community's families would be sorely missed if the CM cannot find another affordable home.

We also know that many families visiting here from out of town who have young children appreciate having a facility like the JHCM to visit and pass their time when their children are too young to participate in many of our other the winter activities.

We feel the in-town location of the CM is part of what makes it so special, for us locals, but also for visiting families who may stop in for an hour or so while exploring downtown Jackson. The closeness of the current location to the Rec Center and JES are really helpful too, especially for the after school and summer programs that the CM provides.

If a benefit space cannot be added to the development of 174 N. King Street, then perhaps you could support other ideas for a new, in-town home for the JHCM. It will be devastating to the young families of our town if we lose a home for this amazing organization.

Sincerely,
Oliver and Christie Goss
Jackson, WY

From:	Craig Morris
To:	Town Council
Subject:	The Jackson Hole Children"s Museum
Date:	Wednesday, February 28, 2018 4:03:58 PM

Hello Town Council,

I am writing as a community member, father, and founder of Jackson Hole Children's Museum (JHCM). I respectfully request that you *strongly* consider the proposals for 174 N. King that include a community benefit space - both as a possible future home for JHCM and to preserve the mixed-use character of our downtown core.

We have been so appreciative of the Town's support to date. We have also proven to be a critical resource to our community, valued by 1000's of children, families and social service organizations.

Thank you for your consideration on March 5th.

Best,

Craig Morris

From: Dan Armour
To: Town Council
Cc: info@jhchildrensmuseum.org
Subject: Keep the Museum
Date: Wednesday, February 28, 2018 1:01:37 PM

Please keep the Childrens' Museum in Jackson,and include them in the development proposal for 174 N.King Street...Jackson needs young people and the Museum encourages young parents to come to a town where there is a wonderful museum/ play area for their kids....thank you, Mary and Dan Armour

From: Daryl Peightal
To: Town Council
Subject: JHCM
Date: Wednesday, February 28, 2018 4:39:48 PM

Town council men & women...
I am writing on behalf of the Jackson Hole Children's Museum. We are asking you to strongly consider a development proposal for 174 N. King Street that includes a Benefit Space, one that could provide a home for this wonderful & important institution in our downtown community.

As a mother of three children and an owner of two downtown businesses, I have spent many hours at the Museum & benefited greatly from their after-school programming. Its placement in our community provides a centrally located place for our kids to walk to from JES after school. When families come to our restaurants looking for good, 'kid-friendly'options downtown, JHCM is always at the top of our list. We often get them returning to Cafe Genevieve to tell us what a great time they had & thank us for sending them there.

It would be a huge loss for downtown Jackson if the JHCM had to relocate. They have provided a comfortable, safe, imaginative, creative & inventive place for children and their parents to bond & play. As business owners, we would miss having those inspired & smiling families join us for lunch after their time there. Please help them to find a permanent home in downtown Jackson.

Thank you for your time & consideration.
Best,
Daryl & Fred Peightal

Sent from Outlook

From: Dorothy Stout
To: Town Council
Subject: JHCM
Date: Friday, March 2, 2018 4:10:58 PM

Dear Town Council,

I am writing as a community member, mother, and a member at Jackson Hole Children's Museum (JHCM). I respectfully request that you *strongly* consider the proposals for 174 N. King that include a community benefit space - both as a possible future home for JHCM and to preserve the mixed-use character of our downtown core.

I know that housing is the number #1 issue facing Jackson. But right behind the need for affordable housing is the need for quality and affordable after-school care. Considering the museum's huge impact in our community — a resource for children in Jackson from birth to 5th grade, a strong partnership with TCSD, a leading provider of STEAM education in the valley — I really hope you consider proposals that could potentially allow the museum to buy or rent a new home.

Thank you for your consideration on March 5th,

Dorothy

DOROTHY C STOUT
9 1 7. 5 6 1. 7 0 8 4

From: Elle Emery
To: Town Council
Cc: info@jhchildrensmuseum.org
Subject: JHCM Town Council Decision
Date: Thursday, March 1, 2018 5:12:25 PM

To whom it may concern,

I am writing in regards to the Town Council decision to be made on Monday about the use of 174 N. King St.

Jackson Hole Children's Museum (JHCM) is a vital part of our local community that bridges a beautiful gap to tourists as well. I worked at JHCM as a volunteer in 2013 and returned from 2015-2016 to work as part of the JHCM education team. As a volunteer, as an employee, and, now, as a passionate community member, I am so proud of the work the museum is doing to support young people to play, create, and explore in an environment that is carefully designed to appeal to children of all ages. JHCM collaborates and partners with so many organizations in the valley to bring unique learning opportunities to our community while also doing their best to open the doors of the museum to all children, regardless of socioeconomic status. Without JHCM in their current location, close to our schools, recreation center, and town square, the museum would not be able to continue to have the same impact on our community with ease! Please choose Housing AND a Community Benefit Space for 174 N. King Street. This is the best choice for our community.

Sincerely,
Elle Emery

From:	Ethan Steinberg
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Children"s Museum...
Date:	Wednesday, February 28, 2018 9:33:38 PM

Town Council-

Thank you for taking my comment.
I'm raising 4 children in Teton County and have found the Children's Museum to be a great resource for my family.
I can appreciate someone questioning why the town should dedicate tax payor resources to such an endeavor. If you think about the amount of resources the CM raises on its own through donations and volunteering, it's actually a very good return on subsidy dollar for the town. There are not many public-private partnerships that generate a unique asset for the community's young families that leverages a dollar of investment by the town so well. I hope you explore the many options to help keep the Children's Museum open for our community.
Thank you.
Ethan

Ethan Steinberg

From: Faraday Musselman
To: Town Council
Subject: Children's museum
Date: Thursday, March 1, 2018 8:42:36 PM

To whom it may concern
The children's museum is one of the few place in Jackson that we as parents can take our children for a fun learning experience. We have been enrolled in the after school program there for the last 2 years and my son loves everything about it. It would be a huge disservice to this community to lose it. Please consider this when making your decision.
Thank you for your time
Cheers
Faraday Musselman
307-680-8421

From:	Frances Ritchie
To:	Town Council
Cc:	info JHCM
Subject:	Keep JHCM in Town
Date:	Thursday, March 1, 2018 1:11:53 PM

Dear Town Council members,

As a staff member here at the JH Children's museum I cannot emphasize enough the impact that being in town has on our ability to run programs and events, considering our patrons are both **local** and **non-local.**

For our **local population**, our location gives students the ability to walk from school to our after-school. It allows our staff members to work with teachers for CREST day programming and additional reach out events. Further, with our partnership with other organization we can literally work closely with them. Our pre-school programs all walk over in a line with their teacher or take the bus to the close bus station next to us.

For our **non-local population**, our location allows visitors to walk to our location from their lunch or hotel. Many locals that already have a hard time finding activities to do with our kid will sometimes come for one day and then come back the next 3 of their vacation. Further, we serve as a corner stone to helping them find kid friendly places to eat, rent ski gear, and can give them advice on where to find the best toys!

Despite the fact that we are our "children's museum", we serve the greater population through our programs and locations helps us to give the best programs possible!

Please consider keeping JHCM in town!

--

Frances Ritchie
Facilities and Exhibits Coordinator
Jackson Hole Children's Museum
www.jhchildrensmuseum.org
frances@jhchildrensmuseum.org
307.733.3996

Virus-free. www.avast.com

From: Gudrun Rice
To: Town Council
Subject: Jackson Hole Children"s Museum
Date: Friday, March 2, 2018 10:41:22 PM

Dear Town Council,

I write as a community member, grandmother of two grandsons aged 4 and 6, and strong supporter and member of the Jackson Hole Children's Museum (JHCM). I respectfully request that you seriously consider proposals for 174 North King that would include a community benefit space - both as a possible future home for JHCM and to preserve the mixed-use character of our downtown core.

I realize that housing is a fundamental priority for the Jackson community. However, Jackson's future as a vibrant and healthy and diverse community depends not only on access to affordable housing but also on access to a strong education system, that includes quality and affordable after-school care. Considering the Museum's huge impact in the Jackson community -as an enormously important resource for children from birth to 5th grade - it is essential to consider proposals that would allow the Museum to buy or rent a new home.

Thank you for your anticipated careful and thoughtful consideration of this very important issue when you convene on March 5th.

Sincerely,

Gudrun Rice
887 Whitehouse Drive
Jackson, WY 83001
307-201-1974

From: H.S. Primm Loudenslager
To: Town Council; info@jhchildrensmuseum.org
Subject: Children"s Museum
Date: Friday, March 2, 2018 6:14:35 PM

Jackson Town Council

The Jackson Hole Children's Museum needs to stay in Jackson. Please consider keeping the bottom floor of the new space devoted to JHCM, and bits of the upper floors as well. Jackson is almost entirely bereft of indoor play spaces. JHCM & the library are the only options, and kids need to be quiet in the library. In this era of shortened recess, it would be detrimental to remove the town one free-play outlet.

I have three children. They were all born in Jackson. We've been members of JHCM since its first year, when I only had one child and could sit and watch her toddle up and down the baby slide over and over. We've watched the exhibits morph--ski slope to truck bed to doctors' offices to airplane. If you let them stay, as I hope you'll be persuaded to do, suggest they get rid of that chore of a grocery store and expand the climber (take a look at Blast Off in Idaho Falls). We've participated in Curious Kids, Science Classes, and Engineering classes. We donated to Gumdrop & Speedy's habitat. This past summer, we made fairy houses almost every week. When the library made its atrocious decision to end the gingerbread house decorating program, JHCM stepped up and hosted one of their own.

We love JHCM. It fills a desperate need in this community. Please, help JHCM find a way forward.

-Primm Loudenslager
863-370-1637

From: Hatilie Lemke
To: Town Council
Subject: The Childrens Museum saved me
Date: Wednesday, February 28, 2018 4:58:53 PM

Hello Town Council,

Please keep the JH Children's Museum in town as a community benefit space! Of all the amazing non-profit organizations in town, the JHCM has been the most beneficial for my family! The town center is losing it's character with all of the exclusive art galleries, T-shirt shops, real estate offices, hotels, banks, luxury apartment buildings and the much too expensive restaurants and interior design shops. Whatever happened to the idea of the town as heart?

When my first son was born, I suffered from post-partum depression because I felt so isolated and lonely. I was really worried about it happening again when number 2 came along. I remember coming to the museum for the first time with my infant son in a pouch and my crazy three year old toddling behind me. I walked into the colorful building and was immediately greeted by friendly faces who gave my toddler a tour of the amazing play space. My toddler was immediately captivated and stayed engaged in imaginary play for hours. The friendly staff oogled over my infant son, played with my toddler and commiserated with me about how exhausting motherhood can be. I found other mothers to speak with about potty training, sleep training, feeding finicky kids, temper-tantrums, pre-schools, etc. We came to the JHCM two times a week for several years! Needless to say, the post-partum depression did not repeat itself. While at the JHCM my sons learned to paint, cut with scissors, make bucket-loader noises, fish for paper trout, put on ski boots, hang on monkey bars, share vegetables, make coffee filters hover, explode Alka-Seltzer rockets, build cars out of recycled materials, explore electricity circuits...and the list goes on!

I loved this place so much when my sons were little that when a teaching position opened up here at the museum I jumped at the opportunity. Now, I have my DREAM job The JHCM saved me once again! I am now in charge of the K-5 STEAM programming that we provide to every single TCSD#1 classroom. I get to see kids get really excited about science on a daily basis!

The downtown location of JHCM is critical for it's ultimate success as it is central to shopping and restaurants, it's easy for tourists to find on foot, and it is close to schools, parks and the Rec Center. People from around the world and within our community love our cozy, little children's museum. Let's fight hard to keep it!

Thanks so much for your time and consideration!

Hatilie Lemke

“One of the basic rules of the universe is that nothing is perfect. Perfection simply doesn't exist.....Without imperfection, neither you nor I would exist”

— **Stephen Hawking**

From:	Honora Kerr
To:	Town Council
Subject:	Please consider a benefit space at 174 N King
Date:	Wednesday, February 28, 2018 1:58:27 PM

Dear Town Council,

I am writing as a community member, mother, and a board member at Jackson Hole Children's Museum (JHCM). I respectfully request that you *strongly* consider the proposals for 174 N. King that include a community benefit space - both as a possible future home for JHCM and to preserve the mixed-use character of our downtown core.

I know that housing is the number #1 issue facing Jackson. But right behind the need for affordable housing is the need for quality and affordable after-school care. Considering the huge impact the museum has in our community — a resource for children in Jackson from birth to 5th grade, a strong partnership with TCSD, a leading provider of STEAM education in the valley — I really hope you consider proposals that could potentially allow the museum to buy or rent a new home.

Thank you for your consideration on March 5th.

Warmly,

Honora

H O N O R A K E R R
970 270 1014
honorakerr@gmail.com

From:	Ingrid Daffner Krasnow
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Please Choose Option A and preserve the JH Children"s Museum
Date:	Friday, March 2, 2018 4:59:10 PM

Dear Jackson Hole Town Council,

I am the former Executive Director of the Jackson Hole Children's Museum, as well as a parent, member of the Teton County Board of Public Health, and member of the local workforce.

I am writing to strongly encourage you to select Option A, a Community Benefit Space, during your consideration of the re-development of 174 North King Street. This option will both provide critical residential housing our town so desperately needs, as well as guarantee a forever home for the Jackson Hole Children's Museum, an organization whose survival is in the best interest of the entire Jackson community.

I won't focus this letter on the exceptional standards of creativity and quality of all JHCM exhibits, curriculum, drop-in activities, after-school programs, summer camps and incredible staff -- I'm sure for you, and for anyone who has spent time at the Museum, all these speak for themselves.

Today, what matters most to me and so many others, is that without a strong, stable and centrally located Children's Museum, our town would not attract or maintain the families who make Jackson the incredible community it is. Families come and go from Jackson all the time - because of our drastic housing shortage and the fact that we're so far removed from the resources available in larger cities, it takes hard work and significant sacrifice to stay here in this place we all love.

Option A addresses our crucial community needs - the needs of so many Jacksonites:

Families rely on the Children's Museum for its incredible programs that are not available anywhere else in the valley.

Children rely on the Children's Museum for a unique chance to learn by doing in a hands-on environment.

Educators rely on the Children's Museum for collaboration and innovation that is easily accessible from schools across the district.

Caregivers rely on the Children's Museum for a fun, safe and easy to access place to spend hours a day, all year long.

When making your decision, it's essential that you remember that the Jackson Hole Children's Museum makes Jackson **livable** for the people who make Jackson what it is.

Thank you in advance for your thoughtful consideration,

Ingrid Daffner Krasnow

Ingrid Daffner Krasnow, MPH
307-699-7992

From:	J Tavernier
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Jackson Hole Children's Museum
Date:	Friday, March 2, 2018 5:18:19 PM

To Whom it May Concern,

I ask that you consider a development proposal for 174 N. King Street that includes the Jackson Hole Children's Museum. The community of Jackson has so few options for young children and this museum is an integral part of the community.

I live in San Diego and my family visits the Children's Museum every summer and winter. In San Diego we have a 3 story, 20,000 square foot museum dedicated to children and we find the Jackson Hole Children's Museum equally engaging and creative. What they have done in the space that was provided to them is magical.

If impossible to include the museum in the new proposal I ask that you assist them in finding a new home that could provide the community with a location that is as centrally located as the current space.

Thank you,

Jennifer Oliver

From: Jean Jorgensen
To: Town Council
Subject: Children"s Museum
Date: Wednesday, February 28, 2018 2:40:35 PM

Dear Council Members,

Over the past few years I've been so impressed by what has been readily available to our local kids through programs at the Children's Museum. As a former teacher whose kids and grandkids had their education in Teton County I am well aware of how much our lives are enriched by the experiences that we have outside of the regular classroom. The Children's Museum is such a gift to the community and its future is now uncertain.

I understand that there is a possibility for including the Museum as a part of the development planned for 174. N King Street, and I encourage you to see to it that that does happen, not just for the kids but for the value added to the entire community.

Thanks for the work that you all do, and thanks for listening,

Sincerely,

Jean Jorgensen

From: Jean Lewis
To: Town Council
Subject: A tough choice
Date: Friday, March 2, 2018 11:07:14 AM

Dear Mr. Mayor and Town Council Members,

Your decision to only allow 100% residential at 174 N. King, and exclude any opportunity for community benefit space will be a detriment to our community. 174 N. King is part of the downtown core. It is a location that should have an attractive mixed use building that adds to the character of our town, not detract from it.

A commercial benefit space would allow for the Jackson Hole Children's Museum to explore a forever home in this location, close to schools, town square and resident families. The Children's Museum adds to the diversity of our downtown core, providing services for resident and visiting families alike. Traveling families look for resources like a children's museum when choosing a location in which to visit. Local working families depend on our quality services, which add to the livability of this town.

The Jackson Hole Community Housing Trust's option A, in their proposal, would ensure a quality purchase option for the Jackson Hole Children's Museum. It would provide a forever home, and allow for our important community services to continue in perpetuity.

The commercial rental and purchase environment in the town of Jackson is grim for a nonprofit like ours. We are dependent upon location to be accessible to local families and school groups AND DIRECTLY REINVEST OUR REVENUES INTO OUR PROGRAMS . Our education opportunities add value to this town, and honor the vibrant children and families who live here.

Your choice should be around what is the best use for this downtown property, not just regarding the need for affordable housing units. The town has other opportunities to provide more dense affordable housing options on lots that aren't in the downtown core.

You can make a decision which allows for a mixed use option.

The future of the Children's Museum is in your hands.

Sincerely,
Jean Lewis
Executive Director

--

Jean Lewis
Executive Director
Jackson Hole Children's Museum
www.jhchildrensmuseum.org
jean@jhchildrensmuseum.org
307.733.3996
307.413.0623

*Support the **Jackson Hole Children's Museum** - **donate** today!*

From:	JFOPRODUCTIONS
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Children's Museum in New Community Benefit Space
Date:	Friday, March 2, 2018 5:31:38 PM

Jackson Town Council:

Please take into consideration the important needs of the Jackson Hole Children's Museum when voting on the Community Benefit Space for the future low income housing to be constructed in its place.

This museum is one of the few places that allows the minds of our children expand in a safe environment in this unique town.

If there was ever a public benefit worth voting for, the Jackson Hole Children's Museum would be it.

Many thanks for your vote,

Josh Oliver
5905 N Columbine Dr
Jackson, WY 83001

From: Jim Koinis
To: Town Council
Subject: Children's Museum
Date: Thursday, March 1, 2018 3:31:31 PM

Town Council,

Please don't force out the Children's Museum. That location is ideal for this gem of Jackson. It is perfectly positioned and safe. The floor-plan and outdoor settings are as though they were custom designed for this purpose.

Affordable housing is certainly important for the workers of any community but it is illogical and counter productive to displace one important service to fill another need. Additionally, this particular action will make the Jackson council look insensitive towards the children and the families who are learning and growing there.

Please keep the children and their museum in place and find another apartment building site in another sector of the town or vicinity.

Just because you own this building and can evict the Children's Museum doesn't mean that it would be wise to do so. You can make this work for everyone if you really try.

Sincerely,

Jim Koinis

From:	Jim Lewis
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Don"t make the Children"s Museum homeless!
Date:	Thursday, March 1, 2018 7:49:21 PM

Dear Town Council members:

I'll get straight to the point.

Will you, the current Town Council, make the Children's Museum homeless?

Your decision to only allow 100% residential at 174 N. King, and exclude any opportunity for community benefit space, will very likely eliminate a forever home for the Museum.

About 6 years ago, the Town Council at that time embrace a vision, planted a seed, by offering a little over 2000 sf to an idea, the JH Children's Museum. That seed grew and became an integral part of the community and if you will, part of the soul of Jackson. I won't go into all the statistics of how many family's use the Museum, it's involvement with all K-5 students in Jackson, and its summer and winter activity programs to keep kids engaged. You should know that.

As a grandfather of two pre-K children, the Children's Museum has been our go-to place to explore, create, and in my grandson Cooper's case, that's where he took his first steps.

As a director of the Children's Museum, I urge the Town Counsel to allow for a modest amount of community benefit space, 2500-3000 sf, and permit the Children's Museum to have a chance at a forever home.

In looking at the various proposals I strongly urge the Counsel to favorably consider Option A of the Housing Trust.

It's an outstanding looking building, the town has experience with the Housing Trust in other projects, and they know what they're doing. Option A was rejected by April Norton and the Housing Supply Board, because their only goal is 100% housing. Period. But is this the right move given the multi-use character of our downtown?

This is about what the community as a whole wants, and I don't think they want the Children's Museum homeless.

This doesn't have to be a zero sum game. You can make a decision which allows for a modest amount of community benefit space.

The future of the Children's Museum is in your hands.

Choose wisely, as the Town Council did 6 years ago.

Sincerely,
Jim Lewis

From: joe gagnon
To: Town Council
Subject: 174 N King
Date: Friday, March 2, 2018 4:45:27 PM

Hello Council Members,

I am writing to ask for you to support prioritizing the Jackson Hole Children's Museum at the 174 N. King Street development. As a life long Jackson resident and recent parent I feel as there are not that many indoor activities for when the weather turns cold or nasty. Let's face it when it is -10 degrees taking my 3 year old and 8 month old outside is not really an option. As our town grows the houses seem to shrink, we live in a thousand square feet, it is important to have space for our children to go exercise, explore, create and learn. I should also mention that the JHCM is responsible for the Touch a Truck event, which is one of the greatest things ever! Having mixed use developments and prioritizing the JHCM will not only help with workforce housing but will also aid families because sacrificing one for the other is really no solution.

Respectfully,
Joe Gagnon

From:	Julia Spencer
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Keep the Children"s Museum in Town!
Date:	Thursday, March 1, 2018 3:49:41 PM

Dear Town Council,

As a Jackson permanent resident and an educator I cannot emphasize enough what an important community and children's resource the Children's Museum is. It provides a safe, warm, engaging environment where children can play, learn and grow as individuals.

Please give the Children's Museum a permanent home by planning and zoning for a community benefit space in the affordable housing development. It will not only support and enrich the lives of the development residents but of the entire community.

Our community and our children need affordable spaces like this to remain healthy and happy. During my time spend there I have seen children grow in curiosity, independence and wonder.

The JHCM works in partnership with Teton County Parks and Rec, the Literacy Center, TCSD, and many others to ensure that our community provides the highest quality education, experience and development for our children.

Thank you, and please support this vital community institution.

Julia Spencer

From: Julie D"Amours
To: Town Council
Subject: Development proposal for 174 N. King St.
Date: Friday, March 2, 2018 9:23:27 AM

Dear Town Council members,

My name is Julie D'Amours and I am a teacher, parent and community member who strongly supports a development proposal for 174 N. King St that provides a space for the Jackson Hole Children's Museum.

My three children have essentially grown up at the Children's Museum. My two sons were there at the inception of the museum, helping to paint the exhibits when they were only 3 and 5 years old. Over the years, they have played for endless hours in the museum, participated in after school programs, summer programs and benefitted from the collaboration with TCSD #1 engaging in integrated science programming.

My daughter, who is now 5, frequents the museum once or twice a week to gather and play with her friends and participate in the wonderful educational programming.

I am also the former Education Director at the museum, so I have seen first hand the hundreds of lives that have been touched by this magical place. I have watched families from afar, and local families come together to explore science, engineering and hone their creativity and imagination skills while connecting with friends and family. I have also watched the hands on, integrated curriculum open up the minds of all of the valley's elementary students through the TCSD #1 collaborative programming.

JHCM is an invaluable resource to our community. Please find a way to include JHCM in the development proposal for 174 N. King, or play an active role in finding JHCM a permanent home in our community.

JHCM has become an important part of the fabric of our wonderful community. Be a part of making the magic stay alive.

Thank you for your time and consideration,
Julie D'Amours

From:	karen warshaw
To:	info@jhchildrensmuseum.org; Town Council
Subject:	Jackson Hole children"s Museum
Date:	Thursday, March 1, 2018 9:53:58 AM

I bring my grand kids to the museum on a regular basis.
Their eyes light up the minute they walk in the door.
My only problem with the museum is there is so much fun
to be had that I just hope we can fit it all in. From the art opportunities, to the "grocery store" to piloting the air craft, I could go on and on. It's a safe place for the kids
to run around in. Their imaginations can also run wild.

I sincerely hope that the town, in its wisdom, will do whatever it takes to keep
this museum alive and thriving. Jackson prides itself in being a family friendly place to be. What better way to show that than providing a space totally dedicated to a child's imagination.

Sincerely,
Karen Warshaw

From:	Kathleen Belk Doffermyre
To:	Town Council
Subject:	JH Children"s Museum and Start Bus
Date:	Thursday, March 1, 2018 2:23:18 PM

Dear Town Council Members,

First of all, thank you for serving our community.

Secondly: I live in Hidden Ranch and I am one of your constituents. My husband and I moved here and started a family because of the incredible opportunity to raise a family in this amazing community. I'm distressed to find that our electeds are failing to support opportunities for children's education and enrichment at many levels. At the state level, our legislature is attempting to further reduce funding for schools and locally, organizations like the JH Children's Museum are at risk of losing their space. My husband and I both work full time and organization that provide in-town after-school and summer enrichment opportunities are critical for families like ours.

If you value having a thriving community of middle class families, you'll consider redeveloping 174 N King Street with a Community Benefit Commercial Space.

Finally: Why in the world would we cut the START bus pass out of the JHMR passholder deal? This town has enough traffic (and wildlife collisions) as it is and I can't believe we would consider any plan to increase the number of cars on the road. If we are trying to be a model of community sustainability, this is definitely a step in the wrong direction. Please do everything you can to promote and incentivize ridership on public transportation.

Thank you!

Kathleen

--
Kathleen Belk Doffermyre
2048 Hidden Ranch Loop
PO Box 218
Jackson, WY 83001

From: Katie carr
To: Town Council
Subject: Children's museum
Date: Wednesday, February 28, 2018 4:10:29 PM

To Whom it May Concern,

I am writing you today in regards to the children's museum. I hope you will sincerely consider them when deciding who will be selected for the rebuild, and will make sure to include them in the re-rebuild. The children's museum provides so much to the children of our community, and visitors of our community that it would be a detriment to loose it.
I think we need to remember the children we already have here, and their needs as well when re-developing this space. Every year the museum educates the k-5 classrooms at JES and Colter Elementary Schools (I cannot speak for the other schools, and it has been a really good experience for the schools, children, and educators. How wonderful to have such a great resource right in this community! We hope you will see that the children's Museum has many, many wonderful fascists to it, and it would be very unfortunate for our community to loose such a great asset.

Thank you for your consideration! I know you will do the right thing when you make your decision.

Best Regards,

Katie Carr
Please excuse errors
Sent from my iPhone

From:	Kelli Petrick
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Jackson Hole Children"s Museum
Date:	Thursday, March 1, 2018 10:08:13 PM

Dear Town Council,
I am writing to ask you to strongly consider a development proposal for 174 N King Street that includes a Benefit Space and to include a home for the Jackson Hole Children's Museum (JHCM) in that space.

As a community member and mother of two very active and inquisitive toddlers, the JHCM is an incredible community asset. It's a place where my children feel safe and supported by the amazing staff to explore their creativity, curiosity and physical boundaries. We connect with old friends and meet new ones every time we visit - about once a week.

I look forward to continuing our weekly explorations at the JHCM and enrolling our kids in the after school and summer programs as the get older. The JHCM is very important to our family and I urge you to consider any options that would allow it to remain at 174 N King Street.

Thank you for your time and consideration,
Kelli Petrick

From: Kristi Fisher
To: Town Council
Subject: 174 N King Street
Date: Friday, March 2, 2018 3:51:45 PM

To whom it may concern,

Please strongly consider a development proposal for 174 N King Street that includes a community benefit space, one that could provide a home for the JH Children's Museum and keep a mixed use character of the downtown core.

I have a 5 and 3 year old, and we have been driving over the pass for 4 years to visit the Children's Museum, which is a wonderful activity for a winter day. We love especially the art studio and mingling with both local friends as well as visitors, and the staff is always friendly and helpful. We also particularly love the airplane and grocery store exhibits and my children never tire of these.

Please consider this as well as any other ways you can support helping JHCM find a new home!

Thanks,
Kristi Fisher

--

Kristi Fisher
CLP Faculty | Teton Valley Community School of Teton Science Schools
p: 208.787.0445, x2012
web | facebook | blog | linkedin

Teton Science Schools inspires curiosity, engagement and leadership through transformative place-based education.

From:	Laura Cuddie
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	174 N. King Street Development
Date:	Wednesday, February 28, 2018 1:38:56 PM

Dear Jackson Hole Town Council,

I am a working parent who lives in the Gill Addition in downtown Jackson, within walking distance of 174 N. King Street. My family are founding members of the JH Children's Museum (JHCM) and I currently sit on the volunteer Board. My family has benefited greatly from the services offered by the museum, including a safe and engaging environment for my child to learn, create, play and grow. I applaud the Town of Jackson for supporting the museum and helping it get off the ground at 174 N King. The museum fills a much needed gap in our community through daily programming, school programs, after school classes and summer camps. Offering so much more than a place for families to drop in and explore exhibits, the programs at the museum are based on the latest education research as well as local needs assessments (such as kindergarten readiness and serving kids for which English is a second language) and are focused on STEAM and supporting kids to develop the skills they will need for success in our very complicated world. My daughter, who is now 8 years old, has developed a passion for science, art and engineering – passions which are supported and encouraged by her time at JHCM.

I have lived and worked in Jackson for over 12 years, my husband for over 15 years. We left temporarily for a career opportunity and to be closer to family, but returned as Jackson has a better quality of life for our family. We have seen many changes over the past 15 years to our beloved town. We greatly appreciate the commitment and service of the elected officials in our town and county and recognize that there are many challenges with no easy answers. As an employer who faces a constant struggle to recruit and retain quality, long term employees, I fully believe that housing and transportation solutions are critical for Jackson. I have read all the proposals for 174 N King and attended the recent presentation to the Housing Supply Board, and I agree that workforce housing must be a priority for any development at 174 N King. Each proposal has merits as well as potential downsides. At the same time, I see tremendous value in considering a proposal that includes a Benefit Space that could provide a permanent home for JHCM and compliment the mixed-use character of downtown Jackson and I urge the Council to also consider such proposals.

JHCM is an critical community resource, I believe that our kids need and deserve a safe place to play, create and learn. JHCM fills gaps that are not being met elsewhere, namely supporting kindergarten readiness and STEAM education. The Museum needs the community to come together to help find a permanent home. As our community has proven over and over, we can do great things when we work together.

Thank you for your consideration.

Sincerely,

Laura Cuddie

Jackson Hole Resident
Working Mom
JHCM patron and supporter

From:	Laura Soltau
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Community Benefit space for 174 N King street needed!
Date:	Thursday, March 1, 2018 3:33:22 PM

Dear Town Council members,

Please consider supporting our community in finding a permanent place for Jackson Hole Children's Museum. Having the museum as a part of the redevelopment of its current location is crucial to the sustainability of this incredible community resource.

Please consider the proposal for the Community Benefit Space for 174 N King Street that could potentially be the future home to JH Children's Museum. Miked use character of our down town space is important to the viability of our community.

JH Children's museum has been a resource that I have used frequently as a parent of young children. They are also one of our key providers in afterschool and summer offerings throughout Jackson. The high quality of their programs is critical in establishing a passion for STEAM in the world of our children.

Thanks for your consideration.
Sincerely,
Laura
--

Laura West Soltau
Executive Director

Teton Literacy Center
(307) 733-9242, ext. 231
laura@tetonliteracy.org

From: Lillian Brazil
To: Town Council
Cc: info@jhchildrensmuseum.org
Subject: Jackson Hole Children"s Museum Proposed Relocation
Date: Thursday, March 1, 2018 9:48:01 AM

To Whom it May Concern,

My name is Lily Brazil and I am a junior at Jackson Hole High School. For the past two of years, I have spent a week of my summer volunteering at camps at the Jackson Hole Children's Museum. I have enjoyed it immensely and plan on continuing to volunteer my time there in the future. Through this, my eyes have been opened to the huge impact that this type of organized, hands-on education can have on the children of our community.

I have had the opportunity to work with a variety of kids and see the ways in which they changed through the course of a week because of this experience. My first year, I was overwhelmed on the first day of camp. The kids were crazy and didn't want to listen to anyone telling them what to do. They only wanted to play and were never interested in the education about bridges and water that was supposed to occur. However, by the end of the camp all of the kids had developed an interest in learning. I remember one kid specifically who was really excited about building his bridge and kept asking my advice for how to make sure it would be successful and realistic.

The second year, the kids were more interested, but some still seemed to only want to play in the exhibits. One day, we took the start bus and hiked up a small hill. We sat by a tree and everyone had to draw what was near them. The kids were really proud of their drawing and quickly became more interested in the "art in nature" concept that the camp was based around. Because of these incredible changes that the museum has inspired, it is very important that it continues to be present and help the kids in our community build their curiosity and creativity.

While the museum will still have a positive impact no matter where it's new home is, it is integral to its mission that it continues to preside in the central location that it currently occupies. I ask you to strongly consider the proposed development for this location that includes a "Benefit Space" where the children's museum could continue to reside. From my experience, the location of this museum has been very helpful in its mission, allowing off-campus exploration through the start-bus and extra space and connection to schools, the rec center, and the town square. Please consider the important nature of the museum and its integral impact on the children of our community who make up the future of our town and world.

Thank you for your time and consideration.

Sincerely,
Lily Brazil

From: Louisa Sandvig
To: Town Council
Cc: Lewis Jean (JHCM); Lewis Jim
Subject: JHCM
Date: Wednesday, February 28, 2018 12:52:58 PM

I strongly endorse your consideration and SUPPORT of a development proposal for 174 N. King Street that provides a space for the Jackson Hole Children's Museum.
This museum provides an inspiring and creative place for our children as well as after school programs for our working families. It its a HUGE essential part of the Jackson Hole Community.
Thank you,
Louisa

Louisa Sandvig
307-733-0325
wymom123@gmail.com

From: Lynn Grimes
To: Town Council
Subject: Request for JHCM from a concerned citizen
Date: Wednesday, February 28, 2018 12:52:06 PM

Dear Town Council,

I have lived in Jackson for over 20 years and I am so happy to be able to raise my kids here in this wonderful town. I am writing today to strongly consider a development proposal for 174 N King Street that includes a benefit space that could provide a home for the Jackson Hole Children's Museum (JHCM).

The children's museum is extremely important to my family. We have enjoyed this space tremendously through stop in visits, community events, and summer/after-school care for my children. The children's museum is my son's favorite after-school and summer camp provider, which is extremely important to me. Our town needs places like JHCM for our children. This is an affordable, safe, fun, and educational space our children can be while their parents are working in the town of Jackson. It is also a community event and meeting place we can all get together and enjoy.

If you are unable to provide a benefit space for JHCM, I strongly encourage you consider other ways the town could help support JHCM so they can continue to provide a vital need in our community.

I know you have heard countless stories of the child care struggle in this town. JHCM is helping to assist in this struggle and I encourage you to help them in a providing safe and educational space for our children of Jackson.

Thank you for your consideration in this matter.

Lynn Grimes
307-413-5604

From:	Mackenzie Walles
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	174 N. King Street Proposal - JH Children"s Museum
Date:	Thursday, March 1, 2018 11:38:42 AM

Dear Members of the Town Council,

I am writing as a concerned member of the community asking you strongly consider including a Community Benefit commercial space in the redevelopment of 174 N King Street. The Children's Museum is such an asset to our community and needs to be in a location that is accessible to all families. The location at 174 N. King Street allows vital bus service to its location.

I have been involved with the JH Children's Museum from the very beginning. I was one of the first Board members and was involved with the creation of the current space and all that it provides. During my time on the Board, the Children's Museum grew from an idea to a community space that serves so many. The museum is a place for children and their families to come and learn through play. It is a resource for the working families in our community as an after school program to continue learning in a fun environment at the end of the school day, and a wonderful option for care/camp in the summer months. Many of these programs would not be possible if the museum was not in close proximity to Jackson Elementary School.

The Children's Museum has been a successful collaborator with the TCSD as well as many other non-profit organizations in our community. The museum helps teachers and other organizations enhance the curriculum and programming they provide.

As a parent of a 9 year old and a 5 year old, our family has truly benefited from the museum's services. Like many families in our community, our family counts on the amazing staff and Board of the museum for the services they provide.

As a former Board member, I know how appreciative the Children's Museum is for the space they have been allowed to use at 174 N King Street. I hope that the Town Council will consider all of the benefits the museum provides to our community when considering the redevelopment plans for the property. We all know how important housing is in our community, but I would argue that the services the museum provides are equally important. The Children's Museum NEEDS a home in town to continue the amazing work they do. I hope you will do all that you can to keep the museum accessible to our community.

Best regards,
Mackenzie Walles

From:	Maggie Schilling
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	new space for JHCM
Date:	Thursday, March 1, 2018 5:18:30 PM

Dear Jackson Town Council,

Thank you for your thoughtful consideration of the re-development proposals on the table for 174 King Street.

While I have not reviewed the specifics of each proposal, I am writing to share my hope that there is a way to incorporate space for the JH Children's Museum in whatever eventually gets built.

With two school-age children and two working parents in our family, we are so grateful for the after-school and summer camp programs that the Children's Museum offers. In my experience, there is more demand than supply for these types of programs, so the thought of losing the Children's Museum and its offerings is troublesome!

Our family also greatly enjoyed being able to visit the Museum while our kids were in preschool. Having an indoor space to play, socialize, and learn with others was invaluable.

I hope there is a way to find room to keep this valuable community institution going in its current location....in town, near schools, places of work, and the Rec Center.

Thanks for your consideration.

Sincerely,
Maggie Schilling

From:	Martha Lewis
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Children's museum
Date:	Friday, March 2, 2018 11:00:55 AM

Hi,
I am writing to urge you to let the children's museum keep its home on King St. There arent many indoor places for kids to play in our small town and the children's museum is unique in what it offers. My toddler loves going there! I will be extremely disappointed if the museum has to find another suave and possible not be here any more.
Thank you,
Martha
--
Martha Berkesch Lewis, MS
Happy Little Camper
Sleep Solutions for Babies and Toddlers
www.happylittlecamperjh.com

From: Michelle Fullenkamp
To: Town Council
Cc: info@jhchildrensmuseum.org
Subject: Jackson Hole Children"s Museum
Date: Wednesday, February 28, 2018 8:12:23 PM

Dear Mr. Maldoon, Mr. Stanford, Mr. Frank, Mrs. Morton-Levinson, and Mr. Lenz,

I am writing you on behalf of the Jackson Hole Children's Museum. I first moved to Jackson during the summer of 2011 to intern at the National Museum of Wildlife Art, and I kept hearing people talk about a newly forming children's museum in town. As an emerging museum educator, I was really interested in the possibility of working with this institution.

As it turned out, I started as a new hire just one month after the museum opened its doors. I am so grateful that JHCM provided me with my first job in Jackson outside of my internship. JHCM quickly became a thriving hub of activity for parents and their children 5 and under. The winters here as you know are long, and JHCM offers families crammed into small living spaces a warm and creative place to escape. Inside the museum is a world where children feel totally and completely at home. They are free to explore, role play, and get messy--pretty important things to developing minds. All the while the children feel safe and furthermore, the parents feel safe. JHCM creates an incredible and almost tangible magic within its walls.

In fact as someone who holds a Master's in Museum Studies and someone who has explored museums all across the country, I have never seen anything quite as special as the Jackson Hole Children's Museum. Parents can find relief in seeing other adults as their children engage in much needed recreation, children interact with other kids they might not otherwise see, and as the children grow the space becomes a touchstone in their lives. . The realities of these occurrences are much more intimate than any museum I have ever visited. The museum is unique because it builds community. You can even ask children around this community about the Jackson Hole Children's Museum and get some excited gasps of glee

During my time at JHCM, I worked with community volunteers, learned the names of all the children and parents who regularly came through our doors, and worked with interns both locally and from across the country. For me alone, Jackson was a place of growth because of this community that grew around me, and because of the opportunities to learn more about how to teach young minds.

Since leaving JHCM, I have worked at the Art Association and received a Master's in Secondary Ed. I have grown and moved on, but the Jackson Hole Children's Museum stays with me. The children I got to know there also attend classes at the Art Association, and believe it or not many of the children that I taught in programming at JHCM have been students of mine as I now long term sub at the Teton County School District.

I cannot tell you how grateful I am that JHCM kick started my career as an educator. I often marvel at how incredibly rare it must be to teach children you knew as 5 year olds in the 6th grade or to teach the toddlers you watched grow so quickly in their 1st grade class. This is certainly a gift from JHCM that I treasure.

I know my story might seem like a small one in a town with so many concerns at play, especially housing; however, it is because of the museum that I continue to make a positive impact on the community at large. And while we must make housing a priority, we must also

make the organizations that make Jackson a community a priority.

I hope that from my story you catch a glimpse of the many lives that have been impacted by the museum. I have never questioned that if one day I have children that I will be able to take them the JHCM to play. I hope that you will makes steps to preserve the life of the JHCM community and its future here in Jackson.

I am attaching pictures of some of my favorite JHCM memories. Some are of working there, some of volunteers, and some of the kids that I babysit attending museum functions. The joy in the faces says it all!

Sincerely,

Michelle Fullenkamp

volunteers Jody 121713 (1).JPG

storytelling1214 (105).JPG

storytelling1214 (58).JPG

off we go to Thailand (3).JPG

IMG_7689.JPG

IMG_7679.JPG

From:	Mickey Babcock
To:	Town Council
Cc:	Jean Lewis
Subject:	JHCM
Date:	Wednesday, February 28, 2018 9:01:12 PM

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esteemed councilors-

please accept my request that you provide space for the jackson hole children's museum in the 174 king street development plans.

JHCM is an essential resource for our community, and your providing adequate permanent space for their work speaks volumes about the core values of jackson. your decision, your values, your outcome.

please vote in favor of providing this opportunity for the families of our town.

thank you,
mickey babcock
307-730-8207/c

From: Missy Hoster
To: Town Council
Subject: Children"s museum
Date: Thursday, March 1, 2018 8:28:11 PM

Please keep the museum in town at this convenient location. I am a grandmother that brings a grand to this great spot.

M. Hoster

From:	mkwlk@aol.com
To:	Town Council
Subject:	Childrens Museum
Date:	Wednesday, February 28, 2018 2:40:44 PM

Dear Council Members,

We recently read in the newspaper that the Childrens Museum will lose their lease In February of 2019. It is such a welcome addition to our community and we would hate to see it close. We have grandchildren, ages two and four, who visit the museum a couple of time a month and truly enjoy it. There are so few indoor facilities for small children in the valley to visit, learn and be allowed to experience new things.WeI understand there is the possibility of a new facility where they could find a permanent home in town. Please support the museum and the children of Jackson in voting for the museum to be allowed to open in the new facility in town. Thank you, Mark and Karen Walker, Owners, Gun Barrel Steak and Gamehouse

From:	Nick Koinis
To:	Town Council; info@jhchildrensmuseum.org
Subject:	Please include a community benefit space at 174 N. King St.
Date:	Wednesday, February 28, 2018 2:55:46 PM

Dear Town Council,

I am the afterschool and summer coordinator at the Jackson Hole Children's Museum. I ask that you please strongly consider the proposals for 174 N. King St. that include a community benefit space. I believe this solution will both maintain the mixed-use character of our downtown core and provide a possible future home for JHCM.

The 174 N. King St. location is important for our afterschool and summer programs. In our afterschool programs, our teachers walk the children from Jackson Elementary School over to our building every Monday-Thursday. In our summer programs, our teachers implement place-based education strategies that include frequent exploratory walks from our building through the downtown core and visits to local businesses and organizations. Through these explorations the kids make profound connections between educational content and the people, places, and events in their town. The 174 N. King St. location makes these experiences possible.

We are a vital community resource, providing a safe and inspiring place where thousands of students and families come and play to learn. In this location, we are highly accessible for local and visiting families. As our community continues to grow and develop in amazing ways, the accessibility of an organization focused on the healthy growth and development of vibrant kids and families is more essential than ever before.

Thank you for remembering us on March 5th.

Sincerely,
Nick Koinis

--
Nick Koinis
Afterschool and Summer Program Coordinator
Jackson Hole Children's Museum
www.jhchildrensmuseum.org
nick@jhchildrensmuseum.org
307.733.3996

From:	Paige Byron
To:	Town Council
Cc:	Jean Lewis
Subject:	In support of 174 King Street as a home for JH Children"s Museum
Date:	Wednesday, February 28, 2018 4:55:03 PM

Dear Comissioners,

I'm writing today to express my strong support for Jackson Hole Children's Museum. I urge you to consider a proposal for 174 North King Street that includes a home for this wonderful organization. Not only would a community benefit space preserve the mixed-use character of our downtown core, this particular location provides a central location for an organization that partners with close-by schools and other community groups. It is easy to get to, even if a family does not own a car; it has close-by parking available to visitors; and it is visible enough that it is on the radar for visiting families (critical to the museum's bottom line!).

As a founding board member of Jackson Hole Children's Museum, I have seen first-hand how many children, parents, and grandparents have benefited from this incredible community organization. Unlike any other local non-profit, JHCM improves livability in our town by providing educational exhibits, programming, and spaces for play that encourage integration and learning for all ages. Whether it be a new mom with very little connection to other new parents visiting Jackson Hole Children's Museum to feel less isolated or a visiting family in need of family-friendly activities on vacation, the museum offers our locals and visitors alike a unique and positive product. Not to mention the incredible partnerships built to enhance local public school curriculum and summer/afterschool offerings!

Thank you for your consideration and prioritization of creating a permanent home for JHCM.

With my best,
Paige Byron Curry

From:	Patricia MacNaughton
To:	Town Council
Subject:	Children"s Museum
Date:	Wednesday, February 28, 2018 2:43:24 PM

To the Town Council of Jackson:

I urge you to keep the charming Children's Museum in the town center. What a refreshing change from all the hotels and restaurants. Even grandparents enjoy this unique place with their grandchildren!

Sincerely,
Patricia MacNaughton

From: Rachel Daluge
To: Town Council; info@jhchildrensmuseum.org
Subject: JHCM
Date: Thursday, March 1, 2018 1:03:36 PM

Dear Jackson Town Council,

We appreciate the JHCM because there is not a lot to do with young kids during the long winter months.

Please choose Housing AND a Community Benefit Space for 174 N. King Street.

Best,

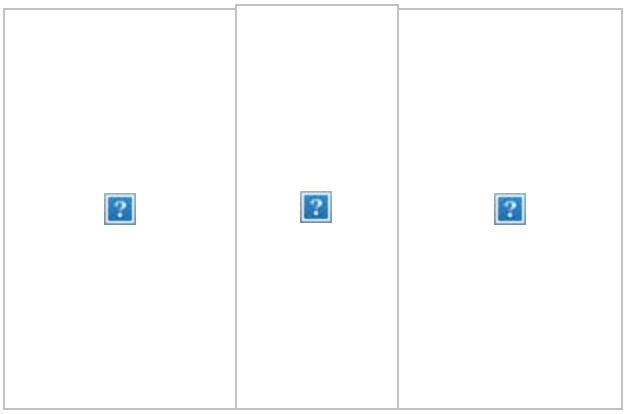
Rachel & Mark Daluge

From:	Rachel Ravitz
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	174 North King Street
Date:	Wednesday, February 28, 2018 2:55:21 PM

I understand the town council is looking at proposals for housing development on this lot
I would like to voice my support for any proposals which include a future Children's Museum
The space provided many benefits for my family and I am grateful for its role in my son's development and my growth as a parent
Similar to our Recreation Center and Library, it fills the gaps in youth programming in this town and is a great amenity for the community, especially when they collaborate with other organizations.
In this public/ private venture, I would also support subsidized memberships to families in need

I live adjacent to the new CLC daycare building. Although minimizing it's development was to my advantage, I was surprised to see that housing was not created on the upper floor, despite the fact that the building is owned by the County and the land is owned by the Town. I'm sure it was considered and got caught up in red tape. Don't miss another opportunity for mixed use!

Sincerely,
Rachel Ravitz



From: Sandy Shuptrine
To: Town Council
Subject: Children"s Museum
Date: Thursday, March 1, 2018 8:39:19 AM

Dear Mayor and Council Members-

Please do what you are able to retain the JH Children's Museum as a very important part of our community's serving and nurturing children,
in partnership with multiple other non-profits and agencies. The early education they provide is invaluable and early education has been proven
to be critical for future school success and healthy individuals. No other organization could fill the gap that would ensue should the museum become 'homeless'.
My own grandchildren have experienced magical moments, stimulating imagination and creativity, with the museum over the past decade.

May you see fit to grow, not diminish, a community segment that is not yet able to fend for themselves.

Thank you for your consideration.

Sandy Shuptrine

From:	Sara Fagan
To:	Town Council
Subject:	174 N. King St - Please strongly consider community benefit space
Date:	Wednesday, February 28, 2018 1:15:29 PM

Hello Town Council,

I am writing as a community member, mother, and employee at Jackson Hole Children's Museum (JHCM). I respectfully request that you *strongly* consider the proposals for 174 N. King that include a community benefit space - both as a possible future home for JHCM and to preserve the mixed-use character of our downtown core.

We have been so appreciative of the Town's support to date. We have also proven to be a critical resource to our community, valued by 1000's of children, families and social service organizations.

Thank you for your consideration on March 5th.

Best,
Sara

--
Sara Fagan
Operations Director
Jackson Hole Children's Museum
www.jhchildrensmuseum.org
saraf@jhchildrensmuseum.org
307.733.3996

*Support the **Jackson Hole Children's Museum** - **donate** today!*

From:	Susan Clarke
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	In support of JHCM
Date:	Friday, March 2, 2018 5:15:51 PM

To the Jackson Town Council,

We are writing to strongly urge you to consider a development proposal for 174 N. King Street that includes a Benefit Space, in order to provide a place for the Jackson Hole Children's Museum. We need to keep this wonderful organization in its current location so that it can continue to do good things for so many children in our community, as well as maintain the mixed-use character of our downtown core.

The JHCM has provided years of exploration and fun for our six year old first grader, who currently attends Jackson Elementary School. We are so lucky that our son can simply meet his instructors after school and walk over to his after school program. Our son LOVES the JHCM, whether it is an after school program, a summer camp, a school program that he participates in with his class, or simply to just play and explore. Our almost three year old son is quickly becoming a fan of JHCM, and we look forward to the day when he too can participate in after school and summer programs. Additionally, Touch-A-Truck has become a family highlight of the year, wouldn't miss it! The JHCM does so much for families in our community, and it is essential that it remains as is. We love the JHCM!

Please be creative and flexible when considering the fate of this property, and please make every effort to support JHCM in finding a forever home. Thank you for your time and consideration.

Sincerely,
Susan Clarke
Eric Cole
Leif Cole
Duncan Cole

From:	Susan Johnson
To:	Town Council
Cc:	nick@jhchildrensmuseum.org
Subject:	174 N. King Street
Date:	Friday, March 2, 2018 10:39:10 AM

Dear Mayor and Town Council,
Please support a proposal for a Benefit Space to provide a home for the Children's Museum at it's current location. I understand the property is being proposed to be used for workforce housing, but I believe a space for the Children's Museum would be a compatible use for the property.
As a parent I certainly appreciate the Town leasing the space to the Children's Museum on the property for the past several years. Hopefully that relationship can continue. What a wonderful resource the Children's Museum has become for many of the kids growing up in Jackson. During long, cold winters and rainy off-seasons, as well as providing many children with quality after school programming, the Children's Museum has become a staple in the community for many parents and children.
Parking is sure to be of concern, but a pick-up and drop-off area for busses and parents along King Street would alleviate many of those issues. Additionally, there is ample parking for longer excursions to the museum less than a block away at the Deloney and King public lot.
Thank you for your consideration and for all of your hard work keeping Jackson the special place that it is.
Sincerely,
Susan Johnson
Town of Jackson Resident

Sent from my Verizon Wireless 4G LTE Droid

From: Tara Baker
To: Town Council
Cc: info@jhchildrensmuseum.org
Subject: Jackson Hole Children"s Museum
Date: Sunday, March 4, 2018 2:42:18 PM

Dear Town Council,

I am writing on behalf of the Jackson Hole Children's Museum.

I would like to ask you to strongly consider including the JHCM in the plans for the new construction planned for 174 N. King street. A permanent home, in the town of Jackson for the museum is imperative to the health of our community.

The JHCM is an extremely valuable resource to our community. As a long time nanny in Jackson hole, I have spent countless hours in the JHCM with children of all ages. The museum provides a safe place to learn, explore and challenge children's growing minds. There is no other resource like this in Jackson. With our long winters and harsh climate, it is imperative to have a safe, indoor space for our young families, located close to our town center where it is easily accessible to the vast majority of Jackson.
The museum often has guest speakers from the fire department, search and rescue, the forest service and other very influential and important entities. The museum also houses a variety of after school programs which allow room for learning alternative and very important subjects, which are not taught in school. And most importantly, the museum offers an inviting, safe community center for families to socialize and play.

Jackson hole is a very special place for many reasons, its mountains and ski life counted among those reasons. But Jackson hole is also a very unique place because we are not just a ski town, we are a community full of families, professionals and very driven, passionate people. Please let your decision on Monday march 5th, reflect your love and appreciation for this wonderful community of families who need resources like the Jackson Hole Children's Museum.

Thank you very much,

Sincerely,

Tara Baker
Small business owner: Pistol In The Lupine, LLC

970 846 4780

From:	Whiteley Wheeler
To:	Town Council
Cc:	info@jhchildrensmuseum.org
Subject:	Children"s Museum
Date:	Thursday, March 1, 2018 10:31:21 AM

Dear Council members,

I am writing to respectfully ask that you consider development proposals for 174 N. King Street that include space for the Children's Museum.
I and my family, all of whom live in Jackson and Teton County, use the museum regularly and truly value it as an educational and recreational resource for families here. We all would hate to see it go!

Thank you for your consideration.

Whiteley Wheeler

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

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

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

SUBJECT: Blackout of NBC Channel and Bresnan (Charter) Franchise Agreement

STATEMENT/PURPOSE

The purpose of this item is to update Council on the Legal Department's research regarding the abrupt February 2, 2018 blackout of the NBC channel (KPVI) in the Town and to provide Council's options to respond to this blackout.

BACKGROUND/ALTERNATIVES

At the February 20, 2018 Town Council Workshop, Council directed staff to continue their review of the Franchise Agreement and discuss such with the Legal Department's outside telecommunications consultant. In doing so the Legal Department identified the following options for Council action:

1. Send a Notice of Violation Letter Pursuant to the Franchise Agreement. Research indicates the letter may include the following points:
    a. Charter failed to provide the required notice of a programming change to its subscribers; and
    b. Charter provided false or misleading information to its subscribers regarding internet options for accessing KPVI programming.
2. Send Informational Requests to Charter Pursuant to the Franchise Agreement. Research indicates the Town may seek records and information from Charter with regard to the following Franchise Agreement subsections:
    a. 3.1 Technical standards;
    b. 3.5 Service to Public Buildings; and
    c. 3.8 Customer Service Standards; and
    d. 4.12 Rates and Charges; and
    e. 4.4 Quarterly Franchise Fee Reports; and
    f. 4.5 Annual Franchise Fee Reports; and
    g. 4.7 Audits.
3. File a Petition with the Federal Communications Commission. Such a filing may include requests that Charter restore the blacked-out channel, correct misleading statements made to subscribers, and pay fines.

It is noteworthy that the Legal Department will continue working with the Town's outside telecommunications attorney for all of three of these options.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

This item aligns with Council's goal to timely and efficient provide quality services and facilities in a fiscally responsible and coordinated manner to Town residents.

ATTACHMENTS

None.

FISCAL IMPACT

The fiscal impact of this item varies depending on Council's ultimate decision regarding how to proceed. The kinds of fiscal impacts that may be incurred include:

- Professional Service costs for assistance and review by outside telecommunications counsel; and/or
- Significant costs if the Town wishes to obtain an audit of the payments received by the Town pursuant to the Franchise Agreement; and/or
- Litigation costs if Council opts to pursue a petition in the Federal Communications Commission (these costs can be shared with, at minimum, one other community affected by the NBC blackout).

STAFF IMPACT

The impact on staff of this item will most squarely fall within the Legal Department in pursuing any and all legal options to enforce the federal law and/or Franchise Agreement. However, there may also be a staff impact in the Finance Department, depending on Council's selections from the options outlined above.

LEGAL REVIEW

Ongoing.

RECOMMENDATION

Staff has no recommendation at this time.

SUGGESTED MOTION

If Council chooses to take action on this matter, staff suggests the following alternative motions:

1. If Council elects to send a notice of violation letter:
   - I move to direct staff to send a notice of violation letter to Charter pursuant to the Franchise Agreement and/or federal law.

   OR
2. If Council elects to send both a notice of violation letter and to request records and information pursuant to the Franchise Agreement and/or federal law.
   - I move to direct staff to send a notice of violation letter to Charter and to request records and information from Charter pursuant to the Franchise Agreement and/or federal law.

   OR
3. If Council elects to send both a notice of violation letter and to request records and information pursuant to the Franchise Agreement and/or federal law and elects to file a petition in the Federal Communications Commission.
   - I move to direct staff to 1) send a notice of violation letter to Charter pursuant to the Franchise Agreement and/or federal law, 2) to request records and information from Charter pursuant to the Franchise Agreement and/or federal law, and 3) to file or join in a petition before the Federal Communications Commission.

Synopsis for PowerPoint (120 words max):

The purpose of this item is to update Council on the Legal Department's research regarding the abrupt February 2, 2018 blackout of the NBC channel (KPVI) in the Town and to provide Council's options to respond to the blackout.

Background:

At the February 20, 2018 Council Workshop, Council directed staff to direct staff to continue their review of the Franchise Agreement and discuss such with the Legal Department consultant. In doing the Legal Department has determined Council has a variety of action options available to it.

Fiscal Impact:

The fiscal impact of this item varies depending on Council's ultimate decision regarding how to proceed. The kinds of fiscal impacts that may be incurred include:

- Professional Service costs for assistance and review by outside telecommunications counsel.
- Significant costs if the Town wishes to obtain an audit of the payments received by the Town pursuant to the Franchise Agreement.
- Litigation costs if Council opts to pursue a petition in the Federal Communications Commission (these costs can be shared with, at minimum, one other community affected by the NBC blackout).

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

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

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: PAUL ANTHONY

SUBJECT: **ITEM P17-213 & P17-214:** DEVELOPMENT PLAN FOR 96-ROOM HOTEL/MIXED-USE BUILDING AND CONDITIONAL USE PERMIT FOR A DORMITORY.

APPLICANT: CHRYSTAL CREEK CAPITAL REAL ESTATE ADVISORS

[STAFF NOTE: This staff report is for the continuation of the Council's meeting on February 5, 2018 on this item. This staff report is mostly the same as the previous staff report but changes and additions have been made to the sections labeled:

- **'Alley';**
- **'Valet Parking' (subsection under 'Parking' heading);**
- **'Relationship Between Alley Vacation Approval and Development Plan Approval';**
- **The conditions of approval in the motion for the Development Plan.**

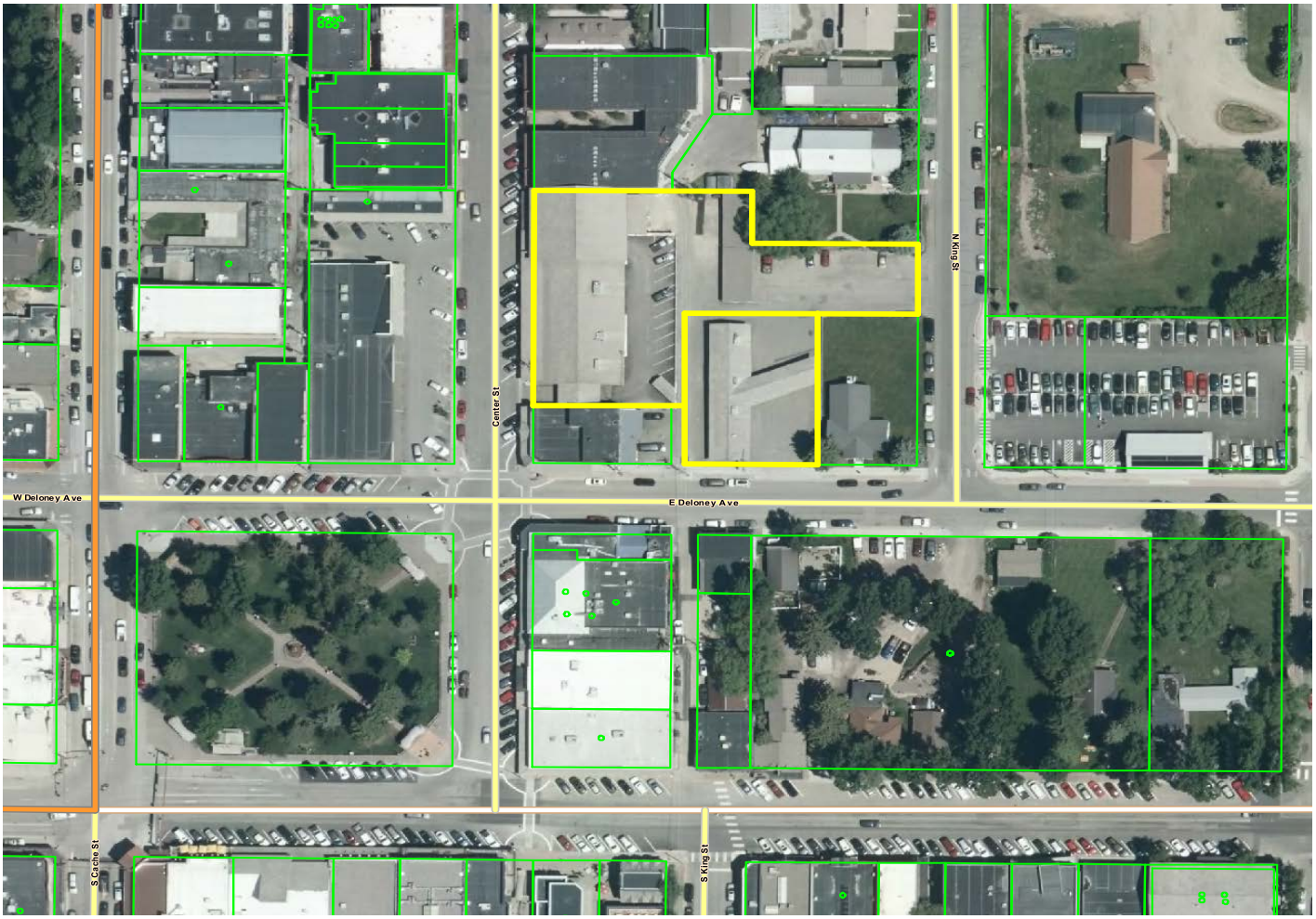
Please be sure to read over these sections again carefully. Only minor changes have been made to other sections for consistency and clarity.]

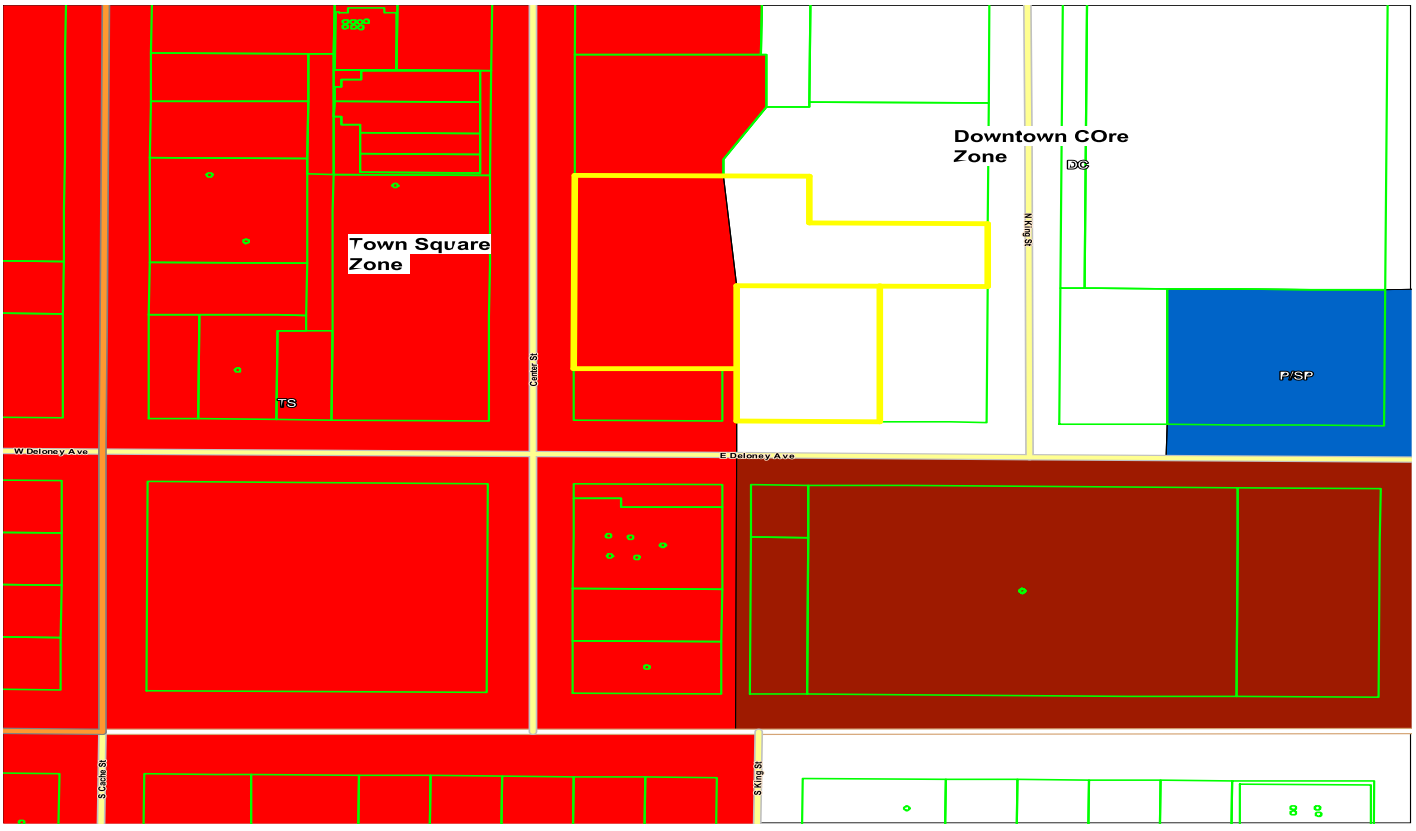
PURPOSE/REQUESTED ACTION

The applicant is requesting approval of a Development Plan for a 96-room hotel, restaurant/bar, retail, and employee housing project totaling 75,887 sf on properties located at 112 Center Street and 165 East Deloney Avenue. In addition, the applicant is requesting approval of a Conditional Use Permit (CUP) to allow a Dormitory use.

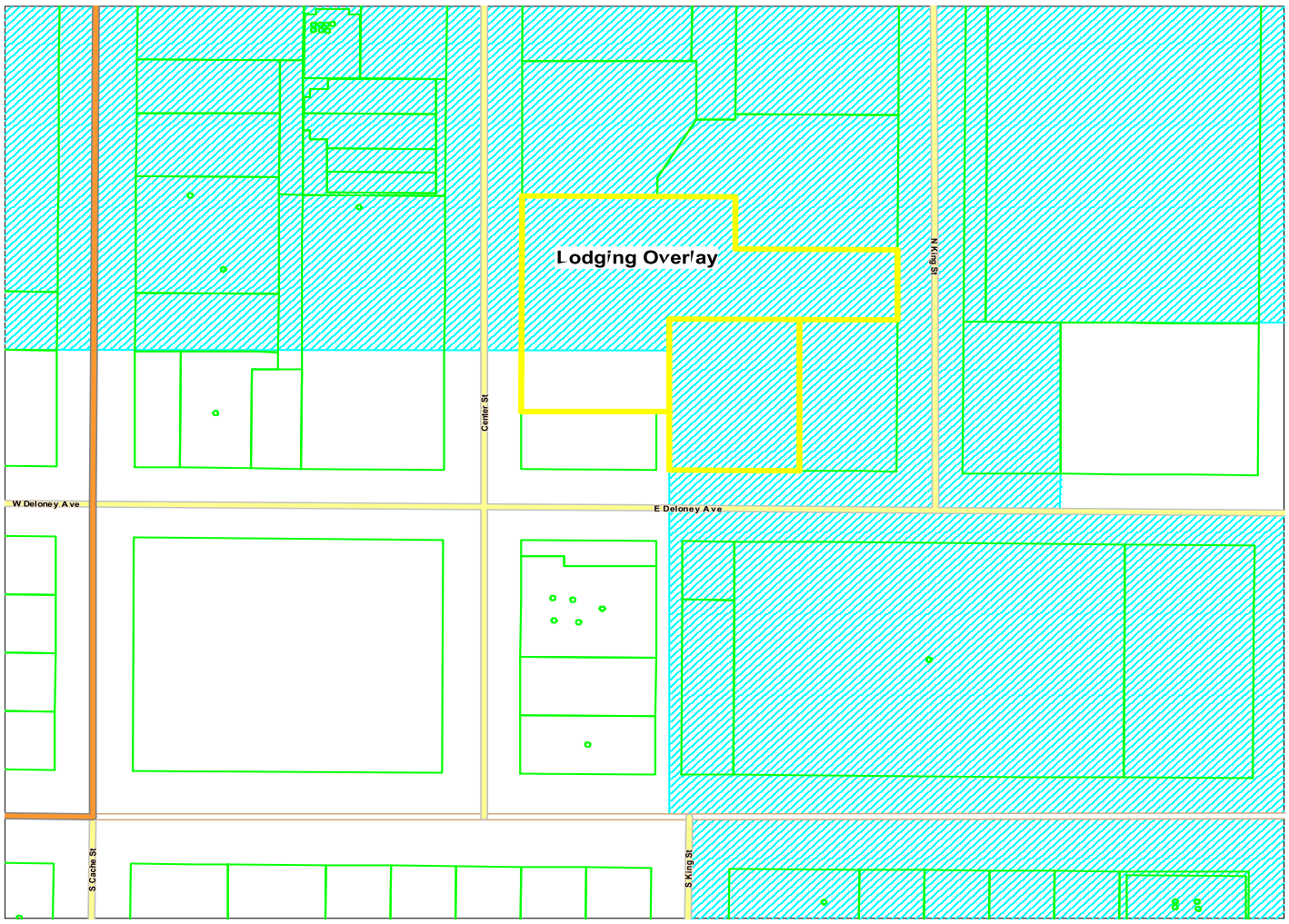
LOCATION

The property is located at 112 Center Street, legally known as LOTS 2-3-4- 5 BLK. 3, Clubhouse, PT SW1/4SW1/4 Section 27, Township 41, Range 116, and 165 East Deloney Avenue, legally known as LOTS 8-9, BLK. 1, Van Vleck - 2. An aerial photo and zoning map are shown below:


W Deloney Ave
E Deloney Ave
Center St
N King St
S Cache St
S King St


Town Square
Zone
TS
Downtown COre
Zone
DC
P/SP
W Deloney Ave
E Deloney Ave
Center St
N King St
S Cache St
S King St

2



BACKGROUND

The subject project is currently occupied by the Wells Fargo bank and the additional tenant recently vacated by the Jackson Hole Chamber of Commerce. It is a total of 1.08 acres and has a unique shape that includes three street frontages – Center Street, Deloney Avenue, and King Street. The Center Street frontage is considered by staff to be the primary street frontage because it is the longest and most visible and connected to the Town Square area. In addition, the property is split zoned with the western portion zoned Town Square (TS) and the eastern and southern portions zoned Downtown Core (DC). The property is located in the Lodging Overlay (LO) except for a southern 50' x 110' portion of the 112 Center Street property.

There is a drop in elevation of approximately 8' from the west to east side of the property, mostly contained within a single topographical bench where parking is currently tucked under the existing Wells Fargo building. The applicant. Properties to the north of the subject site have private easements that extend from the alley, across the applicant's property, and then to the circulation and parking areas of those properties. This large variety of interrelated zoning, topographical, easements, and access issues creates a complex set of circumstances that the project must balance and address.

The Town has a dead-end, narrow alley ROW (10' wide x 235' long) that extends north from Deloney Avenue and provides access to the interior circulation area of the site. The applicant has submitted to the Town a Petition to Vacate the alley and replace the alley access with a new 25' wide easement from King Street. The Town Council preliminarily approved the requested vacation of the alley on January 16, 2018, but

the vacation still needs to pass three ordinance readings before it is fully approved. The first reading of the alley vacation is scheduled to be heard on March 5 at the same meeting that this Development Plan will be heard by the Council. This will allow the Council to consider both items together.

A Sketch Plan was approved by the Council for this project, including a Conditional Use Permit to allow a building of up to 35,000 square feet in the Town Square Zone, on April 17, 2017. The Sketch Plan approval included the following nine conditions of approval:

1) The applicant shall address comments from the DRC and staff and present the project to the DRC prior to Development Plan approval.
2) If the five valet parking spaces within the Center Street ROW are approved for the exclusive use of the hotel, the applicant shall provide the Town the required consideration prior to building permit approval.
3) The applicant shall submit with the Development Plan a draft deed-restriction to meet the employee housing mitigation requirement for the project that is approved by Housing Department.
4) The applicant shall obtain approval for any encroachment of the sidewalk canopies into the Center Street ROW prior to approval of the Development Plan.
5) The applicant shall obtain approval for any encroachments or easements into the Town alley, or vacation of the alley, prior to approval of the Development Plan.
6) The applicant shall ensure through the provision of necessary easements and/or other instruments that all existing vehicular access rights through the applicant's property for adjacent properties shall be protected, if not improved, as part of the final design of the project.
7) The vehicular entrances on Deloney Avenue and King Street shall provide adequate clearance heights for the Fire Marshall.
8) As part of the Development Plan submittal, the east-facing and south-facing facades on the Deloney building that are shown as 10' from the property line shall be revised to provide architectural elements at 5' from the property line to meet the LDRs.
9) Any dormitory proposed for employee housing shall require the submittal of a CUP as part of the Development Plan.

As explained in this staff report, the applicant has either met all of the conditions of approval or the condition has been carried forward to the Development Plan because it is a condition that can only be met in the future.

Project Description

NOTE: This project description assumes that the applicant's proposed alley vacation will be approved by the Council after the three required ordinance readings.

Overview: The request is to remove all existing buildings on the Wells Fargo site and replace them with a 96-room hotel that includes a restaurant/bar, two retail spaces, and employee housing. No variances or administrative adjustments are requested as part of this application. Instead, the project is designed to meet the base development standards of the applicable zones.

In summary, the project includes the following:

- 62,906 sf hotel with 96 rooms
- 3,251 sf restaurant (not including 500 sf outdoor dining on Center Street)
- 3,421 sf conference space
- 1,417 sf of retail in two different tenant spaces

- 4,892 sf of employee housing (including 230 sf of interior corridors/stairwells)
    - **Total Size: 75,887 sf**

The hotel will be divided into two buildings — one facing Center Street that is in the TS zone and another building facing Deloney Ave. and King Street that is in the DC zone. These two buildings would be connected by an enclosed ground-level walkway to provide guests indoor access between the buildings. In terms of layout, the building facing Center Street will be two and three stories, with a restaurant and retail space located on the first level, the conference room on the second level, and hotels rooms on the second and third level. The portion of the Center Street building that is not in the LO (see map above) is two stories because three stories are only allowed in the LO. The restaurant will have about 500 sf of outdoor seating area. The third floor will be stepped back 10' in an effort to be consistent with the new District 2 requirements even though it is not located in District 2 (see below for more discussion on the application of District 2 standards to the Center Street building). The main entrance to the hotel will be on Center Street.

The building facing Deloney and King Street ("Deloney building") is located in the DC zone and District 2 and so is required to meet the new DC standards. The Deloney building will be a maximum of 37.5' tall on the Deloney frontage and 26' tall on the King Street frontage. A few hotel rooms and a small retail space will front the Deloney frontage. The pedestrian entrance to the employee housing units and the vehicular entrance to the hotel and public access easement (i.e., relocated 'alley') will face the King Street frontage.

Primary changes to the project from Sketch Plan approval:

- Hotel rooms: Reduced from 98 to 96 rooms.
- Alley: The existing 10'–wide Town alley would be vacated (assuming the Petition to Vacate the alley obtains final approval) and replaced with a 25'-wide access easement accessed from King Street. Previously; both the current alley and access easement were intended to provide vehicular and pedestrian access.
- Location of uses on Center Street: The location of the hotel lobby, restaurant, and retail space off Center Street have been modified so that now the lobby is closest to the Town Square, the restaurant is in the middle, and the retail space is to the north (previously the order was retail, lobby restaurant from south to north);
- Retail uses: The number of individual retail spaces has been reduced from 3 to 2 (the King Street retail space has been eliminated);
- Architecture:
    - Center Street façade: The building façade on Center Street has been modified from the 3 large stone 'frames' to 3 smaller stone frames on the north portion and a new stone design on the southern portion of the building. See DRC section for more detail. In addition, the roof overhangs on portions of the building have been eliminated to provide a more western character.
    - King Street façade: The retail space has been removed and so the façade now covers a stairwell used for the employee housing.
    - Outdoor deck: The rooftop deck is proposed to be extended to the south onto the top of the adjacent Wells Fargo building if possible.
- Location of pool: The pool was previously located on the second level near the King Street frontage but is now proposed at ground level in the center of the site where the alley is currently located;
- Parking: The number of parking spaces has been reduced from 87 to 77 spaces;
- Employee housing: The amount of employee housing has been reduced from 6,136 sf to 4,892 sf. In addition, two dormitory units have been added.

Parking: The project will include 77 on-site parking spaces located within an enclosed underground garage. 40 of the spaces will be tandem parking and use valet parking. The only access to the hotel parking will be from King Street via a 25'-wide partially covered access way. All parking for the hotel will be done by valets. The valet service would be provided at the main hotel entrance on Center Street for guests during check-in and check-out. In order to facilitate the valet parking, the applicant is requesting to reserve in some manner (i.e., lease/reserve with signage) 5 angled on-street parking spaces on Center Street in front of the hotel lobby entrance (see more detail on this issue below).

Sidewalks: The applicant will reconstruct and improve the existing sidewalk on Center Street to eliminate the current grade changes (steps) and will provide a 13' wide pedestrian frontage from the curb to the face of the building. An 8'-wide covered walkway (without supporting columns) will be provided along the entire Center Street frontage. The applicant will also provide a 13' pedestrian frontage (curb to front of building) on both the Deloney and King Street frontages. All pedestrian frontages will include a 5' street buffer area of specialty pavers (and street trees where possible on the Deloney and King Street frontages). Canopies on Deloney Avenue will cover at least 75% of the sidewalk length and will cover the sidewalk to a width of 8 feet. There is less covered walkway on the King Street frontage due to the vehicular entrance. Significant portions of the canopies will extend in the Town ROW and so encroachment permits will need to be approved as part of the final design (i.e., building permit stage) of the project.

Alley: The applicant has submitted to the Town a Petition to Vacate the existing 10-wide and 235'-long alley extending from Deloney Avenue to the northern property line of the applicant's property. The intent is to replace the existing alley with a new 25'-wide access easement (20' for two travel lanes and 5' for a separated sidewalk) from King Street. The applicant proposes to provide this access easement to the Town, the public, and all existing property owners that rely on the existing alley for access. The applicant would maintain the alley easement at its own expense. The proposed access easement includes a large turn-around area at the project site's northern property boundary that would allow fire trucks and other large delivery vehicles to turn around and exit head-first back on to King Street. Properties to the north of the applicant's site that currently have private easements that provide varying degrees of vehicular access to and from the existing alley would have their access maintained, if not improved. In addition, approval of the proposed access easement could help to avoid future conflicts related to any potential legal deficiencies related to the existing substandard 10'-wide public alley. Staff also notes that approval of the access easement should have no negative effects on the Town's ultimate goal to extend the alley/public access to the north to Gill Avenue. This is especially important because the Gail Building on Gill Avenue was recently approved with a 20'-wide reserved alley through the first floor of the building in anticipation of a future public connection.

The applicant's alley vacation request was approved by the Council on January 16, 2018, with 12 conditions of approval. Three ordinance readings are required, however, before the vacation receives final approval. The applicant has since provided updated information to address the conditions, including an appraisal by Rocky Mountain Appraisals. Staff has reviewed the updated information and the Town Attorney has prepared an ordinance for first reading to be considered on March 5. Planning staff is generally supportive of the vacation request but Public Works Department has provided follow-up comments that will require additional discussion though none appear to be unresolvable. For this reason, staff has added a condition of approval to the Development Plan that requires the applicant to enter into a development agreement with the Town prior to submittal of a building permit. The main purpose of the development agreement would be to finalize and clarify the responsibilities of the applicant and Town related to the development and maintenance (e.g., snow plowing) of the access easement that reflects the final approvals of the Development Plan and alley vacation.

Utilities: Assuming the alley vacation is approved, the applicant is proposing to remove the existing overhead power lines and power poles located in the alley and bury the power line in the King Street ROW pursuant to Lower Valley Energy approval. They would also reroute the existing Town sewer line, install

their own internal sewer line to serve the new development, and ensure that all other properties (i.e., the retained Wells Fargo property on the corner of Cache and Deloney) are reconnected to the public sewer system consistent with Town and Public Works approval. As proposed, these changes would be made without cost to the Town.

Wells Fargo Building on corner of Center Street and Deloney: Although not technically part of this application, the applicant's architect has been hired to assist Wells Fargo in the redevelopment of their property on the corner of Center and Deloney (i.e., formerly Moo's Ice Cream and Wilcox Gallery). This property is adjacent and to the south of the applicant's property and is in a very prominent and visible location from the Town Square. Conceptual designs for this new 2,500 sf Wells Fargo building are provided in this application to help provide context. This building went to the DRC three times and received final approval on April 12, 2017.

Compliance Summary: The applicable dimensional limitations for the project are shown below. The fact that the project site is located in two different zones and partially in and out of the Lodging Overlay makes it more difficult to succinctly analyze.

	Town Square (TS) (Center St. building)	**Downtown Core (DC) (Deloney/King building)**	**Complies?**
FAR	19,217 sf x 1.83 = 35,167 sf Alley (if vacated) = 2,350 x 1.83 x .75 = 3,225 sf + 2,350 x 1.3 x .25 = 763 sf 3,988 sf total for alley **Total allowed = 38,392 sf** *Proposed: approx. 33,718 sf*	25,727 sf x 1.3 = 33,445 sf Alley (if vacated) = 2,350 x 1.3 x .25 = 763 sf **Total allowed = 34,971** *Proposed: approx. 34,575 sf*	Yes[1] (see below)
LSR	0.0 *Proposed: 3,426 sf on entire site*	0.0 *Proposed: 3,426 sf on entire site*	Yes
Plant Units	None *Proposed: 1 – 2 on entire site*	None *Proposed:1 – 2 on entire site*	Yes
Maximum Lot Coverage	N/A	N/A	Yes
Minimum Lot Size	5,000 SF Proposed: Complies	5,000 sf Proposed: Complies	Yes
Height (Max)	35' *Proposed: 35' (38.5 with 110% allowance)*	42' (flat roof) *Proposed: 40'*	Yes (see below in "Overview' section)
Height (Min)	N/A	24' /2 stories *Proposed: 40'/24'*	Yes
Parking	Flexible	Flexible	Yes (see below)
Front Yard Setback	0' *Proposed:*	0 – 5' *Proposed: 0' - 5'*	Yes

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	Town Square (TS) (Center St. building)	Downtown Core (DC) (Deloney/King building)	Complies?
Rear Yard Setback	0' *Proposed: N/A*	0' or 5' *Proposed: N/A*	Yes
Side Yard Setback	0' *Proposed: 0'*	0' or 5' *Proposed: 0', 10'*	Yes[2]
Number of Stories	In LO: 3 Not in LO: 2 *Proposed: 2 and 3*	3 *Proposed: 3*	Yes
Street Façade Width	N/A	80% *Proposed:* *Center: 100%* *Deloney: 90%* *King: 40% plus entrance*	Yes
3rd-story stepback	N/A *Proposed:10'*	10' *Proposed:* *Center: 10'* *Deloney: 10'* *King: N/A*	Yes
Transparency	N/A	1st Story; 60% 2nd Story: 30%	Yes
Blank Wall Area	N/A	Primary Street: 15' Secondary Street: 30'	Yes
Story Height	N/A	Ground story; 12' Upper stories: 9'	Yes

[1] The maximum combined FAR (1.83 + 1.3) allows a total of 73,363 sf of floor area on the site (including the alley but excluding deed-restricted employee housing). The applicant is proposing a total of 70,995 sf of floor area, so it meets the FAR limits. Properties with split zoning can transfer limited amounts of floor area from the less intense zone to the more intense as done here to better achieve LDR goals for a unified development.

[2] Due to the unusual configuration of the project site, nearly every property line is a side setback but the building has internal portions (i.e., not on street frontage) that are set back approx. 10' to allow hotel rooms to have windows. Staff added a condition of approval as part of the Sketch Plan that these portions of the building be redesigned for Development Plan to have structural elements at 5' from the property line to meet this standard. The applicant made these changes and so the condition was dropped for final Development Plan.

Staff Analysis

The following is a more detailed discussion on the key regulatory issues with the proposed project:

Overview

As was mentioned above in the project description, this project has a complex set of interrelated LDR requirements because the project involves two different zone districts (TS and DC), has portions of the property inside and outside of the LO, has frontages on three different streets (Center, Deloney, and King), and has a partial public alley that need to be coordinated. This set of circumstances required staff to make a number of preliminary LDR determinations and interpretations to provide guidance to the developer as well as to decision-makers. Below is a summary of the preliminary LDR interpretations made by staff:

- Applicability of District 2 standards to Center Street building which is not in District 2: While the western portion of Center Street property was not rezoned as part the recent District 2 LDR update, staff has requested that many of the District 2 standards be applied to the design of the Center Street

building due to its prominent location within the Town Square area — in particular, the standards for a 13' pedestrian frontage, 10' third-story stepback, 24' minimum height, first floor transparency, and 12' minimum floor heights. The applicant has, to its credit, committed itself to meeting these District 2 standards where possible and staff finds that they have, in fact, done so per the submitted application.

- Allowing lodging uses in part of the Center Street building not in Lodging Overlay (LO): Because a small portion of the property is located outside of the LO, the applicant asked whether it would be possible to locate limited non-lodging hotel uses (i.e., the conference room and outdoor deck) in the non-LO part of the building. Staff's conclusion is that this would be acceptable because doing so would meet the intent of Sec. 1.7.5.C that allows development in split zones to be located in the lesser intense zone (i.e., the non-LO area) if it improves scenic views or lessens environmental impacts. In this case, allowing the conference room on the 2nd story provides the necessary mass and height to the building that might otherwise not have a second story. This will improve the visual impact of the building and create the type of visual character that is more consistent with the Comprehensive Plan and District 2 standards. In addition, the rooftop deck will add human activity to the TS portion of the site.

- Applicability of 110% height standard for sloping sites: The LDRs (Sec. 9.4.9.B) allow buildings on sloping sites to exceed the maximum height limit by 110% as measured from the building's absolute high point to absolute low point. Due to the site's drop in elevation from the topographical bench, the Center Street building qualifies for this provision. Thus, because the Center Street building has a height limit of 35' the 110% rule allows the buildings to be 38.5 feet in height. Furthermore, due to additional grading to create underground parking which artificially lowers the building's elevation in the back of the building, and a site that slopes downward both to the east and north already, the applicant notes that the absolute high and low points of the building are approximately 42' apart in the northeast corner of the building. This is the case even though the building is 35' tall at the Center Street frontage and thus will not appear greater than 35' from as viewed from Center Street or from any vantage point in the Town Square. This 42' portion of the building is essentially visible only from the internal (private property) part of the site and so should not impact the public.

  With this in mind, the applicant has proposed that the low point of the building be measured not from the area immediately adjacent to the down ramps for the underground parking but from the top of the proposed planters to be located next to the parking entrances within the proposed internal pedestrian plaza. While this may seem like a novel approach, a similar approach was used to measure height at Hotel Jackson where the hotel was also on a sloping site. In that case, the hotel was not penalized on height by being required to use its down ramp to an underground parking garage as the lowest point of the building. Instead, the Town used the planters next to the down ramp as the most fair and logical lowest point because they better represent "ground level" than the surface of the down ramp. The applicant is asking for the same treatment.

  Staff thinks the two situations are comparable (i.e., both involving underground parking down ramps on sloping sites) and so we conclude that the lowest point of the Center Street building should be measured from the top of the planters shown on the site plan located in the new internal pedestrian area. The height measurement would then be 38.5' (instead of 42') and so comply with the 110% height allowance. Staff notes that this interpretation is also consistent with our land use goals to encourage underground parking to minimize the visual impact of parking. It should also be considered that denial of this interpretation would not change the height of the building as viewed from Center Street or the Town Square but might lead to undesirable design modifications to the front façade such as lowering the ceiling heights and/or possibly sinking the first floor along the

Center Street frontage one or two feet which would significantly reduce the pedestrian environment on Center Street.

- Determination of primary street frontages: The project site consists of two properties that include a total of three street frontages but (oddly) does not include a corner lot. This creates a bit of challenge in determining which street frontages should be considered primary and secondary, which has implications for which development standards should apply. Staff concludes that Center Street should be considered the primary street frontage as it is the widest (180'), most visible, and will receive the most pedestrian traffic. The Deloney Avenue frontage (100' wide) should be considered the secondary frontage because it is still close to and visible from the Town Square. The King Street frontage is the shortest (60' wide), the least visible from the Town Square, and least likely to get pedestrian traffic for the foreseeable future. The result of this categorization is that staff agrees with the applicant's choice to use the King Street frontage as its primary vehicular access even though this creates an architectural "hole" in the building frontage.

Site Design

As mentioned above, the project site is challenging due to its odd shape (three street frontages), multiple zoning districts, a partial overlay zone, significant change in elevation, and a complex set of access easements and alley. In general, the applicant has done a commendable job at addressing each frontage with the appropriate building design, uses, and pedestrian improvements. The buried parking garage and lack of a drive-through hotel entrance (i.e., porte cochere) on Center Street means that the presence of cars has been effectively minimized both visually and from the pedestrian's perspective. The choice to have two buildings connected by a ground-level walkway instead of one large building is also approved by staff because it breaks up the mass of the building and allows each building to follow the different development standards applicable to the TS and DC zones. In addition, the applicant has adequately addressed the LDR requirements as expressed in Condition #7 of the Sketch Plan that relate the 5' side setback in the DC Zone and so that condition has been deleted.

DRC Review/Building Design

Condition #1 of the Sketch Plan required the applicant to undergo review by the Design Review Committee (DRC) prior to approval of the Development Plan. The applicant complied with this condition by going to the DRC on December 13, 2017 and getting a recommendation of approval without any conditions. The applicant also responded to comments from the Planning Director to make the building's design more "western" in character. In summary, included in the DRC's review was the approval of the following architectural and site plan changes (repeated from above) that were made to the project since the approval of the Sketch Plan:

- Center Street façade: The building façade on Center Street has been modified from the 3 large stone 'frames' to 3 smaller stone frames on the north section and a new stone design on the southern third of the building. See DRC section for more detail. In addition, the roof overhangs on portions of the building have been eliminated to provide a more western character.
- King Street façade: The retail space has been removed and so the façade now covers a stairwell used for the employee housing.
- Outdoor deck: The rooftop deck is proposed to be extended to the south onto the top of the adjacent Wells Fargo building if possible.
- Location of pool: The pool was previously located on the second level near the King Street frontage but is now proposed at ground level in the center of the site where the alley is currently located;

In general, the DRC agreed that the above changes were improvements to the overall design of the buildings and site. In particular, they thought that the modified Center Street frontage was better conceived and that moving the outdoor pool to the ground level and to the center of the site was a major improvement in both the function and form of the project. This was the third and final review by the DRC of the project and so Condition #1 of the Sketch Plan has been met.

Access/ Circulation/Traffic

Traffic Analysis: A traffic impact analysis has been provided by the applicant as part of this application. In summary, the analysis concludes that the proposed development will add an additional 116 trips per hour during the PM peak period to the adjacent transportation system. However, because the existing bank use generates approximately 95 trips per hour during the PM peak period, the proposed development will result in a net increase of 21 trips per hour during the peak PM period. The analysis concludes that this net increase of 21 trips per hour "can easily be absorbed into a network that currently handles 1,970 trips per hour [number of trips on North Cache Street between Broadway and Gill Street] and has signalized or stop sign controls at all nearby intersections." The analysis does not calculate the estimated total number of *daily* trips the proposed development would generate because it states that the primary traffic issue is the evening rush hour and so it focuses its analysis on this time period. It should also be noted that while much of the hotel check-in traffic will be on Center Street to access the front lobby a majority of the traffic will start and end at the parking entrance on King Street which is a much less congested street than Center Street. Staff much prefers using King Street for access than Center Street and for reducing traffic on Deloney.

Based upon the information provided, staff finds that the use of the existing signalized intersections in the immediate area can adequately serve the proposed development and no transportation improvements are necessary.

Vehicular Access: Assuming the proposed Petition to Vacate the existing alley obtains final adoption, the majority of vehicular access to the hotel would be from the new access easement extending from King Street. A valet parking drop-off/pick-up service will be provided at the internal circle in the access easement, making this the focus of entering and exiting the hotel once people have made their initial arrival at the Center Street access. The clearance height for the King Street entrance will be 15 feet. The Fire Marshall has commented that the proposed covered access will provide adequate clearance height for fire trucks. In addition, the Fire Marshall as reviewed and approved the turnaround area within the site as adequate for all necessary fire apparatus. Finally, the applicant has committed to ensuring that all existing access rights that currently cross the applicant's property will be maintained and, where possible, improved.

Based upon the information provided, staff finds that the proposed access plan is functional and meets the LDR requirements for a Development Plan.

Streetscapes/Pedestrian access

As mentioned above, the applicant will reconstruct and improve the existing sidewalk on Center Street to eliminate the current grade changes (steps) and will provide a 13' wide pedestrian frontage from the curb to the face of the building to meet the new District 2 pedestrian requirements even though they do not apply to this portion of the site. The applicant will also provide a 13' pedestrian frontage on the Deloney and King Street frontages. The Center Street and Deloney Avenue frontages will include a 5' street buffer area that is combination of pavers and street trees. A cantilevered covered walkway (i.e., without supporting columns) will be provided along the entire length of the Center Street building, as strongly encouraged by the Comprehensive Plan and LDRs. The proposed pedestrian facilities will significantly improve the walkability and comfort of pedestrians in this important visitor area of town and so staff supports the plans as presented.

In addition, some portions of the canopy will extend into the Town ROW and so encroachment permits will be submitted once the Development Plan is approved and the final locations of all encroachments can be accurately surveyed. Staff finds that the pedestrian frontages meet the LDRs and the intent of the TS zone and Comprehensive Plan that require a continuous covered walkway in the TS zone.

Parking

The following table shows the parking requirements:

Unit Type	Unit Parking Ratio	Requirement
Hotel (96 rooms)	.75/room	72
Conference	Included in hotel parking	Included in hotel parking
Restaurant/Bar	1/110 sf of dining area + 1/60 of bar area	55.8[1]
Retail (1,417 sf)	2.25/1,000	3.18
Employee housing	Dorm: .25/br; Apt: 1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	2 Dormitories: 2 spaces 2-br apt: 1.5 spaces 3-br apt: 1.5 spaces TOTAL = 5 spaces
Parking credits	Property has 67.9 parking credits from 1988 parking study.	58.98 required parking spaces for restaurant/bar and retail uses will be met by existing 67.9 parking credit.
Valet parking spaces	Applicant proposes 5 on-street parking spaces in Center Street ROW	No requirement in LDRs for valet parking.

[1] Because the floor plan of the restaurant has not yet been determined, the applicant provided an estimate of the future floor plan for the purposes of estimating the parking requirement. This means that any future restaurant will have to meet this parking requirement or use an existing parking credit or pay a fee in lieu, as necessary.

Given that the site is located in both the TS and DC zones, staff has chosen to use the DC parking standards because this is functionally one unified project. In addition, the DC standards were recently adopted so staff feels they are more representative of national best practices as well as the desired future character of the site and immediate neighborhood. The DC zone also provides parking credits for on-street parking and a fee-in lieu option for nonresidential uses if applicable. Relevant for this project, only the lodging and residential uses must provide on-site parking because all of the nonresidential uses (e.g., restaurant, retail) can use existing parking credits to avoid providing any on-site parking (i.e., the proposed restaurant/bar and retail spaces require 58.98 parking spaces which is less than the 67.9 parking credits they have). Based on staff's analysis, the proposed application requires 77 parking spaces. The application shows 76 parking spaces but during the Planning Commission hearing the applicant committed to providing one more space using a mechanical lift in the parking structure. This approach satisfies staff and the Planning Commission.

Valet parking: The one parking issue that still needs to be addressed is the status of the 5 proposed valet spaces that the applicant is requesting to use in the Center Street Right-of Way. As background, the applicant plans to use valet parking for all hotel guest parking needs. They would have a valet at the hotel entrance on Center Street to serve arriving (and less so departing) guests and then another valet stationed at the entrance of the parking garage in the back of the building to serve guests returning to and departing from the hotel. Valet parking would be provided as an amenity and because the parking garage uses tandem parking spaces that require valets to organize the cars. To make this valet parking system work efficiently, the applicant is

proposing to reserve in some manner (lease/sign as loading-only) 5 angled parking spaces on Center Street in front of the hotel for the exclusive use of their guests.

The difficulty with this request, as was reinforced by a discussion with the Town Engineer, is that the Town does not have a clear process to reserve parts of street ROW for private parking, such as hotel valet parking. To provide context here are how valet parking is done by three other downtown hotels:

- **Hotel Jackson:** The record and history of the valet parking spaces is a bit complex. However, staff can confirm that the 58-room Hotel Jackson was required to pay for three 'valet' parking spaces using the Town's fee-in-lieu rate, resulting in a total fee of $25,500 ($8,500 x 3). It should be noted that the Planning Staff and Town Engineer recommended that the applicant pay $40,000 for each space because that was the estimated replacement cost for a structured parking space. There appears to be some ongoing confusion, however, about the nature of the restriction on the valet parking spaces. The staff report stated that the three parking spaces would be for 'private function' but the Town does not have any legally established parking designation for the exclusive private use of public parking in the ROW. Thus when the applicant would call the police, as has repeatedly happened, to remove non-hotel cars using the three spaces the police told the hotel that they could not ticket those cars because there was no parking ordinance to cite. In response, it appears that the hotel has since installed private signs that say "Hotel Jackson Valet Parking Only" and otherwise treats the spaces as their own but without the assistance of the police department.
- **Springhill Marriott:** The Marriott stated in its development application that it needed to reserve 2 parking spaces in the public ROW for its 100-room hotel. The staff report noted that the Town had previously required Hotel Jackson to pay for these spaces according to the current fee-in-lieu price for a parking space in the Downtown Parking District. This would mean that Marriott would be required to pay $8,500 for each space for a total of $17,000. In addition, the staff report noted the applicant would be required to provide and pay for an additional on-street handicap space on Simpson in front the main entrance for the additional cost of $8,500. This would be a total cost of $25,500 to the applicant for the three valet on-street parking spaces. No further discussion was included in the approval on exactly what type of restriction the valet parking spaces would include, presumably leaving this detail to a future discussion. The Marriott did not subsequently approach the Planning Department or Council to reserve and pay for the two or three parking spaces. However, it appears the Marriott may have approached the Public Works Department to request that they put yellow paint on the curb to reserve the valet parking spaces. It is unclear what Marriott may have told Public Works to justify the yellow curb but they may have conveyed (mistakenly) that they had been approved for two valet spaces as part of the Development Plan. The posted signs for the reserved spaces say "No Parking Hotel Loading Zone" but these are not official Town signs and were not installed by the Town. Thus, the valet parking restriction on these spaces is likely not legally enforceable should the hotel attempt to do so by calling the police.
- **Wort:** The Wort has three parking spaces with a yellow painted curb that are reserved for hotel guests with private signs that say "Guest Loading Zone No Parking." Staff has been unable to determine when or what process was used to create these designated parking spaces.

As can be seen from the above summaries, each hotel has addressed valet parking in a different manner with three different types of private signs. This outcome is partially due to different approaches taken by the Town during the approval process. The reason for this inconsistency is that neither the LDRs nor the Town Municipal Code contain any provision that allows 'valet parking' as a recognized use of the public ROW, yet ad-hoc accommodations have been made to address this reasonable need. The lack of a true valet parking option has caused some parking enforcement confusion and issues. Police Chief, Todd Smith, has noted that he can only enforce parking rules that exist in the Town Municipal Code, such as the unrestricted 15-minute loading zone limitation where spaces are properly signed. And because there are no adopted allowances or

rules for 'valet' parking spaces in the Municipal Code, the 15-minute loading zone is probably the closest option the Town can offer the applicant for their intended purpose.

To help us better understand how some other communities address valet parking for hotels, staff asked our new Joint Town and County Transportation Coordinator, Tom Newland, to research the valet parking regulations in these communities (his memo is attached to this staff report). In summary, the memo states that these communities have a specific process and permit by which hotels, and possibly other uses, can reserve valet parking spaces in the public ROW. The memo notes that, among other requirements, these valet parking spaces are usually reserved as loading zones with limits of 10 -15 minutes and shall not create any safety issues. They also typically require the following: an application fee of $200 - $500; a "Right-of way' annual fee that is often between $500 - $1,500/year; and a signage fee of $50 - $150/sign. Additional conditions typically include that the valet spaces can be used by any member of the public who needs loading services, that the hotel's use of the spaces is limited to hotel guests (not owners or employees of the hotel), and that the hotel may not block off the valet spaces in any way from public use.

Based on this memo, Planning staff supports initiating a process, in concert with the Town Attorney, Police Chief, Public Works Department, and any other relevant Town departments, to explore a possible Municipal Code amendment to create a new category of 'valet parking' spaces that hotels (and possibly other uses such as restaurants) can apply and pay to use. However, even if this effort is undertaken, it will not be accomplished within a timeframe helpful to the proposed project.

In this light, Planning staff's position is that we are sympathetic to the applicant's request (and to all hotels in a similar situation in Town). The applicant's need for valet parking spaces in the street is directly related to its design choice to not use a traditional drive-through porte cochere (e.g., see Homewood Suites on Millward Street) that requires two curb cuts across the sidewalk and creates potential safety conflicts between pedestrians and cars using the same sidewalk crossing. This design also tends to reduce overall on-street parking supply because it consumes on-street parking spaces with two curb cuts. For these reasons, staff and the applicant agreed that such an approach would be unsuitable for this busy Center Street location. This then means that an alternative must be found to provide safe, quick, and convenient check-in/out parking for the hotel and to prevent hotel guests from driving in circles trying to find parking and creating unnecessary traffic. It's important to note too that even if the five parking spaces are dedicated in some way to the hotel that the proposed project would result in a net *increase* of 1 public parking space on Center Street compared to current conditions due to the elimination of the two existing curb cuts that serve the bank. From this perspective, planning staff supports a solution to designate 4 parking spaces as close to the hotel entrance as possible with our existing 15-minute loading designation. A condition of approval has been added that incorporates this recommendation. If and when the Town adopts a more specific valet parking ordinance, then the applicant would have the option to apply to convert the 4 loading zone spaces to valet spaces.

Other than the unresolved issue of the valet loading zone designation, which we expect to be resolved through Council discussion, staff finds that the submitted parking plan meets the LDR standards.

Employee Housing

The applicant is required to provide employee housing for the proposed hotel and retail spaces minus any credits for existing development. The total requirement is as follows:

Use	Square Footage	Requirement	Requirement
Lodging	62,906	47 / 1,000	2,957 sf
Conference room	3,421	47 / 1,000	161 sf
Restaurant/Bar	3,251 + 500 sf of outdoor dining[1]	378 / 1,000	1,418 sf
Retail	1,417	156 / 1,000	221 sf
Sub Total			**4,757 sf**
Credit for existing development (6.3.1.C.1)			585.3 sf
Net Total requirement			**4,172 sf**

[1] The employee housing mitigation rate is the same for outdoor seating as for indoor seating for restaurants.

The total employee housing mitigation requirement is 4,172 sf (the application states a final requirement of 3,982 but that is likely because the approximately 500 sf of outdoor dining space was not included). The applicant is providing a total of 4,892 sf (which includes 230 sf of interior corridors) of employee housing in four units. Thus, the applicant is proposing to provide approximately 490 sf of usable employee housing above what is required. All of the employee housing is proposed to be on-site and will consist of the following: one 1,286 sf 4-br dormitory; one 1,115 sf 4-br dormitory; one 1,109 sf 3-br apartment; and one 1,152 sf 3-br apartment. All four units will have the required employee deed-restriction. The applicant has also responded to and met all of the Housing Department's most recent concerns raised in a letter dated January 18, 2018 (see response letter from applicant in review packet). The applicant has provided a draft employee deed-restriction with the Development Plan that will apply to all the units and so has complied with Condition #3 of the Sketch Plan which has now been deleted. Final deed restrictions will be signed and recorded prior to building permit approval. Staff finds that the applicant's employee housing mitigation plan meets, and even exceeds, the LDR requirements.

Relationship between Alley Vacation approval with Development Plan approval

The Council will review this Development Plan and the first reading of the ordinance to vacate the alley on the same day on February 5. This means that the Council has the option to approve the Development Plan on the 5th before the alley vacation will be finalized at third reading. This creates the potentially awkward situation where the Council will be asked to approve a Development Plan for a hotel project where the alley vacation, which is a necessary component of the project, will be approved but not fully adopted. Or there is the more remote possibility that the alley vacation could get adopted but not the Development Plan for some reason. To address these situations, planning staff and legal staff have added conditions to the approvals of both the Development Plan and the alley vacation to clarify that the approval of each application is dependent on the approval of the other. For example, staff has added a condition of approval to the Development Plan that states that the Development Plan shall expire if the alley vacation is not subsequently adopted and if the applicant does not resubmit to amend the Development Plan within 3 months. This protect the Town against any claims that an "approved" Development Plan is still legal and operable regardless of whether the alley vacation is approved.

Staff is available to discuss these options with the Council at the meeting as necessary.

Conditional Use Permit (CUP) to allow a Dormitory

The applicant has applied for a condition a Conditional Use Permit (CUP) for a Dormitory use for two 4-bedroom dormitories that are 1,072 sf in size. This submittal satisfies Condition #9 of the Sketch Plan which has not been deleted. A dormitory allows more than 3 unrelated people to live in the same dwelling. The two units will be located in the eastern wing of the Deloney building with the other employee housing units and will be accessed from King Street. The proposed dormitories comply with all applicable zone requirements. In addition, both dormitory units will need to be deed restricted for employee housing in order to meet the applicant's employee housing mitigation requirements. The applicant submitted only a deed-restriction for an Accessary Residential Unit and so will need to also provide a draft deed-restriction for an employee housing unit. This has been added as a condition of approval.

Staff Findings

Item A: Development Plan. Pursuant to Section 8.3.2.C (Findings for Approval) of the Land Development Regulations, the following findings shall be made for the approval of a Development Plan:

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

   The proposed application is located in both Character District #1 Town Square and Character District #2 Town Commercial Core of the 2012 Comprehensive Plan. It is also located in the following three Sub-areas: Sub-area 1.1 Inner Square; Sub-area 1.2 Outer Square; and Sub-area 2.3 Downtown Commercial Core. The following excerpts provide the vision for each of the three Sub-areas:

   Sub-area 1.1 Town Square: This STABLE Subarea will focus on maintaining western character by retaining or replicating the existing built environment. Building heights directly fronting the Town Square should not exceed two stories. Buildings should be located near the street to create an attractive street front. A desired western architectural style and approach will be defined. The continuation of covered wooden boardwalks is vital to maintaining the desired western character. Parking will be provided predominately in public lots, underground, and on street to create a vibrant, walkable area oriented to pedestrians.

   Sub-area 1.2 Outer Square: This STABLE Subarea will focus on maintaining western character consistent with the existing character of the district. Building heights will be allowed up to three stories, in order to provide lodging, residential and other non-residential uses on upper floors supporting our tourist economy and Growth Management goals. Buildings should be located near the street to create an attractive street front. A desired western architectural style and approach will be defined in coordination with the Inner Square (Subarea 1.2). The continuation of covered wooden boardwalks is vital to maintaining the desired western character. Parking will be provided predominately in public lots, underground, and on street to create a vibrant, walkable area oriented to pedestrians.

   Sub-area 2.3 Downtown Commercial Core: his large, mixed use, TRANSITIONAL Subarea currently consists of a variety of retail, restaurant, office and other commercial activities, along with long-term residences and lodging in a variety of building sizes and forms. Downtown is the center of civic, cultural, economic, and social activity in the *community as well as the center of the visitor experience, as a significant amount of lodging is located here. The existing character and built form is varied and inconsistent. The goal of this subarea is to create a vibrant mixed use area by accommodating a variety of uses and amenities. The subarea will be the starting point for the development of a refined Lodging Overlay boundary and future discussion of the type and size of lodging desired. A key challenge will be to provide a balance between lodging and long-term residential housing. Future*

structures will be predominantly mixed use, while multifamily structures will be allowed if it properly addresses the street. Commercial uses that create an active and engaging pedestrian experience will be predominantly located on the first and second floors of buildings. Examples of these uses include restaurants, bars, a variety of retail shops and commercial amusement. Furthermore, as portions of the subarea will be located within a future Downtown Retail Shopping District, uses such as office, residential and lodging will be predominantly located on upper floors. A goal of this subarea will be to create a consistent building size and form. In the future, a variety of two to three story buildings are desired. Buildings should be located to create an attractive street wall and take advantage of good urban design principles including massing, articulation and the provision of public space. The pedestrian realm will be of great importance in this mixed use subarea, and emphasis should be placed on adding improvements focusing on the pedestrian experience. Parking should continue to be provided predominately in public lots and on street to create a vibrant, walkable area that is oriented to the pedestrian. On-site parking should be predominantly underground or screened from view. Future redevelopment should enhance the Flat Creek corridor for recreational and ecological purposes. Buildings should front onto the creek to provide opportunities for interaction and enjoyment of this community resource.

Complies. Staff finds that the project is not only consistent with the above described visions for Subareas 1.1, 1.2, and 2.3 but also that the location is ideal for a high-density, visitor-serving redevelopment in the Town Square area. It will result in a significantly improved pedestrian environment and bring more "lights-on" tourist activity to our commercial core. It will also result in the removal of worn out older buildings and the addition of new buildings that will help set establish a stronger Town Square character while respecting the stable existing Western character of the Town Square. In addition, on the King Street portion of the property, which is considered a transitional area, the development will bring an active retail space and new sidewalks to an area that has been neglected for a long time and needs revitalization. The provision of on-site deed-restricted housing, including units beyond the LDR requirement, is consistent with the intent of the transitional Subarea 2.3. In general, the intensity of use is consistent and is an appropriate in this downtown location.

In addition, staff finds that the application should be reviewed for consistency specifically with the Policy Objectives for Districts 1 and 2 which state as follows as the desired vision for the district:

Common Value 1: Ecosystem Stewardship

Not Applicable.

Common Value 2: Growth Management

Policy 4.1.b: Emphasize a variety of housing types, including deed-restricted housing (District 2)

Complies. Staff finds that by providing 4,662 sf of deed restricted employee housing units, including 720 sf of employee housing that is above what is required, the proposed development is meeting this policy goal.

4.1.d: Maintain Jackson as the economic center of the region (Districts 1 & 2)

Complies. The proposed redevelopment will revitalize the site not only with new buildings and a greater variety of active uses but will add "hot beds" to our commercial core area that will put visitors within easy walking distance to all the amenities and transportation options of downtown Jackson.

4.2.c: Create vibrant walkable mixed use subareas (Districts 1 & 2)

Complies. The proposed mixed-use redevelopment will remove and replace the sidewalk on Center Street and Deloney Avenue with a wider, safer, and more functional sidewalk. It will also add a new sidewalk on King Street. In addition, the proposed development will add tourist-oriented services within the pedestrian heart of downtown.

4.2.d: Create a Downtown Retail Shopping District (Districts 1 & 2)

Complies: While not part of a formal Retail Shopping District, the proposed development will add new retail spaces, a restaurant, and 96 hotel rooms to the Town Square area where visitors will have immediate and convenient access to all the amenities of downtown Jackson.

4.2.e: Protect the image and function of Town Square (District 1)

Complies: The proposed mixed-use building's scale and architecture, as reviewed and recommended by the Design Review Committee (DRC), is consistent with the image and function of the Town Square.

4.2.f: Maintain lodging as a key component in the downtown (Districts 1 & 2)

Complies. The proposed project will add 96 hotel rooms immediately adjacent to the Town Square Area.

4.4.a: Maintain and improve public spaces (District 1)

Complies: The proposed project intends to not only improve the sidewalks throughout the project but to replace the existing substandard 10'-wide alley area off Deloney Avenue with a new 25'-wide access easement that includes a 5'dedicated sidewalk.

4.4.b: Enhance Jackson gateways (District 2)

Not applicable.

4.4.c Continue traditions and community events (District 1)

Not applicable.

Policy 4.4.d: Enhance natural features in the built environment (District 2)

Not applicable.

4.5.a: Identify and preserve historically significant structures and sites (District 1)

Complies. While no historically significant structures will be directly impacted by the proposed redevelopment, the proposed new buildings are designed to respect the scale and character of the existing historical patterns in and around the Town Square, as evidenced by the positive recommendation from the DRC.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units (District 2)

Complies. The proposed project will provide 4,662 sf of deed restricted employee housing units, including 720 sf of employee housing that is above what is required.

6.2.a: Enhance tourism as the basis of the economy (District 1)

Complies. The proposed development will add new retail spaces, a restaurant, and 96 hotel rooms to the Town Square area where visitors will have immediate and convenient access to all the amenities of downtown Jackson.

6.2.b: Support businesses located in the community because of our lifestyle (District 2)

Not applicable.

6.2.c: Encourage local entrepreneurial opportunities (District 2)

Complies. The proposed project will include two smaller retail/office spaces that could be ideal for smaller start-up businesses. Such smaller retail spaces are hard to find in Jackson.

6.3.a: Ensure year-round economic viability (Districts 1 & 2)

Complies. The conference facility, in particular, will help to bring visitors and businesses to Town during the off-seasons to help bring more year-round economic activity.

7.1.c: Increase the capacity for use of alternative transportation modes (Districts 1 & 2)

Complies. The proposed redevelopment will provide visitor services and accommodations in the heart of downtown Jackson where all of the alternative modes of travel – walking, biking, and transit – are convenient and readily available.

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

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

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

   Complies. As conditioned, staff finds that the proposed project will not have significant impacts on public facilities and infrastructure.

4. *The proposed project complies with the Town of Jackson Design Guidelines, if applicable.*

   Complies. The project received a unanimous recommendation of approval from the DRC on December 13, 2017 without any conditions.

5. *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 the base standards of the PUD section as well as all required standards of the LDRs.

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

   Not applicable.

Item B: Conditional Use. Pursuant to Section 8.4.2.C (Findings for Approval) 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. Please see Finding #1 for Item A: Development Plan (provided above) regarding compatibility with desired future character.

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 Section 6.1.4.F.

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. The proposed dormitories will be located within the proposed hotel structure and so are not visually identifiable as a dormitories from the public view. Thus, the dormitories will not have any adverse visual impacts to adjacent properties.

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 because no protected environmental resources are known to exist on the site.

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

   Complies. Staff finds that the proposed use will not cause any types of nuisances because the use will be enclosed within the proposed hotel building with no significant impacts emanating to adjacent properties.

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 apparent significant adverse impact on public facilities. Any potentially impacted public facilities, such as for water, sewer, police, and fire, are currently adequate to handle any additional impacts from the dormitory use.

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 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 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.*

   Staff finds that the proposed use is in substantial conformance with all standards and conditions of previous permits and approvals.

PLANNING COMMISSION

The Planning Commission heard this item on January 17, 2018. The Commission generally expressed its support for the modified building design and site plan, especially the new central location for the pool. In addition, they discussed the impact of the proposed new access easement from King Street, as well as how the valet service and car circulation would work. They concluded that the proposed single access off King Street would work well and that it was an improvement over the current substandard alley. The Commission recommended approval of the Development Plan with four conditions of approval, as well as approval of the CUP for the two dormitories (see below for full recommendations).

PUBLIC COMMENT

The Planning Department has received one public comment from Lee Barlow a commercial property on Deloney Avenue to the south of the project (attached).

FISCAL IMPACT

There should be no significant fiscal impact from the proposed project, with the possible exception of the alley vacation. While the alley vacation has not been finally adopted the initial appraisal estimates that the fair market value of the 2,350sf town alley is $330,000 while the fair market value of the 6,855 sf access easement is $420,000. This would indicate that the fiscal impact of the project is potentially positive for the Town.

STAFF IMPACT

There should no significant staff impact from the proposed project.

LEGAL REVIEW

Complete.

ATTACHMENTS

Department Reviews
Applicant Submittal
Public Comment

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

Planning Director and Planning Commission

Item A: The Planning Director and Planning Commission recommend **approval** of a Development Plan (P17-213) for a mixed-use project that includes 96 hotel rooms, a 3,251 sf of restaurant, 1,417 sf of retail space, and 4,662 sf of employee housing on properties located at 112 Center Street legally known as LOTS 2-3-4- 5 BLK. 3, Clubhouse, PT SW1/4SW1/4 Section 27, Township 41, Range 116 and 165 East Deloney Avenue legally know as LOTS 8-9, BLK. 1, Van Vleck – 2, subject to the department reviews and the following three conditions:

1) The Town shall designate and sign four parking spaces on Center Street in close proximity to the hotel lobby entrance with a "15-minute loading only" designation as allowed under Municipal Code Section 10.04.390 Schedule 9. Parking Restrictions Subsection I. *[NOTE: This condition replaces the previous more generic condition reviewed by the Planning Commission: "If the five valet parking spaces within the Center Street ROW are approved for the exclusive use of the hotel, the applicant shall provide the Town the required consideration prior to building permit approval."]*

2) The applicant shall obtain approval for any encroachment of the sidewalk canopies into the Center Street ROW prior to approval of the Building Permit.

3) The applicant shall ensure through the provision of necessary easements and/or other instruments that all existing vehicular access rights through the applicant's property for adjacent properties shall be protected, if not improved, as part of the final design of the project.

4) The Development Plan shall expire if the alley vacation is not subsequently adopted by the Town and if the applicant does not resubmit to amend the Development Plan within 3 months.

5) Prior to submittal of a building permit, the applicant shall enter into a development agreement with the Town in order to finalize and clarify the responsibilities of the applicant and Town related to the development and maintenance (e.g., snow plowing, etc.) of the access easement. *[NOTE: This condition was added by staff as part of this staff report, the Planning Commission did not consider this condition.]*

[NOTE: Original Condition #4 that required the vehicular entrance on King Street to be an adequate height for fire access was deleted by staff because the proposed 15' foot access has been deemed compliant by the Fire Marshall.]

Item B: The Planning Director and Planning Commission recommend **approval** of a Conditional Use Permit (CUP) (P17-214) to approve a Dormitory Use consisting of two 4-bedroom dormitories totaling 2,401 sf in size in the DC zone for the property located at 112 Center Street, legally known as LOTS 2-3-4- 5 BLK. 3, Clubhouse, PT SW1/4SW1/4 Section 27, Township 41, Range 116, subject to the department reviews with no conditions of approval.

SUGGESTED MOTIONS

Item A: Development Plan. Based upon the findings for a Development Plan as presented in the staff report and by the applicant for Item P17-213, I move to make findings 1-5 as set forth in Section 8.3.2.C (Development Plan) of the Land Development Regulations 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact on public facilities & services; 4) Compliance with Town Design Guidelines; 5) Compliance with LDRs & Town Ordinances; 6) Conformance with past permits & approvals, and to **approve** a Development Plan to develop a mixed-use project that includes 96 hotel rooms, a 3,251 sf of restaurant, 1,417 sf of retail space, and 4,662 sf of employee housing on properties located at 112 Center Street legally known as LOTS 2-3-4- 5 BLK. 3, Clubhouse, PT SW1/4SW1/4 Section 27, Township 41, Range 116 and 165 East Deloney Avenue legally know as LOTS 8-9, BLK. 1, Van Vleck – 2, subject to the following three conditions of approval:

1) The Town shall designate and sign four parking spaces on Center Street in close proximity to the hotel lobby entrance with a "15-minute loading only" designation as allowed under Municipal Code Section 10.04.390 Schedule 9. Parking Restrictions Subsection I. *[NOTE: This condition replaces the previous more generic condition reviewed by the Planning Commission: "If the five valet parking spaces within the Center Street ROW are approved for the exclusive use of the hotel, the applicant shall provide the Town the required consideration prior to building permit approval."]*

2) The applicant shall obtain approval for any encroachment of the sidewalk canopies into the Center Street ROW prior to approval of the Building Permit.

3) The applicant shall ensure through the provision of necessary easements and/or other instruments that all existing vehicular access rights through the applicant's property for adjacent properties shall be protected, if not improved, as part of the final design of the project.

4) The Development Plan shall expire if the alley vacation is not subsequently adopted by the Town and if the applicant does not resubmit to amend the Development Plan within 3 months.

5) Prior to submittal of a building permit, the applicant shall enter into a development agreement with the Town in order to finalize and clarify the responsibilities of the applicant and Town related to the development and maintenance (e.g., snow plowing, etc.) of the access easement. *[NOTE: This condition was added by staff as part of this staff report, the Planning Commission did not consider this condition.]*

[NOTE: Original Condition #4 that required the vehicular entrance on King Street to be an adequate height for fire access was deleted by staff because the proposed 15' foot access has been deemed compliant by the Fire Marshall.]

Item B: Conditional Use. Based upon the findings as presented in the staff report and as made by the applicant for Item P17-214, 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 and to **approve** a Dormitory Use consisting of two 4-bedroom dormitories totaling 2,401 sf in size in the DC zone for the property located at 112 Center Street legally known as LOTS 2-3-4- 5 BLK. 3, Clubhouse, PT SW1/4SW1/4 Section 27, Township 41, Range 116, and 165 East Deloney Avenue legally know as LOTS 8-9, BLK. 1, Van Vleck – 2, subject to the department reviews attached hereto and no conditions of approval.

Project Plan Review History

PLANNING

Project Number	P17-213		**Applied**	11/6/2017	STOL
Project Name	112 Center Street		**Approved**		
Type	DEVPLAN		**Closed**		
Subtype			**Expired**		
Status	STAFF REVIEW		**Status**		
Applicant	Jeanne Carruth	**Owner**	JACKSON STATE BANK		

Site Address	City	State	Zip
112 CENTER STREET	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
CLUB HOUSE (1913)	22411627315001	

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
Building Jim Green		11/6/2017	11/27/2017		
Fire Kathy Clay	APPROVED W/CONDITI	11/6/2017	11/27/2017	11/7/2017	

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks

Notes
(11/7/2017 3:19 PM STOL)
MEMO
FIRE REVIEW

TO: Paul Anthony, Principal Planner
Tiffany Stolte, Office Manager

FROM: Kathy Clay, Fire Marshal

DATE: November 7, 2017

SUBJECT: The Center Street Project
112 Center Street
P17-213, 214, 215

This office has received the request for development plan at the above location. The 2015 edition of the International Fire Code (IFC) and the 2017 edition of the National Electric Code (NEC) shall be used in design. 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).

Emergency Responder Radio Coverage
1. Where required, new building shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building. (IFC 510)

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).
11. Exterior egress stairways built of combustible construction shall be protected with fire sprinklers (NFPA 13).

Alarms

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks

Notes

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 toawaken 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. (IFC 915.1)
Elevator
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 both at 307-733-4732.

Legal A Cohen-Davis	NO COMMENT	11/6/2017	11/27/2017	

Parks and Rec Steve Ashworth	NO COMMENT	11/6/2017	11/27/2017	

Pathways Brian Schilling		11/6/2017	11/27/2017	12/9/2017

(12/8/2017 4:53 PM STOL)
P17-213, 214, 215 – 112 Center and 165 Deloney
Comments from Teton County/TOJ Pathways Department
Status: approved w/conditions

- Deloney Avenue pedestrian frontage
  - Coordinate with the Wells Fargo development to provide a continuous sidewalk across the driveway access to the off-street parking for Wells Fargo (see below for an example of a continuous sidewalk). The driveway should have a ramped apron that comes up to the sidewalk level (“continuous” example), not the other way around where the sidewalk is interrupted and drops to the street/parking lot level (“discontinuous” example).
- King Street pedestrian frontage
  - Similarly, the sidewalk across the garage access driveway on King shall be a continuous concrete sidewalk across the width of the driveway and shall remain at the level of the sidewalk on either side of the driveway.
- Parked/Idling Vehicles
  - Vehicles idling near the main entrance to businesses and in parking areas are a common problem. In 2010, the Town of Jackson adopted a resolution to reduce unnecessary vehicle idling, and actively seeks opportunities to partner with developers to increase awareness of and discourage unnecessary vehicle idling. The applicant is encouraged to work with the Town of Jackson and the Pathways department to install “No Idling” signs (provided by the Town of Jackson) at locations throughout the parking areas and particularly at the drop off area in front of the lobby.
  - Continuous Sidewalk example

Police Todd Smith	NO COMMENT	11/6/2017	11/27/2017	

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
Public Works Jeremy Parker (11/28/2017 10:24 AM JP) Plan Review Comments - SUFFICIENT	APPROVED W/CONDITI	11/6/2017	11/27/2017	11/28/2017	

P17-213 Development Plan
-214 CUP
-215 BUP

Crystal Creek Capital
112 Center Street

November 27, 2017
Jeremy Parker, (307)733-3079

*Please be advised that 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 would like to encourage applicants to submit plans, documents, etc in electronic PDF format in addition to the standard paper submittal(s). Please submit these materials through the Planning Department.

Prior to Commercial Building Permit approval, an Encroachment Agreement for the canopy over the Public Right-of-Way and pedestrian zone of the Center Street frontage shall be approved, signed, and recorded with the Town of Jackson.

Prior to approval of the Final Development Plan, a construction-staging narrative shall be submitted for review.

Prior to Commercial 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. Please be advised, the applicant will be required to appear in front of Town Council for final approval of the construction staging and phasing plan regarding the anticipated and/or requested public right-of-way usage and impact.

Prior to Final Development Plan approval, information pertaining to the clearances, turning movements, and accessibility to the neighboring properties which utilize the existing alleyway north of the project shall be provided for review. At a minimum, the Town's Sewer Vacuum/Jet Truck must be able to enter and exit the area with ease to perform routine maintenance.

Prior to approval of the Final Development Plan, the applicant shall finalize with the Town all necessary requirements for purchase and transfer of the alleyway portion intending to be utilized for project development purposes.

Prior to approval of the Final Development Plan, the applicant shall meet with Public Works-Engineering to discuss the plans for relocating the existing overhead powerlines underground. The Town would like to review the plan and ensure that proposed facilities and are placed in the best locations possible.

Prior to approval of the Final Development Plan, a preliminary potable water system plan shall be provided on the plans consistent with the LDR's. This plan shall include backflow device and meter locations. (The submitted Development Plan P17-213, includes information pertaining to the connection point of the proposed fire line connection and potable service line off of East Deloney Avenue .)

Prior to approval of the Final Development Plan, a water system analysis indicating the required fire flow demands and the impacts to the Town's existing system shall be required. (The submitted Development Plan P17-213 includes preliminary information pertaining to the flow demands for the proposed development.)

Prior to approval of the Final Development Plan, a preliminary sanitary sewer system plan shall be provided on the plans consistent with the LDR's. (The submitted Development Plan P17-213 includes preliminary information pertaining to the sanitary sewer connection for the proposed development.) The preliminary plan provided shows planned installation of a 4000-gallon grease interceptor on the sanitary sewer line servicing the west building, and it appears that there is a single connection for this building. Please be advised that only the kitchen/food prep/dish washing waste lines shall be connected to the grease interceptor. All other sanitary waste lines shall

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes					

connect downstream of the grease interceptor.

Prior to approval of the Final Development Plan, information concerning the additional wastewater flows to be delivered to the Town's system shall berequired. In addition this information shall include a review of downstream impacts created from the additional flows being delivered. (The submitted Development Plan P17-213 includes preliminary information pertaining to the expected sanitary sewer flows for the proposed development.)

Please be advised that infrastructure improvements necessary to meet the capacity demands and requirements for the proposed development shall be the responsibility of the developer. The Town of Jackson is not responsible for upsizing or extending of potable water, sanitary sewer, or storm drainage to meet development needs so long as the existing utility systems are within a reasonable distance of the subject property.
Prior to approval of the Final Development Plan, a preliminary stormwater management plan for the site shall be provided on the plans consistent with the LDR's. (The submitted Development Plan P17-213 includes preliminary information pertaining to the expected stormwater runoff and mitigation measures for the proposed development.)

Prior to approval of the Final Development Plan, a complete grading and erosion control plan shall be provided on the plans consistent with the LDR's. Please be advised that a plan level Grading and Erosion Control application will be required to be submitted and approved for the proposed development prior to Commercial Building Permit approval.

Prior to approval of the Final Development Plan, site contours (existing and proposed) shall be provided on the plans beyond all property boundaries per the LDR's to ensure the development's integration into the surrounding public and private property.

Prior to approval of the Final Development Plan, a parking and access plan per the LDR's shall be required. The dimensions of the parking spaces and drive lanes, including turning movements (both ingress and egress), shall be clearly shown on the plans for review.

Prior to approval of the Final Development Plan, a traffic analysis forthe development's impact on adjacent roadways per the LDR's shall be required. (The submitted Development Plan P17-213 includes preliminary information pertaining to the expected traffic impacts for the proposed development.)

Prior to approval of the Final Development Plan, a pedestrian corridor plan shall be provided for review. This shall include all dimensions and elevations in relation to existing curb and future development together with ADA compliance. If awnings or canopies are proposed within the right-of-way, dimensional and drainage information (drains, downspouts, etc.) shall be included on the plans.

Prior to approval of the Final Development Plan, all work to be completed within the Town's right-of-way shall be specifically addressed.

Prior to approval of the Final Development Plan, a preliminary irrigation system design (if applicable) with backflow system plan shall be provided on the plans consistent with the LDR's.

Prior to approval of the Final Development Plan, a complete and detailed landscaping plan shall be required.

All onsite power shall be shown as underground and location(s) of transformers indicated.

Snow storage areas for the site shall be indicated on the plans.

Please be advised that a demolition permit shall be required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project.

Please be advised that failure to commence with construction activities and/or show reasonable progress within two (2) years of Building Permit approval shall result in pulling of appropriate bonds in order to abandon utility connections to Town of Jackson utility systems (Water, Wastewater, Storm Drainage) and/or repair impacted areas of the Town right-of-way.

START NO COMMENT 11/6/2017 11/27/2017
Darren Brugmann

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes					
TC Housing Authority	APPROVED W/CONDITI	11/6/2017	11/27/2017	1/22/2018	

Stacy Stoker
(1/22/2018 1:22 PM STOL)
MEMORANDUM

To: Paul Anthony
Principal Planner, Town of Jackson Planning and Building

From: Stacy Stoker
Housing Manager, Teton County Housing Authority

Re: The Center Street Project
Final Development Plan, CUP, and BUP

Date: January 18, 2018

The applicant is requesting a Development Plan, CUP, and BUP for the property located at 112 Center Street. Jackson/Teton County Affordable Housing Department (Housing Dept.) staff's review is based on Part 2 and Appendix S of the Jackson/Teton County Affordable Housing Guidelines / Rules and Regulations.

JACKSON/TETON COUNTY HOUSING GUIDELINES / RULES AND REGULATIONS REVIEW
(PART 2/APPENDIX S)

HOUSING MITIGATION PLAN: The applicant has submitted a complete Housing Mitigation Plan.

Workforce Housing
The applicant is proposing a 726 SF two-bedroom Accessory Residential Unit (ARU) that will be restricted for occupancy by households who are employed in Teton County. There are no limits on income or rent for ARUs. The Housing Rules and Regulations do not currently have livability standards for ARUs. However, the unit seems to be functional with windows in both bedrooms and the living room.

Employee Housing:
Dormitories. The applicant is proposing two 1072 SF four-bedroom dorm units. The dorm units are equipped with a kitchen, living area and a bathroom. The floor-plan shows a single bed in each bedroom so it appears the plan is to house one person in each bedroom. The standards in the Housing Rules and Regulations require a bathroom for shared use by no more than four persons. No more than one person per bedroom should be allowed to occupy these dorm units.

A minimum of 150 SF of living and sleeping space per person is required. These units exceed this requirement as long as there will be one person per bedroom as the applicant appears to indicate.

An additional 20 net SF of storage per dorm occupant is required. The applicant has indicated that they are providing additional storage for each bedroom. Square footage is not indicated so the Housing Department is not able to determine if this requirement is being met.

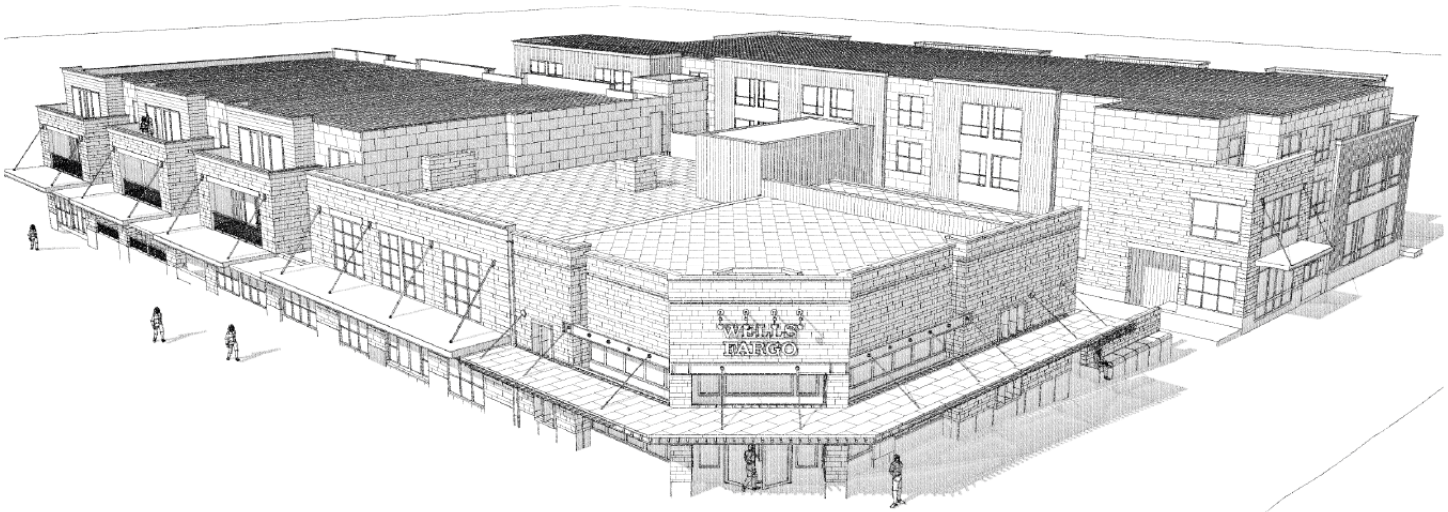
Employee Housing Unit:
The applicant is proposing an 885 SF three-bedroom Employee Housing Unit. The size of this unit is 65 SF less than the minimum size requirement for a three-bedroom unit. 10 SF of storage space is required per bedroom. The applicant indicates they are providing storage, however, the SF is not provided), and access to outdoor space, such as a deck, patio, or common green space within the development that is at least 2% the size of the unit is required. This does not appear to be available.

A 20% reduction in the minimum size requirements is allowed if the following criteria are met.
- Above average natural light – exterior windows in every living space and bedroom; The bedrooms do not appear to have windows. It is unclear on the floor plans.
- No more than 15% of living space is stairways and hallways. This appears to be met, but the SF of rooms are not provided so it is unclear.
- 100% above grade. This is being met.

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks

Notes

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



THE CENTER STREET PROJECT

112 Center Street and 165 East Deloney Avenue

Development Plan, Conditional Use Permit and Basic Use Submittal

November 2, 2017 (Revised January 10, 2018)

CRYSTAL CREEK CAPITAL

DEVELOPMENT COMPANY

Crystal Creek Capital Real Estate Advisors, LLC

P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

Paul Anthony
Principal Planner
Town of Jackson
P.O. Box 1687
Jackson, WY 83001

Final Development Plan and Conditional Use Permit for 112 Center Street and 165 East Deloney

October 31, 2017

Paul,

Please accept this Final Development Plan application ("FDP") for the mixed-use redevelopment located on 112 Center St and 165 East Deloney. As a continuation of our Sketch Plan, which was unanimously approved on April 17, 2017, this project is a mixed-use development that includes a high-end hotel, retail, meeting spaces, and a restaurant and bar. The architectural design and building materials blend with the western character of the Town Square. In addition, this application includes a Conditional Use Permit application for dormitory employee housing. A separate application includes a request to purchase the 10-foot wide alley that bisects the property, which you will recall, is consistent with our discussions during our Sketch Plan approval process.

Key Elements to the FDP:

- Our application continues to comply with all Land Development Regulations ("LDR's").
- There are no requests for variances, waivers, or special exceptions to the LDR's.
- This application contains all the previously approved Sketch Plan elements that implement the Teton County Comprehensive Plan.
- Our application exceeds the employee housing mitigation requirements.
- This project offers an opportunity to replace the dysfunctional and hazardous use of a one-way street which currently serves two-way traffic to a two-way street and includes a pedestrian path.

The details and supporting materials to the application are contained herein. We thank you for your guidance throughout this process and we look forward to working with you, your co-workers, and our elected officials in the coming months.

If you have any questions along the way, please feel free to contact me at your convenience.

All my best,

Jim Walter
President

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: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____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 #: _____ Environmental Analysis #: _____

Original Permit #: _____ 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.

_____ **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

_____ _____

Name Printed Title

LETTER OF AUTHORIZATION

Wells Fargo Bank, N.A. ,"Owner" whose address is: c/o Corporate Properties Group, 333 Market Street, 11th Floor, MAC #A0109-112, San Francisco, CA 94105 Attn: Mr. Arthur Barbour

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property more specifically legally described as: 112 Center Street and 165 East Deloney Avenue, Town of Jackson, Wyoming 83001

(If too lengthy, attach description)

HEREBY AUTHORIZES James D. Walter, President of Crystal Creek Capital Real Estate Advisors, LLC 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: Wells Fargo Bank, N.A.

By: _____

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Arthur Barbour V.P.

(If signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF California)

)SS.

COUNTY OF _____)

The foregoing instrument was acknowledged before me by Arthur Barbour this _____ day of _____, 200__.

WITNESS my hand and official seal.

(Seal)

_____

(Notary Public)

My commission expires:

Please See Attached

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Francisco)

On November 23, 2014 before me, Vanessa Corcuchia, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Arthur Barbour
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

VANESSA CORCUCHIA
Commission # 2079973
Notary Public - California
San Francisco County
My Comm. Expires Sep 26, 2018

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

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PROJECT OVERVIEW & COMPLIANCE WITH CONDITIONS OF APPROVAL

PROJECT OVERVIEW

COMPLIANCE with CONDITIONS OF APPROVAL

Project Overview

The Center Street Project occupies one of the most iconic locations in the Town of Jackson, and is thoughtfully designed to be consistent with the existing character of Town Square. This mixed-use project will add vitality to our downtown core and provide a significant upgrade to the existing buildings on an acre of land bounded by Center, Deloney and King Streets. The goal for the project is to create an active, pedestrian-friendly and inviting place that incorporates a mix of uses that will be attractive to tourists and locals alike.

Multiple Uses

The Center Street Project consists of a 96-room hotel, restaurant, bar, retail, meeting rooms, roof deck, underground parking, and employee housing.

LDR Compliance

The site spans two zoning districts, the Town Square and Downtown Core, and is subject to the Lodging Overlay. Our proposal complies with all regulations in the two zoning districts and received sketch plan approval from the DRC and Town Council. No variances or waivers are sought.

Architectural Design

The architectural character enhances the established western character of the Town Square district while incorporating large windows and transparency at the street level. The approximately 71,000 total square feet (plus employee housing) is broken into two separate buildings, connected across the alley by a hallway.

The 185-foot façade along Center Street will be varied with building walls that step back, canopies over the sidewalk, and setbacks for balconies, adding depth to what would otherwise be a flat street wall. Building materials and lighting will be finalized by December 1 and submitted for review by the Design Review Committee. The materials and lighting will be compatible with the western character of the Town Square and will contribute to the architectural theme of the building.

Alley Development

The development site currently is divided by a ten-foot-wide alley that has provided for vehicular access to the neighboring property and sewer and power lines. This ten-foot one way alley is the only right-of-way to service two-way vehicular traffic needs from the adjacent property owners. The Town of Jackson Fire Marshall has noted the current alley and its use as a hazard. Crystal Creek Capital proposes to purchase and develop the alley as part of the redevelopment of the site. The Center Street Project connects the two buildings with an enclosed hallway that crosses the alley and a below grade parking garage. As part of building the hallway and below grade parking, an existing overhead power line will be relocated and buried. The alley is no longer needed for a sewer line as result of this redevelopment, and

a new 20 – foot wide, two-way access easement from King Street provides improved and functional access to the neighboring properties.

Parking – Below Grade and Dedicated Center Street Spaces

Parking for the proposed development is provided on site in a parking structure beneath each building and is accessed from a location that is internal to the development. Bicycle racks for a minimum of eight bike parking spaces are included in the car court accessed off King Street. The site plan shows three alternative locations for the bike parking.

As part of this redevelopment project, the applicant proposes to pay the Town of Jackson appropriate compensation for the exclusive use of five parking spaces on Center Street that would be located directly in front of the hotel entrance. These spaces will be used briefly by guests checking into the hotel. After designating these five spaces for hotel use, there will be a net gain of one parking space for public use along Center Street. This net gain (total gain of six) results from replacing two existing driveway curb cuts with new angled parking spaces. These five drop-off spaces are not counted as part of the required parking total.

Pedestrian Friendly Walkways

A main design objective is to prioritize the development of great pedestrian spaces and connections. Along both Center and Deloney Streets the building is setback 13-feet from back of curb. This creates an eight-foot-wide clear, continuous pedestrian walkway along the project frontages. A five-foot-wide buffer area of pavers and street trees in grates is proposed to separate pedestrians from the street and provide snow storage space. The Center Street Project implements all Town of Jackson streetscape standards and handicap ramps will be installed where required.

A cantilevered canopy is installed along Center Street. The canopies cover nine feet of walkway width and provide shelter from the elements, a comfortable entry for hotel and restaurant guests and a clear walkway for all pedestrians. The canopy covers the 75% of the building frontage as required by LDR's. An encroachment agreement with the Town will be executed to allow the canopies to extend into the public right-of-way.

Conditions of Approval for Sketch Plan & CUP

Below are the conditions of approval for the sketch plan and CUP. Our responses follow each enumerated condition.

1. The applicant shall address comments from the DRC and staff and present the project to the DRC prior to Development Plan approval.

   The submitted plan addresses the DRC and staff comments that were made about the sketch plan. A submittal package for the Final Plan will be submitted by December 1 for further DRC review, and the applicant will endeavor to address any additional comments from the committee.

2. If the five valet parking spaces within the Center Street ROW are approved for the exclusive use of the hotel, the applicant shall provide the Town the required consideration prior to building permit approval.

If the five spaces on Center Street are approved for exclusive use of the hotel, the required consideration will be paid prior to the submittal of a building permit application. The applicant will work with Town of Jackson staff to finalize a written agreement to designate the parking spaces for hotel use.

3. The applicant shall submit with the Development Plan a draft deed restriction to meet the employee housing mitigation requirement for the project that is approved by the Housing Department.

   Included in this submittal is a draft deed restriction and the applicant will work with the Affordable Housing Department staff to finalize this restriction before obtaining a building permit. This development contains more employee housing than is required by the LDR. This housing overage is classified as an Accessory Residential Unit and therefore, an ARU deed restriction is included in this application.

4. The applicant shall obtain approval for any encroachment of the sidewalk canopies into the Center Street ROW prior to approval of the Development Plan.

   Sidewalk canopies will extend approximately nine feet into the Center Street ROW for about 75% of the building frontage, as required by the LDR. See a section in the Engineering Report that is included in this submittal for the dimensional details of the proposed encroachment. The applicant will work with Town of Jackson staff to finalize an encroachment agreement. Delaying the preparation of the agreement allows the precise location of the canopies to be determined and included in a legal description that will be a part of the agreement.

5. The applicant shall obtain approval for any encroachments or easements into the Town alley, or vacation of the alley, prior to approval of the Development Plan.

   A separate application has been submitted to purchase the alley and replace it with a 20-foot wide access easement crossing the property from King Street.

6. The applicant shall ensure through the provision of necessary easements and/or other instruments that all existing vehicular access rights through the applicant's property for adjacent properties shall be protected, if not improved, as part of the final design of the project.

   A separate application has been submitted to purchase the alley and replace it with a 20-foot wide access easement crossing the property from King Street. The new easement will be improved and maintained for all-weather access.

7. The vehicular entrances on Deloney Avenue and King Streets shall provide adequate clearance heights for the Fire Marshall.

   See the dimensions on the building plans that demonstrate compliance with this condition.

8. As part of the Development Plan submittal, the east-facing and south-facing facades on the Deloney building that are shown as 10' from the property line shall be revised to provide structural elements at 5' from the property line to meet the LDRs.

   See the site plan that demonstrates compliance with this condition.

9. Any dormitory proposed for employee housing shall require the submittal of a CUP as part of the Development Plan.

   See the attached CUP application and Findings of Approval for the proposed dormitory.

LDR COMPLIANCE

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Requirements	Proposed Town Square	Proposed Downtown Core	Comply/Not Comply
FAR Tn. Sq. 1.83 DC 1.30 Alley divided evenly btw. 2 dist. (2,864 s. f.) Total 71,477	70,995 total property, excluding employee housing		complies with inclusion of 1,333 s. f. from alley FAR
Max. Building Size Tn. Sq. 15,000 / 35,000 DC n/a	34,238	n/a	CUP issued with sketch plan
Building Height Tn. Sq. 35 Tn. Sq. @ 110% 38.5 DC 42/46	35 38.5 at NE corner	40	complies
Number of Floors In LO 3 Out of LO 2	In LO 3 Out LO 2	In LO 3	complies
Building Width Tn. Sq. n/a DC 80% lot width	n/a	80%	complies
Setbacks Street Tn. Sq. 10 DC 13 back curb	13 back curb	13 back curb	complies
Side	0	5	complies
Rear	0	0	complies
3rd Floor	10	10	complies
Parking Lodging 72.0 Restaurant 29.0 Bar 26.8 Retail 6.4 ARUs, Dorms 4.0	76, plus 5 valet spaces		complies 67.9 credits and on-street parking applied to retail, restaurant and bar
Employee Housing Lodging 2,956.6 Restaur./bar 1,228.9 Retail 211.0 Meeting room 160.8	4,892		complies 585.3 sq. ft. credit from existing development

RESPONSES TO SUBMITTAL CHECKLIST

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Application	Included in submittal
LOA	Included in submittal
Fees	Paid on submittal
Review Fees	Will be paid when billed
Notice Fee	Will be paid when billed
Digital Submission	Will be submitted upon Sufficiency
Narrative Description	See Cover Letter & Project Description
Development Program	See Project Description & Program
Site Plan	See Site & Building Plans
Floor Plans	See Site & Building Plans
N'borhood Meeting	Completed on 1/23/17
Posted Notice	Will be posted upon scheduling of public hearings
Nonconformities	n/a
Structure Location, Mass	See LDR Compliance Chart; Site & Building Plans
Maximum Scale	34,238 sq. ft. in Center Street building, CUP approved
Building Design	Site & Building plans approved by DRC at sketch plan
Site Development	See Site Plan; No natural resources or applicable environmental stds.
Fencing	No fencing proposed
Scenic Standards	All lighting will comply with regulations; No SRO
Landscaping	See site plan
Signs	Signs will be detailed at later date and will comply with regulations
Grading, Storm water	See Engineering Report
Design Guidelines	Site & building plans approved by DRC and Town Council at sketch plan
Allowed Uses	Lodging w. meeting room; Retail; Restaurant / Bar; ARUs
Use Requirements	All uses will comply with use requirements
Parking Required	See Program Description & Program
Parking Location	All parking on-site and below grade; screened from street
Parking Maintenance	All parking will be maintained per regulations
Park / Loading Standards	Loading will occur on-site
Downtown Park. District	Parking credits and on-street parking applied to non-lodging / residences
Employees Housed	See Housing Mitigation Plan
Max. Scale of Use	Retail and Restaurant / Bar comply; other uses have no limit

Operational Standards	
Outside Storage	No outside storage is proposed
Refuse / Recycling	See Site Plan for screened refuse container
Noise	Uses will comply with regulations
Vibration	Uses will comply with regulations
Electrical Disturbances	Uses will comply with regulations
Fire / Explosive Hazards	Uses will comply with regulations
Subdivision Options	No subdivision proposed
Development Options	No development options proposed
Additional Zone Stds.	TS pedestrian setback – 10 ft.; Parking credits and on-street parking used for restaurant/bar; alternative side setback in DC
Lighting	Will comply with regulations
SRO	n/a; Lighting will comply with regulations
Natural Hazards	No natural hazards on site
Landscape Standards	See site plan for landscaping
Sign Standards	Signs will comply with regulations
Grading, Storm water	See Engineering Report
Design Guidelines	Site & building plans approved by DRC and Town Council at sketch plan
Allowed Uses	Lodging; restaurant / bar; ARUs comply with regulations
Parking, Loading	See Project Description & Program and Site Plan; On-site below grade parking; Will comply with maintenance & loading regulations
Employee Housing	See Housing Mitigation Plan
Operational Standards	See Site Plan for refuse; Will comply with regulations
Subdivision Standards	No subdivision proposed
Affordable Housing	n/a
Exactions	n/a
Transportation Facilities	Site fronts existing public streets; See Traffic Analysis in Engineers Report
Utilities	Will connect to public water & sewer; underground power lines; other utilities n/a

PROPOSED DEVELOPMENT WITH CIVIL PLANS

THE CENTER STREET PROJECT

CRYSTAL CREEK CAPITAL DEVELOPMENT COMPANY, LLC

FINAL DEVELOPMENT PACKAGE SUBMITTAL

NOVEMBER 3, 2017

EXECUTIVE ARCHITECT
CARNEY LOGAN BURKE ARCHITECTS, P.C
215 SOUTH KING STREET
JACKSON, WY 83001

ARCHITECT OF RECORD
IBI GROUP
10 EXCHANGE PLACE
SALT LAKE CITY, UT 84111

INTERIOR ARCHITECT
TRUEXCULLINS, INC.
209 BATTERY STREET
BURLINGTON, VT 05401

CIVIL ENGINEER
NELSON ENGINEERING
430 CACHE STREET
JACKSON WY, 83001

GENERAL CONTRACTOR
GE JOHNSON CONSTRUCTION CO, INC
5613 DTC PKWY #450
GREENWOOD VILLAGE CO, 80111

LANDSCAPE ARCHITECT
IBI GROUP
10 EXCHANGE PLACE
SALT LAKE CITY, UT 84111

STRUCTURAL ENGINEERING
KL&A, INC.
1717 WASHINGTON AVENUE, SUITE 100
GOLDEN, CO 80401

MEP ENGINEERING
ENERGY 1, LLC
235 EAST BROADWAY
JACKSON WY, 83001

PLANNING CONSULTANT
COLLINS PLANNING ASSOCIATES
P.O. BOX 7441
JACKSON WY, 83002

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3D SKETCH	
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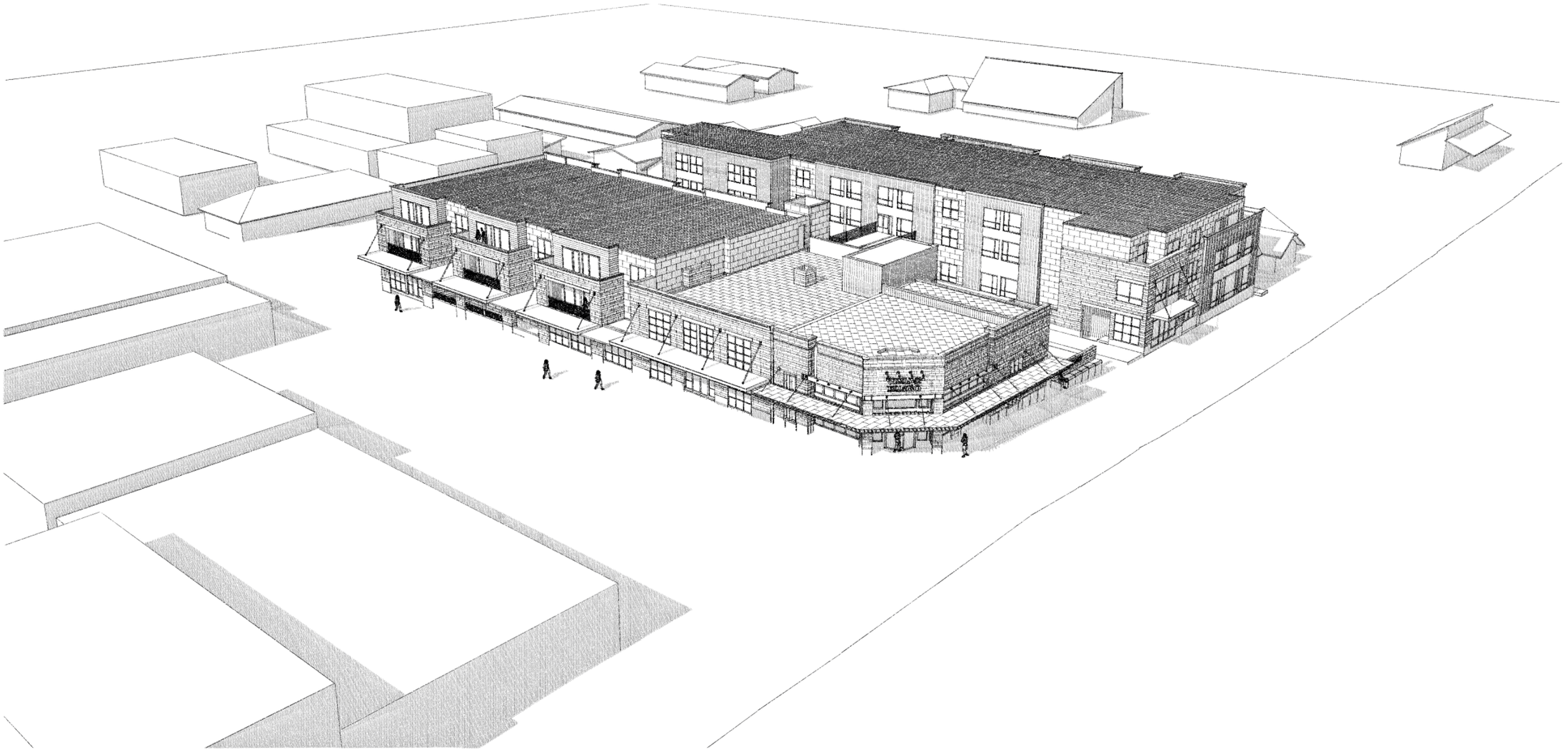

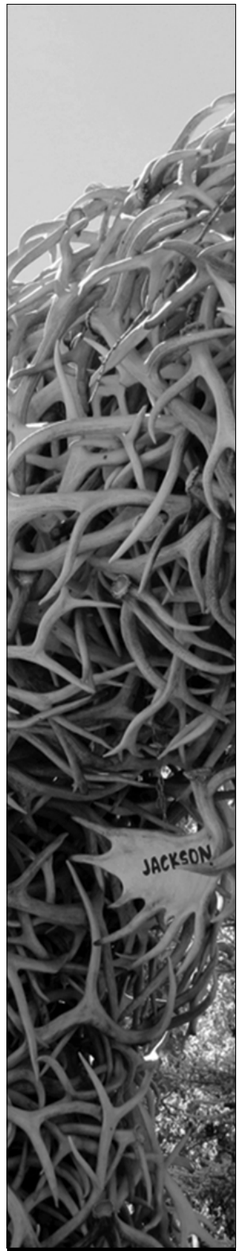

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Jackson, Wyoming 83002

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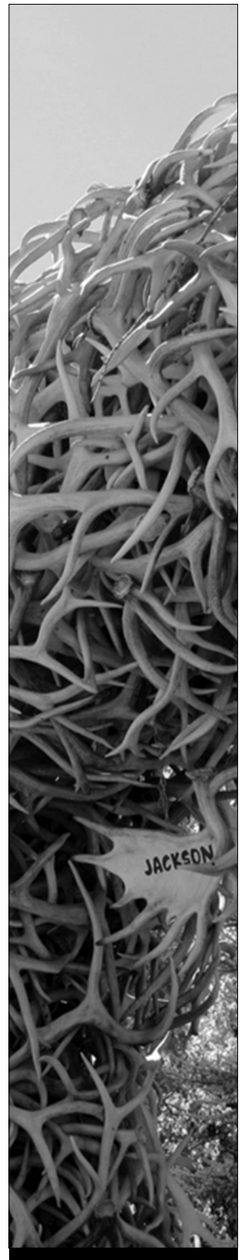
THE CENTER STREET PROJECT 1619-00

SKETCH PLAN SUBMITTAL

3D Sketch 11/2/17



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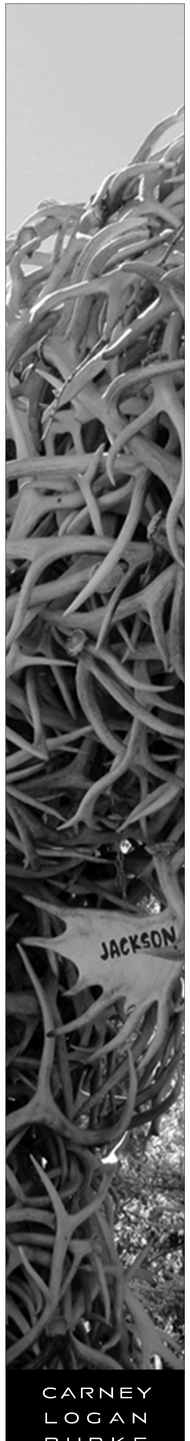
SKETCH PLAN SUBMITTAL

3D Sketch 11/2/17

Level 0 Plan

SCALE: 1/16" = 1'-0"



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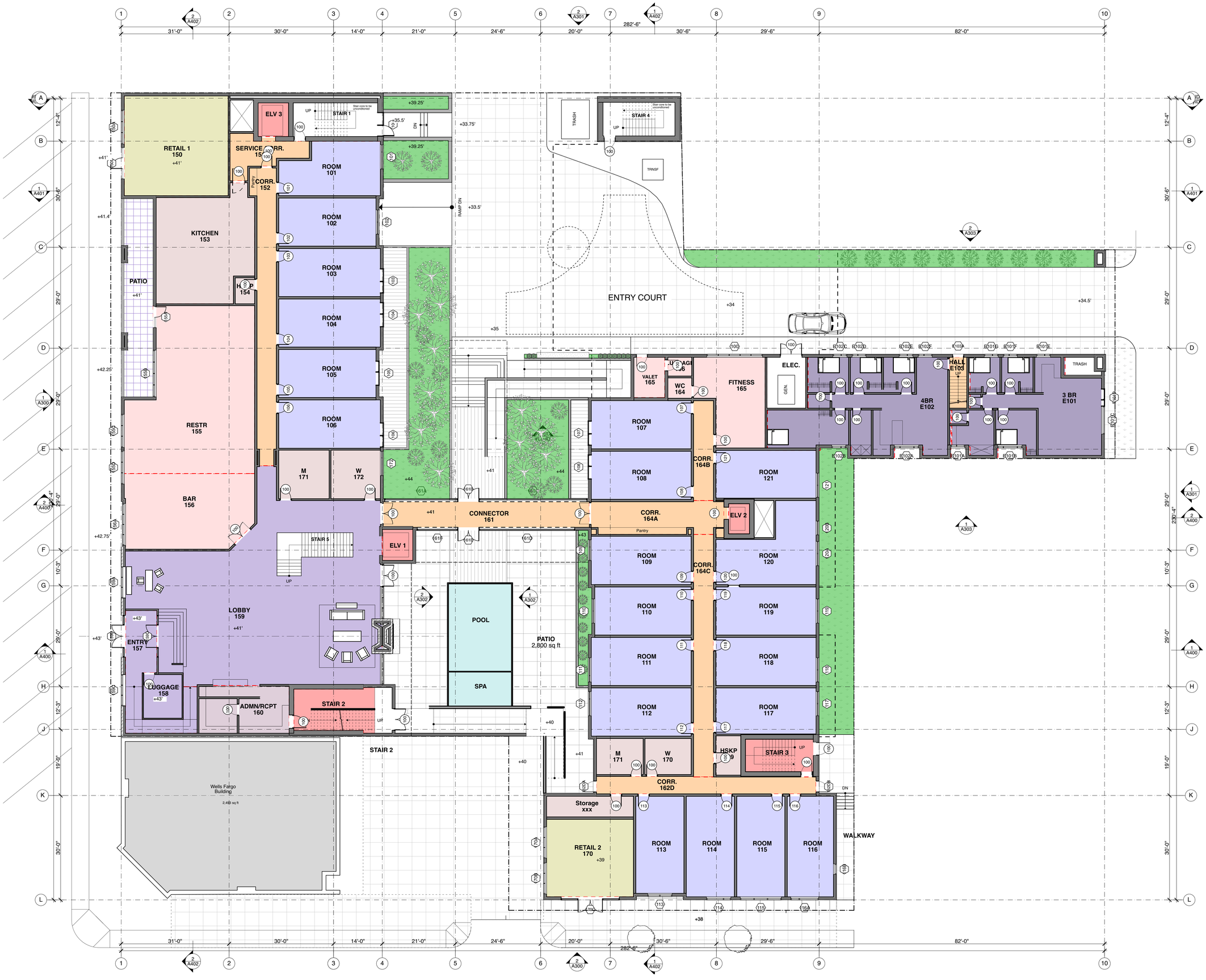
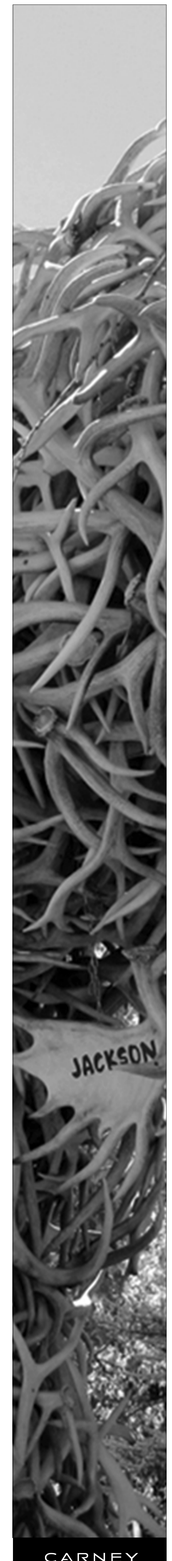
THE CENTER STREET PROJECT
FDP Submittal Draft
1619-00

Basement Floor Plan
A200
10/31/2017



1 Level 1 Floor Plan

SCALE: 1" = 10'



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CENTER STREET HOTEL
SD Pricing 1619.00

Level 1 Floor Plan
A210
1/10/18

1 Level 2 Floor Plan

SCALE: 1" = 10'

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Jackson, Wyoming 83002
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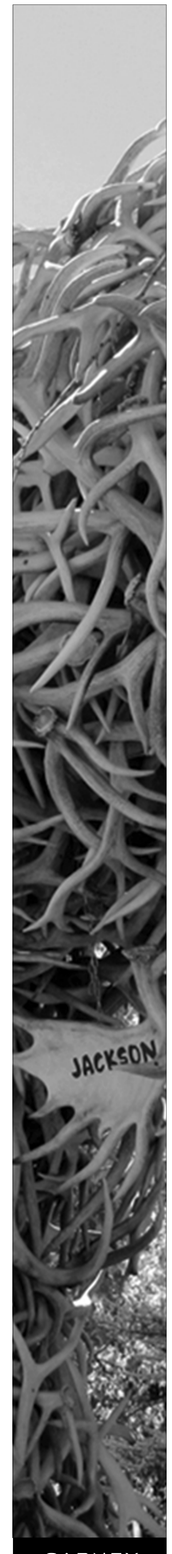
CENTER STREET HOTEL
SD Pricing 1619.00

Level 2 Floor Plan
A220 1/9/18

1 Level 3 Floor Plan

SCALE: 1" = 10'



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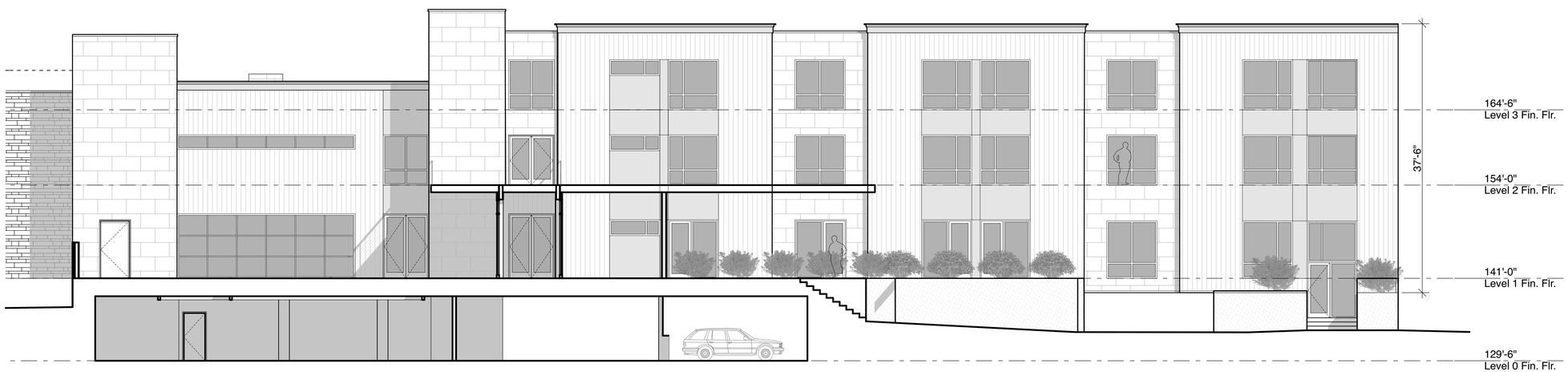
CENTER STREET HOTEL
SD Pricing 1619.00

Level 3 Floor Plan
A230 1/9/18

West Elevation

SCALE: 1/8" = 1'-0"



West Building East Elevation

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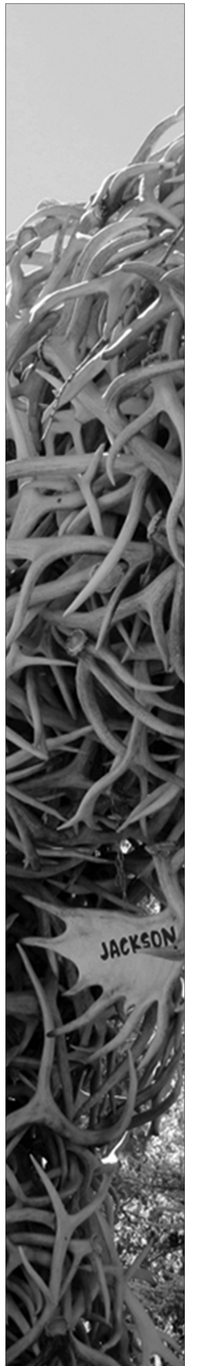

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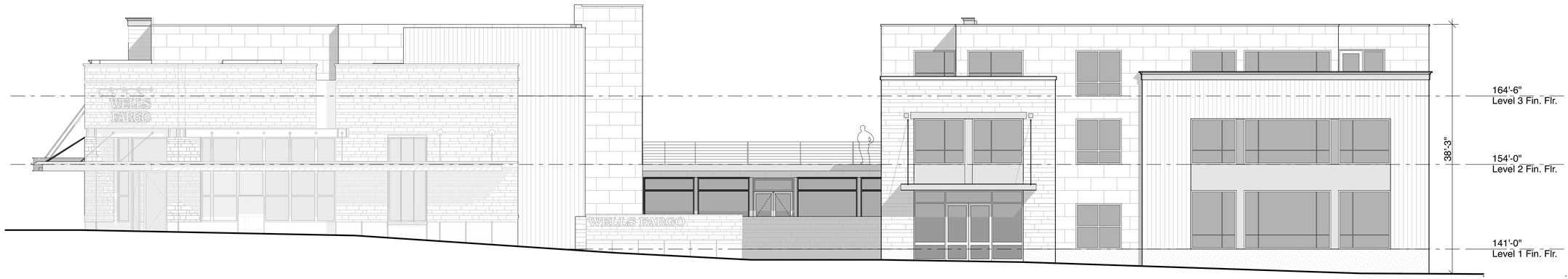
THE CENTER STREET PROJECT
FDP Submittal Draft
1619-00

Exterior Elevations
A301
10/31/2017

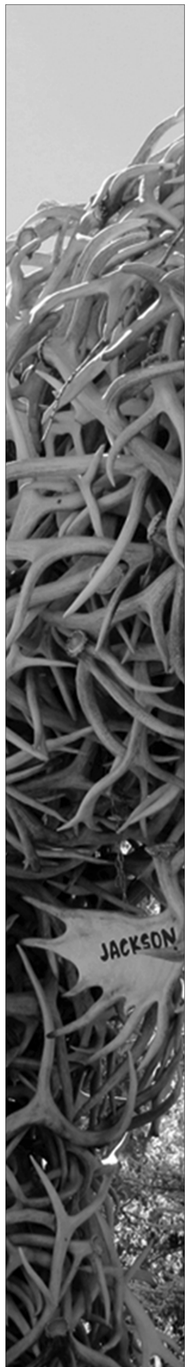


1 South Elevation

SCALE: 1/8" = 1'-0"

1 East Elevation

SCALE: 1/8" = 1'-0"



CARNEY LOGAN BURKE
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215 South King Street | PO Box 9218
Jackson, Wyoming 83002

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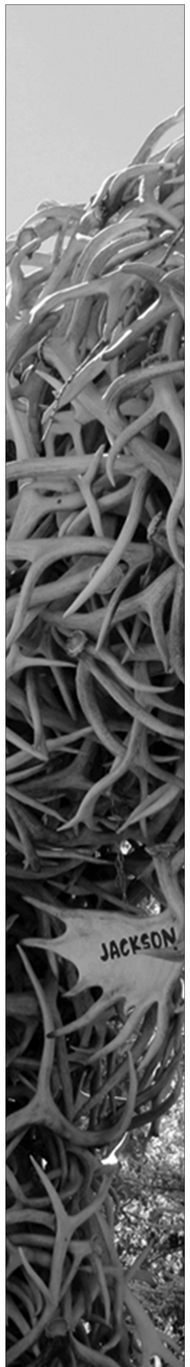
THE CENTER STREET PROJECT
FDP Submittal Draft
1619-00

Exterior Elevations
A302
10/31/2017

1 East Building - West Elevation

SCALE: 1/8" = 1'-0"



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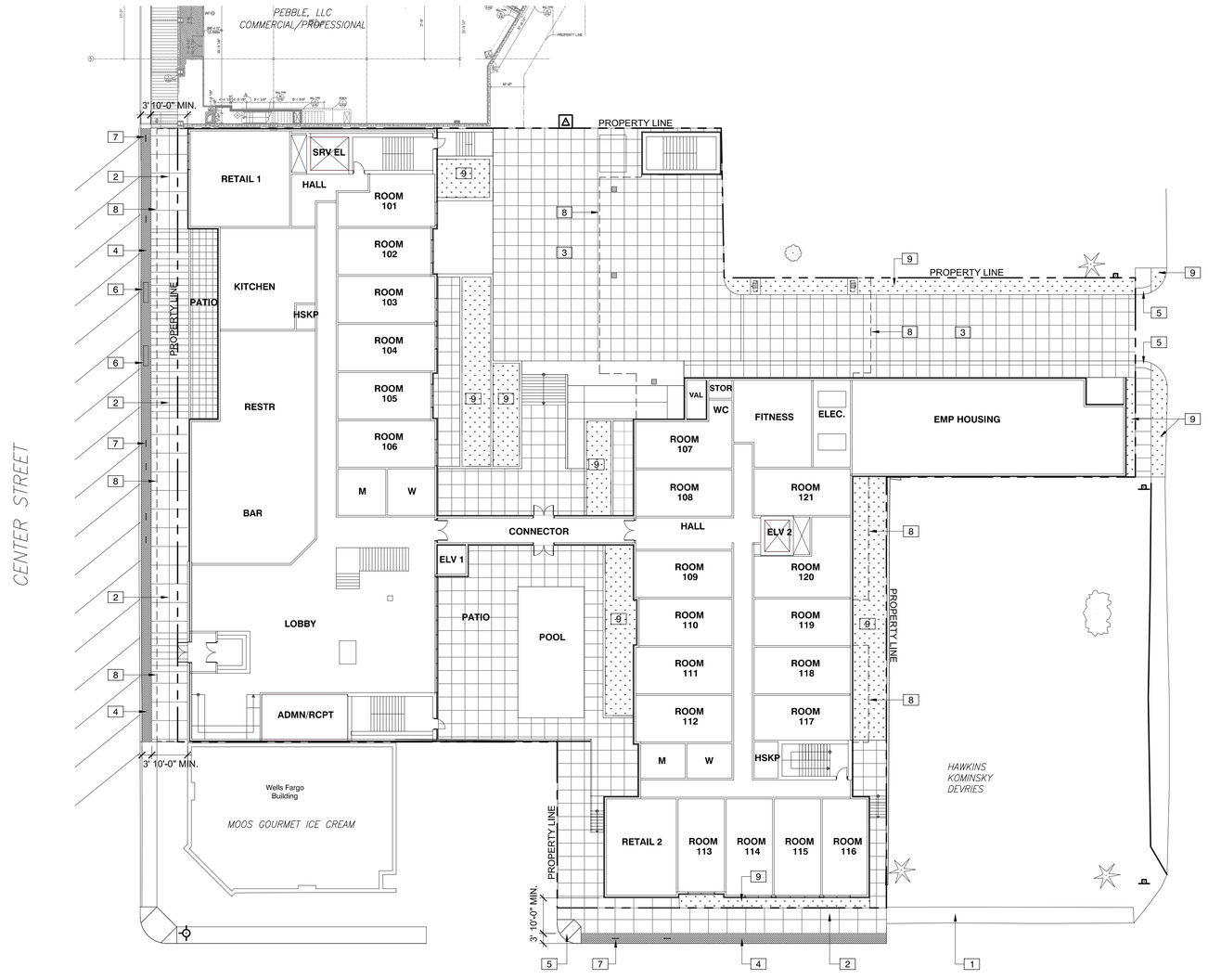
THE CENTER STREET PROJECT
FDP Submittal Draft
1619-00

Exterior Elevations
A303
10/31/2017



REFERENCE NOTES SCHEDULE

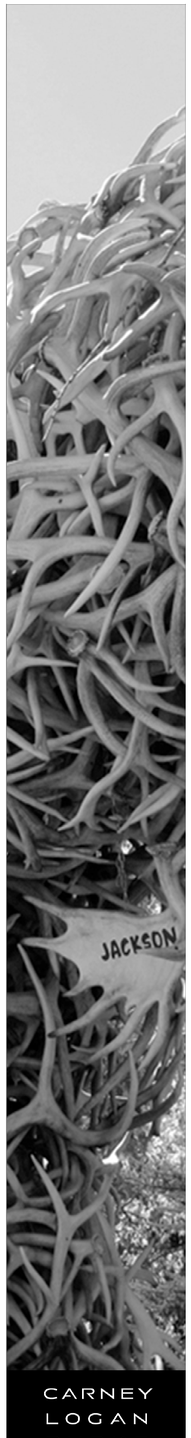
SYMBOL	DESCRIPTION
1	EXISTING SIDEWALK
2	CONCRETE PAVING - SIDEWALK
3	CONCRETE PAVING - ENTRY COURT
4	PAVERS
5	ADA RAMP
6	BENCH
7	BIKE RACK, TYP.
8	BUILDING OVERHANG
9	PLANTING AREA

NOTES:

THIS PROJECT IS LOCATED IN THE DOWNTOWN CORE AND TOWN SQUARE DISTRICTS. THERE IS NO MINIMUM LANDSCAPE REQUIREMENT FOR THESE DISTRICTS.

TOTAL PLANTING REQUIRED = 0
TOTAL PLANTING PROVIDED = 3,426 SF

ALL PLANTING AREAS SHALL BE WATERED WITH AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM WITH APPROVED BACKFLOW PREVENTION DEVICE.



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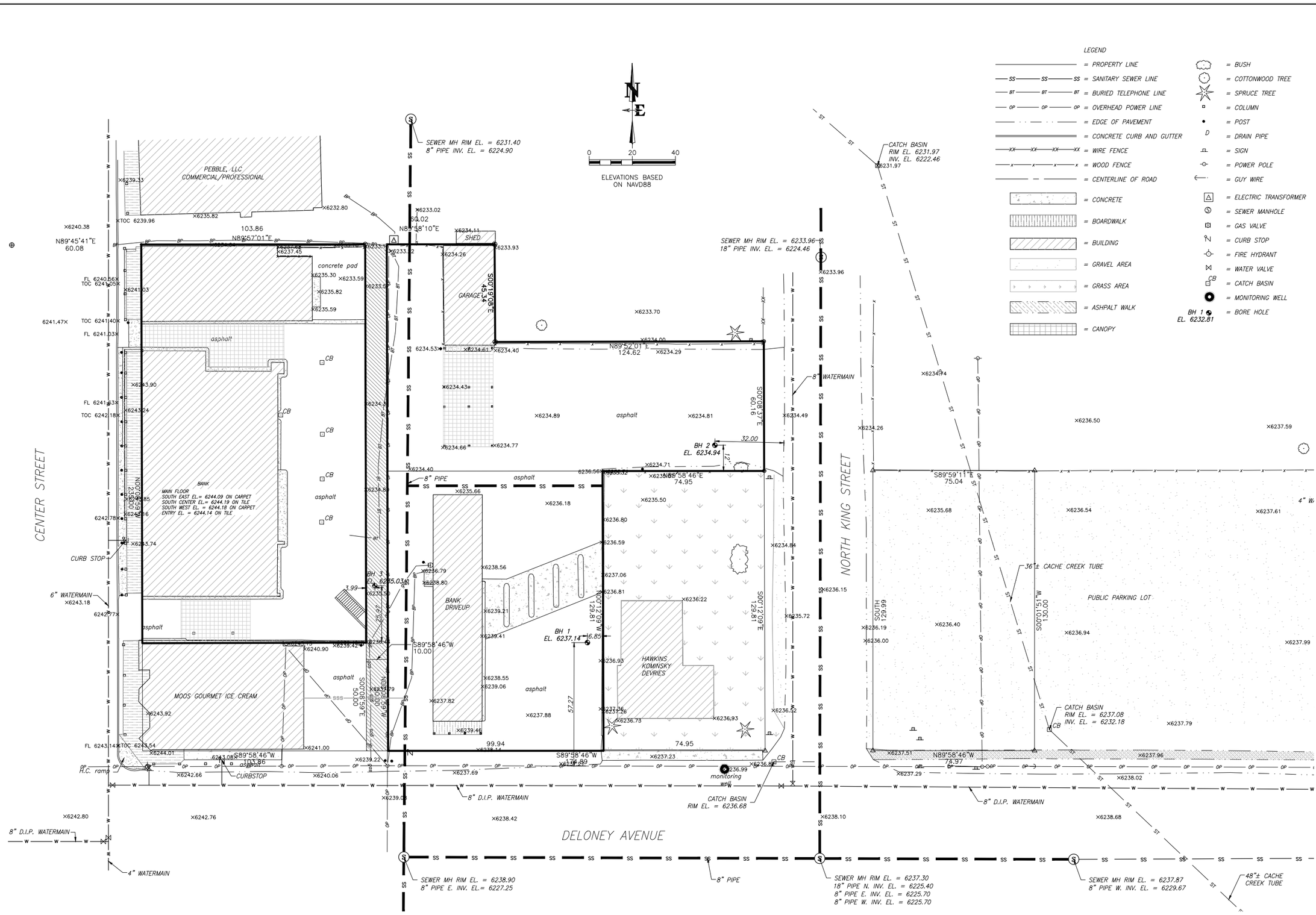
THE CENTER STREET PROJECT
FDP Submittal 1619-00

Landscape Site Plan
L1.0

1 LANDSCAPE SITE PLAN
1" = 20'-0"

0 20 40 60
1" = 20'-0" SCALE IN FEET

NORTH



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DATE	10/24/2017	REV.
SURVEYED		
ENGINEERED	MB	
DRAWN	AL	
CHECKED		
APPROVED		

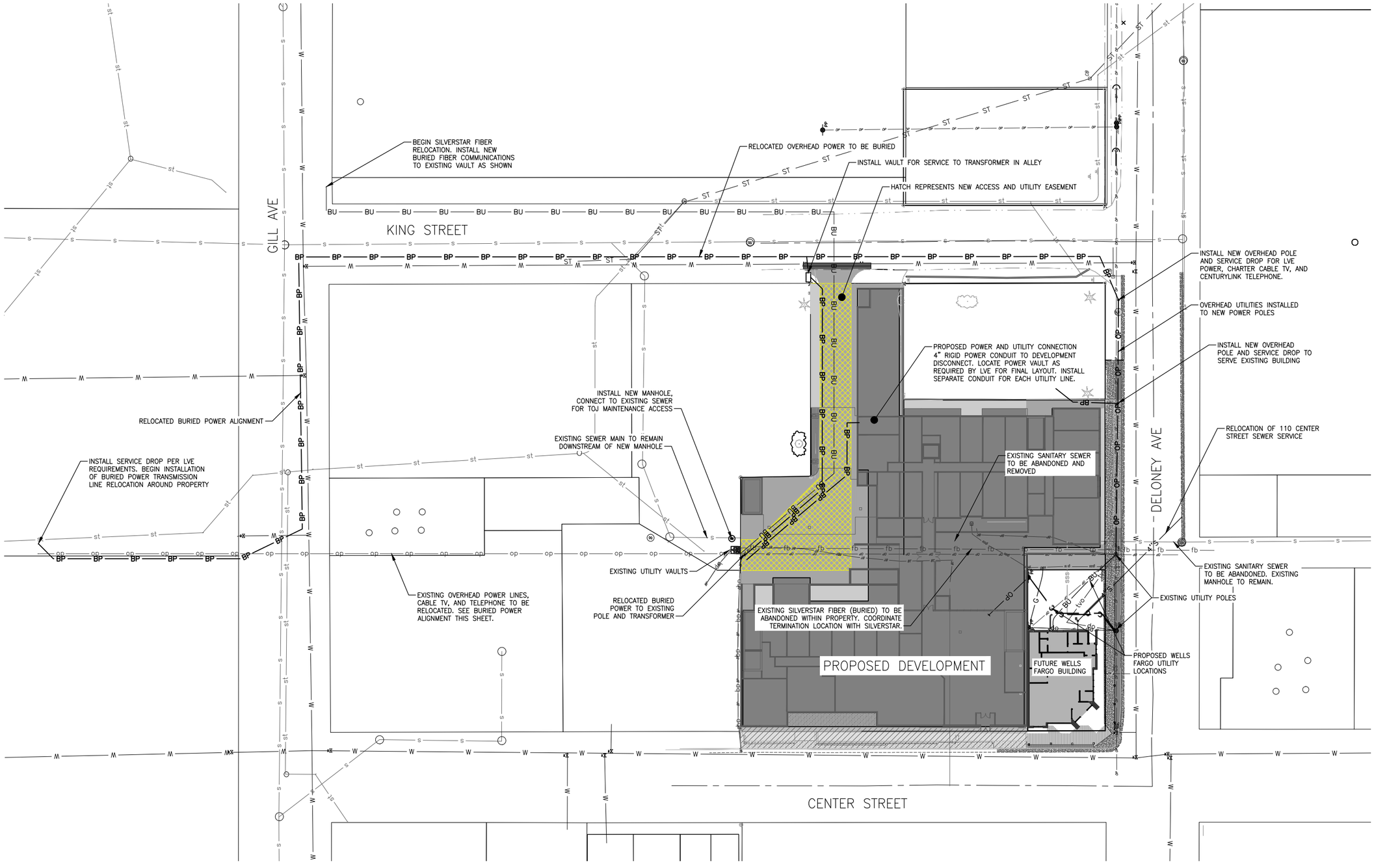
DRAWING TITLE: EXISTING SITE PLAN

JOB TITLE: CENTER STREET PROJECT
DEVELOPMENT SUBMITTAL
JACKSON, WYOMING

DRAWING NO: C1.0

JOB NO: 16-306-04

S:\PROJ\2000\124-2\SITE.DWG JAN 09 2002 02:35:57 PM O



NOTES:
1. THE PROPOSED DEVELOPMENT WILL REQUIRE RELOCATION OF EXISTING OVERHEAD POWER AS INDICATED. LVE HAS PROVIDED PRELIMINARY DESIGN RELOCATION AS REFLECTED IN PLAN
2. THE EXISTING SEWER MAIN TO BE ABANDONED IN THE ALLEY SERVES 110 CENTER STREET AND THE EXISTING WELLS FARGO COMPLEX ONLY. THE SERVICE TO 110 CENTER STREET WILL BE RELOCATED TO DELONEY AND THE DEVELOPMENT WILL HAVE A NEW PRIVATE COLLECTION SYSTEM INSTALLED TO CONVEY WASTEWATER TO THE TOJ SYSTEM.

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DATE	10/24/2017	
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ENGINEERED	MB	
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CHECKED		
APPROVED		

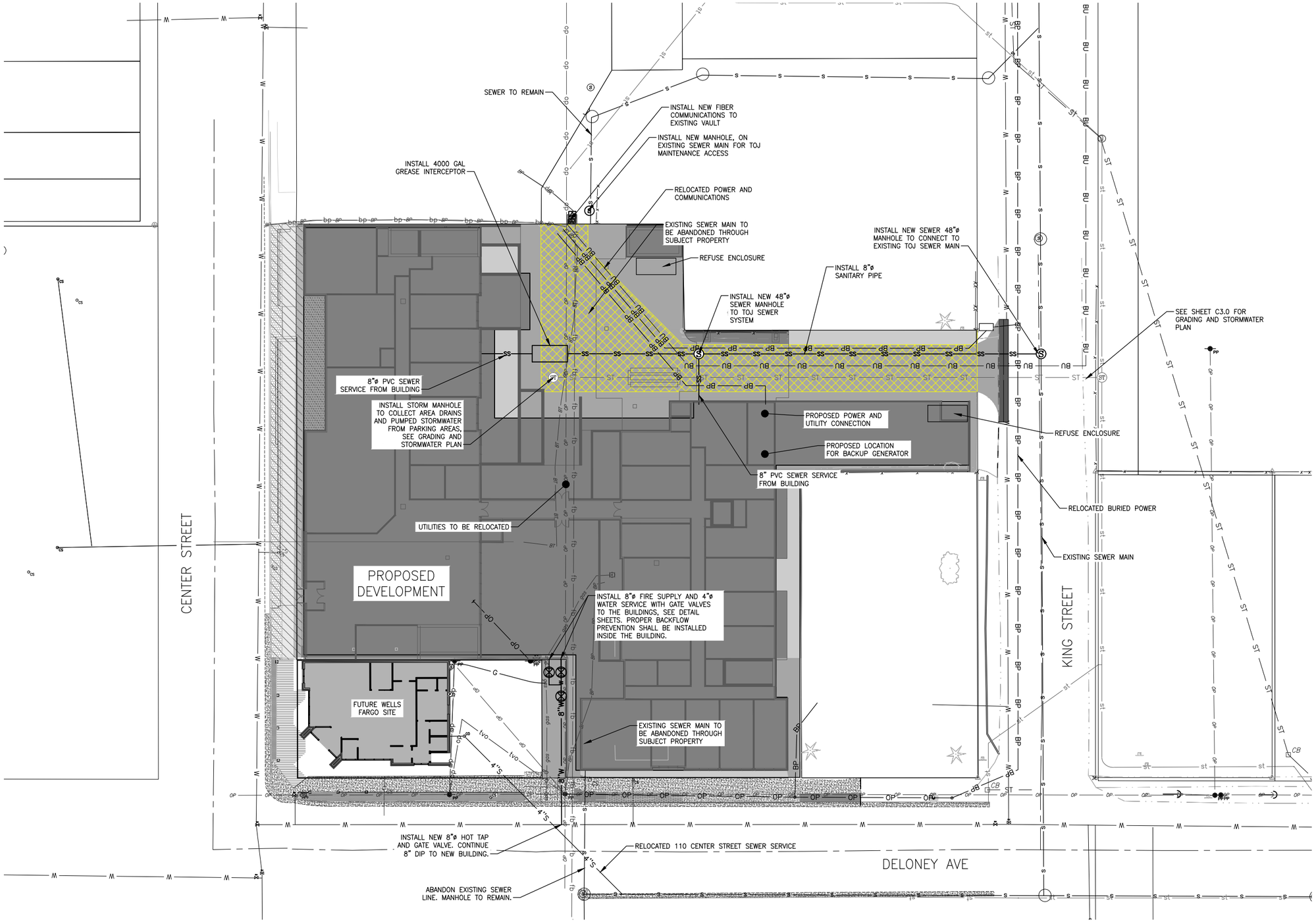
DRAWING TITLE: EXISTING UTILITY RELOCATION PLAN

JOB TITLE: CENTER STREET PROJECT
DEVELOPMENT SUBMITTAL
JACKSON, WYOMING

DRAWING NO: C2.0

JOB NO: 16-308-04

S:\Proj\2016\308-04 (Center Street Project - FEP Submittals)\Drawings\UTILITY.dwg (C2.0 WIRE UTILITY PLAN - Oct 25 2017 02:52:45 pm PLOTTED BY: Lee DWG FORMAT: 21D



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APPROVED		

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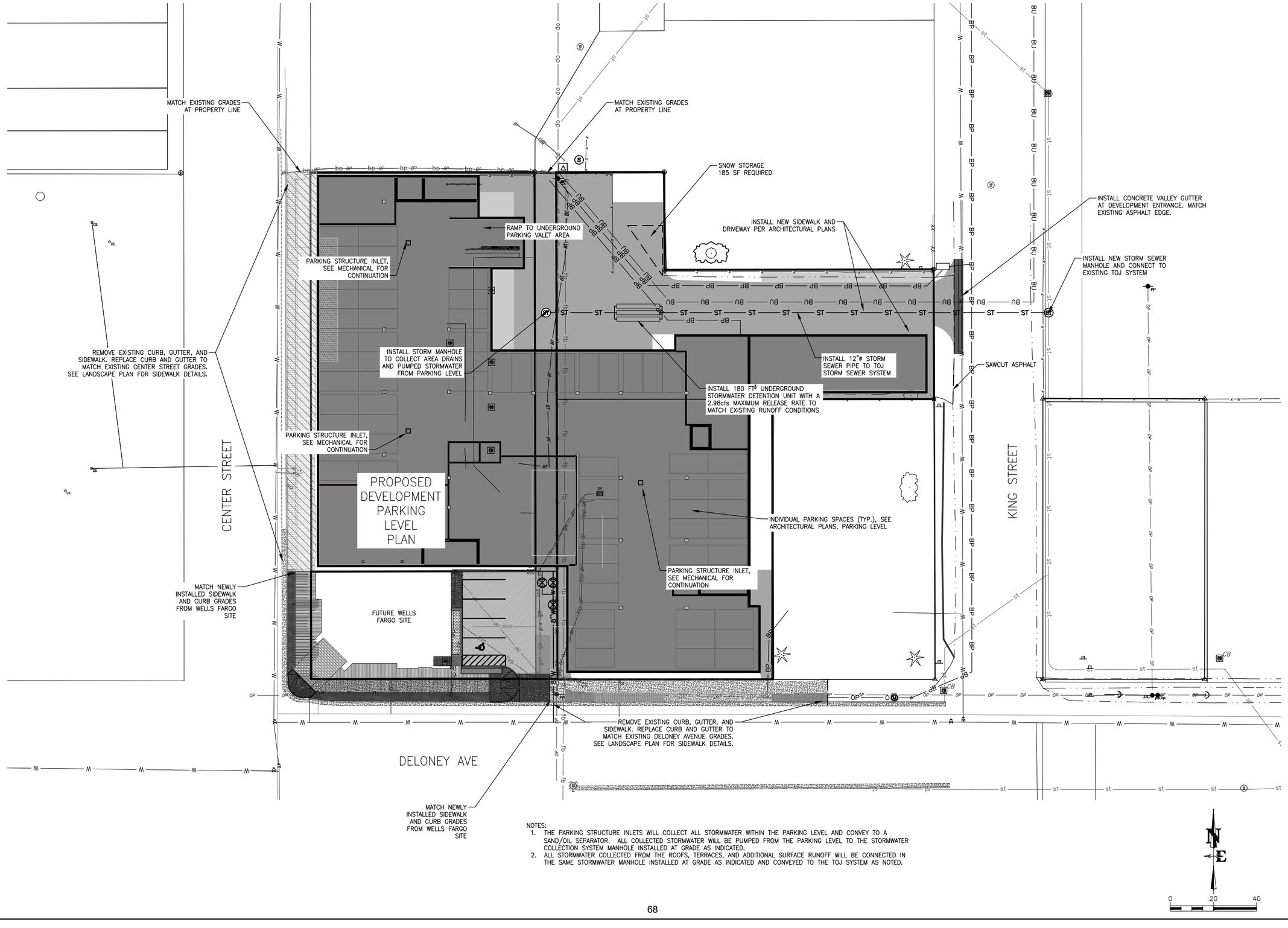
DRAWING TITLE
PROPOSED SITE & UTILITY PLAN

JOB TITLE
CENTER STREET PROJECT
DEVELOPMENT SUBMITTAL
JACKSON, WYOMING

DRAWING NO **C2.1**

JOB NO **16-306-04**

S:\Proj\2016\306-04 (Center Street Project - FDP Submittals)\Drawings\UTILITY.dwg C2.1 SITE UTILITY PLAN - Oct 25 2017 08:25:42 pm PLOTTED BY: Lee DWG FORMAT: 21D



NOTES:
1. THE PARKING STRUCTURE INLETS WILL COLLECT ALL STORMWATER WITHIN THE PARKING LEVEL AND CONVEY TO A SAND/OIL SEPARATOR. ALL COLLECTED STORMWATER WILL BE PUMPED FROM THE PARKING LEVEL TO THE STORMWATER COLLECTION SYSTEM MANHOLE INSTALLED AT GRADE AS INDICATED.
2. ALL STORMWATER COLLECTED FROM THE ROOFS, TERRACES, AND ADDITIONAL SURFACE RUNOFF WILL BE CONNECTED IN THE SAME STORMWATER MANHOLE INSTALLED AT GRADE AS INDICATED AND CONVEYED TO THE TOJ SYSTEM AS NOTED.

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		REV.
DATE	10/24/2017	
SURVEYED		
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CHECKED		
APPROVED		

DRAWING TITLE: SITE GRADING PLAN

JOB TITLE: CENTER STREET PROJECT
DEVELOPMENT SUBMITTAL
JACKSON, WYOMING

DRAWING NO: C3.0

JOB NO: 16-306-04

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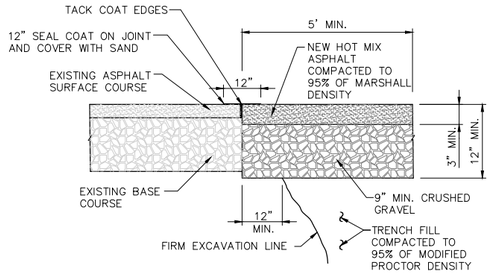
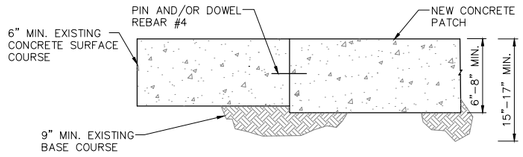


BITUMINOUS MATERIAL SHALL MEET THE APPLICABLE REQUIREMENTS OF SECTION 02545 BITUMINOUS MATERIALS OF WYOMING PUBLIC WORKS STANDARDS AND SPECIFICATIONS

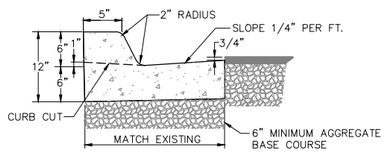
ASPHALT PATCH REPAIR DETAIL



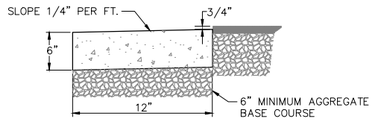
CONCRETE PATCH REPAIR DETAIL

NOTES:
1. REPLACEMENT ASPHALT THICKNESS SHALL BE 1" GREATER THAN EXISTING AND NO LESS THAN 3" MINIMUM.
2. ASPHALT SHALL BE PLACED IN TWO (2) LIFTS, EACH NO LESS THAN 1½" IN THICKNESS, AND COMPACTED TO 95% OF MARSHALL DENSITY.
3. PORTLAND CEMENT CONCRETE PAVEMENT SHALL MEET APPLICABLE REQUIREMENTS OF SECTION 02520, 02776 AND 03304 AS DIRECTED BY TOWN PUBLIC WORKS DEPARTMENT.

ST-118 C4.1 **PATCH REPAIR SECTION**
TOJ STD DETAIL



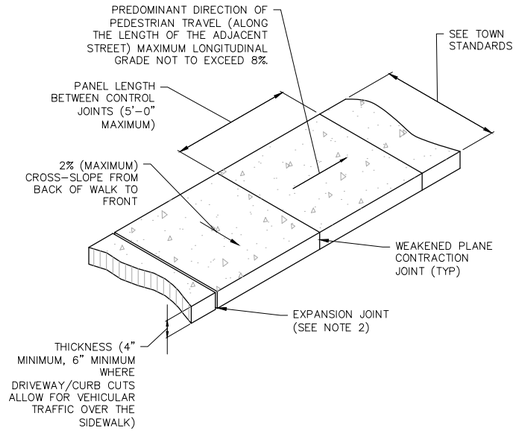
VERTICAL CURB



RIBBON CURB

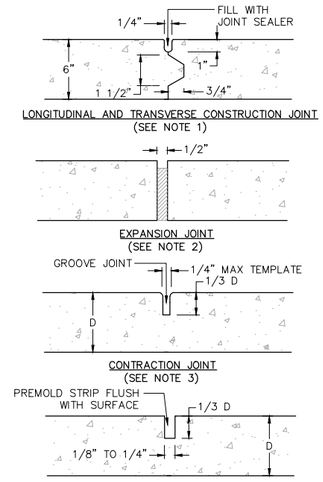
NOTES:
1. CURBS SHALL CONFORM TO WPWSS SECTION 02525, EXCEPT THAT PORTLAND CEMENT CONCRETE SHALL BE FIBERMESH–REINFORCED CLASS 4000 CONCRETE CONFORMING WITH WPWSS SECTION 03304, PART 2.07.
2. AGGREGATE BASE COURSE SHALL BE SIX INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
3. REMOVAL AND REPLACEMENT OF CURB SHALL TAKE PLACE IN FULL PANELS.
4. ROLL CURB SHALL NOT BE ALLOWED.

ST-110 C4.1 **CURB SECTION DETAIL**
TOJ STD DETAIL



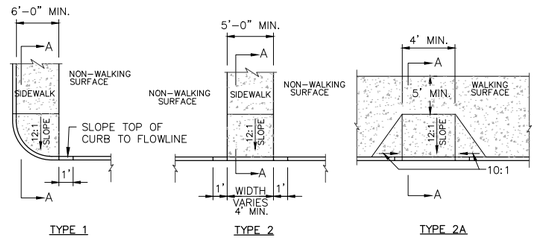
NOTES:
1. SIDEWALK SHALL CONFORM TO ALL APPLICABLE ADA STANDARD REQUIREMENTS SIDEWALKS SHALL CONFORM TO WPWSS SECTION 02776, EXCEPT THAT PORTLAND CEMENT CONCRETE SHALL BE FIBERMESH–REINFORCED CLASS 4000 CONCRETE CONFORMING WITH WPWSS SECTION 03304, PART 2.07.
2. EXPANSION JOINTS SHALL BE PLACED IN SIDEWALK 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 SIX 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.

ST-127 C4.1 **CONCRETE SIDEWALK**
TOJ STD DETAIL



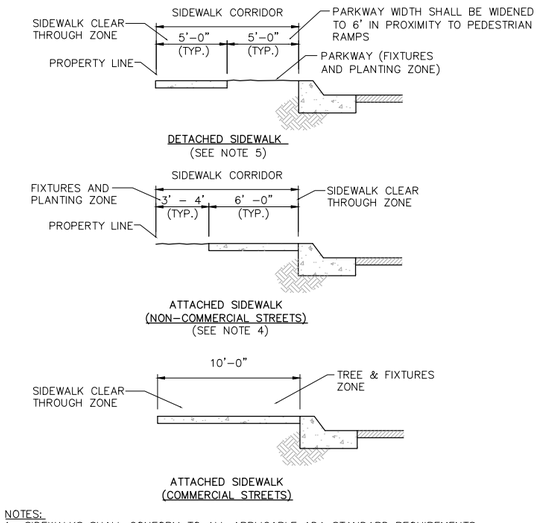
NOTE:
1. KEYWAY FORMED BY FASTENING METAL KEY TO FORM.
2. ½" PREMOLDED NON–EXTRUDING EXPANSION JOINT MATERIAL TO MEET AASHTO M–59. EXPANSION MATERIAL SHALL BE INSTALLED WHEN ABUTTING EXISTING CONCRETE OR FIXED STRUCTURES SUCH AS INLETS AND DRIVEWAYS, AND EVERY 300' ON LONG STRAIGHT CONCRETE STRETCHES.
3. FORM WITH TEMPLATE OR SAWCUT JOINTS. IF SAWCUT JOINTS ARE USED, THEY SHALL BEGIN AS SOON AS CONCRETE IS HARDENED SUFFICIENTLY TO PERMIT SAWING WITHOUT EXCESSIVE RAVELING AND BEFORE UNCONTROLLED CRACKING OCCURS. MINIMUM DISTANCE BETWEEN JOINTS IS 5'.
4. JOINT LAYOUT FOR CONCRETE STREETS IS TO BE SUBMITTED TO THE TOWN ENGINEER FOR APPROVAL.

ST-123 C4.1 **PAVING & CONCRETE JOINT DETAILS**
TOJ STD DETAIL



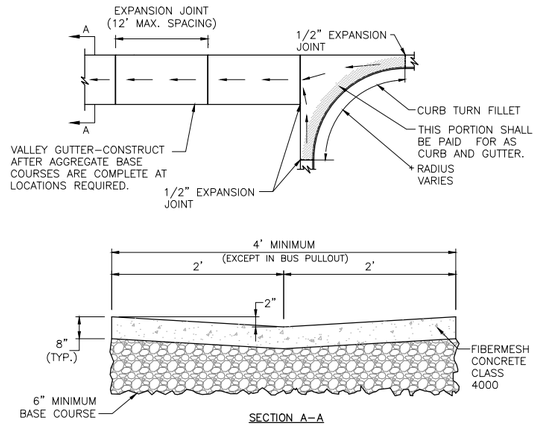
NOTES:
1. SIDEWALKS SHALL CONFORM TO ALL APPLICABLE ADA STANDARD REQUIREMENTS.
2. LIP AT GUTTER TO BE NO MORE THAN ¼" HIGH.
3. CONCRETE TO BE A BROOM FINISH.
4. ALL PEDESTRIAN RAMPS SHALL INCLUDE PLACEMENT OF CAST IRON TRUNCATED DOME DETECTION PANELS IN A BRICK RED COLOR. (PANELS SHALL BE PROVIDED BY TOJ.)

ST-112 C4.1 **PEDESTRIAN RAMPS**
TOJ STD DETAIL



NOTES:
1. SIDEWALKS SHALL CONFORM TO ALL APPLICABLE ADA STANDARD REQUIREMENTS
2. SIDEWALK, PEDESTRIAN RAMPS AND CURB & GUTTER CONSTRUCTION SHALL BE PER
3. TOWN STANDARDS WITHIN THE TOWN'S BOARDWALK DISTRICT, BOARDWALK (RATHER THAN SIDEWALK) SHALL
4. BE INSTALLED.
5. MINIMUM CLEARANCE AROUND ALL OBSTRUCTIONS SHALL BE 5'–0".
6. ON NON–COMMERCIAL STREETS DETACHED SIDEWALK SHALL BE THE PREFERRED OPTION. IN ORDER TO MAINTAIN THE CLEAR THROUGH ZONE, THE FIXTURES ZONE SHALL BE WHERE FIRE HYDRANTS, UTILITY POLES, GUY WIRES, PULL BOXES, NEWSPAPER BOXES, PHONE BOOTHS, AND OTHER SUCH OBSTRUCTIONS ARE LOCATED.

ST-128 C4.1 **SIDEWALK CORRIDOR**
TOJ STD DETAIL



NOTES:
1. VALLEY GUTTERS AND CURB TURN FILLETS SHALL CONFORM TO WPWSS SECTION 02528, EXCEPT THAT PORTLAND CEMENT CONCRETE SHALL BE FIBERMESH CLASS 4000 CONCRETE CONFORMING WITH WPWSS SECTION 03304, PART 2.08.
2. AGGREGATE BASE COURSE SHALL BE SIX INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
3. REMOVAL AND REPLACEMENT OF VALLEY GUTTER SHALL TAKE PLACE IN FULL PANELS.
4. CURB AND GUTTER SECTION SHALL BE POURED SEPARATE OF VALLEY PAN AS WELL AS PEDESTRIAN RAMP AND/OR SIDEWALK.

ST-109 C4.1 **VALLEY GUTTER & CURB TURN FILLET**
TOJ STD DETAIL

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	CHECKED	
	APPROVED	

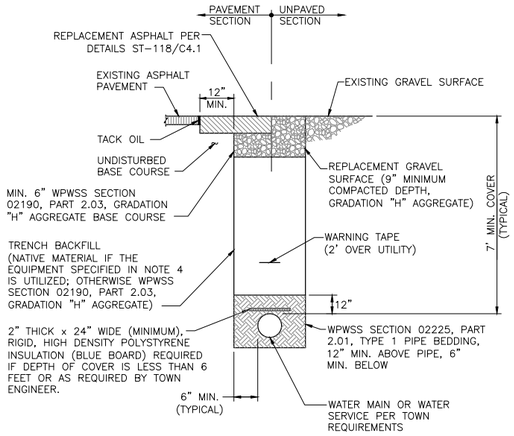
DRAWING TITLE: ROAD & GRADING DETAILS

JOB TITLE: CENTER STREET PROJECT
DEVELOPMENT SUBMITTAL
JACKSON, WYOMING

DRAWING NO: C4.1

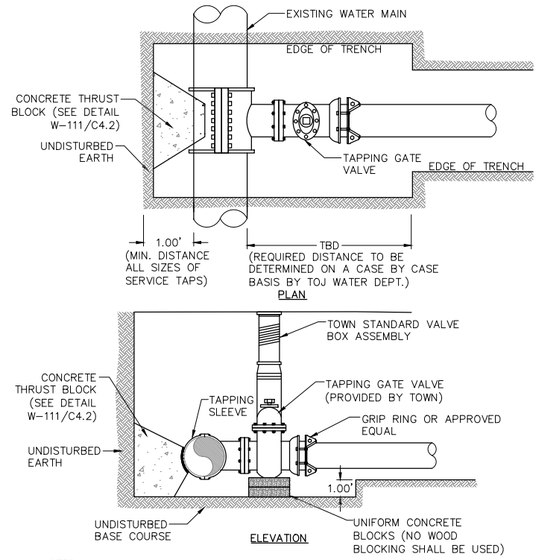
JOB NO: 18-308-04

SVProj2018\308-04 (Center Street Project - FOR Submittal)\Drawings\DETAILS.dwg ROAD-GRADING - Oct 25 2017 02:26:29 pm PLOTTED BY: Lee DWG FORMAT: 21B



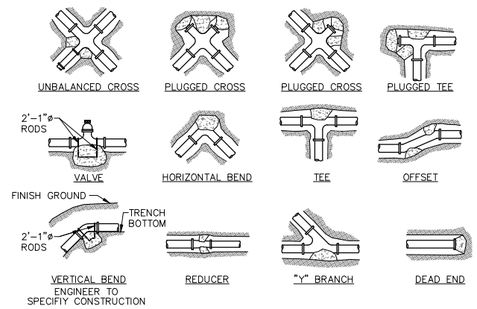
NOTES:
1. TRENCH BACKFILL BELOW THE SURFACE SHALL MEET THE FOLLOWING CRITERIA:
   – 95% MODIFIED PROCTOR DENSITY WITHIN STREET AND ALLEY RIGHTS-OF-WAY.
   – 90% MODIFIED PROCTOR DENSITY OUTSIDE STREET AND ALLEY RIGHTS-OF-WAY.
2. COMPACTION OF NATIVE TRENCH BACKFILL, WITH ALL ROCK LARGER THAN 6" REMOVED, SHALL BE CARRIED OUT IN 2' LIFTS WITH A HOE-PACK OR A VIBRATORY SHEEPS FOOT ROLLER (COMPACTION METHOD AND EQUIPMENT SHALL BE REVIEWED AND APPROVED BY TOWN ENGINEER PRIOR TO BACKFILLING).
3. PIPE BEDDING SHALL BE PLACED IN 6" LIFTS AND THOROUGHLY COMPACTED WITH A JUMPING JACK TO PROVIDE UNIFORM PIPE SUPPORT.
4. UNLESS OTHERWISE DIRECTED, ALL BASE COURSE AND GRAVEL SURFACE REPLACEMENT SHALL BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
5. ALL TRENCH EXCAVATION SHALL CONFORM TO WYOMING OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (WYOSHA) REGULATIONS.

W-100 / C4.2 **WATER MAIN AND SERVICE LINE TRENCH**
TOJ STD DETAIL



NOTES:
1. TRENCH WILL BE EXCAVATED TO MEET ALL WYOSHA STANDARDS PRIOR TO TAPPING.
2. EXCAVATION OF TAPPING LOCATION SHALL BE APPROVED BY TOJ WATER DEPARTMENT PRIOR TO TAPPING.
3. THE TOWN SHALL COMPLETE THE TAPPING OF THE MAIN. NO OTHER PERSONS SHALL COMPLETE TAP WITHOUT CONSENT OF TOWN. ALL OTHER WATER MAIN WORK SHALL BE THE RESPONSIBILITY OF THE OWNER/CONTRACTOR.

W-118 / C4.2 **WATER MAIN TAPPING DETAIL**
TOJ STD DETAIL

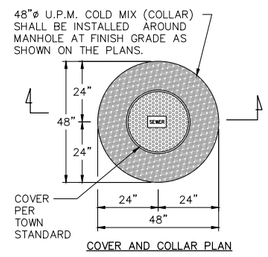


MINIMUM DIMENSIONS FOR THRUST BLOCKING

FITTING SIZE	TEES & PLUGS		90° BENDS		45° BENDS & WYES		REDUCERS & 22 1/2° BENDS		11 1/4° BENDS	
	A	B	A	B	A	B	A	B	A	B
4"	1'-2"	1'-2"	1'-8"	1'-6"	1'-8"	0'-10"	1'-2"	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"

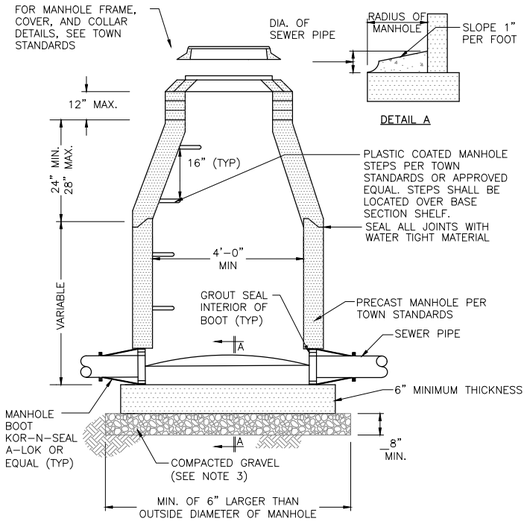
NOTES:
1. SIZE BLOCKS SHALL BE A MINIMUM OF 6" THICK.
2. ALL BLOCKING SHALL BEAR AGAINST UNDISTURBED MATERIAL.
3. DESIGN IS BASED ON 150 PSI MAIN PRESSURE AND 2000 PSF SOIL BEARING CAPACITY.
4. 4 MIL POLYETHELENE PLASTIC BOND BREAKER SHALL BE PROVIDED BETWEEN THRUST BLOCK AND WATER PIPE.

W-111 / C4.2 **THRUST BLOCK DETAILS**
TOJ STD DETAIL



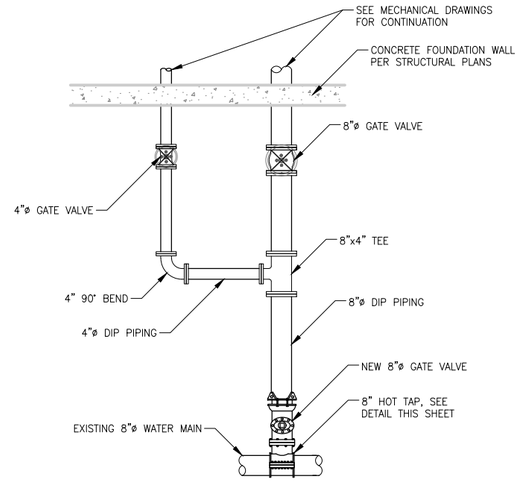
NOTES:
1. ADJUST MANHOLE UPWARD WITH ADJUSTING RINGS UNDER FRAME. ADJUST MANHOLE DOWNWARD BY REMOVING A PORTION OF THE MANHOLE RISER AND REBUILDING TO PROPER HEIGHT. SLOPE MANHOLE RING AS REQUIRED TO MATCH STREET GRADE AND CROSS SLOPE. MAKE FINAL MANHOLE ADJUSTMENT AFTER PAVING AND BEFORE SEAL COATING.
2. IF MANHOLE IS WITHIN UNPAVED AREA USE TAPERED COLLAR. SEE TOWN SANIATRY SEWER DETAIL SS-110.

SS-109 / C4.2 **MANHOLE ADJUSTMENT DETAIL**
TOJ STD DETAIL



NOTES:
1. DROP ACROSS INVERT SHALL BE GREATER THAN OR EQUAL TO SLOPE OF ADJACENT SEWER PIPE.
2. BASE SHALL BE REINFORCED WHEN THE DISTANCE FROM INVERT TO TOP OF COVER EXCEEDS 15'. REINFORCEMENT TO BE APPROVED BY ENGINEER.
3. GRAVEL SHALL BE EIGHT INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
4. ALL PIPES GOING INTO MANHOLE SHALL BE INSTALLED TO MATCH TOP OF PIPE CROWNS.
5. TROUGH DEPTH AT CENTER TO BE HALF THE DIAMETER OF THE PIPE.

SS-102 / C4.2 **SANITARY SEWER MANHOLE**
TOJ STD DETAIL



1 / C4.2 **WATER SERVICE CONNECTION DETAIL**

			REV:
DATE	10/24/2017		
SURVEYED		MB	
ENGINEERED		AL	
DRAWN			
CHECKED			
APPROVED			

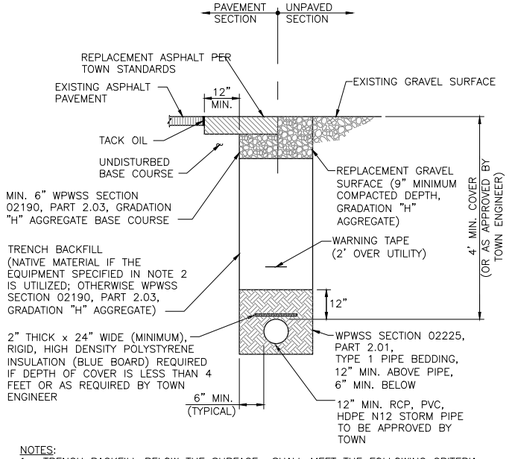
NELSON ENGINEERING
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DRAWING TITLE: **STANDARD WATER & SEWER DETAILS**

JOB TITLE: CENTER STREET PROJECT
DEVELOPMENT SUBMITTAL
JACKSON, WYOMING

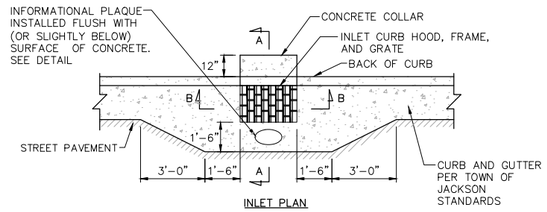
DRAWING NO: **C4.2**
JOB NO: **16-306-04**

S:\Proj\2016\306-04 (Center Street Project - FOR Submittal)\Drawings\DETAILS.dwg <WATER-SEWER> - Oct 25 2017 02:26:27 pm PLOTTED BY: Lee DWG FORMAT: 21D

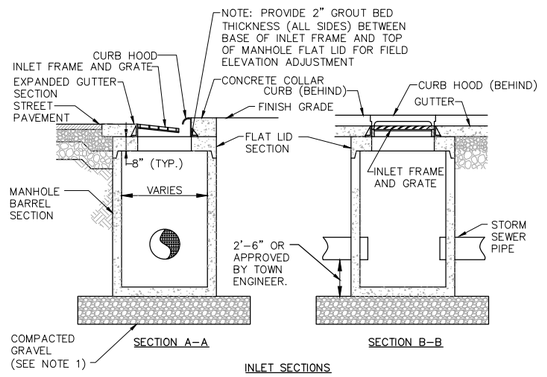


NOTES:
1. TRENCH BACKFILL BELOW THE SURFACE SHALL MEET THE FOLLOWING CRITERIA:
   – 95% MODIFIED PROCTOR DENSITY WITHIN STREET AND ALLEY RIGHTS–OF–WAY.
   – 90% MODIFIED PROCTOR DENSITY OUTSIDE STREET AND ALLEY RIGHTS–OF–WAY.
2. COMPACTION OF NATIVE TRENCH BACKFILL, WITH ALL ROCK LARGER THAN 6" REMOVED, SHALL BE CARRIED OUT IN 2' LIFTS WITH A HOE–PACK OR A VIBRATORY SHEEPS FOOT ROLLER (COMPACTION METHOD AND EQUIPMENT SHALL BE REVIEWED AND APPROVED BY TOWN ENGINEER PRIOR TO BACKFILLING).
3. PIPE BEDDING SHALL BE PLACED IN 6" LIFTS AND THOROUGHLY COMPACTED WITH A JUMPING JACK TO PROVIDE UNIFORM PIPE SUPPORT.
4. UNLESS OTHERWISE DIRECTED, ALL BASE COURSE AND GRAVEL SURFACE REPLACEMENT SHALL BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
5. ALL TRENCH EXCAVATION SHALL CONFORM TO WYOMING OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (WOSHA) REGULATIONS.

STM-100 / C4.3 — STORM SEWER PIPE TRENCH
TOJ STD DETAIL



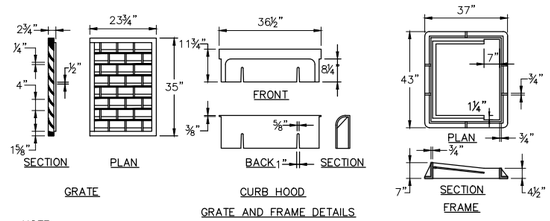
INLET PLAN



INLET SECTIONS

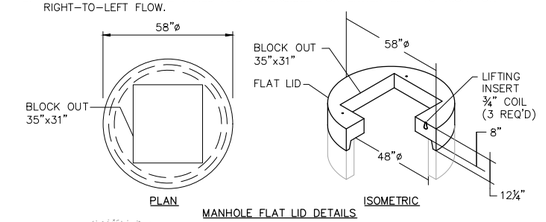
NOTES:
1. GRAVEL SHALL BE EIGHT INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.

STM-101 / C4.3 — CURB INLET DETAILS
TOJ STD DETAIL

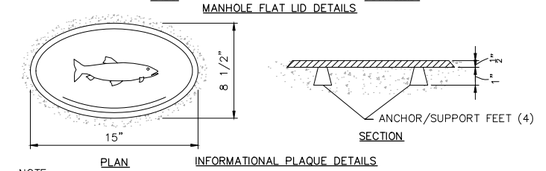


GRATE AND FRAME DETAILS

NOTE:
1. INLET GRATE AND FRAME SHALL BE MODEL NO. I–3520, AS MANUFACTURED BY D&L SUPPLY OF LINDON, UTAH, OR APPROVED SUBSTITUTE.
2. INLET GRATE SHALL BE VANED AND REVERSIBLE FOR EITHER LEFT–TO–RIGHT OR RIGHT–TO–LEFT FLOW.



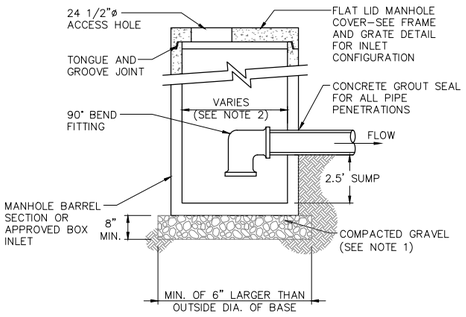
MANHOLE FLAT LID DETAILS



INFORMATIONAL PLAQUE DETAILS

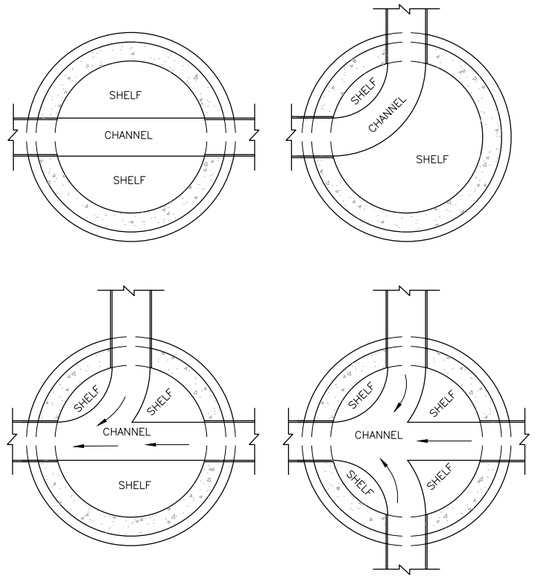
NOTE:
PLAQUE SHALL BE SUBSTANTIALLY AS SHOWN, AS SUPPLIED BY D&L SUPPLY OF LINDON, UTAH, OR APPROVED SUBSTITUTE.

STM-105 / C4.3 — CURB INLET DETAILS
TOJ STD DETAIL



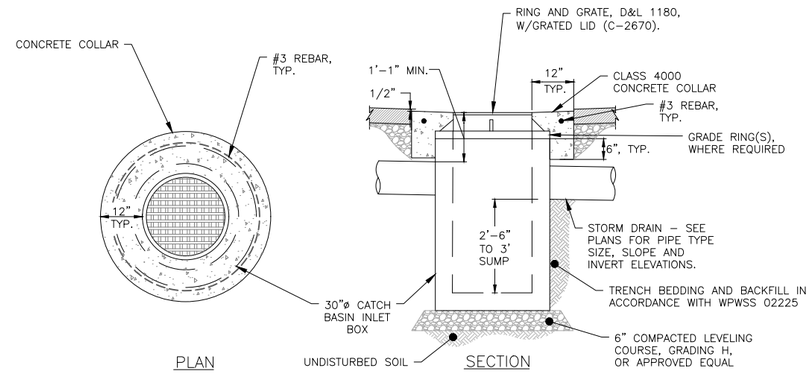
NOTES:
1. GRAVEL SHALL BE EIGHT INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
2. ALL DIMENSIONS TO BE APPROVED BY THE TOWN PUBLIC WORKS DEPARTMENT.
3. MANHOLE COVER SHALL BE DESIGNED FOR H20S LOADING.
4. SEE DETAIL FOR CAST IRON FRAME AND COVER.
5. SEE ADJUSTMENT AND COLLAR DETAIL.

STM-102 / C4.3 — PARKING STRUCTURE INLET
TOJ STD DETAIL



NOTES:
1. SLOPE ALL SHELVES TO CHANNEL AT 1" PER FOOT.
2. SEE PLAN–PROFILE SHEETS FOR SLOPE OF CHANNEL.

SS-107 / C4.3 — MANHOLE CHANNEL DETAILS
TOJ STD DETAIL



NOTES:
1. *PROVIDE 0.1' DROP FROM INLET AND OUTLET PIPES.*
2. *MATCH PIPE INVERTS CALLED OUT IN PLAN.*
3. *GROUT BOTTOM OF CATCH BASIN, AS NECESSARY, TO OUTLET INVERT AND PROVIDE POSITIVE DRAINAGE.*
4. *TRENCH BACKFILL SHALL BE TYPE A FOR ALL STORM DRAIN WORK.*

1 / C4.3 — STORM SEWER MANHOLE

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

DATE	10/24/2017	REV:
SURVEYED		
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CHECKED		
APPROVED		

DRAWING TITLE: STORM WATER DETAILS

JOB TITLE: CENTER STREET PROJECT
DEVELOPMENT SUBMITTAL
JACKSON, WYOMING

DRAWING NO: C4.3
JOB NO: 16–308–04

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FINIDINGS FOR APPROVAL

Findings for Approval

Development Plan

This project is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.

The proposed development implements every goal that is established for the site by the Comprehensive Plan. The redevelopment of the property provides multiple land uses, a design that maintains a western character, and pedestrian friendly streets; the leading elements of the desired future character that is defined in the Plan. This property is divided between two character districts and the proposed plan ties together the two districts to fully implement the Plan. The Center Street property is in Character District 1.2 and the remainder of the property is in Character District 2.3.

CHARACTER DISTRICT 1.2

For Character District 1.2, the Comprehensive Plan contains numerous descriptions and goals that establish the desired future character. This desired character focuses on maintaining western character, lodging tourist and establishing pedestrian friendly streets. The italicized statements below are direct quotes from the Comprehensive Plan and describe the desired character for the District. The bulleted comments relate the proposed development to the detailed statements in the Comprehensive Plan.

Western Character

Stable area with a focus on maintaining western character. – Desired architectural style and approach will coordinate with the Inner Square. – Continuation of covered wooden boardwalks is vital to maintaining western character.

- The architecture of the proposed buildings and the covered walkway along Center Street contribute to the western character of the downtown area. The details and colors maintain the modern western architectural theme that is evolving in Jackson. The walls are capped with a cornice detail and all colors are from the western palette.

Tourist Economy

Building heights allowed up to three stories in order to provide lodging supporting our tourist economy.

- Redevelopment of the site with a high-quality hotel, retail, meeting rooms and restaurant/bar supports our tourist economy.
- The parts of the two proposed buildings that lodge tourists are three stories. A portion of one building that is not in the Lodging Overlay is only two stories.

Streetscape and Pedestrians

Buildings should be located near the street to create an attractive street front. – Walkable area oriented to pedestrians.

- The proposed buildings on Center and Deloney Streets are setback 13 feet from the back of curb to create a generous pedestrian corridor along two major streets that connect public parking lots to the Town Square.
- The 13-foot wide pedestrian corridors contain sidewalks and pedestrian amenities along the Center and Deloney Streets.
- A mix of retail and restaurant uses front Center Street in a building with a significant number of large windows. This transparency in the building design integrates the indoor uses with the outdoor pedestrian area. The restaurant/bar along Center Street also incorporates an outdoor sitting area which will bring additional vibrancy to the street. These active pedestrian areas replace the current streetscapes that are created by the existing institutional buildings and are very uninviting to pedestrians.
- The Center Street building frontage is broken down into a pedestrian scale façade. Varied setbacks in the building wall, overhead canopies, balconies, material changes and other design features create a comfortable walking corridor for pedestrians.
- A retail use contained in the Deloney Street building frontage will complement the improved pedestrian corridor and help activate this street.

CHARACTER DISTRICT 2.3

The remainder of the property is in Character District 2.3 and the Comprehensive Plan contains extensive descriptions and goals that establish the future desired character of this District. The Plan calls for mixed land uses, identifies the area as the economic and lodging centers of the community, classifies the District as Transitional, and promotes pedestrian friendly development. The italicized statements below are directly from the Comprehensive Plan and describe the desired future character, followed by comments about the proposed development.

Mixed Uses

Mixed use area. -- Includes retail, restaurant, office, and other commercial along with lodging in a variety of building sizes. -- Goal to create vibrant mixed use area by accommodating a variety of uses. -- Challenge to provide balance between lodging and long term residential.

- This development contains six land uses on the property. A mix of lodging, meeting rooms, workforce housing, retail, restaurant and a bar will occupy the site.
- Restaurant/bar, retail and meeting rooms coupled with a high-end hotel within a short walking distance to the Square creates the vibrancy the Comprehensive Plan seeks for the desired future character.
- While parts of Character District 2.3 may provide opportunities for long-term residential that can balance lodging, this site is most suitable for lodging and other commercial uses. The site is bordered on three sides by commercial development and the Town soon will develop tour bus parking along the fourth side. Nonetheless, this development includes workforce housing. In addition to the transportation benefits derived from on-site worker housing, these residential units also provide a base residential population for downtown, adding to the mixed uses and vibrancy.

Center of Economic Activity, Center of Tourist Experience

Center of economic activity. -- Center of visitor experience with a significant amount of lodging. -- This area was the starting point for the refined lodging overlay boundary.

- After much discussion and community involvement, the lodging overlay boundary was revised and re-adopted. This redevelopment site is in the center of the overlay, exactly where the Comprehensive Plan and LDR designate for lodging.
- A high-quality hotel with retail, restaurant, bar, and meeting rooms significantly enhance the area of town defined as "the center of the visitor experience."
- Redeveloping an institutional site with a mix of uses and the high-quality hotel in the core of downtown creates the economic activity that implements the Comprehensive Plan.

Change in Physical Development

Transitional area. -- Existing character of the built form is varied and inconsistent. -- A variety of two and three story buildings are desired.

- This application redevelops a property that currently is dominated by institutional buildings, a drive-through banking facility, uninviting pedestrian experiences along major walking routes between public parking and the Square, and a large asphalt area as viewed from the adjoining streets.
- The proposed redevelopment will transform the site into building forms and land uses that accomplish essentially every goal established for this area by the Comprehensive Plan.
- The portion of the proposed building that is closest to the Town Square will be two levels; the remainder of the buildings will be three levels to accommodate lodging.

Streetscape and Pedestrians

Commercial uses create an active and engaging pedestrian experience located on first and second floors, with lodging predominately located on upper floors. Pedestrian is of great importance. -- Walkable area. -- Buildings are to create attractive street wall with good urban design principles. -- On-site parking underground or screened from view.

- The Center Street building contains a significant amount of glass, creating interaction between the indoor activities and the outdoor pedestrian area.
- An outdoor dining area is included in the restaurant/bar that fronts Center Street.
- The building wall is broken down to a pedestrian scale with differing setbacks, balconies, overhead canopies, and varied building materials, creating a pedestrian friendly corridor.
- The redevelopment of this site replaces an existing institutional building that discourages pedestrian activity with a highly attractive streetscape that encourages pedestrians to walk down the street.
- All parking on this site is below grade and screened from view.

Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.

- N/A

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

- See the attached Engineering Report for demonstrations of no significant impact on transportation, water and wastewater. The proposed uses will have no impact on schools, and no measurable impact on other public facilities.

Complies with the Town of Jackson Design Guideline.

- The Sketch Plan received unanimous approval from the Design Review Committee and the Final Plan will be submitted for further review by the Committee. The applicant will endeavor to address any additional comments the Committee may have.
- The submitted plan complies with the Jackson form based zoning code and the pedestrian requirements along both Center and Deloney Streets.

Complies with all relevant standards of these LDRs and other Town Ordinances.

- See the attached sections on LDR Compliance and Responses to Checklist Items.

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

- This proposal fully redevelops the site thereby replacing all prior permits and approvals.

Findings for Approval – Conditional Use

Standards for Accessory Residential Unit

Conditional Use Permit (for dormitory)

Two employee housing units contain four bedrooms and are therefore classified as dormitories, which require Conditional Use Permits. Below are the Findings for Approval of a CUP. The bullet points below are our responses to the Findings.

In addition to these findings, see:

1. the Special Restriction for Employee Housing, included in this section;
2. the floor plan for all employee housing units, including the two four bedroom units, and
3. each employee bedroom will have a designated storage space that will be on-site and near the housing.

We will work with the Affordable Housing Department staff to finalize the Special Restriction.

Is compatible with the desired future character of the area.

- Please see another section of this submittal titled, Development Plan for a description of compatibility with the desired future character of the area.

Complies with the uses specific standards of Div. 6.1.

- The two, four-bedroom units are residential units occupied by a group of unrelated people not residing as a single family, therefore meeting the dormitory definition in Div. 6.1.
- Dormitories are allowed as conditional uses in the Downtown Core zoning district.

Minimizes adverse visual impacts.

- The dormitories are embedded in a residential structure that contains other residential units with fewer bedrooms. The dormitory units will be indistinguishable from the other units as the building is viewed from all vantage points.
- The residential building fronts King Street and is constructed in the same architectural theme and materials as the remainder of the development.

Minimizes adverse environmental impacts.

- The dormitory units are a very small part of a larger development. The project redevelops a downtown property that is fully covered with buildings and asphalt. There are no natural resources on the site.

Minimizes adverse impacts on public facilities.

- The dormitories are a very small part of a larger development. See the section of this submittal titled, Engineering Report for a demonstration that the entire development does not create adverse impacts on public facilities.

Complies with all other relevant standards of these LDRs and all other Town Ordinances.

- Please see other sections of this application titled LDR Compliance and Housing Mitigation Plan for demonstrations of compliance with applicable LDR standards.
- This application also complies with all other town ordinances as demonstrated by the unanimous approval of the previous Sketch Plan.

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

- Please see another section of this application titled, Project Overview, Compliance with Conditions of Approval, for a demonstration of compliance with the conditions of the previously approved Sketch Plan. Because this site is being fully redeveloped, all earlier permits and approvals are superseded by this application.

Accessory Residential Unit

The applicant proposes approximately 910 square feet of employee housing beyond the amount required by the LDRs. The employee housing units include two three-bedroom Accessory Residential Units, which require an ARU permit. Also, see the Special Restriction for Accessory Residential Uses. The applicant will work with the Affordable Housing Department staff to finalize this restriction. Below is the LDR Standard for an ARU. The bullet points are the applicant's responses to the Findings.

Complies with the use specific standards of Division 6.1, Allowed Uses, and the zone.

- The ARU will be used as an employee apartment and the occupants will be employed in Teton County, consistent with the Affordable Housing Rules and Regulations.
- The ARU is an accessory to a mixed-use development which contains the principle uses of lodging, restaurant, bar and retail.
- ARUs are an allowed use in the Downtown Core zoning district.
- The ARU is a small part of a much larger development. See another section of this submittal titled LDR Compliance for a demonstration of the entire development, including this ARU, complying with the applicable LDR.

Findings for Approval

Basic Use Permits

Listed below are the Findings for Approval for the Basic Use Permits required for the Center Street Redevelopment project. The bullet points below are our responses to the Findings.

Lodging

Complies with the use specific standards of Division 6.1, Allowed Uses, and the zone.

- Pursuant to the definitions of the LDRs, the hotel is conventional lodging, which is an allowed use in the Lodging Overlay in both the Town Square and Downtown Core zoning districts.
- Please see another section of this application titled, LDR Compliance for a demonstration of compliance with the standards of the Town Square and Downtown Core zones.

Complies with all other relevant standards of these LDRs and all other Town Ordinances.

- Please see other sections of this application titled, LDR Compliance and Housing Mitigation Plan for demonstrations of compliance with applicable LDR standards.
- Also, please see other sections of this submittal for demonstrations of compliance with the standards for a Development Plan and a Conditional Use Permit (for dormitory).
- This application also complies with all other town ordinances as demonstrated by the unanimous approval of the previous Sketch Plan.

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

- Please see another section of this application titled, Project Overview, Compliance with Conditions of Approval, for a demonstration of compliance with the conditions of the previously approved Sketch Plan. Because this site is being fully redeveloped, all earlier permits and approvals are superseded by this application.

Restaurant / Bar

Complies with the use specific standards of Division 6.1, Allowed Uses, and the zone.

- The restaurant/bar will serve food and beverages for seated consumption on sight and therefore complies with the definition in Division 6.1.
- The restaurant/bar is an allowed use in the Town Square district.
- Please see another section of this application titled LDR Compliance for a demonstration of compliance with the standards of the Town Square zone.

Complies with all other relevant standards of these LDRs and all other Town Ordinances.

- Please see the section of this application titled, LDR Compliance and Housing Mitigation Plan for demonstrations of compliance with applicable LDR standards.
- Also, please see other sections of this submittal for demonstrations of compliance with the standards for a Development Plan and a Conditional Use Permit (for dormitory).
- This application also complies with all other town ordinances as demonstrated by the unanimous approval of the previous Sketch Plan.

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

- Please see the section of this application titled, Project Overview, Compliance with Conditions of Approval for a demonstration of compliance with the conditions of the previously approved Sketch Plan. Because this site is being fully redeveloped, all earlier permits and approvals are superseded by this application.

Retail

Complies with the use specific standards of Division 6.1, Allowed Uses, and the zone.

- Pursuant to the definitions of the LDRs, the retail spaces will sell goods.
- The products that will be sold in the two retail spaces will be determined later but the establishments that will occupy these spaces will be typical of all other retailers in the downtown area.
- Please see the section of this application titled, LDR Compliance for a demonstration of compliance with the standards of the Town Square and Downtown Core zones.

Complies with all other relevant standards of these LDRs and all other Town Ordinances.

- Please see other sections of this application titled, LDR Compliance and Housing Mitigation Plan for demonstrations of compliance with applicable LDR standards.
- Also, please see other sections of this submittal for demonstrations of compliance with the standards for a Development Plan and a Conditional Use Permit (for dormitory).
- This application also complies with all other town ordinances as demonstrated by the unanimous approval of the previous Sketch Plan.

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

- Please see the section of this application titled, Project Overview, Compliance with Conditions of Approval for a demonstration of compliance with the conditions of the previously approved Sketch Plan. Because this site is being fully redeveloped, all earlier permits and approvals are superseded by this application.

Accessory Residential Unit

Complies with the use specific standards of Division 6.1, Allowed Uses, and the zone.

- The ARU will be used as an employee apartment and the occupants will be employed in Teton County, consistent with the Affordable Housing Rules and Regulations.
- The ARU is accessory to a mixed-use development, which contains the principle uses of lodging, restaurant, bar and retail.
- ARUs are an allowed use in the Downtown Core zoning district.
- See the section of this submittal titled, LDR Compliance for a demonstration of this ARU complying with the applicable LDR.

Complies with all other relevant standards of these LDRs and all other Town Ordinances.

- Please see the section of this application titled, LDR Compliance for demonstrations of compliance with applicable LDR standards.
- This application also complies with all other town ordinances as demonstrated by the unanimous approval of the previous Sketch Plan.

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

- Please see the section of this application titled, Project Description, Compliance with Conditions of Approval for a demonstration of compliance with the conditions of the previously approved Sketch Plan. Because this site is being fully redeveloped, all earlier permits and approvals are superseded by this application.

ENGINEERING REPORT

ENGINEERING REPORT

Introduction

This engineering report provides the basis for design and addresses the engineering related issues for the proposed multi use development. The existing site contains two structures, a covered parking area, and asphalt parking. For the past several years the site has been utilized as a bank branch, including until recently, drive up teller windows. The site is completely developed with little to no existing pervious surfacing or landscaping. There are several existing buried and overhead utilities through the property. Water and sanitary sewer facilities are provided to the property through Town of Jackson (TOJ) Systems. The level of detail includes the basic layout and general design elements. Design detail will advance as the plan moves into the construction permitting and construction phases of the project.

Soils and Groundwater Conditions

A geotechnical investigation was performed by Nelson Engineering in 2001. This report noted that silty clay material existed down to 8' below ground surface and then changes to a gravel with some clay. In May of 2017 an additional investigation was performed. Groundwater was observed in all borings as noted in the reports. Due to fluctuations in ground water depths, monitoring wells were installed in some of the borings. Throughout the summer of 2017 groundwater depths were monitored, during which it was found that the highest ground water depths were witnessed during August. The highest ground water depth was noted to be at an elevation of approximately 6,222.6.

Access and Parking

Access to the site will be from King Street via the main development entrance. This access is proposed as a 20' wide roadway with a 5' pedestrian sidewalk. There will be dedicated parking spots on Center Street outside the main entrance. These spots will be temporary parking where guests will be directed to the King Street entrance, in addition valet services will be provided at the Center Street entrance to relocate vehicles to the King Street entrance. Parking for the development will be located internal to the building through the main King Street entrance. At this location valet services will be provided to move vehicles to the underground parking storage location.

The street frontage along both Center Street and Deloney Avenue will include sidewalks as indicated on the landscape plan. A traffic impact statement is included in the Appendix comparing the existing trip generations from the site to a proposed future amount. As stated in that report it is assumed the project will generate some additional trips to and from the site but this increase percentage is fairly minimal.

Grading, Drainage, and Stormwater Management

Grading of the site will not alter the grades along Center Street, Deloney Avenue, or King Street. Curb and gutter will be removed in all the locations where the development runs up to the TOJ right of

way. This will require replacement along with sidewalk installation. Grades of the replaced curb and gutter will match the existing asphalt paving. Development of the site will leave little to no pervious surface. Storm water will be collected on the roofs and terraces of the development and conveyed to a central collection system internal to the site. The limited area which is not to be covered with a structure will be graded with drains installed to convey runoff to the collection system.

The existing site contains 2 separate structures along with asphalt paving and parking. All existing stormwater runoff from the site sheet flows onto neighboring parcels and TOJ roadways. Based on TOJ regulations the proposed development is required to detain any additional runoff above and beyond the existing conditions. Preliminary stormwater calculations were performed and are included in Appendix D. Due to the proposed development having a longer time of concentration prior to leaving the site, the estimated runoff from a 100 yr storm event is just slightly higher than the existing 3.06 cfs compared to 2.98 cfs. As stated above, storm water will be collected on the roofs of the structures and various locations on the site, collected to a central collection system internal to the site, and conveyed to the TOJ storm pipe in King Street. Even though minimal stormwater retainage is required on site per regulations, as indicated in the calculations, a buried storm water detention facility is proposed to minimize impacts to the TOJ collection system. This would be a buried network of piping with a flow control outlet and overflow. In addition to the collection network gathering stormwater from the building roofs and surface drainage, snow melt and general drainage from the underground parking areas will have to be collected and conveyed to the stormwater system. Due to the depth of the underground parking area, all stormwater collected in the underground parking areas will require a pump or pumps to lift drainage to the stormwater collection system. All runoff collected within the parking areas will be conveyed to sand/oil separators prior to being pumped to the TOJ collection system. The estimated 3.06 cfs of runoff calculated for a 100 yr storm event will not affect the TOJ system further downstream as was noted previous because the runoff amount is close to the existing flow which ultimately flows to the same collection system. The calculations included in the Appendix along with grading and stormwater management plans will be refined through the Grading and Erosion Control Permit process as the project develops.

Water System

The site is surrounded on three sides by TOJ Water System Facilities. The TOJ has a 6-inch water main in Center Street, an 8-inch main in Deloney, and an 8-inch main in King Street. Due to the location of the project being near the downtown core of the TOJ, all water main facilities are adequately sized and looped.

To verify the existing water facilities are sized adequately, proposed water flows, both domestic and fire were estimated for the development. Current proposed programming values for the development were utilized for the estimates. Assumptions on use based on the proposed programming of the development are included in the Appendix along with flow projection calculations. Water demands were calculated using the AWWA M22 method and estimated to be 200 gpm based on the estimated fixture unit counts for the development. Based on discussions with the

TOJ and water system modeling it is expected that adequate capacity is available from the Town's water system.

Due to the size and proposed use of the development, the structures will require automatic fire sprinkler systems. Fire flow requirements were calculated utilizing NFPA 13, along with the proposed programming of the facility. Fire sprinkler flow requirements for the development sprinkler system are estimated to be 475 gpm. Due to the location of the development being in the core downtown area, it was assumed that additional exterior flow requirements would be needed in the event of a fire. It is assumed that 2 additional fire flows of 1,000 gpm would be required on adjacent fire hydrants. The building fire flow, along with the 2 exterior fire hydrant flows were simulated in the TOJ Water Model. Results of the modeling are included in the Appendix, which indicate that residual pressure within the water system at adjacent fire hydrants never dropped below 20 psi during a fire flow scenario, meeting Wyoming Department of Environmental Quality (WYDEQ) requirements.

Using the projected fire sprinkler flow demands, the water service supplying the development will need to be an 8-inch pipe to keep velocities within the pipeline below 6 feet per second during a fire flow scenario. To comply with the TOJ's conventional practice that a single development be supplied water through one location from the TOJ's system, a single connection will be constructed from Deloney Avenue. This connection will then split at the property line with one connection feeding the fire suppression system and the other supplying domestic water to the development. To provide the maximum domestic water demand a four-inch potable main will be installed to the development from the water main branch at the property line. All proposed water system requirements are indicated on the Proposed Utility Plan located in the Development Plan Drawings. As the project advances the project team will coordinate with the fire sprinkler designer and the Fire Department to ensure adequate fire protection measures and equipment are in place.

Sewer System

As can be noted from the existing site drawing located in the Development Plan Drawings, there is an existing TOJ sewer main which runs North/South in the dedicated alley between the 2 proposed buildings. At this time the main serves only the Wells Fargo Complex and the building at 110 Center Street. This collection system ultimately continues north through the property onto adjacent parcels.

In order to vacate the TOJ alley as proposed, the existing TOJ sewer main will be abandoned. To allow the TOJ to maintain the sewer main to the north of the development a new sewer manhole is proposed just north of the property and a utility access easement will be provided. A new sanitary sewer collection system will be constructed on site to convey flows to the TOJ main located in King Street. This new system would be private and maintained by the property owner. This would eliminate the TOJ's need to maintain the collection system within the alley. Abandoning the existing system and constructing a new private system would require coordination of the relocation of the sewer service from 110 Center Street. At this time the building at 110 Center Street is slated for demolition and reconstruction beginning Spring 2018. Reviewing the proposed plans for that development, the sewer service is proposed to connect to the sewer main in Deloney. All proposed

modifications are indicated on the Proposed Utility Plan located in the Development Plan Drawings. With the service to 110 Center Street relocated, the development will collect sanitary waste on site and construct a new system to connect to the TOJ system with a new manhole in King Street.

To size the proposed piping the same assumed development programming was utilized as with the water system. Because there is little irrigation demand on the subject property it can be assumed the water and sewer demands will be close to equal. Based on calculations, included in the Appendix for the water demands, the peak hourly sanitary sewer flow was estimated at 195 gpm. Using this flow and assuming minimum pipe slopes an 8-inch gravity pipe would be adequate to serve the development. Due to cooking facilities proposed within the development a grease trap on the collection system will be required. From preliminary development programming assuming numbers of meals, a 4,000-gallon grease interceptor is proposed in a location where it can be maintained. As the design develops the size of the interceptor will be refined. The proposed utility plan indicates the changes to the sanitary sewer system.

Wire Utilities and Gas

Power and communication facilities are readily available throughout the area and to this specific location. There are several overhead power and communication facilities which run north/south through the TOJ alley. Lower Valley Energy Century Link Communications, Charter Communications, and Silver Star Communications have been contacted to discuss relocation of the overhead facilities. Included in the Development Plan Drawings is a utility relocation plan indicating the proposed location of the relocated facilities. Continued coordination will be required with the project team and utility providers as the design develops.

Refuse, Garbage, Trash, and Recycling

Refuse, garbage, trash, and recycling will be kept in covered containers at all times. All containers will be kept within enclosed structures as indicated on the proposed site plan. At this time there are 2 different locations proposed. One in the structure at the King Street entrance and the other at the north end of the development near the northwest corner set of stairs.

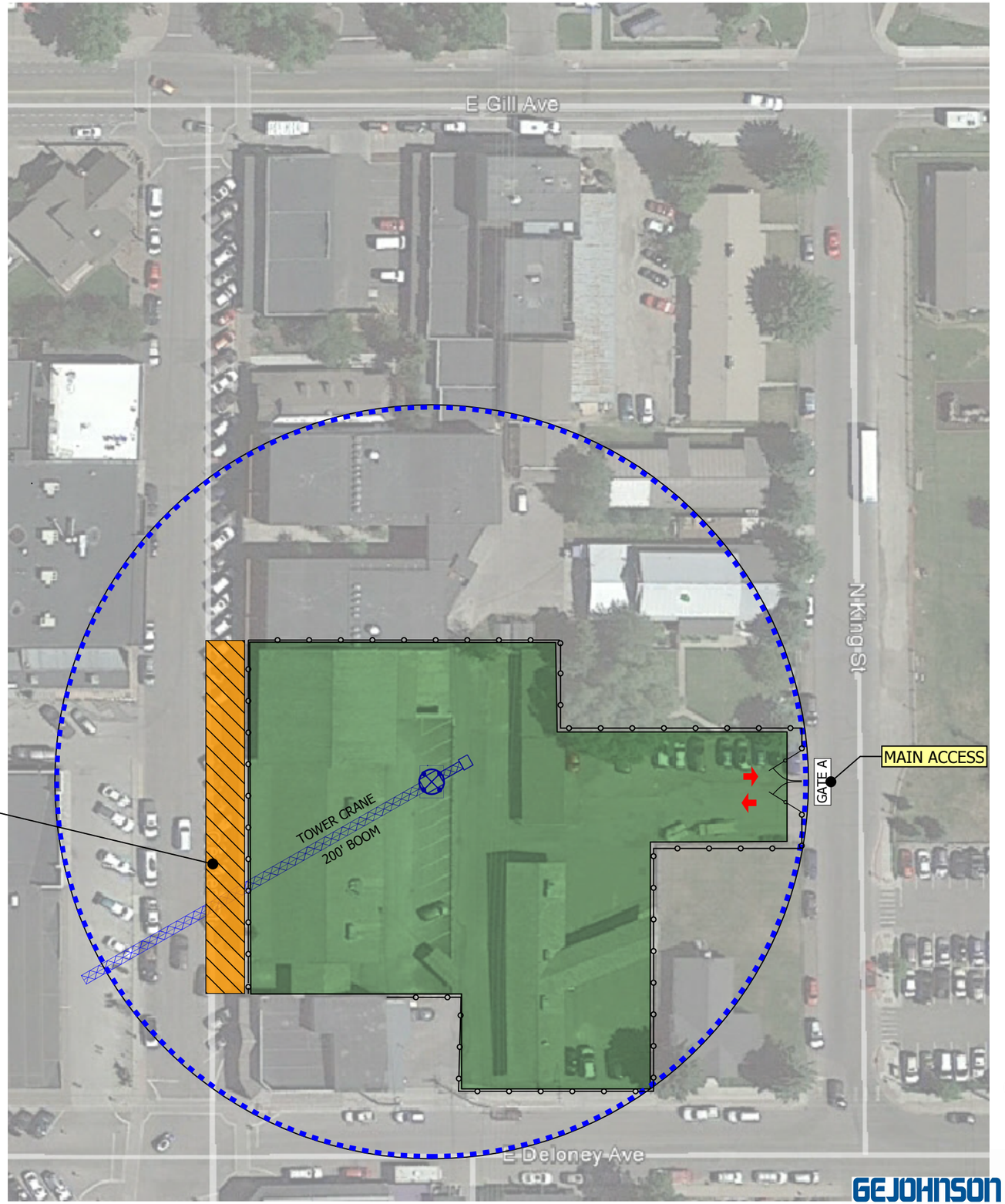
Snow Storage

Due to the proposed scale of the development, there is very little area on the site which is not covered by roofs or decks. The only area on the site where snow removal will be required is the area of the drive lanes accessing the development and area of the turnaround at the building entrance. This area is approximately 7,300 square feet. Using the TOJ snow storage requirement that states storage area equal to 2.5% of the parking area needs to be provided, which results in 185 square feet of snow storage. This area will easily be accounted for on the access drive at the north end of the development. Although, due to the nature of the development and the proposed amenities, all snow will be removed from the site in an expedited manner.

Construction Management

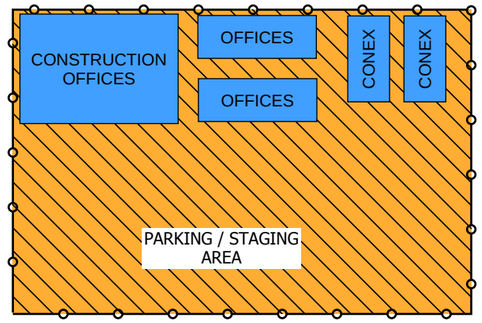
A draft site logistics plan has been prepared by GE Johnson Construction Wyoming and is included in this development plan submittal. GE Johnson is very familiar with the requirements when working within the Town of Jackson and are more than adequately qualified in preparing the plan. GE Johnson Construction Wyoming will work with our development team and the Town of Jackson Public Works to further develop the details of the site logistics plan.

EXHIBIT A - SITE LOGISTICS PLAN



POTENTIAL RENTAL OF PARKING SPACES FROM TOWN OF JACKSON (TBD)

GE JOHNSON AND OWNER TO COORDINATE PARKING SPACES AND PEDESTIRAN ACCESS WITH TOWN OF JACKSON PUBLIC WORKS



OFF-SITE LOT (TBD)
- CONSTRUCTION OFFICES
- CONCRETE WASHOUT
- DEBRIS BOXS
- MATERIAL LAYDOW

N

CENTER STREET - JACKSON WY
- SITE LOGISTICS -

GE JOHNSON CONSTRUCTION COMPANY

CONTRACTOR OF CHOICE℠

EXHIBIT B - GEOTECHNICAL REPORT

GEOTECHNICAL INVESTIGATION

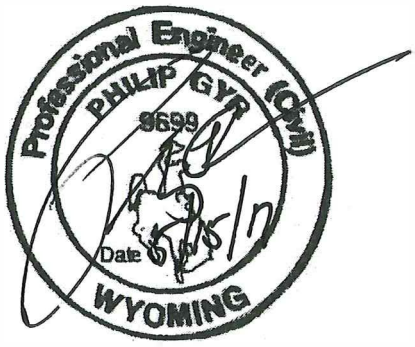
CENTER STREET PROJECT
112 CENTER STREET
& 165 E DELONEY AVENUE
JACKSON, WYOMING

PREPARED
FOR:

CRYSTAL CREEK CAPITAL
REAL ESTATE ADVISORS, LLC
JACKSON, WYOMING

PREPARED
BY:

NELSON ENGINEERING
JACKSON, WYOMING



MAY 2017
Project No. 16-306-02

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GENERAL AND PROJECT DESCRIPTION

This report pertains to a geotechnical investigation performed for an approximately 74,000 square feet mixed use development at 112 Center Street and 165 E Deloney Avenue in downtown Jackson, Wyoming. Preliminary plans prepared by CLB Architects show a four-story structure with three levels above ground and a basement level. The basement level will include approximately 87 parking spaces, mechanical and service spaces, a lower lobby, staircases, and elevators. The deepest portions of the basement level are shown on the plan approximately 17 feet below existing grade. Planned elements for the upper three levels of the structure include a hotel, retail and restaurant space, employee housing, driveways, hardscapes, pool and spa, and utility improvements. Geotechnical recommendations contain herein are based on design development plans dated 4/10/17 prepared by CLB Architects.

Scope of Services

The scope of services for this investigation was to provide geotechnical recommendations based on subsurface investigations and soils laboratory testing for the proposed facility. The purpose of the subsurface investigation was to determine soils and groundwater characteristics. The results of the subsurface investigation and subsequent laboratory testing were utilized in an engineering analysis for foundation, paving and construction recommendations. Slope stability analyses were not conducted, as it is our engineering judgment that the existing and proposed site geometry and soil composition indicate stability. Specific design for stability, shoring, underpinning and dewatering of excavations required for construction are not within the scope of this investigation. The Owner and Contractor shall be responsible for obtaining final analysis and design of foundation excavations required for construction. Specific recommendations for drainage and surface water conveyance are not within the scope of work for this report.

The foundation analysis and resulting recommendations contained herein are based on typical loads for the type of structures envisioned in the conceptual design. In the final design phase of the project, it will be critical that structural loads be properly communicated to the geotechnical engineer to verify that the imposed loading conditions on the proposed foundation configuration do not cause excessive settlement, exceed the bearing capacity of the site soils, or exceed the seismic loading capacity of the foundation elements. Lateral earth pressure recommendations contained within this report are general in nature; it is critical that final retaining wall designs are reviewed by the geotechnical engineer for review and approval. For this report, it is assumed that foundation elements would not be subjected to unusual loading conditions such as eccentric loads or vibratory equipment. Unusual load conditions can induce settlement or reduce the bearing capacity of foundation elements.

SITE CONDITIONS

Description

Existing structures on the project parcels include: 1) the existing bank, a two-story structure, main floor Center Street level with walkout basement/parking garage, constructed in 1966, 2) Chamber of Commerce addition to north, main floor at Center Street level with basement, completed in the early 1970's, and 3) bank drive-up facility at

165 E Deloney Avenue, single-story and full basement, constructed between 1977 and 1979. The parcels are fully improved with structures and asphalt paved areas. Various underground utilities traverse the project. Local topography generally slopes from southeast to northwest towards Flat Creek.

Geology and Soil Mapping

The area's surface geology is mapped on the USGS "Geologic Map of the Jackson Quadrangle, Teton County, Wyoming," J.D. Love and H.F. Albee, 2004. The surficial deposits throughout the project site are described as "Q_f-Alluvial Fan Deposits-Water-laid gravel, sand, silt, and clay spreading out from mouths of ravines and canyons." Quaternary swamp deposits, described as "Q_s-Swamp Deposits-Clays, silt, and fine sand, dark-gray and brown, rich in vegetal debris," and Quaternary floodplain deposits, described as "Q_{fp}-Flood-Plain Deposits-Sand, silt, clay, and minor lenses of gravel" are mapped approximately 1000 feet to the north of the project site. Soil profiles observed in the borings are thought to consist of coarse-grained alluvial fan deposits with inter-tongued fine-grained floodplain deposits and swam deposits.

The US Natural Resources Conservation Service's Soil Survey of Teton County has mapped the Greyback gravelly loam at the site. The soils are characterized as located on 0 to 3 percent slopes formed of alluvium and/or glaciofluvial deposits derived from igneous, metamorphic, and sedimentary rock. This soil is described as very deep, somewhat excessively drained, and composed of gravelly loam, very gravelly sandy loam, and very gravelly loamy sand.

Seismic Hazard

Jackson Hole and the project site are located within the Intermountain Seismic Belt, a zone extending from southern Utah through eastern Idaho and western Montana, and encompassing western Wyoming and the Teton Range as referenced by Smith, Robert B., and Walter J. Arabasz. "Seismicity of the Intermountain seismic belt. "Neotectonics of North America," 1991. The USGS Earthquake Hazards Program has mapped Quaternary faults and folds in the United States as displayed on Google Earth with the following active faults near the project site: the Teton Fault, the Phillips Valley Fault, and secondary faults within the Jackson Hole Valley. In particular, the Teton Fault is thought to be capable of producing major earthquakes of a magnitude of six or greater. The portion of the Teton Fault mapped as active in the Quaternary is approximately 6.9 miles northwest of the site. The USGS "Geologic Map of the Jackson Quadrangle, Teton County, Wyoming," J.D. Love and H.F. Albee, 2004, shows the postulate trace of the Cache Creek Thrust Fault a quarter mile south of the project site. The Cache Creek Thrust Fault is not classified by the USGS as an active fault. Multiple minor earthquakes with epicenters near the site have occurred in recent years (USGS Earthquake Database).

SITE INVESTIGATIONS

2001 Investigation

On October 19, 2001, Nelson Engineering advanced three boreholes, BH-1, BH-2 and BH-3 within the project site. These borings were part of a geotechnical investigation and groundwater investigation titled "Subsurface Geotechnical Investigation for Addition to Jackson State Bank Main Bank Building" dated November 28, 2001 and performed for the

former Jackson State Bank. The borings were advanced to depths of 25 to 31 feet at the locations shown on **Drawing 2 – Borehole Location Map**. Soil profiles in these boring were variable with high bearing capacity gravels found in the west and medium to low bearing capacity mixed clay and gravel soils found in the south and west. Borehole locations from the 2001 investigation were located during a site survey. LK Drilling of Green River, Wyoming, advanced the borings with a Diedrick geotechnical auger rig using 3.25 inch solid flight augers. The report and boring information were directly used as a reference in the development of this report.

2017 Investigation

On April 20, 2017, four boreholes, BH-4 through BH-7, were advanced within the project site. Borehole locations are shown on Drawing 1 – Borehole Location Map in the Appendix. Boreholes for this investigation were located with a Trimble GeoXT GPS unit. Borehole locations and depths were selected to best determine subsurface conditions within the proposed building site. Inberg-Miller Engineers of Riverton, Wyoming, drilled the borings with a truck-mounted CME-85 drill rig using an 8 inch outer-diameter (O.D.) hollow stem auger. Sampling was performed with 2-inch O.D., split-barrel (split-spoon) samplers per ASTM D1586 and 3-inch O.D. Shelby Tube samplers per ASTM D1587. Andy Pruett, a Professional Geologist at Nelson Engineering, logged the boreholes and directed the sampling. Soils were classified in the field and logged by the geologist. The soil classifications, moisture conditions, and presence of organic or other notable features were recorded in the field logs. Bulk samples were sealed in plastic bags and transported to our laboratory for testing and further classification. Undisturbed samples of fine-grained soils were obtained in Shelby Tubes for consolidation testing. Groundwater observations were made at the time of the boring advancement based on field observations of soil moisture conditions. The groundwater level was measured with a downhole water level indicator after drilling was completed and prior to constructing the monitoring wells. Field observations and laboratory testing results are presented both on the boring logs and in the Laboratory Results sheets in the Appendix.

The stratification lines shown on the boring logs and subsurface cross-sections represent the approximate boundary between soil types. The actual in-situ transition may be either gradual or abrupt. Due to the nature and depositional characteristics of natural soils and fills, care should be taken in interpolating subsurface conditions beyond the location of the boreholes. Soil conditions can change rapidly in both the lateral and vertical directions. Groundwater conditions shown on the logs are only for the dates indicated.

The subsurface conditions were interpreted from the described boreholes at the site. The soil properties inferred from the field and laboratory analyses, supported by our experience, formed the basis for developing our conclusions and recommendations.

Laboratory Investigations

Samples obtained during the field investigation were taken to the laboratory where they were visually classified in accordance with ASTM Test Method D-2487-93, which is based on the Unified Soils Classification System (USCS). Representative samples were selected for testing to determine the physical properties of the in-place soils and to estimate engineering properties. Engineering properties of concern at this location included bearing

capacity, seismic response, shear strength, and site-specific construction recommendations that are influenced by soil type and condition.

Laboratory testing was conducted to provide additional information to determine the suitability of the soils for use as foundation and subgrade materials and to verify field observations and classification estimates. The finalized laboratory observations were used to estimate soil strength and compressibility characteristics for bearing capacity determinations, consolidation and settlement determinations, lateral and vertical pile load response analysis, and pavement designs. Specific tests included Atterberg Limits Tests - ASTM Designation D4318, Grain Size Analysis - ASTM Designation C117 & C136, Soil Moisture Content Determinations - ASTM Designation D2226, and Soil Classification - ASTM Designation D2487, One-Dimensional Consolidation – ASTM Designation D2435.

The soil samples stored in our laboratory will be discarded after 30 days from the date this report is submitted unless we receive a specific request to retain them.

SUBSURFACE CONDITIONS

Soil Profiles

All borings (BH1 through BH-7) were advanced through asphalt pavement at the ground surface. Pavement sections were typically 2 to 3 inches up to a maximum thickness of 6 inches of asphalt with approximately 4 inches of underlying crushed base and up to 8 inches of pit run subgrade below the crushed base. Below the pavement sections throughout the project site was coarse-grained alluvial fan deposits composed of gravel with sand and clay and clayey gravel with sand. These soils are identified from 8 feet to 31 feet in BH-1, from 5 to 12 feet and 18 to 25 feet in BH-2, throughout BH-3 and BH-5, to 25 feet depth in BH-4, from 5 to 9 feet and 15 to 26.5 feet in BH-6, and from1 to 4 feet and 11 to 26.5 feet in BH-7. The alluvial fan deposits were poorly-graded to well-graded, medium dense to very dense, contained angular to sub-round gravels with numerous freshly fractured gravels indicating the presence of larger gravels and cobbles and variable clay content.

Three distinct fine-grained clay and silt layers were identified as shown on the extrapolated and interpolated cross sections on **Drawing 3 – Subsurface Cross-Sections** in the Appendix. A surficial clay layer was found in BH-1, BH-2, BH-5 and BH-6 that may be continuous. A deeper fine grained layer as found in BH-2, BH-6, and BH-7, fine grained soils (silt with sand, silty clay with gravel, gravelly lean clay, and lean clays) were found in BH-7 from 5 feet to 10.5 feet, in BH-6 from 9.5 feet to 15 feet, and in BH-2 from 12 to 18 feet. Additionally, deep layer of clay was found in BH-4 from 25 feet to the bottom of the boring at 36.5 feet. The fine-grained soils identified within BH-4 include inter-tonguing lenses of stiff to very stiff sandy silt, silty sand, and lean clay.

Groundwater

Groundwater was encountered in all seven of the borings. Saturated soils were first encountered at depths between 15 and 30 feet. In BH-4 fine-grained soils from 25 feet to the bottom of the boring at 36.5 were not uniformly saturated indicating that less permeable soils within the deposits form aquitards such that a continuous aquifer is not

formed. A continuous aquifer in the other borings was found in the underlying gravels and cobbles.

Monitoring wells were constructed in BH-1 and in BH-4 through BH-7. Levels were measured on May 10 and April 28, 2017. The highest levels were recorded on April 28, 2017 as shown in Table 1 below.

Table 1: Approximate Groundwater Elevations 04/28/2017

BH #	Approximate G.S. ELEV. (ft.)	Water Depth BGS (ft.)	Approx. Water Surface Elevation
1	6237.1	17.2	6219.9
4	6243.0	26.4	6216.6
5	6238.0	18.5	6219.5
6	6234.8	14.7	6220.1
7	6233.5	14.7	6218.8

Groundwater elevation will fluctuate seasonally. The magnitude of these fluctuations is not known but is thought to be influenced by flows in Flat Creek. Flat Creek flows are typically highest in mid-June to early July due to snowmelt and irrigation water diversion from the Gros Ventre River into the creek.

GEOTECHNICAL ANALYSIS & RECOMMENDATIONS

General

Subsurface conditions encountered in the borings are typical of mixed alluvial and lacustrine and swamp deposits in this area of Jackson. The following sections discuss engineering analysis and construction recommendations for the project as shown on the current project plans. Construction of the proposed foundations will also require shoring and underpinning for excavations and structures adjacent to the property lines. Dense competent gravels are found at footing depths in the south and west portion of the building footprint as shown on the Borehole Location Map. Shallow clay and silt layers were found in the central northern and eastern portions of the site. Existing structures on the north and west along Center Street are postulated to bear on competent gravels and clayey gravel soils. Subsurface conditions beneath the Chamber of Commerce and Bank structures should be explored with test pits or additional borings after demolition.

Seismic Design Parameters

The 2012 International Building Code (IBC) designates site class per ASCE 7 Chapter 20. Data obtained in this investigation is not sufficient to determine soil parameters as required by ASCE 7; therefore the IBC directs that seismic coefficients and design spectra shall be determined using Site Class D and Latitude of 43.483° and Longitude of -110.759°.

Foundation Recommendations

Conventional spread footings and slab-on-grade elements transferring structural loads to native, dense alluvial deposits reinforced structural fills are the appropriate foundation

elements to support proposed developments. Minimum burial depth for frost is 36 inches per Town of Jackson requirements.

Parking Garage Level: Bottom of Footing < Elev. 6124

Lower elevation parking garage spread footings bearing on dense alluvial gravel deposits are appropriate the foundation elements. Where clay or silt is found at bottom of foundations, these soils shall be removed and replaced with structural fills. For continuous footings with widths of 4 feet or less and isolated pad or column footings with areas of less than 225 square feet a net allowable bearing capacity of **3500 PSF** is acceptable.

Parking Garage Level: Bottom of Footing > Elev. 6124

Spread footings bearing on geogrid reinforced structural fills are appropriate. Structural fill shall be reinforced with Tensar TX7 geogrid at 1 foot intervals as shown on Drawing 4. Reinforced fill thickness shall be 4 feet minimum unless competent gravel is encountered at shallower depth and reduced thickness is approved by Nelson Engineering. For continuous footings with widths of 4 feet or less and isolated pad or column footings with areas of less than 64 square feet a net allowable bearing capacity of 3000 PSF is acceptable. Reinforced structural fill shall be placed on native subgrade compacted to a depth of 8 inches to 95% of maximum density per ASTM D 698 (Standard Proctor). Structural fill shall extend horizontally from the bottom of footing a minimum of 1-ft for continuous footings and 2-ft for isolated or pad footings.

Eastern Lobe and Lobby Level, Finished Floor at Grade Areas

For the eastern lobe of the building fronting King Street and Lobby areas it is assumed footings will bear at frost depth. Spread footings bearing on geogrid reinforced structural fills are appropriate. Structural fill shall be reinforced with Tensar TX7 geogrid at 1 foot intervals as shown on Drawing 4. Reinforced fill thickness shall be 4 feet. Where competent gravel is encountered at shallower depth a reduced thickness may be approved by Nelson Engineering. For continuous footings with widths of 2.5 feet or less and isolated pad or column footings with areas of less than 64 square feet a net allowable bearing capacity of **2500 PSF** is acceptable Structural fill shall be placed on native subgrade compacted to a depth of 8 inches to 95% of maximum density per ASTM D 698 (Standard Proctor). Structural fill shall extend horizontally from the bottom of footing a minimum of 1-ft for continuous footings and 2-ft for isolated or pad footings.

Pool

Pool loads may be supported by driven piles should spread footing loading be too high to meet the restrictions given in the previous section. 10-inch diameter pipe piles driven to a minimum of 20 feet depth with an allowable load of 60 kips are appropriate. Other combinations of depth and pile type can be evaluated if requested. Settlement for individual piles at this working load is calculated to be less than 0.25 inches. A grade beam foundation system will be required to convey loads to driven piles. The recommendations and load limits given are for specific pile sizes.

General Recommendations

The net allowable soil pressures recommended include dead load plus maximum live load. These calculations assume that a maximum total settlement of 0.5 inches be tolerated on any one footing and the maximum differential settlement between footings that can be

tolerated is 0.5 inches. Bearing capacity values and settlement should be checked for each combination of load to determine whether settlement or bearing capacity will control the response of the footing. Construction of large footing sizes can lead to increased settlement as the bearing pressure bulb can extend deeper into the soil profile resulting in settlement of greater than that specified. Foundation elements supporting large concentrated loads should be analyzed on an individual basis to determine settlement and bearing characteristics. Other foundation parameters are as noted below:

1. A one-third increase in allowable bearing capacity may be used for short duration loads such as wind or seismic.

2. Lateral loads may be resisted by friction between the footing base and supporting soil appropriate parameters are a **coefficient of friction of 0.45** at the footing base. Lateral passive bearing pressure assumed for gravelly clay soils is 300 psf.

Any soil type encountered at the bottom of footing excavations other than the ones described herein, including isolated boulders, should be analyzed by a soils engineer, or removed and replaced with structural fill. Any excessively loose material or soft spots encountered in the footing subgrade will require over-excavation and backfilling with structural fill. All footings shall be suitably reinforced to make them as rigid as possible.

Drainage

Moisture penetration into bearing soils, particularly for shallow footings and exterior slabs or pavement, will result in undesirable settlement. Site grading plans should be carefully reviewed to ensure surface waters, snowmelt, and irrigation systems drain away from foundation elements. Moisture infiltration into backfill against structures shall be prevented.

Dewatering

A permanent dewatering system may be required if monitoring through the next two months shows a risk of seasonal high water elevation above basement levels. A conservative assumption is that any part of the structure below an elevation of 6224 feet will require a dewatering system. **When groundwater monitoring has been completed the elevation given here may be revised.**

Shoring, Underpinning

Foundations of adjacent buildings, underground utilities, and other structures may require underpinning or other stabilization measures during construction. An investigation into the depth of footings for adjacent structures will be required to determine shoring and underpinning requirements as well as lateral earth pressure loading on the basement foundation walls.

Extensive shoring will likely be required along portions of the north, south and west property boundaries to accommodate foundation construction. A shored retaining wall using grouted soil nails and a reinforced shotcrete facing is often used in this application. Soil nails will extend into neighboring properties and will require the necessary underground easements. Shoring walls constructed using soldier piles and wood lagging

are often used where wall height is not excessive, site soils are reasonably competent, and site restraints prohibit soil nail construction.

Permanent retaining walls that serve as shoring during construction and will reduce or eliminate lateral loads on basement structural walls may prove cost effective, and should be evaluated as an alternative during the design process.

Conservatively assigned soil properties appropriate for shoring and underpinning design are given below in Table 2. These parameters assume retained soils profile match those in BH-4 and BH-7 and for the location and elevations of sections described.

Table 2: Design Soil Parameters for Shoring and Underpinning

Section:	Section A-A'	Section B-B (0 to 110 feet)	Section B-B' (120 to 210 feet)
Depth (feet):	0 -22 feet	0 -14 feet	0 -12 feet
Soil Type:	Gravels with sand & clay	Gravels with sand & clay	Lean clay with silt & sand
Moist Unit Weight (γ) =	135 lbs/ft^3	135 lbs/ft^3	130 lbs/ft^3
Cohesion (c) =	0 lbs/ft^2	50 lbs/ft^2	250 lbs/ft^2
Effective Friction Angle (Φ') =	34°	34°	25°

Lateral Earth Pressures

The following recommendations assume that all basement foundation walls will resist native soils temporarily restrained by shoring elements during the construction phase of the project, and that all walls will be backfilled with Structural Fill as per **Drawing 4**. As stated earlier, an investigation into the depth of footings for adjacent structures should be completed to determine the appropriate lateral earth pressures on each segment of the basement walls. Any walls adjacent to existing foundation walls may be subjected to considerably reduced earth pressures and will be extremely overdesigned and costly if designed per the recommendations contained herein.

Basement foundation walls should be designed for lateral earth pressures assuming the walls will be backfilled with compacted fills per this report. We recommend that stem or sidewalls restrained from movement such that active earth pressures are will not be allowed to develop, an at-rest equivalent fluid pressure of **60PCF** is appropriate.

The Mononobe-Okabe (M-O) equations are often used to estimate dynamic forces against retaining walls. The M-O analysis is theoretically derived using active earth pressure conditions. Although there is debate about the theoretical applicability of this methodology to restrained or rigid walls, the method has been used for many years for the seismic design of such walls. The performance record of underground walls during earthquakes has generally been good. Appropriate parameters for the M-O analysis are: 1) soil unit weight 130 pounds per cubic foot, and 2) Internal Friction Angle= 32°, and 3) K_h of 0.12g (half of the maximum horizontal seismic acceleration in rock with a 10% exceedance in

50years). The more limiting case, at-rest or active seismic pressure, shall be utilized in the structural design of restrained or rigid retaining walls.

Interior Slabs-On-Grade

Interior slabs shall be founded upon the following section from top to bottom: **1)** 4 inches of crushed base composed of a ¾-inch minus free draining material (WYDOT Grade CR or equivalent) compacted to a minimum of 95% of maximum density as determined by ASTM D1557, **2)** 12 inches of Structural Fill, and **3)** the upper 8 inches of dense gravel alluvial deposits compacted to a minimum of 95% of maximum density as determined by ASTM D698. In areas where bottom of slab elevation coincides with fine-grained, softer soils, a layer of geogrid may be required below the structural fill. Any excessively loose material or soft spots encountered in slab subgrade will require over-excavation and backfilling with structural fill. The recommended Modulus for Subgrade Reaction for use in Slab design per "The American Concrete Institute Design of Slabs on Grade, ACI 360R-92" is **300 lbs/in^3.**

Concrete slab-on-grade control joints should be saw-cut as early as possible. Nelson Engineering recommends the use of a soft cut system, which allows saw cutting as soon as the concrete can support foot traffic. Successful crack control is dependent upon proper joint spacing. Control joints should be placed in accordance with current Portland Cement Concrete Paving Association guidelines.

Sidewalks and Exterior Slabs

Sidewalks and exterior concrete slabs for foot traffic shall be placed upon a minimum of 3 inches of ¾-inch minus crushed gravel placed upon 12 inches of structural fill. The native subgrade must be compacted to a minimum of 95% of maximum dry density per ASTM D698 and inspected to 8-inch depth. Any fill required to increase the elevation of the slab should meet the requirements for granular structural fill. (Refer to the section on structural fill for requirements). All fill material within 2 feet of the slabs must be compacted to a minimum 95% of the maximum density as determined by ASTM D698.

Roadway and Parking Lot Sections

The sections given below assume the existing asphalt, crushed base, and pit run section is removed and replaced. Proper drainage is essential for satisfactory road and parking area performance. The structural fill and geotextile requirements given below can be waived when acceptable subgrade conditions exist. **Nelson Engineering shall inspect and approve all driveway and pavement subgrades prior to waiving the structural fill requirement.**

Pavement Section Components	Newly Paved Areas
Asphaltic Concrete	3 inches
WYDOT Grade GR Crushed Aggregate	6 inches
Structural Fill subbase	14 inches
Nonwoven Geotextile	Mirafi 160N, Placed on subgrade
Compacted Subgrade	Surficial 8 inches of native soil compacted as much as moisture and subgrade conditions permit

*See Discussion above

CONSTRUCTION CONSIDERATIONS

Earthwork and Site Grading

Excavation work and heavy equipment access will be difficult when wet conditions exist. A protracted period of wet conditions can be expected during and after seasonal snowmelt and during periods of rainfall. **Placement of imported gravels supported by geotextiles and/or geogrid will be required to provide construction access and to provide platforms for equipment.** General recommendations for earthwork suitability, placement, and compaction procedures are provided below:

- Within the building footprints and areas to be paved, all organic material, deleterious undocumented fill, and debris shall be removed regardless of depth below the surface. Loose and disturbed native soils should be scarified, moisture-conditioned, and compacted. Finished surfaces shall be sloped away from foundations.

- Fill materials shall not be placed, spread, or compacted while the ground is frozen or during unfavorable weather conditions. Fill materials shall be at the proper moisture content prior to compaction and shall contain no frozen soil.

- Native subgrade shall be compacted with vibratory equipment appropriate for the soil types described in this report. Where soft, loose or wet areas are encountered that do not improve with repeated compaction effort, replace native soils with structural fill or as directed by the geotechnical engineer.

- Fine-grained clays and silts with variable amounts of sand and gravel will be encountered throughout the excavations. These soils will exhibit undesirable engineering properties when wetted. **Every effort shall be made to ensure that moisture from rainfall and groundwater does not infiltrate foundation bearing, slab, and roadway subgrade soils during the entire construction period until backfilling is complete.** Measures to prevent moisture infiltration may include the placement of tarps or membranes; maintain grading during construction to drain storm water from exposed excavations during precipitation and snowmelt events, and others. In the event that moisture has been allowed to infiltrate subgrade or bearing soils, excavation and backfill operations should cease and not resume until Nelson Engineering approves the moisture and density conditions of the soils.

- **Structural Fill** shall consist of imported gravels (USCS classification GW or GP) with the following characteristics: 4-inch maximum particle size for geogrid reinforced fills, 6-inch maximum particle size for other uses, no more than 40% greater than ¾", and less than 8% fines passing the #200 sieve. Fines shall have a plasticity index of less than 15.

  Structural Fill shall be placed in layers of not more than 8 inches in thickness. Each layer of Structural Fill should be moisture conditioned to within 2% of optimum moisture content and compacted to a minimum density of 95% of the maximum dry density as determined by ASTM Designation D 698. The maximum density of

material containing more than 30% oversize (greater than ¾" diameter) cannot be determined by use of the ASTM Designation D 698. In this case, a field maximum density may be determined by a test strip method. The material shall be compacted at or near optimum moisture content and a field density test shall be taken after each pass of the compaction equipment. This sequence shall continue until the maximum field density is achieved. This maximum field density shall be used for subsequent field compaction tests. Enough density tests should be taken to monitor proper compaction.

In areas where structural fill placement is necessary to achieve grade, a minimum of 2 feet of surficial soils shall be excavated and removed prior to placing structural fill. Structural fill shall extend horizontally beyond the perimeter of all footers or slabs a minimum of 2 feet or a distance equal to the total depth of structural fill, whichever is less. Structural fill placed above the existing ground surface to achieve footing grade, beyond the 2-foot minimum level from the footings, shall have a maximum slope of 1.5(H):1(V).

- Safety of construction personnel including safe trenches and excavations are the responsibility of the contractor. Excavations for retaining walls and foundations shall conform to the applicable OSHA and Wyoming safety standards. Excavations and utility trenches shall be laid back to safe slopes or properly shored. Excavations and shoring operations shall be conducted in accordance with the most recent versions of the OSHA Construction Standards for Excavations, Part 1926, Subpart P and Wyoming Public Works Standard Specifications. Excavations for utilities shall be shored if the proper slope cannot be maintained.

- During earthwork phases of the project, a representative of Nelson Engineering shall be present to observe exposed native soils and fill materials for suitability and consistency. A documented testing program should be conducted to determine that soil compaction is in accordance with requirements.

- Backfill placed against structures (i.e., pipes and walls) shall be of a character and in a manner that will not damage that structure. In no case shall material greater than 6 inches in diameter bear directly on or against these structures. Placing oversized material against rigid surfaces can damage the structure and interferes with proper compaction.

GENERAL COMMENTS

It is critical that the structural engineer and other project designers review this report. When project plans and specifications are complete, a consultation with this office should be arranged to ensure compliance with this report. Additional or supplementary recommendations concerning foundations and earthwork may be required at this time. Monitoring and testing should be performed to verify that suitable materials are used for structural fills and backfills and that fills are properly placed and compacted. Concrete testing and special inspections should be performed prior to and during placement of all concrete to ensure concrete and reinforcing steel bar comply with project plans and specifications. Nelson Engineering can provide concrete testing and special inspections if requested.

WARRANTY AND LIMITING CONDITIONS

The field observations and research reported herein are considered sufficient in detail and scope to form a reasonable basis for the purposes cited above. Nelson Engineering warrants that the findings and conclusions contained herein have been promulgated in accordance with generally accepted professional engineering practice in the fields of foundation engineering, soil mechanics, and engineering geology, only for the site described in this report. No other warranties are implied or expressed.

These engineering methods have been developed to provide the client with information regarding apparent or potential engineering conditions relating to the subject property within the scope cited above and are limited to the conditions observed at the time of the site visit and research. There is a distinct possibility that conditions may exist which could not be identified within the scope of the investigation or which were not apparent during the site investigation. The report is also limited to the information available at the time it was prepared. In the event additional information is provided to Nelson Engineering following this report, it will be forwarded to the client in the form received for evaluation by the client. This report was prepared for use by Teton County/Jackson Parks and Recreation in Jackson, Wyoming ("Client") and the conclusions and recommendations presented in this report are based on the agreed-upon scope of work outlined in the report and the contract for professional services between Client and Nelson Engineering ("Consultant"). Use or misuse of this report, or reliance upon the findings hereof by any parties other than the Client, is at their own risk. Neither the Client nor Consultant may make any representation of warranty to such other parties as to the accuracy or completeness of this report or the suitability of its use by such other parties for any purpose whatsoever, known or unknown, to the Client or Consultant. Neither Teton County/Jackson Parks and Recreation, nor Nelson Engineering shall have any liability to, or indemnifies or holds harmless third parties for any losses incurred, by the actual or purported use or misuse of this report. No other warranties are implied or expressed.

Prepared By:

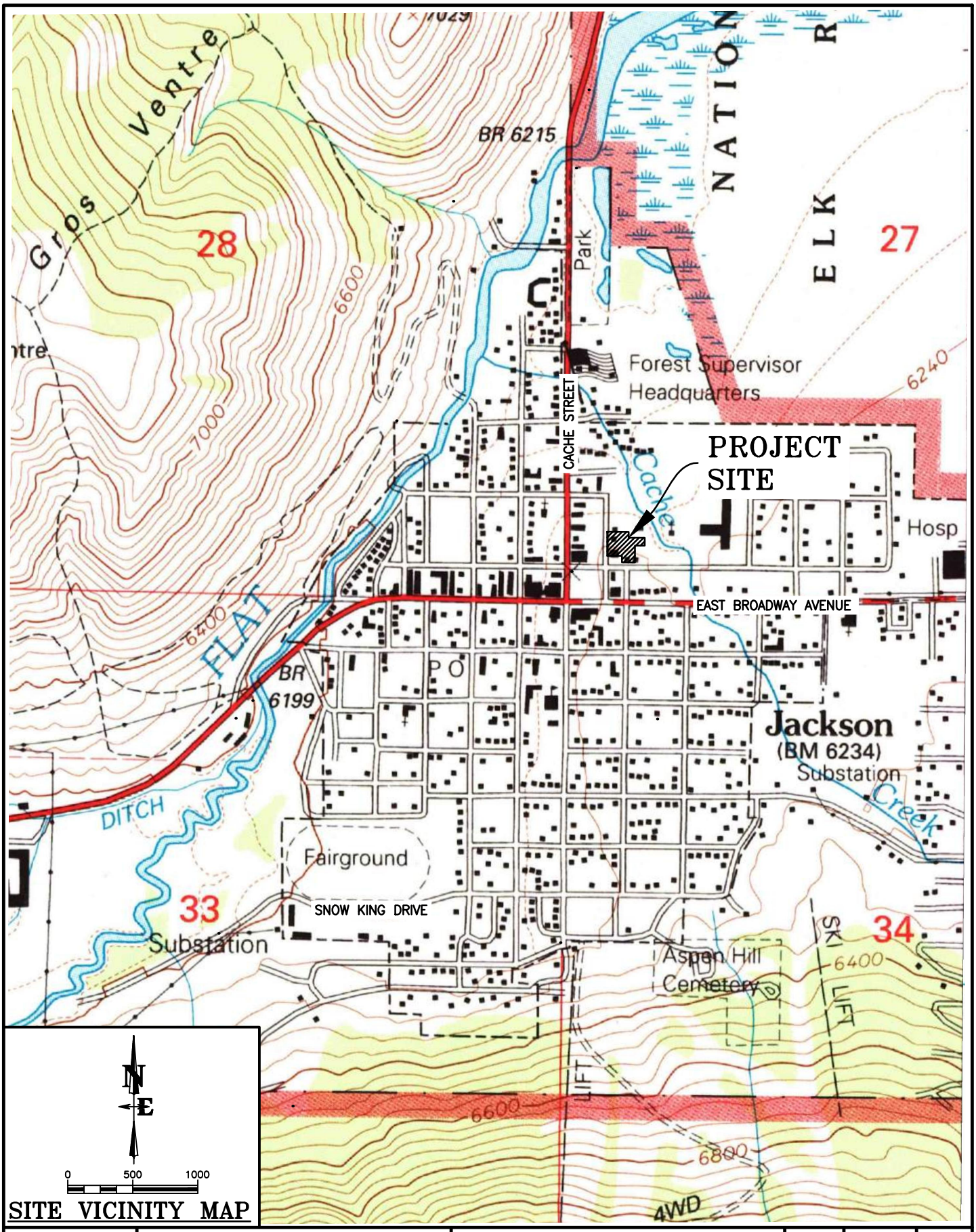
Blair Rushing, PE
Geotechnical Engineer

Reviewed By:

Philip Gyr, PE
Sr. Geotechnical Engineer

APPENDIX

DRAWINGS



SITE VICINITY MAP

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JOB NO 16-306-02			SURVEYED	-	
			DRAWN	AP	
			CHECKED	BR	
			APPROVED	PG	

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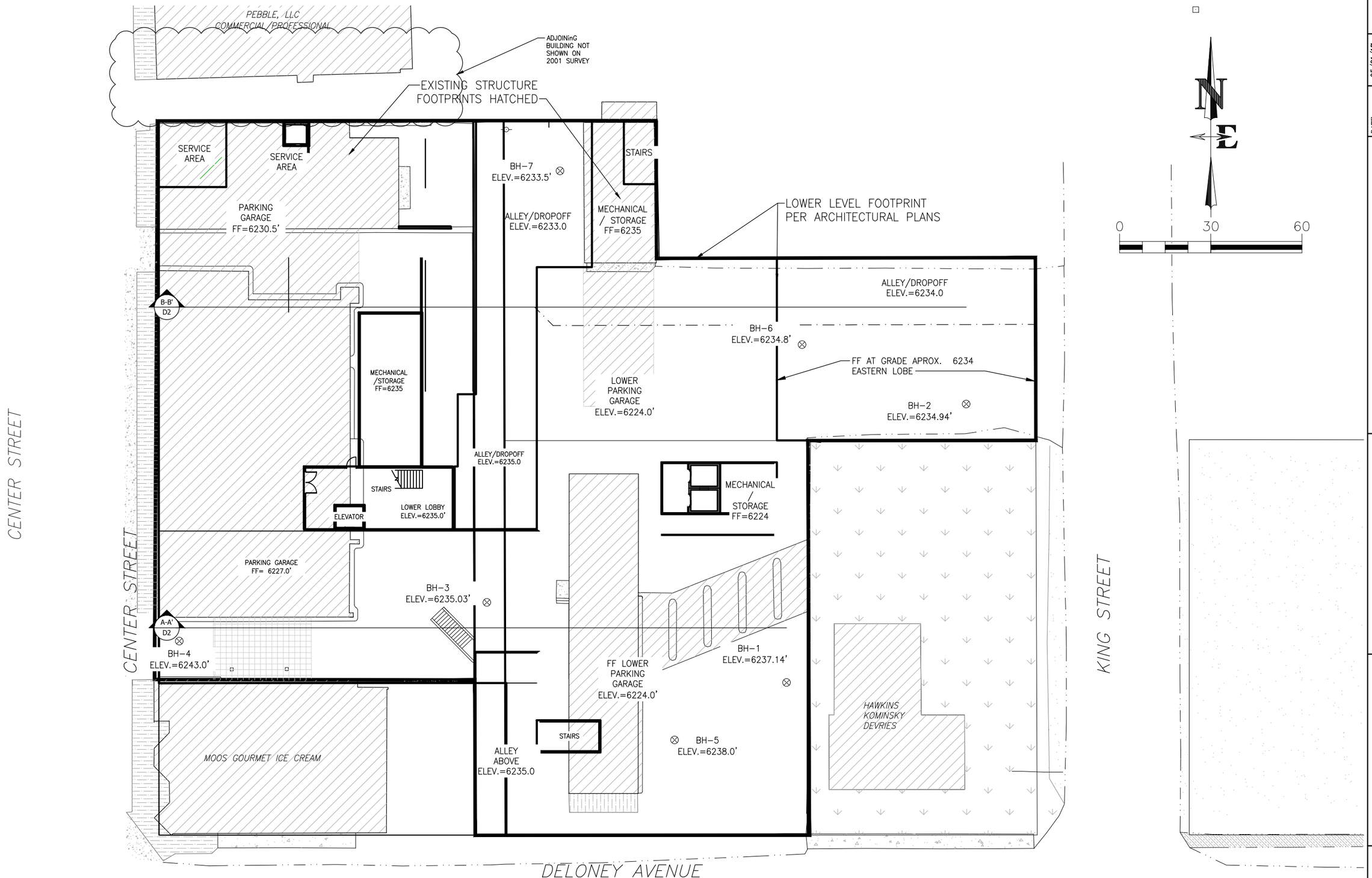

DATE	05/01/17	REV.
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ENGINEERED	BR	
DRAWN	BR	
CHECKED	PG	
APPROVED	PG	

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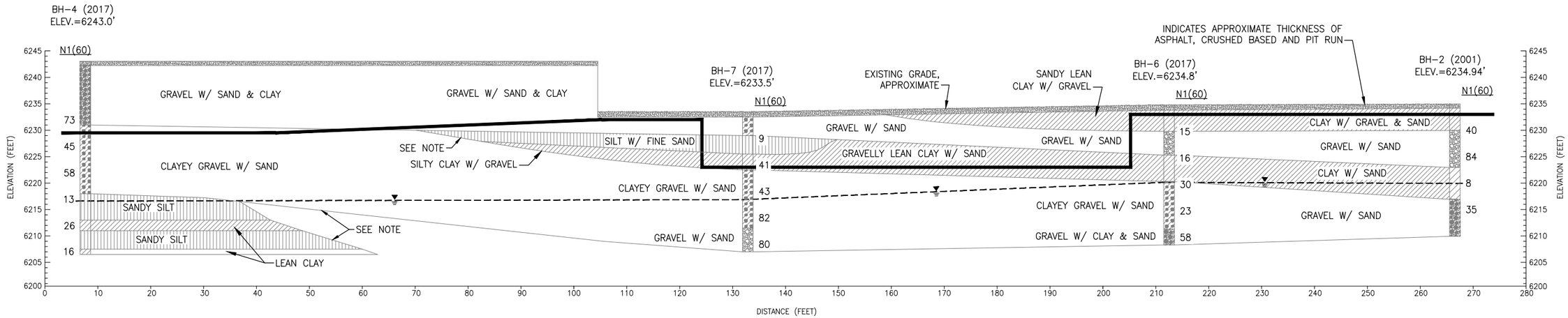
DRAWING TITLE: BOREHOLE LOCATION MAP

JOB TITLE: CENTER STREET PROJECT
GEOTECHNICAL INVESTIGATION
JACKSON, WYOMING

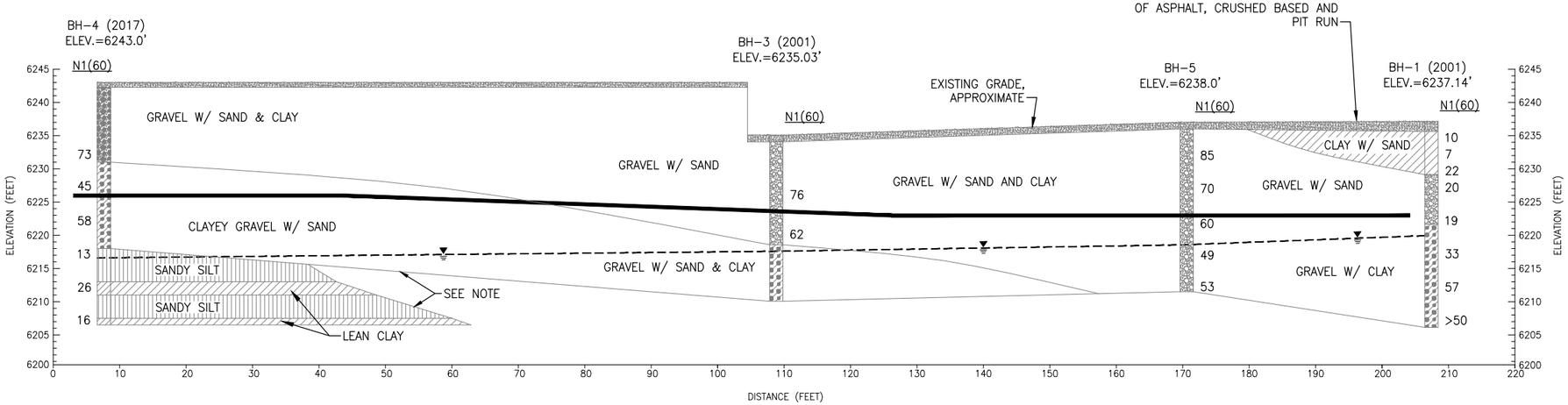
DRAWING NO 2

JOB NO 16-306-02



SUBSURFACE PROFILE NORTH – SECTION B–B'

WEST ↔ EAST



SUBSURFACE PROFILE SOUTH – SECTION A–A'

0 10 20

WEST ↔ EAST

LEGEND

GW SW ML
GP SP CL
GM SM MH
GC SC CH

POSTULATED BOTTOM OF FOOTING ELEV.:

GROUNDWATER ELEVATION (4/29/17):

NOTE:
N!(S)= CORRECTED STANDARD PENETRATION N
PROFILES SHOWN ARE POSTULATED IN ZONES BETWEEN BORINGS. ACTUAL SOIL PROFILES BETWEEN BORINGS MAY VARY.

REV.	DATE	
	5/1/2017	
	SURVEYED	NE
	ENGINEERED	BR
	DRAWN	BR
	CHECKED	PG
	APPROVED	PG

NELSON ENGINEERING
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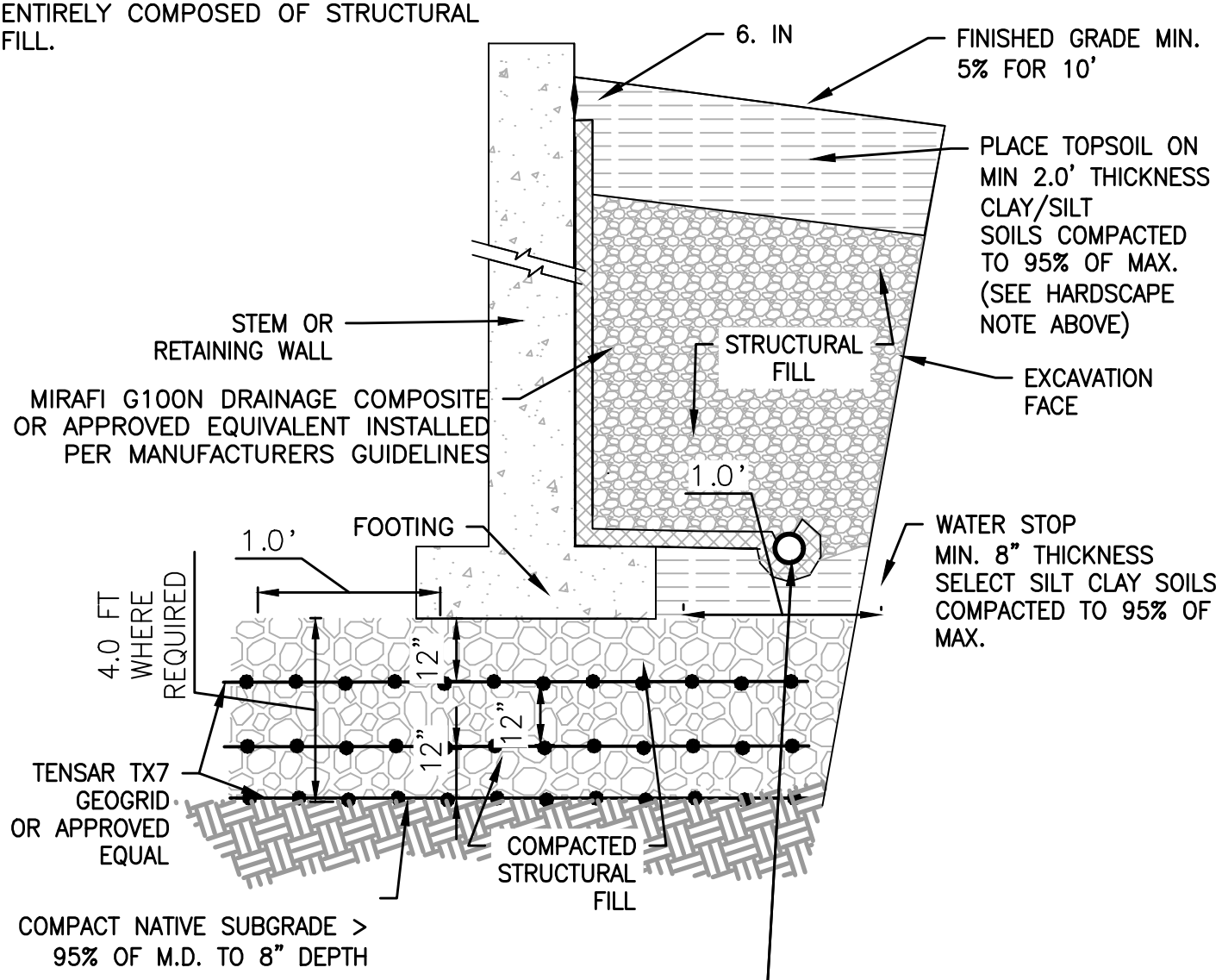
DRAWING TITLE: SUBSURFACE CROSS-SECTIONS

JOB TITLE: CENTER STREET PROJECT GEOTECHNICAL INVESTIGATION JACKSON, WYOMING

DRAWING NO: 3

JOB NO: 16-306-02

NOTE:
WALL BACKFILL BENEATH EXTERNAL SLABS AND HARDSCAPE SHALL BE ENTIRELY COMPOSED OF STRUCTURAL FILL.



TYPICAL FOUNDATION SECTION
NTS

INSTALL DRAIN FOR EASTERN LOBE AND LOBBY LEVEL SHALLOW FOOTINGS IF DRAINAGE TO STORM DRAIN IS PRACTICAL.
ADS 4" SINGLE WALL PERF. PIPES WITH SOCK WRAP. ONCE CLEAR OF FOUNDATIONS TRANSITION TO SOLID PIPE AT MINIMUM 3% GRADE

DRAWING NO 4	TITLE: CENTER STREET REINFORCED FILL, BACKFILL AND DRAIN TYPICAL	NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	DATE	5 14 17	REV.
JOB NO 16-306-01			SURVEYED		
			DRAWN	BR	
			CHECKED	PG	
			APPROVED	PG	

BORING LOG

GEOTECHNICAL GENERAL NOTES

CORRECTED SPT: Standard Penetration Test values corrected to $N1_{60}$ correcting for theoretical free-fall hammer energy and overburden pressure per 7th edition of the AASHTO Bridge Design Specifications.

DRILLING, SAMPLING, AND SOIL PROPERTIES ABBREVIATIONS AND SYMBOLS

N: Standard Penetration Test
U_c: Unconfined compressive strength, Pounds/ft^2 (PSF)
Pp: Pocket Penetrometer values, Ton/ft^2 (TSF)
FILGC: Fragments indicate gravels and cobbles larger than split spoon diameter.
w: Water content, %
LL: Liquid limit, %
PI: Plasticity index, %
gd: In-situ dry density, lbs/ft^3 (PCF)
▽: Ground water level
SS: Split-Spoon Sample
ST: Shelby Tube Sampler
CS: Cylindrical Brass Lined Sample

Monitoring Well, diagonal hatching indicates screen and sand packed interval

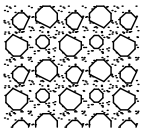
SOIL RELATIVE DENSITY AND CONSISTENCY CLASSIFICATION

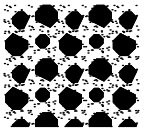
Non-Cohesive Soils	SPT	Cohesive Soils	Pp-(tons/ft^2)
Very Loose	0 - 4	Very Soft	0 - 0.25
Loose	4 - 10	Soft	0.25 - 0.50
Slightly Compact	8 - 15	Medium Stiff	0.50 - 1.00
Medium Dense	10 - 30	Stiff	1.00 - 2.00
Dense	30 - 50	Very Stiff	2.00 - 4.00
Very Dense	50+	Hard	4.00+

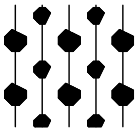
PARTICLE SIZE

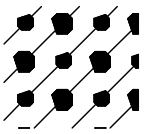
Boulders:	12 in.+	**Coarse Sand:**	5 mm(#4)-2 mm(#10)	**Silts and Clays:** **<#200**
Cobbles:	12 in.-3in.	**Medium Sand:**	2 mm(#10)-0.4mm(#40)	
Gravel:	3in.-5mm(#4)	**Fine Sand:**	0.4mm(#40)-0.075mm(#200)	

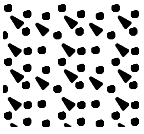
SOIL GRAPHICS

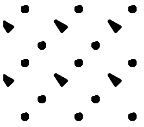
GW 

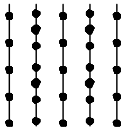
GP 

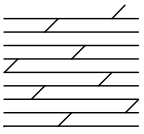
GM 

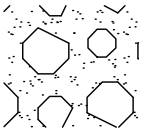
GC 

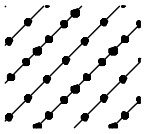
SW 

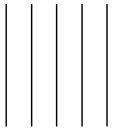
SP 

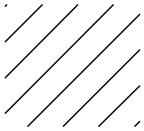
SM 

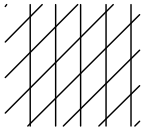
BEDROCK 

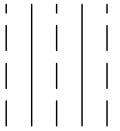
COBBLES/BOULDERS 

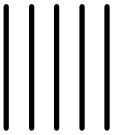
SC 

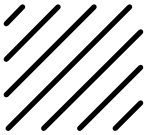
ML 

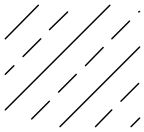
CL 

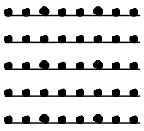
ML–CL 

OL 

MH 

CH 

OH 

PT 

NOTE: ANGLED DEMARCATIONS ON THE LOGS INDICATE APPROXIMATE OR POORLY DEFINED BOUNDARIES BETWEEN SOIL TYPES.

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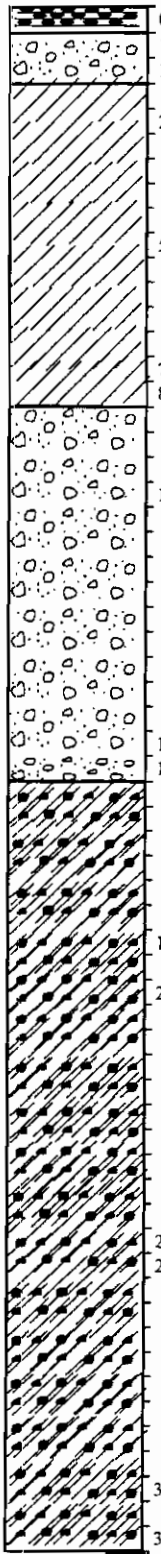
BORE HOLE LOG

Test Hole:	BH-1	Sampled By:	Jeff Snyder
Project.	Jackson State Bank	Date:	10/19/01
Elevation.	6232.5	Drilled By.	LK Drilling
Depth of Hole	31 0 Feet	Water Level	19.0 feet

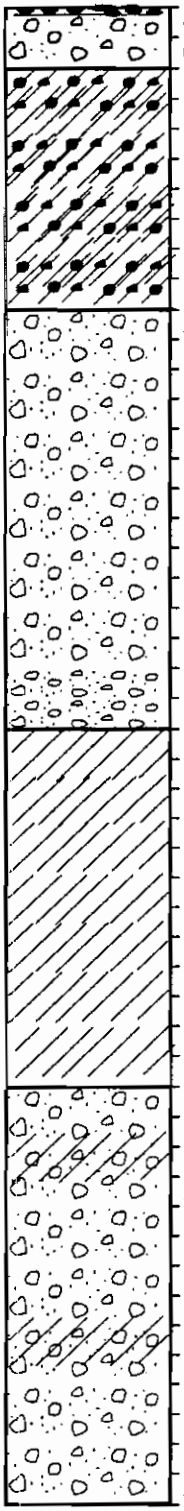


Soils Profile:	Sample Depth	Sample Type	USCS	N	LAB ID
Asphalt Paving					
Crushed Aggregate Base			GW		
	2.5'-4.0'	SS	CL	6	1-5-6
Dark Brown Clay, little Fine Sand, Medium Plasticity, Soft and Moist, some Organic Material Mixxed	5.0'-6.5'	SS	CL	5	1-5-6
	7.5'-9.0'	SS	CL	17	
	10.0'-11.5'	SS	GW	17	
Brown Gravel, Sand and Cobbles with Silt, Well Graded, Dense, Slightly Moist					
	15.0'-16.5'	SS	GW	18	
Ground Water					
	20.0'-21.5'	SS	GC	35	1-20-22
Brown Gravel with Clay and Sand, Well Graded Coarse Fragments, Plastic Fines, Very Dense, Wet					
	25 0'-27.0'	CAL	GC	63	
	30.0'-31.0'	CAL	GC	+100	

BORE HOLE LOG

Test Hole:	BH-2	Sampled By:	Jeff Snyder
Project:	Jackson State Bank	Date:	10/19/01
Elevation:	6230.3	Drilled By:	LK Drilling
Depth of Hole	25.0 Feet	Water Level	17.0 feet

Soils Profile;



		Sample Depth	Sample Type	USCS	N	LAB ID
0.0'						
0.2'	Asphalt Paving					
0.6'	Crushed Aggregate Base			GW		
	Brown Clay with Gravel and Sand, Well Graded Coarse Fragments, Plastic Fines, Firm and Moist, Some Organic Material			CL-GC		
5.0'		5.0'-6.5'	SS	GW	28	
	Brown Gravel, Sand and Cobbles, Well Graded, Dense, Slightly Moist					
10.0'		10.0'-11.5'	SS	GW	71	
12.0'						
	Medium Brown Clay, little Fine Sand, Medium Plasticity, Soft and Moist, some Organic Material Mixxed					
15.0'		15.0'-16.5'	SS	CL	8	
17.0'	Ground Water					
18.0'						
20.0'		20.0'-21.5'	SS	GW-GC	35	1-20-22
	Brown Gravel, Sand and Cobbles,Well Gaded Medium Dense, Wet, Occasional Sand and Clay Pockets					
25.0'	Bottom of Hole, Hole Caving					

BORE HOLE LOG

Test Hole:	BH-3	Sampled By:	Jeff Snyder
Project:	Jackson State Bank	Date:	10/19/01
Elevation:	6231.1	Drilled By:	LK Drilling
Depth of Hole	25.0 Feet	Water Level	17.5 feet

Soils Profile;

		Sample Depth	Sample Type	USCS	N	LAB ID
0.0'						
0.5'	Asphalt Paving					
1.5'	Crushed Aggregate Base			GW		
	Brown Gravel, Sand and Cobbles, Well Graded, Dense, Slightly Moist, Possible Fill					
10.0'		10.0'-12.0'	CAL	GW	66	
15.0'		15.0'-16.5'	SS	GW	61	
17.5'	Ground Water					
	Brown Gravel, Sand and Cobbles, Well Gaded Medium Dense, Wet, Occasional Sand and Clay Pockets			GW-GC		
25.0'	Bottom of Hole, Hole Caving					

PROJECT NAME: **CENTER STREET PROJECT**	**DRILL HOLE No.** BH–4	PAGE: **1 OF 2**
DATE STARTED / FINISHED: **4/20/2017**	DRILLER: **IME**	
LOGGED BY: **ANDY PRUETT**	DRILL TYPE: **TRUCK MOUNTED CME 85**	
BOREHOLE LOCATION/ELEVATION: **SEE BOREHOLE LOCATION MAP/6243.0'**	HOLE DIAMETER: **8" O.D. HSA (HOLLOW STEM AUGER)**	
	HAMMER TYPE: **140# AUTOMATIC**	

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DEPTH (FT)	SAMPLES: DRIVE	SAMPLES: UNDISTURBED	SAMPLES: BULK	SAMPLE ID	RECOVERY %	MATERIAL DESCRIPTION	LIQUID LIMIT	PLASTIC LIMIT	CORRECTED SPT	DRY DENSITY (PCF)	MOISTURE (%)	REMARKS
0						*SURFACE: 3" ASPHALT PAVEMENT OVERLYING 4" OF CRUSHED BASE*						*WELLS FARGO SOUTH CENTER STREET ENTRANCE HEAVY BIT GRINDING ON COBBLES FROM 1.5' TO 2.5'*
1–9						*1.0' – 10.0' CUTTINGS INDICATE GRAVEL WITH SAND AND MINOR CLAY, ANGULAR TO SUB–ROUND CLASTS*						*CONSTANT BIT GRINDING FROM 1.5' TO 2.5'* *BIT GRINDING ON COBBLE AT 4.0' TO 4.5'* *D.R. MODERATELY HARD, STEADY DRILLING IN GRAVELS*
10	20			BH4–1 2" SS	67	*10.0'–11.5' MOIST, GRAY/BROWN, GRAVEL WITH SAND, POORLY GRADED, F.I.L.G.C., ANGULAR CLASTS, IMPORTED FILL, VERY DENSE*			73			
11	24 23											*BIT GRINDING ON COBBLE FROM 12.0' TO 12.5'* *D.R. HARDER DRILLING WITH LARGER GRAVELS AND COBBLES BELOW 12.0' TO 15.0'*
12–14												
15	12			BH4–2 2" SS	72	*15.0'–16.5' MOIST, BROWN, CLAYEY GRAVEL WITH SAND, ANGULAR TO SUB–ANGULAR CLASTS, F.I.L.G.C., DENSE*			45			
16	17 16											
17–19												*MODERATE DRILLING WITH INTERMITTENT BIT GRINDING THROUGH GRAVELS FROM 15.0' TO 25.0'*
20	15			BH4–3 2" SS	72	*20.0'–21.5' SAME AS ABOVE, VERY DENSE*			58			
21	26											

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PROJECT NAME: **CENTER STREET PROJECT** | **DRILL HOLE No. BH-4** | PAGE: 2 OF 2

DEPTH (FT)	SAMPLES: DRIVE	SAMPLES: UNDISTURBED	SAMPLES: BULK	SAMPLE ID	RECOVERY (%)	MATERIAL DESCRIPTION	LIQUID LIMIT	PLASTIC LIMIT	CORRECTED SPT	DRY DENSITY (PCF)	MOISTURE (%)	REMARKS
21	21			BH4-3 2" SS	72	20.0'-21.5' SAME AS ABOVE, VERY DENSE			58			
22												
23												
24												
25	11					25.0'-26.5' 0"-4" SAME AS ABOVE						DRILLING FAST AND SMOOTH FROM 25.0' TO B.O.H.
	5			BH4-4 2" SS	89	4"-16" MOIST, BROWN, SANDY SILT WITH FINE-GRAINED SAND, STIFF			13			
26	6					GROUNDWATER MEASURED AT 26.4' DEPTH ON 4/28/2017						
27												
28				BH4-5 3" ST	100	27.5'-29.5' TOP AND BOTTOM OF SHELBY TUBE SAMPLE AS ABOVE, 24" PUSH WITH 400 PSI MAXIMUM DOWNWARD PRESSURE DURING SAMPLE DRIVE						
29												
30	3					30'-31.5' 0"-14" MOIST, BROWN, LEAN CLAY, USCS CLASSIFICATION - CL, MINOR ORANGE OXIDATION STAINING						
	8			BH4-6 2" SS	117		27	17	26		21.1	
31	16					14"-21" MOIST, BROWN, SANDY SILT/SILTY SAND WITH FINE SANDS, VERY STIFF						
32												
33												
34												
35	5					35.0'-36.5' VARIABLE LENSES OF MOIST, BROWN, LEAN CLAY WITH SAND AND SANDY SILT/SILTY SAND, MINOR ORANGE OXIDATION STAINING THROUGHOUT, VERY STIFF						
	7			BH4-7 2" SS	117				16			
36	9					B.O.H. = 36.5'						
37												
38						MONITORING WELL CONSTRUCTION: LENGTH OF PIPE = 36.1' (1.5"ø PVC) SLOTS EVERY 6" FROM 16.3' TO 36.3' PIPE STICKUP = -0.2'						
39												
40						DRILLING STARTED AT 8:00 A.M. DRILLING ENDED AT 10:15 A.M. FINISHED M.W. AT 11:45 A.M.						
41												
42												
43												
44												

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PROJECT NAME: **CENTER STREET PROJECT**	**DRILL HOLE No.** BH–5 PAGE: **1 OF 2**
DATE STARTED / FINISHED: **4/20/2017**	DRILLER: **IME**
LOGGED BY: **ANDY PRUETT**	DRILL TYPE: **TRUCK MOUNTED CME 85**
BOREHOLE LOCATION/ELEVATION: **SEE BOREHOLE LOCATION MAP/6238.0'**	HOLE DIAMETER: **8" O.D. HSA (HOLLOW STEM AUGER)**
	HAMMER TYPE: **140# AUTOMATIC**

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DEPTH (FT)	SAMPLES: DRIVE	SAMPLES: UNDISTURBED	SAMPLES: BULK	SAMPLE ID	RECOVERY %	MATERIAL DESCRIPTION	LIQUID LIMIT	PLASTIC LIMIT	CORRECTED SPT	DRY DENSITY (PCF)	MOISTURE (%)	REMARKS
1						SURFACE: 2" ASPHALT PAVEMENT OVERLYING 4" OF CRUSHED BASE OVERLYING 6" PIT RUN						SOUTH OF FORMER WELLS FARGO DRIVE–UP FAST AND EASY DRILLING FROM 1.0' TO 3.0'
2						1.0' – 3.0' CUTTINGS INDICATE MOIST, BROWN, CLAY WITH MINOR GRAVELS						
3												
4												INTERMITTENT BIT GRINDING FROM 3.0' TO 5.0'
5	15			BH5–1 2" SS	89	5.0'–6.5' MOIST, BROWN, GRAVEL WITH SAND AND MINOR CLAY (LESS THAN 5%), F.I.L.G.C., LIMESTONE/SANDSTONE GRAVELS, ANGULAR TO SUB–ROUND GRAVELS, WELL–GRADED, VERY DENSE			85			
6	24											
7	22											GRINDING ON COBBLE FROM 6.5' TO 7.0'
8												
9												CONSTANT BIT GRINDING, HARD AND SLOW DRILLING FROM 5.0' TO 20.0'
10	14			BH5–2 2" SS	89	10.0'–11.5' SAME AS ABOVE, VERY DENSE			70			
11	26											
12	19											
13												
14												
15	10			BH5–3 2" SS	78	15.0'–16.5' SAME AS ABOVE, SLIGHTLY HIGHER CLAY CONTENT (~5%), VERY DENSE			60			
16	16											GRINDING ON COBBLE FROM 16.0' TO 16.5'
17	28											
18						GROUNDWATER MEASURED AT 18.45' ON 4/28/2017						
19												
20	14			BH5–4 2" SS	78	20.0'–21.5' SAME AS ABOVE, SATURATED, DENSE			49			
21	18											

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WELL LOG	GRAPHIC LOG	DEPTH (FT)	SAMPLES: DRIVE	SAMPLES: UNDISTURBED	SAMPLES: BULK	SAMPLE ID	RECOVERY (%)	MATERIAL DESCRIPTION	LIQUID LIMIT	PLASTIC LIMIT	CORRECTED SPT	DRY DENSITY (PCF)	MOISTURE (%)	REMARKS
		21				BH5-4 2" SS	78	20.0'-21.5' SAME AS ABOVE, DENSE			49			MODERATE DRILLING, FASTER RATE WITH CONSTANT BIT GRINDING FROM 20.0' TO 25.0'
		22												
		23												
		24												
		25						1' OF HEAVE BEFORE DRIVING SAMPLE 25.0'-26.5' 0"-2" SAND HEAVE						
		12												
		23				BH5-5 2" SS	78	2"-14" SAME AS ABOVE, VERY DENSE			53			
		26												
		21						B.O.H. = 26.5'						
		27												
		28						MONITORING WELL CONSTRUCTION: LENGTH OF PIPE = 25.0' (1.5"ø PVC) SLOTS EVERY 6" FROM 10.3' TO 25.3' PIPE STICKUP = -0.3'						
		29												
		30						DRILLING STARTED AT 11:50 A.M. DRILLING ENDED AT 1:15 P.M. FINISHED M.W. AT 2:00 P.M.						
		31												
		32												
		33												
		34												
		35												
		36												
		37												
		38												
		39												
		40												
		41												
		42												
		43												
		44												

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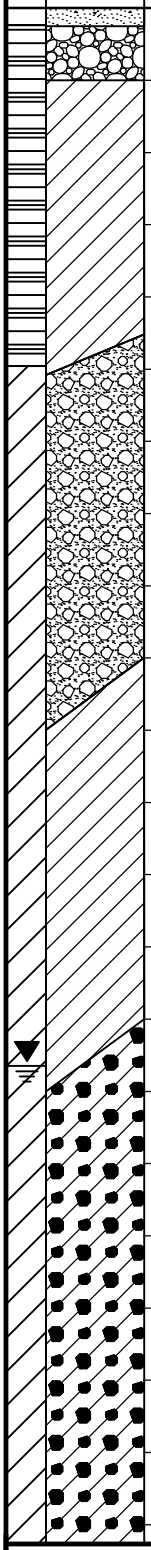
PROJECT NAME: **CENTER STREET PROJECT**	**DRILL HOLE No.** BH–6 PAGE: **1 OF 2**
DATE STARTED / FINISHED: **4/20/2017**	DRILLER: **IME**
LOGGED BY: **ANDY PRUETT**	DRILL TYPE: **TRUCK MOUNTED CME 85**
BOREHOLE LOCATION/ELEVATION: **SEE BOREHOLE LOCATION MAP/6234.8'**	HOLE DIAMETER: **8" O.D. HSA (HOLLOW STEM AUGER)**
	HAMMER TYPE: **140# AUTOMATIC**



DEPTH (FT)	SAMPLES: DRIVE	SAMPLES: UNDISTURBED	SAMPLES: BULK	SAMPLE ID	RECOVERY %	MATERIAL DESCRIPTION	LIQUID LIMIT	PLASTIC LIMIT	CORRECTED SPT	DRY DENSITY (PCF)	MOISTURE (%)	REMARKS
						This log is part of a report prepared by Nelson Engineering for this project and should be read with the report. This summary applies only at the location of the boring and at the time of the drilling. Subsurface conditions may differ at other locations and may change at this location with passage of time. The data presented is a simplification of actual conditions encountered.						
1						*SURFACE: 3" COMPLETELY DETERIORATED ASPHALT PAVEMENT OVERLYING 4" OF CRUSHED BASE OVERLYING 6" PIT RUN*						*DETERIORATED ASPHALT PARKING AREA SOUTH OF THE CHILDREN'S MUSEUM*
2												
3						*1.0' – 5.0' CUTTINGS INDICATE SANDY LEAN CLAY WITH GRAVEL*						*SMOOTH AND EASY DRILLING FROM 1.0' TO 5.0'*
4												
5	7			BH6–1 2" SS	56	*5.0'–6.5' MOIST, BROWN, GRAVEL WITH SAND AND MINOR CLAY, ANGULAR TO SUB–ROUND GRAVELS, WELL–GRADED, MEDIUM DENSE*			15			*MODERATE AND SMOOTH DRILLING FROM 5.0' TO 8.0'*
6	5											
7	3					*CUTTINGS INDICATE MOIST, BROWN, CLAYEY GRAVEL WITH SAND*						
8												*GRINDING ON COBBLE FROM 8.0' TO 8.5'*
9												
10	3			BH6–2 2" SS	56	*10.0'–11.5' MOIST, BROWN, GRAVELLY LEAN CLAY WITH SAND, 1" GRAVELS, CM–THICKNESS SAND LENSES IN CLAY, VERY STIFF*			16			*D.R. MODERATE DRILLING WITH INTERMITTENT BIT GRINDING FROM 10.0' TO 15.0'*
11	6											
12	4											
13												
14						*GROUNDWATER MEASURED AT 14.66' ON 4/28/2017*						
15	9			BH6–3 2" SS	44	*15.0'–16.5' WET TO SATURATED, BROWN, CLAYEY GRAVEL WITH SAND, ANGULAR TO SUB–ROUNDED GRAVELS, F.I.L.G.C., MEDIUM DENSE TO DENSE*			30			*FAST DRILLING IN SMALLER GRAVELS FROM 15.0' TO 25.0'*
16	11											
17	10											
18												
19												
20	6			BH6–4 2" SS	61	*20.0'–21.5' SAME AS ABOVE, SATURATED, MEDIUM DENSE*			23			
21	8											

WELL LOG	GRAPHIC LOG	DEPTH (FT)	SAMPLES: DRIVE	SAMPLES: UNDISTURBED	SAMPLES: BULK	SAMPLE ID	RECOVERY (%)	MATERIAL DESCRIPTION	LIQUID LIMIT	PLASTIC LIMIT	CORRECTED SPT	DRY DENSITY (PCF)	MOISTURE (%)	REMARKS
		22	9			BH6-4 2" SS	61	20.0'-21.5' SAME AS ABOVE, SATURATED, MEDIUM DENSE			23			FAST DRILLING IN SMALLER GRAVELS FROM 15.0' TO 25.0'
		23												
		24												
		25	7					2' OF HEAVE BEFORE DRIVING SAMPLE 25.0'-26.5' 0"-3" SAND HEAVE 3"-13" SATURATED, BROWN, GRAVEL WITH CLAY AND SAND, ANGULAR TO SUB-ROUNDED CLASTS, F.I.L.G.C., POORLY-GRADED, VERY DENSE						
		26	15			BH6-5 2" SS	72				58			
			30					B.O.H. = 26.5'						
		27												
		28						MONITORING WELL CONSTRUCTION: LENGTH OF PIPE = 24.8' (1.5"ø PVC) SLOTS EVERY 6" FROM 4.9' TO 24.9' PIPE STICKUP = -0.1'						
		29												
		30						DRILLING STARTED AT 2:15 P.M. DRILLING ENDED AT 3:00 P.M. FINISHED M.W. AT 3:30 P.M.						
		31												
		32												
		33												
		34												
		35												
		36												
		37												
		38												
		39												
		40												
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		42												
		43												
		44												

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PROJECT NAME: **CENTER STREET PROJECT**	**DRILL HOLE No.** BH–7 PAGE: **1 OF 2**
DATE STARTED / FINISHED: **4/20/2017**	DRILLER: **IME**
LOGGED BY: **ANDY PRUETT**	DRILL TYPE: **TRUCK MOUNTED CME 85**
BOREHOLE LOCATION/ELEVATION: **SEE BOREHOLE LOCATION MAP/6233.5'**	HOLE DIAMETER: **8" O.D. HSA (HOLLOW STEM AUGER)**
	HAMMER TYPE: **140# AUTOMATIC**

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DEPTH (FT)	SAMPLES: DRIVE	SAMPLES: UNDISTURBED	SAMPLES: BULK	SAMPLE ID	RECOVERY %	MATERIAL DESCRIPTION	LIQUID LIMIT	PLASTIC LIMIT	CORRECTED SPT	DRY DENSITY (PCF)	MOISTURE (%)	REMARKS
1						SURFACE: 3" COMPLETELY DETERIORATED ASPHALT PAVEMENT AND FINE GRAVELS OVERLYING 4" OF CRUSHED BASE OVERLYING 6" PIT RUN						DETERIORATED ASPHALT IN ALLEY ON NORTH END OF PROJECT
2												
3				BH7–1 3" ST	67	2.5'–4.5' TOP AND BOTTOM OF SAMPLE INDICATE GRAVEL WITH SAND AND CLAY, ANGULAR TO ROUNDED GRAVELS, 24" DRIVE WITH MAXIMUM 600 PSI DOWNWARD PRESSURE						SMOOTH AND FAST DRILLING FROM 1.0' TO 5.0'
4												
5	5					5.0'–6.5' 0"–4" SLOUGH						
6	2			BH7–2 2" SS	28	4"–5" MOIST, BROWN, SILT WITH FINE SAND, STIFF			9			
7	3											D.R. SMOOTH AND FAST DRILLING WITH MINOR SMALL GRAVELS
8												
9												
10	2					10.0'–11.5' MOIST, BROWN, SILTY CLAY WITH GRAVEL,						BIT GRINDING STARTING AT 10.5'
11	7			BH7–3 2" SS	50	HIGHER GRAVEL CONTENT AT BOTTOM OF SAMPLE, HARD			41			
12	19											
13												
14						GROUNDWATER MEASURED AT 14.64' ON 4/28/2017						INTERMITTENT BIT GRINDING, MODERATE DRILLING THROUGH SMALL GRAVELS AND COBBLES FROM 10.5'–B.O.H.
15	15					15.0'–16.5' SATURATED, BROWN, CLAYEY GRAVEL WITH						
16	16			BH7–4 2" SS	44	SAND, ANGULAR TO SUB–ROUNDED CLASTS, F.I.L.G.C.,			43			
17	14					DENSE						
18												
19												
20	16					20.0'–21.5' SAME AS ABOVE, YELLOW SANDSTONE AND						
21	30			BH7–5 2" SS	78	LIMESTONE CLASTS, VERY DENSE			82			

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CLIENT: **CYRSTAL CREEK CAPITAL REAL ESTATE ADVISORS, LLC JACKSON, WYOMING**

PROJECT NAME: **CENTER STREET PROJECT** | **DRILL HOLE No. BH-7** | PAGE: 2 OF 2

WELL LOG	GRAPHIC LOG	DEPTH (FT)	SAMPLES: DRIVE	SAMPLES: UNDISTURBED	SAMPLES: BULK	SAMPLE ID	RECOVERY (%)	MATERIAL DESCRIPTION	LIQUID LIMIT	PLASTIC LIMIT	CORRECTED SPT	DRY DENSITY (PCF)	MOISTURE (%)	REMARKS
		22	31			BH7-5 2" SS	78	20.0'–21.5' SAME AS ABOVE, YELLOW SANDSTONE AND LIMESTONE CLASTS, VERY DENSE			82			INTERMITTENT BIT GRINDING, MODERATE DRILLING THROUGH SMALL GRAVELS AND COBBLES FROM 10.5'–B.O.H.
		23												
		24												
		25	20			BH7-6 2" SS	83	25.0'–26.5' 0"–1" HEAVE 1"–15" SATURATED, BROWN, GRAVEL WITH SAND AND MINOR CLAY, ANGULAR TO SUB-ROUNDED GRAVELS, F.I.L.G.C., WELL-GRADED, VERY DENSE			80			
		26	33											
			30					B.O.H. = 26.5'						
		27						MONITORING WELL CONSTRUCTION: LENGTH OF PIPE = 25.1' (1.5"ø PVC) SLOTS EVERY 6" FROM 5.1' TO 25.1' PIPE STICKUP = 0.0'						
		28												
		29												
		30						DRILLING STARTED AT 3:45 P.M. DRILLING ENDED AT 4:45 P.M. FINISHED M.W. AT 5:30 P.M.						
		31												
		32												
		33												
		34												
		35												
		36												
		37												
		38												
		39												
		40												
		41												
		42												
		43												
		44												

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LABORATORY RESULTS

USCS CLASSIFICATION

Sample ID: BH 4-6 Depth (ft): 30'-31.5'

Unified Soils Classification
Lean Clay (CL)

Gravel	0%
Sand	10%
Fines	90%

Liquid Limit:	27
Plastic Limit:	17
Plasticity Index:	10

In-Situ Moisture Content	21.1%

Standard Sieve No.	Particle Size (mm)	Tare Weight (g)	Sample + Tare (g)	Sample Weight (g)	Cumulative % Retained	Percent Passing
1.5"	38	171.5	171.5	0.0	0%	100%
1"	25	171.5	171.5	0.0	0%	100%
3/4"	18.75	171.5	171.5	0.0	0%	100%
3/8"	9.5	171.5	171.5	0.0	0%	100%
#4	4.75	171.5	171.5	0.0	0%	100%
#10	2.00	171.5	171.9	0.4	0%	100%
#40	0.425	171.5	172.0	0.5	1%	99%
#100	0.15	171.5	174.5	3.0	3%	97%
#200	0.075	171.5	179.4	7.9	10%	90%
Pan	0	171.5	282.8	111.3	100%	0%
		Total Weight of Sample (g)		123.2		

Moisture Content	
Wet Wt + Tare (g)	320.2
Dry Wt. + Tare (g)	294.2
Wt of Water (g)	26.0
Tare Wt. (g)	171.0
Dry Wt. (g)	123.2
Moisture Content	21.1%
Wash	
Wet Wt. + Tare (g)	320.2
Pre Wash Dry (g)	123.2
Post Wash Dry (g)	11.9
Tare Wt. (g)	171.0
Wt.Of Minus #200 =	111.3

Project:	Center Street Project
Job Number	16-306-02
Visual ID:	Lean Clay

Sampled By:	AP
Date:	4/20/2017
Tested By:	BO
Date:	4/25/2017

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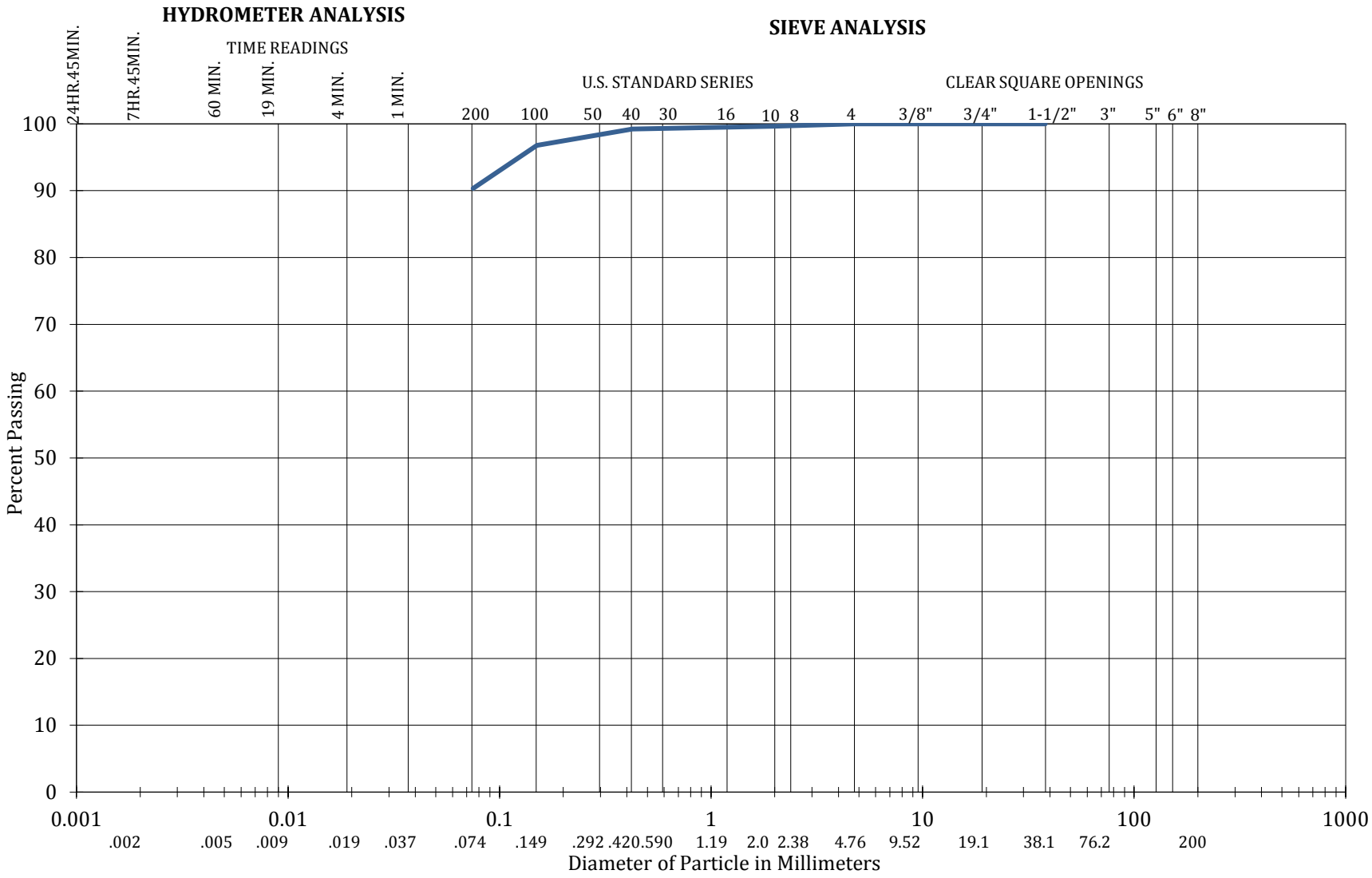
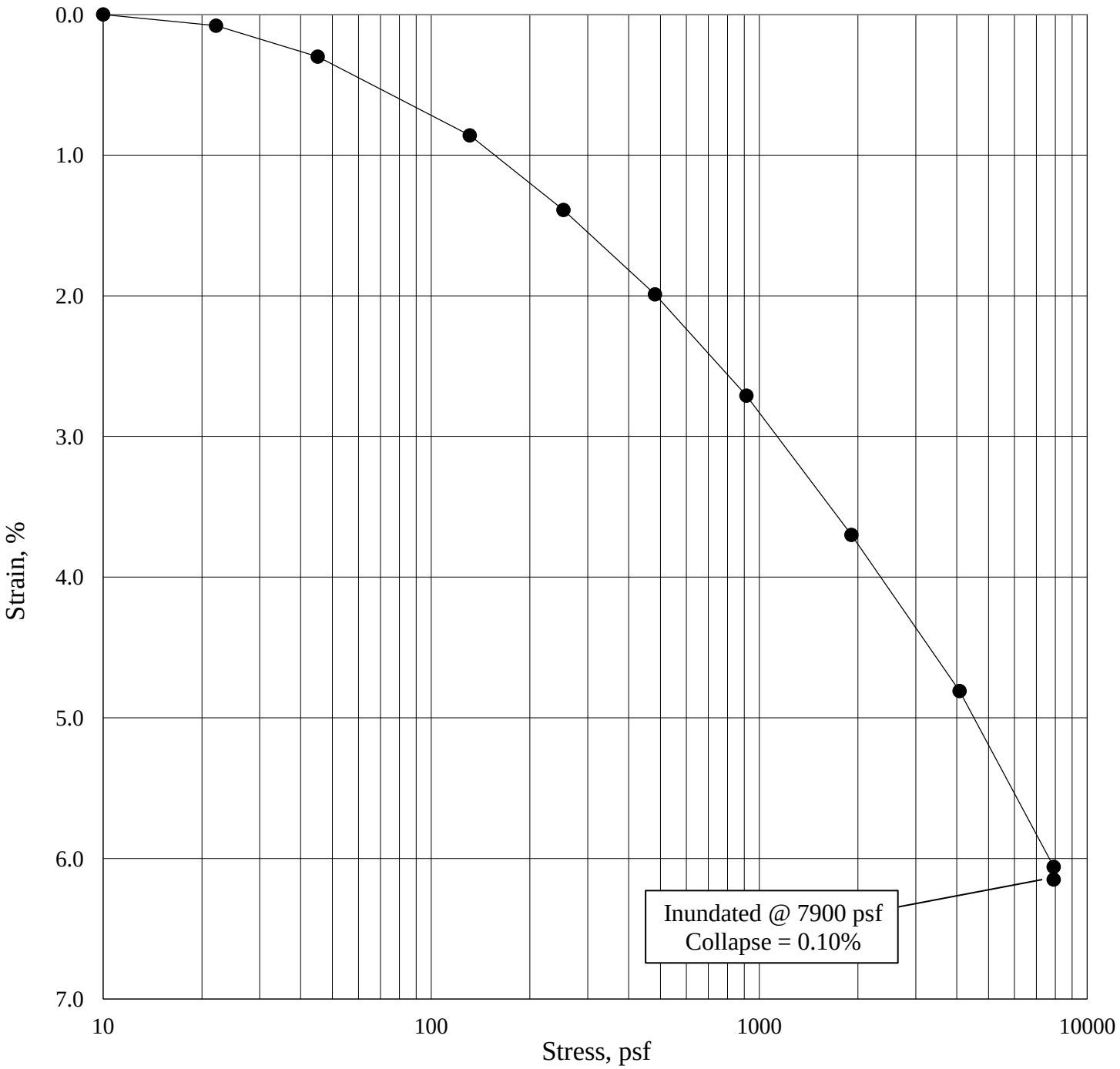
USCS CLASSIFICATION SIEVE CHART



CLAY (plastic) TO SILT (non-plastic)	SAND			GRAVEL		COBBLES
	FINE	MEDIUM	COARSE	FINE	COARSE	

BH 4-6

Center Street Project



				Initial Dry Density (pcf)	Initial Moisture Content (%)
Boring No.	BH4-5	Depth:	27½ - 29½ '	**106.5**	**23.0**
Sampled By:	AP/NE	Date Received:	5/1/17		

Soil Description: Silty Clay with Sand (CL-ML), low plasticity, trace gravel, orangish brown, moist, rather soft

5/8/17

SK GEOTECHNICAL
P. O. Box 80190
Billings, MT 59108-0190
Phone: 406.652.3930
Fax: 406.652.3944

Consolidation/Swell Test

SK Project Number: 08-2506
Nelson Project Number: 16-306-02
Center Street Project Geotech

TRAFFIC IMPACT ANALYSIS

CENTER STREET PROJECT
DEVELOPMENT PLAN SUBMITTAL

PREPARED BY

NELSON ENGINEERING since 1964
Professional Engineers & Land Surveyors
WWW.NELSONENGINEERING.NET
PO Box 1599 | 430 South Cache St | Jackson, WY 83001
Jackson 307.733.2087 | Buffalo 307.684.7029

September 2017
16-306-04

TRAFFIC IMPACT ANALYSIS

1. Proposed Project

The proposed project is a redevelopment of two properties just northeast of the Town Square in the Town of Jackson that currently contain a bank and related buildings. The project will be a mixed-use development with lodging and commercial uses. The project will be located at the northwest corner of Center Street and Deloney Avenue. The properties are currently zoned as a mix of Town Square (TS) and Downtown Core (DC).

2. Impact Assessment Methodology

In order to perform any traffic impact assessment, the general methodology is to compare the traffic levels in an existing state with those of a projected situation. The Institute of Traffic Engineers has provided data and methodology that can be used to determine the number of trips generated from a property dependent on the usage. The differential in trips generated between the pre- and post-development conditions can be considered to be the impact caused by the development. Traffic counts provided by the Wyoming Department of Transportation (WYDOT) along the Cache Street corridor will provide context for the volume of trips generated by the development. This preliminary traffic impact analysis will allow a general understanding of the traffic impacts due to the development.

3. Existing Trip Generation

The proposed project site currently contains a Wells Fargo branch office and the Jackson Chamber of Commerce office. The drive-thru facilities on-site are unused and there is a basement used for storage. For the purposes of this trip generation analysis, only active usage in each land use category generates traffic. The P.M. peak hour generates the largest number of trips and will be used for the analysis and comparison. Walk-in banks have a relatively large amount of trip generation associated with them due to the high volume of customers that may stop at the bank each day, even if the duration of their stay there is short. As shown in the summary table below, the existing use of the property generates 95 trips per day during the P.M. peak hour.

P.M. PEAK HOUR TRIP GENERATION

LAND USE	ITE LAND USE DESIGNATION CODE	GROSS SQ. FT. (1,000 SF)	UNITS	P.M. PEAK HOUR TRIP GENERATION RATE	TRIP GENERATION
WALK-IN BANK	911	6.89		12.13	83.6
SINGLE-TENANT OFFICE	715	6.60		1.74	11.5
TOTAL					95

SOURCE: TRIP GENERATION RATES TAKEN FROM
INSTITUTE OF TRANSPORTATION ENGINEERS (ITE) *TRIP GENERATION, 9TH EDITION*

4. Existing Traffic and Circulation

The intersection of Deloney Avenue and Center Street is one block from roads of high traffic density (Cache Street/US 89 to the west and Broadway Avenue to the south), and currently sees a relatively large volume of traffic, particularly during peak summer tourist season. This intersection is controlled by a four-way stop sign, with two-way traffic on all roads except the portion of Deloney west of Center. This leg is eastbound only between Cache and Center Streets.

WYDOT provided traffic data for Cache Street, a major north-south arterial one block to the west of the project. This data can be used to contextualize the amount of traffic that this neighborhood currently experiences. As shown in the appendix, the annual average daily traffic (AADT) on Cache Street between Broadway and Gill Avenues is 13,117 trips per day. Applying the Design Hourly Volume (DHV) to this figure yields a peak hour design volume of roughly 1,970 trips per hour. The majority of this traffic doesn't use Center Street or Deloney Avenue, but the data shows that the area surrounding the proposed development currently sees a relatively high volume of traffic.

The trips generated by the existing uses on the subject property can use either the dedicated enter and exit lanes on Center Street or park near the former drive-through bank location via the curb cut on Deloney. It is likely that some bank users will have other stops in the downtown core area and will utilize the public parking facilities at the Deloney and Home Ranch parking lots or will be walking from the on-street parking available in the area.

5. Proposed Trip Generation

The Development Plan plan for the subject property indicates roughly a 96-room luxury hotel with an underground parking garage. The hotel will include a restaurant/bar and a small amount of retail and commercial meeting space. The trip generation calculations for hotels assume meeting space within and it does not need to be calculated independently. It is assumed six units of employee housing will also be provided. For the purposes of this analysis, the restaurant was assumed to be a quality sit-down restaurant with an average table time of over and hour, and the retail store was assumed to be consistent with other retail spaces along the Town Square. As shown in the table below, the proposed uses of the property generate 99 trips per hour during the P.M. peak hour.

P.M. PEAK HOUR TRIP GENERATION

LAND USE	ITE LAND USE DESIGNATION CODE	GROSS SQ. FT. (1,000 SF)	ROOMS OR UNITS	P.M. PEAK HOUR TRIP GENERATION RATE	TRIP GENERATION
HOTEL	310		96	0.61	58.56
APARTMENTS	220		6	0.67	4.02
RESTAURANT	931	3.25		9.02	29.3
RETAIL	876	1.79		4.20	7.5
TOTAL					99.4

SOURCE: TRIP GENERATION RATES TAKEN FROM INSTITUTE OF TRANSPORTATION ENGINEERS (ITE) *TRIP GENERATION, 9TH EDITION*

6. Proposed Traffic and Circulation

A comparison of the existing to the proposed condition shows an anticipated increase of 4 trips during the P.M. peak hour for an increase of roughly 4% over existing conditions. The bank currently generates a large volume of short-duration, high-frequency trips that will be replaced by the once-daily exit/entry of the average hotel guest. Particularly in this location, hotel guests won't need to use an automobile to get to typical tourist attractions such as shopping, restaurants, and local parks. The additional 4 trips per hour created by this development will be easily absorbed into a network that currently handles 1,970 trips per hour and has signalized or stop sign controls at all nearby intersections.

Currently, there are two curb cuts on Center Street used for bank entry and exit. The development proposes to eliminate these curb cuts and replacing them with parking spaces and a drop-off lane for hotel guests. Guests will use the drop-off lane for check-in and luggage drop-off, and then be directed to use Gill Avenue for access to the underground parking from King Street on the east side of the development. By replacing the curb cuts with the drop-off lane, Center Street will have an additional parking space available for public use. See Exhibit A in the appendix for illustration of the drop-off lane and hotel traffic flow.

7. Alternative Modes Analysis

Due to the proximity of the project location to the downtown core district, it is anticipated that many hotel guests will utilize existing pedestrian walkways often during their stay at the hotel. The proposed bike share program will add to the ability of a visitor to travel the downtown core district without using an automobile. The project location is also very conducive to the use of public transportation by local employees travelling to work or for the hotel guest on a day trip. There are eleven START bus stops providing direct or connecting service on all lines in both directions within 0.25 miles, the acceptable distance a pedestrian is expected to walk in order to use public transit. No trip reduction was assumed due to the project's proximity to the downtown core district or public transportation; the discussion is included to further illustrate the minimal impact of the development on neighborhood traffic, particularly during peak summer tourist season.

EXHIBIT C - TRAFFIC IMPACT ANALYSIS

APPENDIX

WYDOT TRAFFIC COUNT &
DROP-OFF LANE/TRAFFIC FLOW EXHIBIT

WYDOT Traffic Study

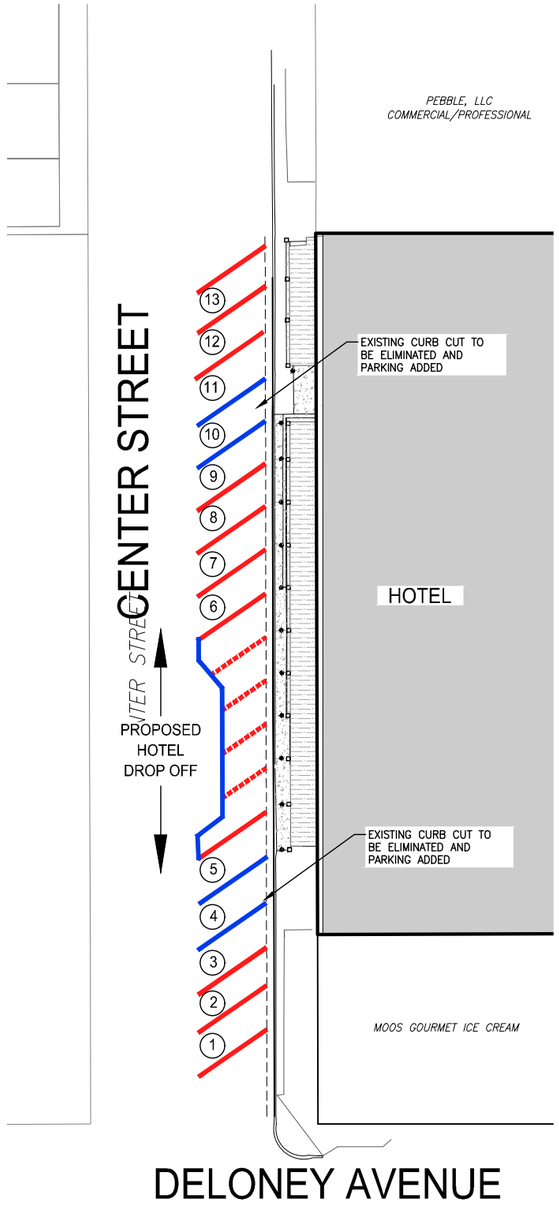
January 10, 2017

County: Teton
Location: Cache St

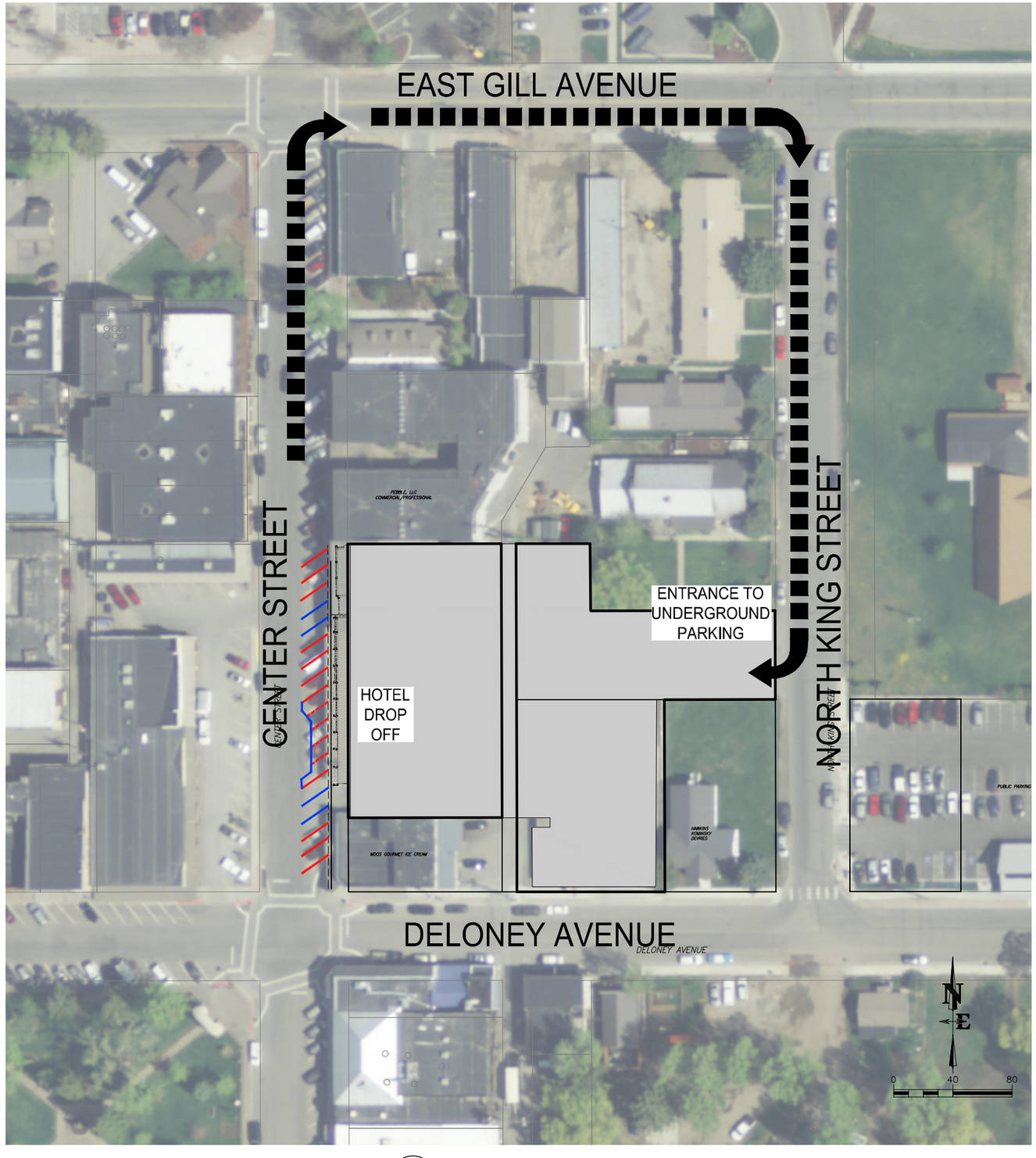
RM: 154.982 – 155.213
2015 AADT: 11,099
FC: 2
Percent Trucks: 6.0%
DHV: 15.0%

County: Teton
Location: Cache St
RM: 154.6
Broadway to Gill
2015 AADT: 13,117
FC: 2
Percent Trucks: 6.0%
DHV: 15.0%

County: Teton
Location: Gill Ave
RM:
2011 AADT: 3515
FC:
Percent Trucks:
DHV:



1/A PROPOSED DROP-OFF LANE



2/A PROPOSED TRAFFIC FLOW

DATE	1/11/2017	REV.
SURVEYED		
ENGINEERED		
DRAWN		
CHECKED		
APPROVED		

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

DRAWING TITLE
TRAFFIC FLOW

JOB TITLE
CENTER STREET PROJECT
122 CENTER ST & 165 EAST DELONEY
JACKSON, WY

DRAWING NO
A

JOB NO
16-306-01

S:\Proj\2016\306-16 (Center Street Project -Civil Engineering)\sketch plan submittal\TRAFFIC FLOW PLAN.dwg 22x34 or 11x17) - Jan 13 2017 09:47:33 am PLOTTED BY bowers DWG FORMAT: 21B

EXHIBIT C - DESIGN CALCULATIONS FOR ENGINEERING REPORT

PRE-DEVELOPMENT

ROOF CALCULATIONS		
ROOF AREA (FT^2)=	17520	
C-VALUE =	0.9	
S =	33%	assume 4/12 pitch
L (ft) =	32	ridge pitch
t_c (min) =	0.63	tc = 1.8(1.1 - C)L^.5/S^0.3333, (Corps of Eng. Eqn.)

DRIVEWAY CALCULATIONS		
DRIVEWAY AREA (FT^2)=	29525	
C-VALUE =	0.9	assumed for asphalt surface
S =	3%	based on surface slopes
L (ft) =	265	
t_c (min) =	4.06	tc = 1.8(1.1 - C)L^.5/S^0.3333, (Corps of Eng. Eqn.)

LANDSCAPING CALCULATIONS		
LANDSCAPING AREA (FT^2)	0	
C-VALUE =	0.3	
S =	2%	
L (ft) =	0	
t_c (min) =	0.00	tc = 1.8(1.1 - C)L^.5/S^0.3333, (Corps of Eng. Eqn.)

Total Time of Conc., Tc =	**4.70**	**min**
Composite C_c =	**0.90**	
Total Area, A_t =	**47045**	**ft^2**

TABLE 4920.B
JACKSON IDF* CURVE DATA - 100-YR STORM EVENT

DURATION, T_d (min)	INTENSITY, I (in/hr)	
0	3.70	assumes this portion of graph is linear
5	3	
10	2.33	
15	1.9	
20	1.65	
30	1.3	
40	1.08	
50	0.95	
60	0.82	
70	0.74	
80	0.65	
90	0.61	
100	0.56	
110	0.52	
120	0.48	

Initial Flow Rate, Q_i (cfs) = 2.98 **cfs at tc=** 4.7 min

$Q_i = C_c * I * A_t/(43200)$

where,

Composite Cc =	0.90	
Intensity, I =	3.04	in/hr at T_d = 4.7 min
Total Area, At =	47045	ft^2

POST-DEVELOPMENT

ROOF CALCULATIONS		
ROOF AREA (FT^2)	35068	
C-VALUE =	0.9	
S =	2%	
L (ft) =	50	assumed longest run to roof drain
t_c (min) =	2.02	tc = 1.8(1.1 - C)L^.5/S^0.3333, (Corps of Eng. Eqn.)

DRIVEWAY CALCULATIONS		
DRIVEWAY AREA (FT^2)	9497	
C-VALUE =	0.9	
S =	4%	
L (ft) =	0	
t_c (min) =	0.00	tc = 1.8(1.1 - C)L^.5/S^0.3333, (Corps of Eng. Eqn.)

LAWN CALCULATIONS		
LAWN AREA (FT^2)	2480	
C-VALUE =	0.3	
S =	2%	
L (ft) =	0	
t_c (min) =	0.00	tc = 1.8(1.1 - C)L^.5/S^0.3333, (Corps of Eng. Eqn.)

Tc Pipe flow (min)=	1.31	tc= L(ft)/V(fps)/60 10" and 4" segments assumed

Total Time of Conc., Tc =	**3.33**	**min**
Composite C_c =	**0.87**	
Total Area, A_t =	**47045**	**ft^2**

TABLE 4920.B
JACKSON IDF* CURVE DATA - 100-YR STORM EVENT

DURATION, T_d (min)	INTENSITY, I (in/hr)	
0	3.70	assumes this portion of graph is linear
5	3	
10	2.33	
15	1.9	
20	1.65	
30	1.3	
40	1.08	
50	0.95	
60	0.82	
70	0.74	
80	0.65	
90	0.61	
100	0.56	
110	0.52	
120	0.48	

Final Flow Rate, Q_f (cfs) = 3.06 **cfs at tc =** 3.33 min

$Q_f = C_c * I * A_t/(43200)$

where,

Composite Cc =	0.87	
Intensity, I =	3.22	in/hr at T_d = 3.33 min
Total Area, At =	47045	ft^2

Post and Pre-Developement Diff = **0.08** **cfs**

TABLE 1

DURATION, T_d (min)	INTENSITY, I (in/hr)	Design Flow, Q_d (ft^3/s)	Design Storage Volume, V_d (ft^3)
2	3.40	3.217	-15
3	3.27	3.090	-1
4	3.13	2.964	-1
5	3	2.837	-13
6	2.87	2.710	-38
7	2.73	2.584	**-75**
8	2.60	2.457	-125
9	2.46	2.330	-185
10	2.33	2.203	-257
15	1.9	1.797	-674
20	1.65	1.560	-1163
30	1.3	1.229	-2305
40	1.08	1.021	-3562
50	0.95	0.898	-4869

TABLE 1 EQUATIONS: $Q_d = C_c * I * A_t/(43200)$

$V_d = (Q_d-Q_i)*((Q_d-Q_i)/Q_f*T_d)*60$

Where,

Composite Cc =	0.87	
Intensity, I =	3.22	in/hr
Total Area, At =	47045	ft^2
Final Flow Rate, Q_d (cfs) =	3.06	cfs at tc = 3.33 min
Initial Flow Rate, Qi (cfs) =	2.98	cfs at tc= 4.7 min
Duration, Td =	3.33	(min)

Storage Volume = **-1** **ft^3, or** **-6** **gallons**

Dry Bottom Basins to be Utilized for Stormwater Detention

Domestic Water Flows

Wastewater flows assumed to match domestic water demand due to minimal ladscape areas

Description of Improvements:

See attached sheet for anticipated fixture counts

Estimating Domestic Max. Demand

*Calculations are based on methods outlined in the AWWA, "Sizing Water Service Lines and Meters" manual.

Domestic Water Demand for Facility Given Specified Fixtures
Assume Average Residential Fixture Value (AWWA M2)

Fixture Type	Fixture Value Based on 35 psi at Meter Outlet	Number of Fixtures	Fixture Value
Bathtub	8	118	944
Combined Sink & Tray	3		0
Drinking Fountain (cooler)	1		0
Drinking Fountain (public)	2	10	20
Kitchen Sink (1/2" connection)	3	21	63
Kitchen Sink (3/4" connection)	7		0
Lavatory (3/8" connection)	2		0
Lavatory (1/2" connection)	4		0
Laundry Tray (1/2" connection)	3		0
Laundry Tray (3/4" connection)	7		0
Shower Head (shower only)	4		0
Service Sink (1/2" connection)	3		0
Service Sink (3/4" connection)	7		0
Urinal (pedestal flush valve)	35		0
Urinal (wall or stall)	12	8	96
Urinal (trough. 2-ft unit)	2		0
Wash Sink (each set of faucets)	4	233	932
Water Closet (flush valve)	35	30	1050
Water Closet (tank type)	3	110	330
Dishwasher (1/2" connection)	5	9	45
Dishwasher (3/4" connection)	10		0
Washing Machine (1/2" connection)	5		0
Washing Machine (3/4" connection)	12		0
Washing Machine (1" connection)	25	9	225
Hose Connections 1/2" (wash down)	6		0
Hose Connections 3/4" (wash down)	10		0
Hose 1/2" (50ft length - wash down)	6	13	78
Hose 5/8" (50ft length - wash down)	9		0
Hose 3/4" (50ft length - wash down)	12		0
Irrigation	3		0
		Total Fixture Units	3783

Nelson Engineering
Jackson, Wyoming

Base on Fixture Count of 3783 using the upper line in Fig. 4.4 for a public building the extimated Maximum Water Demand is 160 gpm.

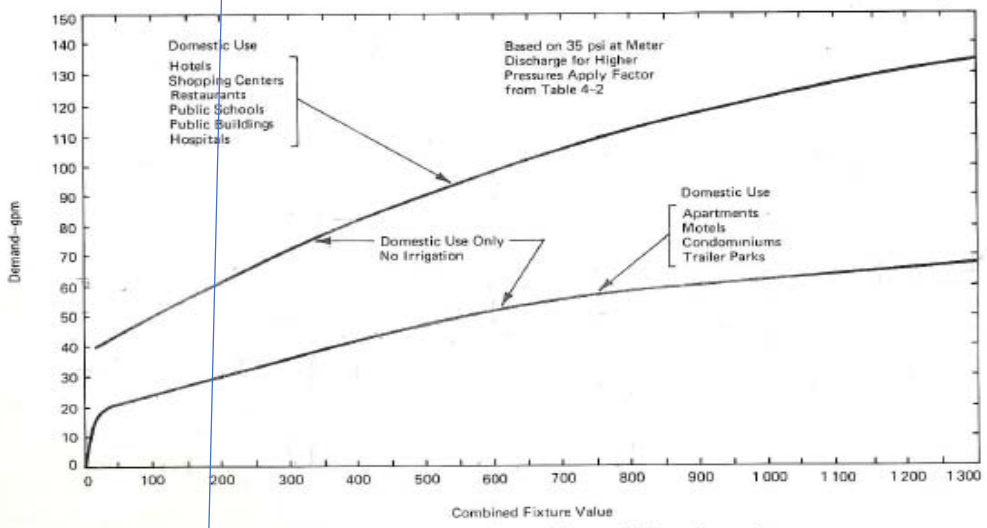


Fig. 4.4. Water-Flow Demand per Fixture Value—Low Range

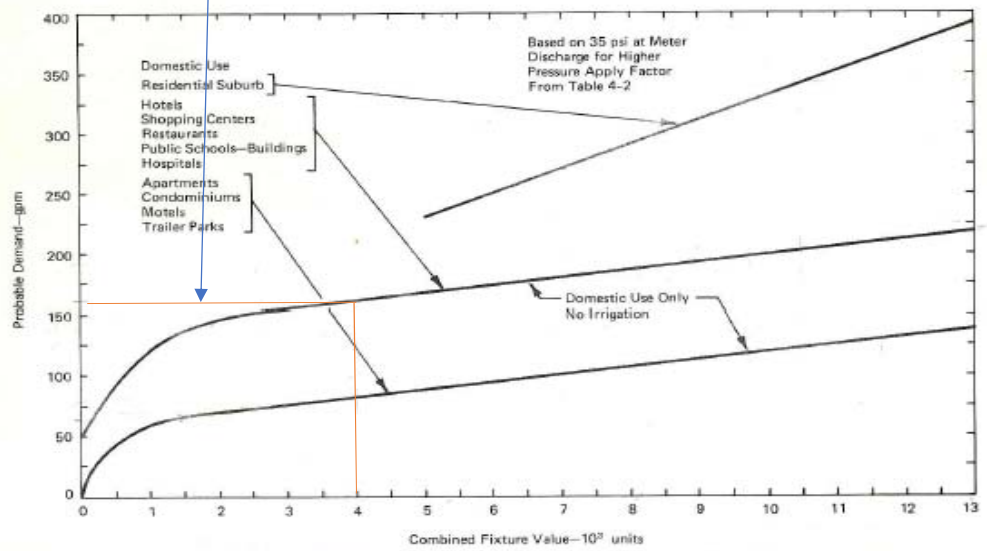


Fig. 4.5. Water-Flow Demand per Fixture Value—High Range

detailed lists of fixtures before estimates can be prepared. If the structure is in the planning stage, the mechanical engineer or architect is the best source of information, and, if construction is underway, the plumbing contractor or the building permits section of the city will have the information. Field trips by the estimator are often necessary to assist the customer as well as to properly assess the project when

Calculate Demands Based on Estimated System Pressure

Est. Max. Demand	160	gpm	
Pressures at Nearest Meter	68	psi	(Estimated)
Elevation at Meter	6230	ft	(Estimated)
F.F. of 3rd Floor Hotel	6264.5	ft	
Pressure at 3rd Floor	53.1	psi	

Table 4.2 (for pressures other than 35 psi)

Design Pressure	Factor
20	0.74
30	0.92
35	1
40	1.07
50	1.22
60	1.34
70	1.46
80	1.57
90	1.68
100	1.78

For Pressures Deviating from 35 psi

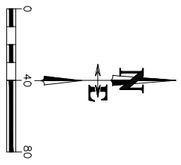
Est. Pressure (psi)	53.1	psi	
Demand @ Est Pressure	**200.89**	**gpm**	Max Demand/flow

Fire Spinkler Flows

Hazard Classification	**Ordinary Hazard (G2) Occupancies**	per NFPA 13, Section 5.2
Building Area:		
Guest Rooms	44,649	
Food and Beverage	3,252	
Meeting/Banquet	2,775	
Fitness	584	
Retail	1,791	Retail is Ordinary Hazard Group 2
Lobby/Reception	3,984	
Housekeeping, Linens, IT	1,661	
Restrooms	1,668	
Circulation	10,031	
Hotel Total	**70,395**	sf
Employee Housing Level 1	2,400	
Employee Housing Level 2	2,720	
Employee Housing Level 3	1,220	
Employee Housing Total	**6,340**	sf
Minimum Flow for Hose Connection	250	gpm per NFPA 13, Table 11.2.3.1.2

Utilize Early Suppression Fast-Response Sprinklers (ESFR) per Section 4-4.6

Minimum Design Area	960	SF per NFPA 13
Actual Design Area	913	Largest Mercantile Zone OH-2
Required Flow		
Required Density	0.2	gpm/sf per NFPA 13, Figure 11.2.3.1.1
Sprinkler Demand	213	gpm (15-20% Overage)
Required Flow (sprinkler and hose)	**474**	**gpm - 11.1.4.2**
Static Pressure at Fire Sprinklers	53.1	psi @ design height (Estimated)
Dynamic Pressure at Fire Flow	**29.51**	**psi @ design height - includes 475 gpm fire sprinkler and (2) 1000 gpm fire hydrant demand**



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DRAWING NO: EXHIBIT JOB NO: 16-306-04	JOB TITLE: CENTER STREET PROJECT DEVELOPMENT SUBMITTAL JACKSON, WYOMING	DRAWING TITLE: WATER MODEL FIRE FLOW EXHIBIT	NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	DATE: 10/24/2017 SURVEYED: ENGINEERED: MB DRAWN: AL CHECKED: APPROVED:	REV.	

Summary of Hydraulic Model Results			
Center St Development			
WaterCAD V8i - Town of Jackson 2013 model			
Deloney Street Fire Flow			
Location	**Total Demand**	**Residual Pressure**	**Junction Label**
	gpm	psi	
Corner of Center and Deloney	1,002	35.2	J-139
Point of connection	600	34.7	POINT OF CONNECTION
Corner of Willow and Deloney	1,002	33.8	J-141
*See Exhibit for Hydrant Locations			

EXHIBIT E - EMPLOYEE HOUSING MITIGATION PLAN

HOUSING MITIGATION PLAN

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Calculation of Required Employee Housing

Development Program, Requirements

Use	Square Footage	Standard per 1,000	Requirement
Lodging	62,906	47	2,956.6
Meeting Room	3,421	47	160.8
Restaurant / Bar	3,251	378	1,228.9
Retail	1,417	156	221.0
Total			**4,567.3**

Credits Attributed to Existing Development

Use	Square Footage	Standard	Credit
112 Center Street			
Service (bank)	6,544	56	366.5
Office	6,477	14	90.7
Basement Storage	8,142		0
165 E. Deloney			
Service (bank)	2,288	56	128.1
Basement Storage	2,288		0
Total			**585.3**

Net Employee Housing Requirement
4,567.3 – 585.3 = 3,982

Proposed Method of Meeting Requirement

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The requirement will be satisfied by constructing approximately **4,892 square feet** of employee housing on site. This amount of employee housing exceeds the housing requirement by 910 square feet. This housing will be under the control of the hotel and managed in compliance with the employee housing restrictions and guidelines.

Unit Type, Floor Plan

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Included in the architectural drawings is a floor plan showing layout of the employee housing units and their location in the east building. Two units will be dormitories and two units will be ARU's.

Proposed Deed Restriction

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Included in this submittal is are draft deed restrictions for employee housing and ARU's. The applicant will work with the Jackson/Teton County Affordable Housing Department to finalize these restrictions prior to obtaining a building permit.

Special Restrictions
for Employee Housing
Located at Type Address, The Town of Jackson

These Special Restrictions for Employee Housing (the "Special Restrictions"), are made and entered into this ___ day of _____, 20__, by the undersigned Declarant ("Declarant").

RECITALS:

WHEREAS, the Declarant holds fee ownership interest in that certain real property, located in the Town of Jackson Wyoming, and more specifically described as follows:

Click here to add legal description of property.

PIN: Click here to type PIDN #(the "Land");

WHEREAS, as a condition of its approval for permit #Click here to enter Permit #. (the "FDP Approval"), the Declarant is providing employee housing for Click here to enter SF requirement. square feet or the equivalent of one (1) unit of employee housing, as follows:

> Click here to enter description of Approval and Units provided. e.g.: *The Final Development Plan application for 115 East Pearl, Jackson, Wyoming was for an 18,855 square foot retail/service, office, and residential building. It generated the requirement to provide (requirement) 450 square feet of Employee Housing* (the "Residential Unit"). *The declarant wishes to restrict unit 301, a 450 square foot studio apartment.*

WHEREAS, in furtherance of the goals, objectives, requirements and conditions of the Click here to enter type of approval e.g. CUP, PUD, FDP or other Approval, and consistent with the Town of Jackson's goal of providing decent, safe and sanitary housing to qualified employees working in Teton County, Wyoming, that is affordable, Declarant agreed to restrict the use and occupancy of the Residential Unit to a "Qualified Household", which meets employment, income and asset ownership qualifications as set forth herein; and

WHEREAS, in accordance with the FDP Approval, the Residential Unit is intended to address the need for rental housing for employees in Teton County, Wyoming and therefore Declarant agrees it will not be owner-occupied.

WHEREAS, Declarant desires to adopt these Special Restrictions and declare that the Land and the Residential Unit (sometimes collectively referred to herein as the "Property") shall be held, sold, and conveyed in perpetuity subject to these Special Restrictions, which Special Restrictions shall be in addition to all other covenants, conditions or restrictions of record affecting the Property, and shall be enforceable by the Jackson/ Teton County Housing Authority, a duly constituted Housing Authority pursuant to W.S. §15-10-116, as amended, and its successors or assigns (collectively, "JTCHA"), the Jackson/Teton County Affordable Housing Department (the "Housing Department"), and the Town of Jackson, Wyoming;

RESTRICTIONS:

NOW, THEREFORE, in satisfaction of the conditions in the FDP Approval, and in consideration of such FDP Approval and the foregoing Recitals, which are incorporated herein by this reference, Declarant hereby declares, covenants and agrees for itself and each and every person acquiring ownership of the Residential Unit, that the Land and Residential Unit shall be held, used, occupied, developed, transferred and conveyed subject to the following Special Restrictions in perpetuity:

SECTION 1. JACKSON/TETON COUNTY HOUSING RULES AND REGULATIONS (GUIDELINES). References made herein to the Housing Rules and Regulations and/or Guidelines or are references to the written Rules and Regulations of JTCHA and/or the Housing Department, as the same may be amended, modified, or updated from time to time and which policies, procedures, and guidelines are on file with the Housing Department or otherwise with the Town of Jackson, Wyoming, or if there are no such written policies, procedures or guidelines (or a written policy, procedure or guideline with respect to a specific matter) then the reference shall be to the current applied policy or policies of JTCHA and/or the Housing Department (the "Guidelines"). Procedural and administrative matters not otherwise addressed in these Special Restrictions shall be as set forth in the Rules and Regulations.

SECTION 2. RESTRICTIONS ON OCCUPANCY AND USE OF RESIDENTIAL UNIT. Occupancy and use of the Residential Unit shall be restricted as follows:

A. Qualified Household. The use and occupancy of the Residential Unit shall be limited to a "Qualified Household", defined as follows:

1. Employment. At least one member of the household must demonstrate on average thirty (30) hours per week of employment or volunteer work in Teton County, Wyoming, for a profit or non-profit employer(s), respectively, physically located in Teton County, Wyoming.

2. Income Restriction. The Qualified Household shall not earn more than one hundred twenty percent (120%) of the median household income in Teton County, Wyoming, as determined by the current year's published Federal Department of Housing & Urban Development median income chart for Teton County, Wyoming (the "Income Cap").

3. No Teton County Residential Real Estate. No member of the Qualified Household may own (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) residential real estate in The Town of Jackson, Wyoming.

4. Determination by the Housing Department. The Housing Department shall determine whether a prospective tenant is a Qualified Household. In addition to any requirements set forth in the Rules and Regulations, such determinations shall be based upon written applications, representations, information and verification as are deemed by the Housing Department to be necessary to establish and substantiate eligibility.

5. Continuing Obligation to Remain a Qualified Household. The occupants of the Residential Unit shall satisfy the definition of a Qualified Household at all times during the occupancy of the Residential Unit.

No owner of the Residential Unit, prospective purchaser of the Residential Unit, Tenant, renter or occupant, or other party shall have the right to sue or bring other legal process against the Town of Jackson, Wyoming, JTCHA or the Housing Department, or any person affiliated with the Town of Jackson, Wyoming, JTCHA or the Housing Department arising out of these Special Restrictions, and neither shall the Town of Jackson, Wyoming, JTCHA or the Housing Department have any liability to any person aggrieved by the decision of the Town of Jackson, Wyoming, JTCHA or the Housing Department regarding qualification of a Qualified Household or any other matter relating to these Special Restrictions.

B. No Owner Occupancy. No owner shall reside in or occupy the Residential Unit. For purposes of this paragraph, if an owner is an entity (including without limitation, a partnership, limited partnership, Limited Liability Company, corporation, association, or other) or a trust, this prohibition on owner-occupancy shall extend to any partner, member, shareholder, other principal or owner of the entity, or trustee or beneficiary of the trust.

C. Household Composition. Only members of the Qualified Household may occupy a Residential Unit, except that the owner may restrict who may reside in a Residential Unit,

provided that such owner-restriction does not violate Federal or state fair housing laws. Notwithstanding the foregoing, occupancy of the Residential Unit shall be in compliance with any and all building codes (or other relevant law, code, statute, ordinance or the like) regarding maximum occupancy standards or limitations.

D. Rental. Occupancy of the Residential Unit shall be pursuant to a written lease, the form of which may be approved by Housing Department as it may require. At all times, the Residential Unit shall remain a rental unit for Qualified Households. The owner of the Residential Unit shall obtain written verification of income, asset ownership, and employment in Teton County, Wyoming for each Qualified Household proposing to rent the Residential Unit prior to such Household's occupancy, and upon each extension or renewal of any lease therefore.

E. Rental Term. The Residential Unit shall be offered for rent in periods of not less than one (1) month. No Residential Unit shall be used as a guest house or guest facility.

F. Rental Rates. The rental rates for the Residential Unit shall not be greater than the current Fair Market Rent Assessment numbers for Teton County, Wyoming, as provided by the U.S. Department of Housing and Urban Development (HUD) and maintained by the Housing Department. For purposes of applying the Fair Market Rent Assessment numbers for Teton County, Wyoming published by HUD to the Residential Unit, a dorm-style or studio Residential Unit shall be considered a "studio". The rent charged must include basic utilities (electric, gas, water, sewer) and trash removal. Notwithstanding the foregoing to the contrary, the rental rates charged by the owner may at any time be less than the applicable Fair Market Rent Assessment.

G. Vacancies. The Residential Unit may be vacant intermittently between tenancies to allow for proper verification, advertisement for Qualified Households and reasonable maintenance. However, no Residential Unit shall be vacant for a period greater than sixty (60) days, unless authorized by Housing Department. If any Residential Unit remains vacant for more than sixty (60) days without approval, then the Housing Department shall have the right, but not the obligation to identify a Qualified Household to rent the Residential Unit. Anything herein and above notwithstanding, the owner shall have the right to deny occupancy to any proposed tenant who in its reasonable discretion does not meet owner's standard for occupancy, so long as such denial does not violate Federal or state fair housing laws.

H. Compliance with Laws, Declaration. The Residential Unit shall be occupied in full compliance with all laws, statutes, codes, rules, or regulations, covenants, conditions and restrictions, and all supplements and amendments thereto, and any other rules and regulations of any applicable homeowners association, as the same may be adopted from time to time.

I. Maintenance. The owner shall be responsible for the cost and expense to keep and maintain the interior of the Residential Unit and all other aspects of the Residential Unit not otherwise maintained by a homeowners association in a safe, decent and sanitary condition. In the event the owner fails to maintain the Residential Unit in a safe, decent and sanitary condition and such condition continues for fourteen (14) days after notice from the Housing Department, the Housing Department shall have the right but not the obligation to enter the Residential Unit and repair such condition and owner shall reimburse Housing Department for such reasonable repair costs. Payment to Housing Department from the owner shall be due upon receipt of invoice.

J. Insurance. The owner shall cause the Residential Unit to be continuously insured against "all risks" of physical loss (not otherwise covered by a homeowners association insurance), for the full replacement value of the Residential Unit

K. Periodic Reporting, Inspection. In order to confirm compliance with these Special Restrictions, each owner shall comply, and cause its tenants to comply, with any reporting or inspection requirements as set forth herein and as may be required by the Housing Department from time to time. Upon reasonable notice to owner, the Housing Department shall have the right to inspect the Residential Unit from time to time to determine compliance with these Special Restrictions and to review the written records required to be maintained by Owner. Owner shall maintain such records for a period of two (2) years.

L. Preference. The owner, at such owner's option may give first priority to rent the Residential Unit to Qualified Households of which a member of the Household is an employee of the owner. In the event there are no persons directly employed by the owner to whom the owner desire to rent the Residential Unit, then the owner may rent to any Qualified Household.

Notwithstanding the foregoing, the Housing Department may approve uses inconsistent with this Section in accordance with the Rules and Regulations.

SECTION 3. TERMINATION AND MODIFICATION OF SPECIAL RESTRICTIONS.

A. Termination. These Special Restrictions may be terminated after a determination by the Town of Jackson, Wyoming that these Special Restrictions are no longer consistent with the goal of providing housing affordable to employees in Teton County, Wyoming and that they should therefore be terminated.

B. Amendment. These Special Restrictions may be amended, in whole or in part, as follows:

1. With the written consent of the owner of the Residential Unit, the Housing Manager for the Housing Department, and the Planning Director for the Town of Jackson, Wyoming.

2. The Housing Department may unilaterally modify these Special Restrictions (i) to provide clarification to any provisions hereto which may be unclear or subject to differing interpretations, (ii) to correct any errors identified herein, or (iii) where the Housing Department deems such modification necessary to effectuate the purposes and intent of the Special Restrictions or the goals of the Town of Jackson in providing decent, safe and affordable housing, and where such modification does not, in the Housing Department's reasonable discretion, materially impair the owner rights.

SECTION 4. VIOLATION. In the event of a violation of these Special Restrictions, the Housing Department shall send written notice to the owner of such violation, the required action to cure and the timing for such cure. If the owner disputes the violation, the owner shall proceed in accordance with the Rules and Regulations. JTCHA, the Housing Department and the Town of Jackson shall have the right of specific performance of these Special Restrictions and the right to obtain from any court of competent jurisdiction a temporary restraining order, preliminary injunction and permanent injunction to obtain such performance. Any equitable relief provided for herein may be sought singly or in combination with such other remedies as JTCHA, the Housing Department and the Town of Jackson may be entitled to, either pursuant to these Special Restrictions or under the laws of the State of Wyoming.

SECTION 5. SPECIAL RESTRICTIONS AS COVENANT. These Special Restrictions shall constitute covenants running with the Land and the Residential Unit, as a burden thereon, and shall be binding on all parties having any right, title, or interest in the Land, the Residential Unit, or any part thereof, their heirs, devisees, successors and assigns, and shall inure to the benefit of and shall be enforceable by JTCHA, the Housing Department and the Town of Jackson.

SECTION 6. NOTICES. Any notice, consent or approval which is required to be given hereunder shall be in writing and when to an owner shall be deemed given by mailing the same, certified mail, return receipt requested, properly addressed and with postage fully prepaid to the owner's mailing address as provided to the Housing Department or such address as is on record with the Teton County Assessor. Any notice which is required to be given hereunder to JTCHA or the Housing Department shall be given by mailing the same, certified mail, return receipt requested, properly addressed and with postage fully

prepaid to either JTCHA or the Housing Department, P.O. Box 714, Jackson, WY 83001. Alternatively, notice may be hand delivered, but any such hand delivery shall require a signed receipt from the owner or Housing Manager of the Housing Department, respectively, evidencing the same. Failure of either party to pick up and/or sign for a certified mailing does not constitute failure to provide notice provided it was properly addressed and evidence of that mailing is retained. In the event of notice by mailing, notice shall be deemed given when deposited in the U.S. Mail.

SECTION 7. ATTORNEY'S FEES. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of these Special Restrictions, the prevailing party shall be entitled to recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

SECTION 8. CHOICE OF LAW, FORUM. These Special Restrictions and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the appropriate court in Teton County, Wyoming and/or the Ninth Judicial District for the State of Wyoming shall have sole and exclusive jurisdiction over any dispute, claim, or controversy which may arise involving these Special Restrictions or its subject matter

SECTION 9. SEVERABILITY. Each provision of these Special Restrictions and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision, or any portion thereof, of any of the foregoing shall be found by a court of competent jurisdiction to be invalid or prohibited under said applicable law, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable and the rights and restrictions set forth herein shall be construed and enforced accordingly, preserving to the fullest extent the intent of these Special Restrictions as set forth herein; , or if such modification is not possible, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provision(s) of these Special Restrictions.

SECTION 10. SECTION HEADINGS. Paragraph or section headings within these Special Restrictions are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

SECTION 11. WAIVER. No claim of waiver, consent or acquiescence with respect to any provision of these Special Restrictions shall be valid against any party hereto except on the basis of a written instrument executed by the parties to these Special Restrictions. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.

SECTION 12. INDEMNIFICATION. The owner shall indemnify, defend, and hold the JTCHA, the Housing Department and the Town of Jackson, and its directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Residential Unit, or for an owner's breach of any provision of these Special Restrictions. The owner waives any and all such claims against JTCHA, the Housing Department and the Town of Jackson.

SECTION 13. SUCCESSORS AND ASSIGNS. These Special Restrictions shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators and assigns.

SECTION 14. SOVEREIGN IMMUNITY. Neither the Town of Jackson, JTCHA, nor the Housing Department waive governmental immunity by executing these Special Restrictions and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and any other applicable law.

IN WITNESS WHEREOF, the Declarant has executed this instrument on the _____ day of _____, 20__ (the "Effective Date").

DECLARANT:
Click here to enter name of LLC or other entity.

_____
Click here to enter Name and Title of authorized signer.

STATE OF _____)
) ss.
COUNTY OF _____)

On the _____ day of _____, 20 ___, the foregoing Special Restrictions for Employee Housing was acknowledged before me by Click here to enter Name of signer.as Click here to enter title of signer.ofClick here to enter name of entity..

Witness my hand and official seal.

(Seal)

_____
Notary Public

THE TOWN OF JACKSON:

_____
Click here to enter name of Mayor., Mayor

ATTEST:

_____
Click here to enter name of Town Clerk., Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20__, the foregoing instrument was acknowledged before me by Click here to enter name of Chair.as Chair of the The Town of Jackson Board of County Commissioners.

Witness my hand and official seal.

(Seal)

_____
Notary Public
My commission expires:

JACKSON/THE TOWN OF JACKSON AFFORDABLE HOUSING DEPARTMENT:

_____
Click here to enter name of Housing Manager., Housing Manager

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____ , 20__, the foregoing instrument was acknowledged before me byClick here to enter name of Housing Manager., as Housing Manager of the Jackson/The Town of Jackson Affordable Housing Department.

Witness my hand and official seal.

(Seal)

_____
Notary Public
My commission expires:

Special Restrictions
for Accessory Residential Units
Located at [insert common name of development]

The undersigned Declarant holds fee ownership interest in that certain real property, located in Teton County Wyoming, and more specifically described as follows:

> Lot [insert lot # of land], [insert name of subdivision] Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on [insert date of plat] as Plat No. [insert plat number].
> PIN: [insert property identification number] (the "Land")

Declarant adopts these Special Restrictions ("Special Restrictions") and hereby declares that the Land and each individual lot or unit located on the Land (such lot(s) or unit(s) referred to herein as an "Accessory Residential Unit" or collectively as "Accessory Residential Units," and the Land and the Accessory Residential Units are collectively referred to herein as the "Property") shall be held, sold, and conveyed in perpetuity subject to these Special Restrictions, which shall be in addition to all other covenants, conditions or restrictions of record affecting the Property, and shall be enforceable by the JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT, (collectively, "HOUSING DEPARTMENT"), or by the Town of Jackson.

RECITALS:

WHEREAS, in furtherance of the Town of Jackson's goal of providing housing to qualified employees working in Teton County that is affordable and is located so as to meet the Town's transportation goals; and

WHEREAS, pursuant to its approval of <INSERT DETAILS ON APPROVAL> (the "FDP"), the Declarant is providing _____ Accessory Residential Units for _____ employees described as follows:

> <INSERT SPECIFICS>
>
> and;

WHEREAS, in furtherance of the goals, objectives, requirements and conditions of the FDP Approval, Declarant agreed to restrict the use and occupancy of each Accessory Residential Unit (the "ARU") located within the Property to a "Qualified Household",

which meets employment and real estate ownership qualifications as set forth herein; and

WHEREAS, in accordance with the Town of Jackson Land Development Regulations, accessory residential units are incidental, subordinate and secondary to the primary use of the Property and consistent with the foregoing, the ARU shall not be severed or divided from the Property; and

WHEREAS, in accordance with the FDP Approval, the ARU is intended to address the need for rental housing for employees in Teton County..

RESTRICTIONS:

NOW, THEREFORE, in satisfaction of the conditions in the FDP Approval, and in consideration of such FDP Approval and the foregoing Recitals, which are incorporated herein by this reference, Declarant hereby declares, covenants and agrees for itself and each and every person acquiring ownership of a Residential Unit, that the Land and each Residential Unit shall be held, used, occupied, developed, transferred and conveyed subject to the following Special Restrictions in perpetuity:

SECTION 1. HOUSING RULES AND REGULATIONS. Procedural and administrative matters not addressed in these Special Restrictions that do not effect substantive rights shall be as set forth in the official Rules and Regulations of THE HOUSING DEPARTMENT formerly the Guidelines, as the same may be amended from time to time and which Rules and Regulations are on file with THE HOUSING DEPARTMENT or otherwise with Teton County.

SECTION 2. RESTRICTIONS ON OCCUPANCY AND USE OF ARUs. Occupancy and use of a Residential Unit shall be restricted as follows:

A. Qualified Household. The use and occupancy of each ARU shall be limited to a "Qualified Household", as defined below:

1) **Employment:** At least one member of the household must demonstrate on average 30 hours per week, nine (9) months per year of employment or volunteer work in Teton County, Wyoming, for a profit or non-profit employer, respectively.

2) **No Teton County Residential Real Estate:** No member of the Qualified Household may own (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited

liability company, corporation, association, or the like) residential real estate in Teton County, Wyoming.

B. Household Composition. A Qualified Household may be composed of the employee and such employee's spouse, child, significant other, other family member or guest, unless otherwise specifically prohibited by owner, provided that such owner-prohibition does not violate Federal or state fair housing laws which prohibit discrimination on the basis of race, color, religion, national origin, sex, familial status, or disability.

C. Rental. At all times, the ARU within the Property shall remain a rental unit for Qualified Households. The owner of the Property shall obtain written verification of real estate ownership to confirm no other residential real estate is owned in Teton County by any occupant, and employment in Teton County for each Qualified Household proposing to rent an ARU prior to such Household's occupancy, and upon each extension or renewal of any lease therefore. The owner shall maintain such records for a period of two (2) years and make them available for review by THE HOUSING DEPARTMENT at all reasonable times.

D. Rental Term. The Residential Unit shall be offered for rent in periods of not less than ninety (90) days and shall not be used as a guest house or guest facility.

E. Division. The division or *de facto* division of the ARU from the Property, including subdivision, partition, long-term leases (e.g., terms of 99 years or more), or otherwise is prohibited.

F. Occupancy Limits. The ARU within the Property shall not be occupied by a number of persons in excess of those permitted under the then current building code applicable to the Property

G. Maintenance. The owner shall be responsible for the cost and expense to keep and maintain both the interior and exterior of the Property and the adjacent open space areas. The owner shall keep the Property and the adjacent open space areas (if applicable) insured, in a state of good repair, and in a safe and clean condition, reasonable wear and tear excepted.

K. Periodic Reporting, Inspection. In order to confirm compliance with these Special Restrictions, each owner shall comply with any reporting or inspection requirements as may be requested by THE HOUSING DEPARTMENT from time to time. A signed and executed copy of all leases executed or renewed, and the employment, and real estate

verification documents relating thereto, shall be made available for review by THE HOUSING DEPARTMENT, by the owner upon initial lease of the ARU within the Property to a Qualified Household and for each rental period thereafter. Upon reasonable notice to an owner, THE HOUSING DEPARTMENT shall have the right to inspect the ARU within the Property from time to time to determine compliance with these Special Restrictions.

SECTION 3. SALE OR TRANSFER SUBJECT TO TRANSFER LIMITATIONS. Each Residential Unit may only be sold or transferred subject to the terms of these Special Restrictions.

SECTION 4. TERMINATION AND MODIFICATION OF SPECIAL RESTRICTIONS.

A. Termination. These Special Restrictions may be terminated after a determination by the Town of Jackson that these Special Restrictions are no longer consistent with the goal of providing housing affordable to employees in Teton County and that they should therefore be terminated.

B. Modification. These Special Restrictions may be modified with the written consent of both the owner of a Residential Unit, THE HOUSING DEPARTMENT and the Town of Jackson, Wyoming.

SECTION 5. EQUITABLE RELIEF. THE HOUSING DEPARTMENT shall have the right of specific performance of these Special Restrictions and the right to obtain from any court of competent jurisdiction a temporary restraining order, preliminary injunction and permanent injunction to obtain such performance. Any equitable relief provided for herein may be sought singly or in combination with such legal remedies as THE HOUSING DEPARTMENT may be entitled to, either pursuant to these Special Restrictions or under the laws of the State of Wyoming.

SECTION 6. SPECIAL RESTRICTIONS AS COVENANT. These Special Restrictions shall constitute covenants running with the Property and each Residential Unit, as a burden thereon, and shall be binding on all parties having any right, title, or interest in the Property, a Residential Unit, or any part thereof, their heirs, devisees, successors and assigns, and shall inure to the benefit of and shall be enforceable by THE HOUSING DEPARTMENT.

SECTION 7. NOTICES. Any notice, consent or approval which is required to be given hereunder to an owner shall be deemed given by mailing the same, certified mail, return receipt requested, properly addressed and with postage fully prepaid to the owner's mailing address or such address as is on record with the Teton County Assessor. Any notice which is required to be given hereunder to THE HOUSING DEPARTMENT shall be

given by mailing the same, certified mail, return receipt requested, properly addressed and with postage fully prepaid to THE HOUSING DEPARTMENT, P.O. Box 714, Jackson, WY 83001. Alternatively, notice may be hand delivered, but any such hand delivery shall require a signed receipt evidencing the same. Failure of either party to pick up and/or sign for a certified mailing does not constitute failure to provide notice provided it was properly addressed and evidence of that mailing is retained. In the event of notice by mailing, notice shall be deemed given when deposited in the U.S. Mail.

SECTION 8. ATTORNEY'S FEES. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of these Special Restrictions, the prevailing party shall be entitled to recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

SECTION 9. CHOICE OF LAW. These Special Restrictions and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming.

SECTION 10. SEVERABILITY. Each provision of these Special Restrictions and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision of any of the foregoing shall be invalid or prohibited under said applicable law, such provisions shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provisions of such document.

SECTION 11. SECTION HEADINGS. Paragraph or section headings within these Special Restrictions are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

SECTION 12. WAIVER. No claim of waiver, consent or acquiescence with respect to any provision of these Special Restrictions shall be valid against any party hereto except on the basis of a written instrument executed by the parties to these Special Restrictions. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.

SECTION 13. INDEMNIFICATION. Each owner shall indemnify, defend, and hold THE HOUSING DEPARTMENT and its directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Property or a Residential Unit, or for an owner's breach of any provision of these Special Restrictions. Each owner waives any and all such claims against THE

HOUSING DEPARTMENT; provided, however, that THE HOUSING DEPARTMENT shall remain liable for damage or injury due to the grossly negligent acts or omissions of THE HOUSING DEPARTMENT or its agents and employees or willful or wanton misconduct.

SECTION 14. SUCCESSORS AND ASSIGNS. These Special Restrictions shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators and assigns.

IN WITNESS WHEREOF, the Declarant has executed this instrument on the _____ day of _____, 20__ (the "Effective Date").

DECLARANT:
[insert Name of Declarant]:

_____
[insert Name of Authorized Signer for Declarant and Title]

STATE OF _____)
) ss.
COUNTY OF _____)

On the _____ day of _____, 20 ___, the foregoing Special Restrictions for Accessory Residential Units was acknowledged before me by _____, as _____, of _____.

Witness my hand and official seal.

(Seal)

_____
Notary Public

TOWN OF JACKSON:

_____
Pete Muldoon, Mayor

ATTEST:

DRAFT

_____
Sandy Birdyshaw, Town Clerk

JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT:
(Acknowledgement as to form)

_____
Stacy Stoker, Housing Manager

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20 ___, the foregoing Special Restrictions for Accessory Residential Units was acknowledged before me by Stacy Stoker, as the Housing Manager of the Jackson Teton County Affordable Housing Department.

Witness my hand and official seal.

(Seal)

_____
Notary Public

DRAFT

MEETING NOTES

Date:	January 9, 2018
Project:	Center Street Hotel
Project Number:	1619.00
To:	CCC
From:	Cary Lakeman
Distribution:	CCC, CLB, File
Subject:	FDP Revisions Summary

Summary of Items Remaining in Center Street Hotel from Sketch Plan to FDP

- Program for Mixed Use, providing Hotel, Retail, Restaurant, Bar, Meeting Spaces, Underground Parking Garage, and Employee Housing has essentially remained the same, with minor adjustments in sizes as listed below.
- Design further enhances the western character of the street facades, including the use of large windows, arrangement of retail, restaurant, and public spaces along Center Street and Deloney Street to promote pedestrian friendly character, including covered walkways.
- Building massing and elements of building setbacks, change of materials, promoting western character and pedestrian scale.
- Primary Materials of the building is still the same; Stone, Wood, Glass, Metal Panels, and elements of painted Steel.
- Use of Balconies to further contribute to the scale and setbacks of the building.
- Third floor setbacks remain unchanged.
- Connection of the two buildings with an enclosed walkway traversing the Alley, although moved to grade level.
- Relocation of existing overhead power lines will be buried.
- Public Access though the alley to the neighboring property to the north. (Although from King Street)
- Parking and Easements for Wells Fargo parking remains the same
- Height of the building remains unchanged. Number of floors remain unchanged.
- Section of West building, along Center Street, that is not in Lodging overlay, remains at 2 stories in height.
- Setbacks of the building along Center Street and Deloney Street remains at 13ft.
- Outdoor dining area along Center Street remains.

Summary of Revisions to Center Street Hotel from Sketch Plan to FDP

- Hotel Rooms reduced from 98 to 96
- Hotel Lobby moved closer to the Town Square
- Acquisition and Redesign of the Alley
- Pool location moved from roof location to grade
- Reduction of one Retail Space to a total of 2 spaces
- Retail 1 space at Center Street frontage location moved to the north end of the building
- Parking spaces reduced from 87 to 76 but still meets LDR's.
- Employee Housing reduced but still exceeds LDR's
- Roof Top eyebrow overhangs eliminated and Center Street façade reworked to provide more of a Western Character design, less contemporary in appearance and scale.
- Addition of Roof Terrace over Wells Fargo Bank

T 307.733.4000 F 307.733.1147
P O Box 9218 | Jackson · Wyoming 83002 | 215 South King Street | Jackson · Wyoming 83001
www.clbarchitects.com

Areas Summary:

	Sketch Plan	FDP Submittal	Current
Lodging	58,972 sf	62,407 sf	62,906 sf
Restaurant/Bar	4,544 sf	3,251 sf	3,251 sf
Meeting Space	2,346 sf	2,775 sf	3,421 sf
Retail	2,430 sf	1,553 sf	1,417 sf
Total Area	**68,292 sf**	**69,986 sf**	**70,995 sf**
Employee Housing	6,136 sf	4,717 sf	4,892 sf

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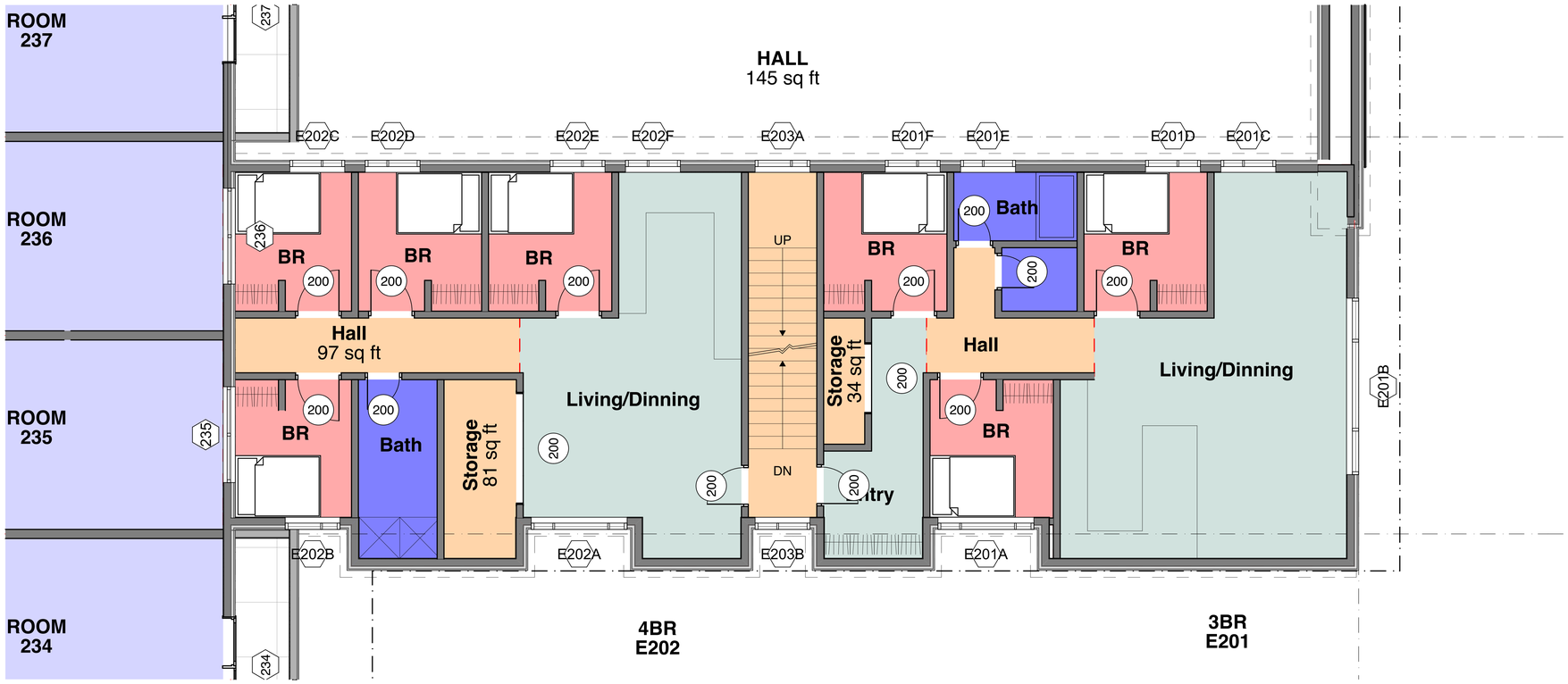
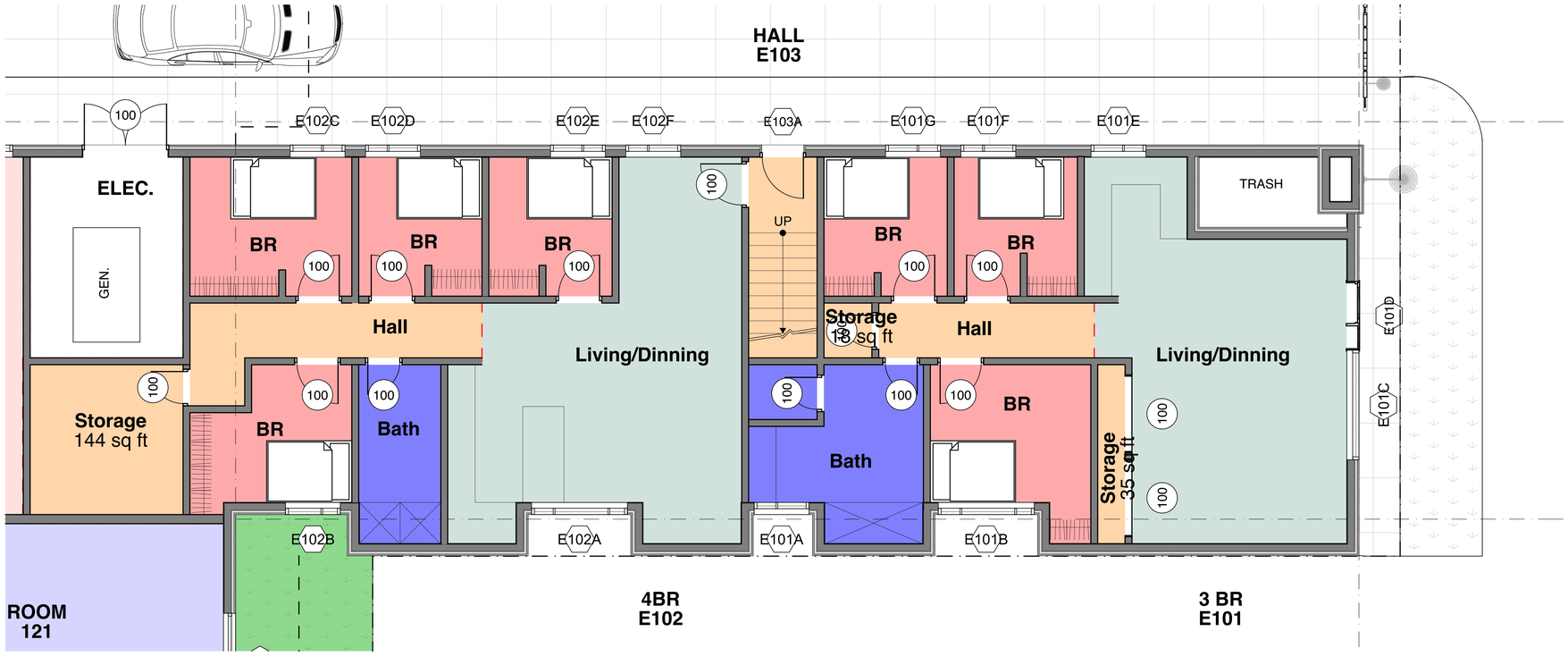
P O Box 9218 | Jackson · Wyoming 83002 | 215 South King Street | Jackson · Wyoming 83001
www.clbarchitects.com



2 Level 2 EH Plan

SCALE: 1/4" = 1'-0"



1 Level 1 EH Plan

SCALE: 1/4" = 1'-0"

CARNEY LOGAN BURKE
ARCHITECTS

T 307 733 4000 F 307 733 1147
215 South King Street | PO Box 9218
Jackson, Wyoming 83002

www.clbarchitects.com

CENTER STREET HOTEL

SD Pricing 1619.00

Level 2 Enlarged Floor Plan

A520 1/29/18

Crystal Creek Capital Real Estate Advisors, LLC

P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

January 30, 2018

Paul Anthony, Principal Planner
Jackson Planning & Building Department
P.O. Box 1687
Jackson, WY 83001

Re: Center Street Project, Employee Housing

Dear Paul;

Thank you for forwarding the comments from the Affordable Housing Department. Some of the comments simply provided observations while others prompted replies for which we provided responses below. Please call if any further information is needed.

Comment: No more than four persons to reside in the 4-BDRM dormitory units.
Response: No more than four persons will reside in the dormitory units

Comment: The plans do not indicate the square footage for the storage areas. Twenty square feet per dorm occupant is required.
Response: The attached plan contains square footages for the storage areas in the two dorms; they are 81 and 144 square feet.

Comment: One of the 3-BDRM units is 885 square feet, 65 square feet below the minimum size.
Response: Both 3-BDRM units exceed the minimum size of 950 square feet. The smaller of the two 3-BDRM units is 1,109 square feet.

Comment: Ten square feet of storage per bedroom is required in the 3-BDRM units.
Response: Both 3-BDRM units exceed the storage requirements of 30 square feet. One unit has 53 square feet of storage and the other unit contains 34 square feet. See the attached plan.

Comment: Access to an outdoor space equal to 2% of the employee housing units is not provided.
Response: Two percent of the employee housing square footage is approximately 88 square feet, which would not provide much benefit to the housing occupants. Nonetheless, ample opportunity will exist for the residents to walk outside the units and around the property.

The occupants of the units will receive much greater benefit from extra square footage that is incorporated into the living areas of the units than from a small outdoor deck or patio. Each of the two 3-BDRM units is 159 square feet larger than the minimum size allowed (total overage of 318 sq. ft.) and each of the two dorm units is 472 square feet above the minimum size (total overage of 944 sq. ft.), based on the dorm requirement of 150 square feet per occupant. Not only are the individual units larger than the minimum allowed sizes, the total size of all the units exceed the employee housing requirement by 720 square feet.

The alternative to larger units would consist of slightly smaller units and a small outdoor deck or patio. The employee housing wing of the building that extends toward King Street could be shortened by several feet to allow a deck on the east end of the building. However, the units would be smaller and we concluded that the square footage is much more beneficial to the occupants when it is included in the living areas of the units.

Furthermore, the employee housing is a part of an infill and redevelopment project in the downtown commercial core and urban features in the immediate area provide great outdoor benefits to the residents. The Town Square park with benches, and the downtown boardwalks and sidewalks are immediately adjacent to the project. The Recreation Center and school grounds, which provide a large green space that is informally used as an outdoor area, are very near the employee housing. The use of such urban features as town parks and recreation facilities is characteristic of urban living and provides a much greater opportunity to enjoy the outdoors than a small deck or patio adjacent to the housing units.

If there are any questions or issues with our responses, please call to schedule a meeting. We wish to resolve any issues that may remain. Thank you for your continued assistance on this application.

Sincerely,

Jim Walter
President

From:	Soleil Holding
To:	Paul Anthony
Subject:	proposed downtown hotel
Date:	Monday, February 05, 2018 5:49:47 PM

Dear Mr. Anthony,

Thank you for taking time the other day to go over the downtown hotel project with me. The following are some comments. My main concern is the lack of adequate parking for a hotel of this size. I cannot come to the council meeting tonight. Kids with the flu.

As a business owner at 164 East Deloney I would like to comment on the proposed1.08 acre development on the corner of Center Street and Deloney. The proposed 96 room, three story hotel and conference center will be a momentous change in the dynamics of downtown Jackson and I sincerely hope the town council will take the time to make sure the project will benefit the town and surrounding businesses.

Currently there are 77 underground proposed parking spaces for a 96-room hotel plus employee housing. I do not know the exact number of employees that will be housed on site other than there is 4,892 square feet allocated with the inclusion of two dorms. Just for the hotel, there is a discrepancy of a lack of 19 parking spaces between the number of rooms and proposed underground parking. This does not account for times when a conference is taking place in the 3,421 square foot conference center or people going to the 3,251 square foot restaurant, nor does the proposed parking account for employee vehicles. Where will overflow parking take place that does not adversely affect surrounding businesses?

On Center Street there is proposed 5 parking spaces that will be turned over for valet parking. Is this fair to surrounding businesses? Most cities and towns require a

hotel of this size, on over an acre site, to provide a pass through, where cars can park and check in, off the street. It would be of benefit to require such for this project.

The other comment is the lack of Western theme. The town has adopted that look over the years from the Broadway Shops, the Ranch Inn, the Cadillac Grill, now Local. For an extended period, there was a theme that brought a cohesive look to the town of Jackson. Why is that requirement being abandoned now? Especially for a project at 37.5 feet tall will have such a dominating presence on the Town?

Thanks for taking time to consider my comments,

Sincerely,

Lee Barlow

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

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

SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Tyler Sinclair
PRESENTER: Tyler Sinclair

SUBJECT: **ITEM P17-253:** Amendment to the text of the Land Development Regulations, pursuant to Section 8.7.1, LDR Text Amendments, to revise Section 8.10.5 regarding Appointment, Planning and Zoning Commission, from five to seven members.

APPLICANT: Town of Jackson

REQUESTED ACTION

To amend the text of the Land Development Regulations, pursuant to Section 8.7.1, LDR Text Amendments, to revise Section 8.10.5 Appointment, Planning and Zoning Commission, to change the number of Planning Commission member from five (5) to seven (7) members.

APPLICABLE REGULATIONS

Sec. 8.7.1. LDR Text Amendment
Sec. 8.10.5.C.2 Planning and Zoning Commission, Appointment
Sec. 8.10.5.E. Quorum and voting
Sec. 8.10.6.D. Board of Adjustment, Quorum and voting

BACKGROUND

During the August 28th, 2017, Town Council Meeting, a motion was made by a unanimous Council to direct staff to proceed with an ordinance to increase the number of members on the Planning Commission from five to seven. The Council supported this direction by stating that the Planning Commission would benefit from having two additional members because it would increase the diversity of opinions on the board and increase an important volunteer opportunity for members of the public interested in getting involved in town government.

PLANNING COMMISSION

Staff brought the requested action before the Planning Commission on January 17, 2018, and the Commission recommended denial of the request based upon the following reasoning:

1. The Council reduced the Planning Commission from 7 members to 5 members in January, 2014, and moving it back so soon without any significant change in circumstances seems somewhat arbitrary;

2. A 7-member commission would make it more difficult to run an efficient meeting due to the need to accommodate additional questions/viewpoints and would likely make it harder to make decisions;

3. It would take more staff and Council time to keep a 7-member commission at full membership. This would be especially true if it becomes difficult to find community members willing to serve on the commission. This difficulty in finding willing and qualified members was a major reason the membership was reduced in 2014;

4. The current 5-member commission has not had a significant problem finding a quorum for meetings so having 7 members would not help much with this issue;

5. The Planning Commission acknowledges that there may be some benefits to a larger commission, such as greater diversity of opinions and increased opportunity to serve on an important community board, but it feels that their experience on the commission leads them to believe that their concerns outweigh the potential benefits of increasing the membership to 7 members.

The motion passed 3-1 with one abstention.

LOCATION

N/A

PROJECT DESCRIPTION

N/A

STAFF ANALYSIS

Staff does not have a recommendation regarding Town Council's direction to amend the Land Development Regulations to increase the number of members on the Planning Commission from five to seven. Benefits of increasing the commission from five to seven members include a more equitable distribution of workload, and an increase in the diversity of Commissioners' viewpoints and backgrounds in planning, law, architecture, natural resource management, real estate, and related fields. This amendment includes changes to three different sections of the Town of Jackson Land Development Regulations. While Staff acknowledges the Council's points and intent in directing the LDR Text Amendment, Staff also acknowledges that the Planning Commission made thoughtful comments in response to each of the above points.

- *Sec. 8.10.5 Planning and Zoning Commission.*
  C. Membership.
  2. Appointment. The Planning and Zoning Commission shall be composed of 5 members, to be appointed by the Mayor with the consent of the Town Council.
  This section changed to 7 members.

- *Sec 8.10.5 Planning and Zoning Commission.*
  E. Quorum and voting.
  The presence of 3 or more members of the Planning and Zoning Commission shall constitute a quorum of the Planning and Zoning Commission necessary to take action and transact business. All actions shall require a simple majority vote of the members of the quorum present.
  This section changed to 4 or more members.

- *Sec 8.10.6 Board of Adjustment*
  D. Quorum and voting

The presence of 3 or more members of the Board of Adjustment shall constitute a quorum of the Board of Adjustment necessary to take action and transact business. All actions shall require an affirmative vote by 3 members of the Board of Adjustment.
This section changed to 4 or more members.

STAKEHOLDER ANALYSIS

To date no public comment has been received on this application.

STAFF FINDINGS

Pursuant to Section 8.7.1.C of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR text amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

   Complies. The purpose of the LDRs is to predictably implement the Comprehensive Plan. The proposed amendment adds predictability by increasing the capacity of the Planning Commission. Benefits of increasing the commission from five to seven members includes a broader division of labor and distribution of the workload more equitably among the Commissioners.

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

   Not Applicable. The proposed amendment is not intended to improve consistency within the LDRs and does not create any inconsistencies.

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

   Not Applicable. The proposed amendment is not intended to provide flexibility for landowners within standards that clearly define desired character.

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

   Not Applicable. The proposed amendment is not in direct reaction to changing conditions, public necessity, and/or state or federal legislation.

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

   Complies. The proposed amendment improves the implementation of the Comprehensive Plan by increasing the capacity of the Planning Commission.

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

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

ATTACHMENTS

1. Application

LEGAL REVIEW

Complete.

RECOMMENDATION

The Planning Director recommends approval of P17-253.

SUGGESTED MOTION

I move to recommend approval of P17-253 to change the Planning Commission from five to seven members, dated December 20, 2017, being able to find, based upon the findings as presented in the staff report, that pursuant to Section 8.7.1.C of the Land Development Regulations the application: 1) Is consistent with the purposes and organization of the LDRs; 2) Improves the consistency of the LDRs with other provisions of the LDRs; 3) Provides flexibility for landowners within standards that clearly define desired character; 4) Is necessary to address changing conditions, public necessity, and/or state or federal legislation; 5) Improves implementation of the Comprehensive Plan; and 6) Is consistent with other adopted Town Ordinances.

TOWN OF JACKSON
PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson
- ☐ Public Works/Engineering
- ☐ Building
- ☐ Title Company
- ☒ Town Attorney
- ☐ Police

Joint Town/County
- ☐ Parks and Recreation
- ☐ Pathways
- ☐ Housing Department

Teton County
- ☐ Planning Division
- ☐ Engineer
- ☐ Surveyor- *Nelson*
- ☐ Assessor
- ☐ Clerk and Recorder
- ☐ Road and Levee

State of Wyoming
- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game and Fish
- ☐ DEQ

Federal Agencies
- ☐ Army Corp of Engineers

Utility Providers
- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts
- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

Date: December 20, 2017

Item #: P17-253

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Fax: 734-3563

Email: bconboy@jacksonwy.gov

Owner:

Applicant:

Town of Jackson
Building and Planning Dept.

REQUESTS:

The applicant is submitting a request for a LDR Amendment to Section 8.10.5 to change the membership of the Planning and Zoning Commission from 5 members to 7 members.

For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.

Please respond by: **January 3, 2017 (Sufficiency)**
January 10, 2017 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:
tstolte@jacksonwy.gov

PLANNING PERMIT APPLICATION

Planning & Building Department
Planning Division

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

For Office Use Only

Fees Paid_____

Check # _____ Credit Card_____ Cash_____

Application #s _____ _____ _____

PROJECT.

Name/Description: LDR Text Amendment for Section 8.10.5

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: Town of Jackson / Brendan Conboy Phone: 733-0440 x1302

Mailing Address: _____ ZIP: _____

E-mail: bconboy@jacksonwy.gov

DESIGNATED PRIMARY CONTACT.

_____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

X_____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 #: _____ Environmental Analysis #: _____

Original Permit #: _____ 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?

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

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.

n/a **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.

T Stolte — 12/20/17

Signature of Owner or Authorized Applicant/Agent — Date

Tiffany Stolte — Office Manager TOJ

Name Printed — Title

From: Tiffany Stolte
To: "Rodolfo Perez, Legal Dept./JH News&Guide"
Subject: Legal Notice - Planning Department
Date: Wednesday, December 13, 2017 11:32:00 AM

Hi Ruby -We would like to have the attached legal notice in the Wednesday December 20th paper.

PUBLIC HEARING

The Town of Jackson Planning and Zoning Commission will hold a public hearing to consider a request to amend Section 8.10.5 of the Town of Jackson Land Development Regulations (LDRs) to change the membership of the Planning and Zoning Commission from 5 members to 7 members.

The hearing is scheduled for January 3, 2018, beginning at 5:30 p.m. at the Town Hall, 150 East Pearl Avenue, Jackson, WY. For further information, please contact the Planning Dept. at 733-0440, Ext. 1303. **Publish 12/20/17**

Please send a receipt with a copy of the listing.

Thanks!
Tiff

Tiffany Stolte
Planning & Builiding Dept – Office Manager
Town of Jackson
P.O. Box 1687
Jackson, WY 83001
(307) 733-0440
tstolte@jacksonwy.gov
www.townofjackson.com

Narrative

During the August 28th, 2017, Town Council Meeting, a motion was made by Hailey Morton Levinson and seconded by Jim Stanford to direct staff to proceed with an ordinance to increase the number of members on the Planning Commission from five to seven. Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried.

This application is for an LDR text amendment to change Sec 8.10.5.C.2. to reflect the Town Council's direction.

Regards,
Brendan Conboy
Associate Planner

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

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

SUBMITTING DEPARTMENT: LEGAL
DEPARTMENT DIRECTOR: AUDREY COHEN-DAVIS, TOWN ATTORNEY
PRESENTER: AUDREY COHEN-DAVIS, TOWN ATTORNEY

SUBJECT: ORDINANCE TO VACATE THAT 2,350 SQUARE FOOT ALLEY RUNNING NORTH AND SOUTH OFF OF DELONEY AVENUE BETWEEN CENTER STREET AND KING STREET IN THE TOWN OF JACKSON; AND PROVIDING FOR AN EFFECTIVE DATE.

[NOTE: The Final Development Plan item is scheduled for discussion earlier in this meeting.]

STATEMENT/PURPOSE

For Town Council to consider first reading of an ordinance to vacate a 2,350 square foot alley owned by the Town located off of Deloney Avenue between Center Street and King Street as more particularly described as the alley located between Lots 1-5 of Block 3 of the Club House Addition to the Town of Jackson, and Lots 8, 9 of Block 1 of the Van Vleck Addition to the Town of Jackson.

BACKGROUND/ALTERNATIVES

Crystal Creek Capital Real Estate Advisors, LLC, ("CCCREA") has entered into a Purchase and Sale Agreement with Wells Fargo for the property addressed as 112 Center Street and 165 East Deloney Street. CCCREA petitioned the Town for the vacation of an alley owned by the Town located off of Deloney Avenue between Center Street and King Street because said Petition to Vacate is directly related to CCCREA's proposed hotel redevelopment project at 112 Center Street and 165 East Deloney currently under review by the Town.

The alley to be vacated consists of approximately 2,350 square feet (10' in width x 235' in length) which as presently constituted has not been utilized by the Town of Jackson as a through-way for the reason that it no longer extends north beyond the north edge of the Wells Fargo property and therefore no through travel is possible. In consideration for the vacation of the alley, Petitioner has agreed to provide a 6855 square foot alternative vehicular and pedestrian access easement off of King Street to the public and abutting property owners.

On January 16, 2018 the Town Council approved the Petition to Vacate subject to 12 conditions of approval. Paragraph 16 of the Petition proposed that in the event the appraised value of the alternative access proves to be greater than the value of the existing alley, the Town would not make any payment to CCCREA. Rocky Mountain appraisals provided an 87 page appraisal of the 2,350 SF Existing Alley owned by the town in fee simple and an appraisal of the 6,855 SF proposed alternative access easement. The summary of value was calculated by a certified appraiser as follows:

2,350 SF – Existing Alley – Fee Simple	$330,000.00
6,855 SF – Proposed Alternative Access Easement	$420,000.00

One of conditions set by the Town Council was that the Town had the right to obtain a second appraisal if it was not satisfied with the Rocky Mountain Appraisal. Staff has reviewed the appraisal and does not believe that a second appraisal is warranted or necessary.

The Final Development Plan for the CCCREA Center Street Project is currently before the Town Council earlier this evening. The attached Ordinance, therefore, states that the vacation is also subject to the construction of a 6855 square foot alternative and improved public vehicular and pedestrian access from King Street as set forth in the Final Development Plan for the Center Street Project at 112 Center Street and 165 East Deloney, and any requirements or conditions thereto, including but not limited to a Development Agreement between the Town and CCCREA.

Finally, the attached Ordinance A also includes a reverter clause such that CCCREA agrees to a reversion of said Alley back to the Town if: a) development and improvements are not constructed or erected pursuant to the 12 conditions of approval set forth by the Town Council's in its approval of the Petition to Vacate; and b) the Final Development Plan for the CCCREA Center Street Project, requirements and conditions of thereto, including but not limited to a Development Agreement between the Town and CCCREA.

LOCATION

The subject property is described as of the alley located between Lots 1-5 of Block 3 of the Club House Addition to the Town of Jackson, and Lots 8, 9 of Block 1 of the Van Vleck Addition to the Town of Jackson. An aerial photo is attached hereto in Exhibit B of the Petition showing the general location of the proposed site.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Town Council shall determine whether the proposed vacation is consistent with Council's strategic intent.

ATTACHMENT

Ordinance A – An Ordinance to Vacate that 2,350 square foot alley running north and south off of Deloney Avenue between Center Street and King Street in the Town of Jackson

FISCAL IMPACT

The public and the Town, according to the appraisal prepared by Rocky Mountain Appraisals, will be receiving a $90,000 benefit by vacating this 2,350 SF alley in exchange for the 6855 SF improved alternative vehicular and pedestrian access easement. The Town will also benefit financially, by being relieved of all future costs related to the maintenance of the alley and the utility infrastructure therein.

The fiscal impact of passage of this ordinance after third reading 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.) Ordinances appear in the paper after third reading but sent to the paper prior to Council action on third reading. They appear in the paper the Wednesday following Council's action on third reading (two (2) days later). Should the Council make changes to the ordinance on third reading, the ordinance would need to be re-advertised in its final form.

STAFF IMPACT

The Town Attorney has prepared this ordinance to vacate the alley, and will prepare the necessary quitclaim deed in the event this Ordinance is adopted on third reading.

The staff impact of passage of this ordinance after third reading is notable in the Town Clerk's office and involves preparing the ordinance for advertising and sending to the newspaper, update of 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

Pursuant to W.S. § 15-4-305 (formerly § 15-4-242), "The governing body has the exclusive power and, by ordinance, ***may*** vacate any highway, street, lane or alley, or portion thereof. No vacation may be ordered except upon petition of a majority of the owners owning a majority of the property abutting the portion proposed to be vacated and extending three hundred (300) feet in either direction from the portion proposed to be vacated. The city or town ***may*** demand and receive the value of the land vacated as consideration for the vacation." (emphasis added).

A majority of the property owners have executed the Petition. Moreover, the Petitioner has proposed "value" of the land with the appraisal by Rocky Mountain Appraisals, which illustrates that the Town will receive a net gain in value of $90,000 in consideration for this vacation. Also, in exchange for the vacation of the subject alley, the Town will be relieved of all future costs related to the maintenance of the alley and any on-site utility infrastructure. So, the Petition is within the confines of state statutes and the Council may choose whether or not to vacate the alley, and may demand and receive value.

Pursuant to Wyoming State Statute, the Ordinance must proceed through 3 readings, and if approved, a quitclaim deed will be prepared by the Town Attorney for the Town.

RECOMMENDATION

Based upon the Town Council's approval of the vacation with 12 conditions of approval, Staff recommends that the Town Council approve of the attached Ordinance on first reading.

SUGGESTED MOTION

Based upon the finding that the public will be benefited by the vacation of the alley located between Lots 1-5 of Block 3 of the Club House Addition to the Town of Jackson, and Lots 8, 9 of Block 1 of the Van Vleck Addition to the Town of Jackson, and that consideration will be provided for the value of the land vacated, I move to approve of Ordinance A to vacate the said alley and move it on to second reading.

Synopsis for PowerPoint (120 words max):

Purpose:

For Town Council to consider first reading of an ordinance to vacate a 2,350 square foot alley owned by the Town located off of Deloney Avenue between Center Street and King Street as more particularly described as the alley located between Lots 1-5 of Block 3 of the Club House Addition to the Town of Jackson, and Lots 8, 9 of Block 1 of the Van Vleck Addition to the Town of Jackson.

Background

Crystal Creek Capital Real Estate Advisors, LLC, ("CCCREA") has entered into a Purchase and Sale Agreement with Wells Fargo for the property addressed as 112 Center Street and 165 East Deloney Street. CCCREA petitioned the Town for the vacation of an alley owned by the Town located off of Deloney Avenue between Center Street and King Street because said Petition to Vacate is directly related to CCCREA's proposed hotel redevelopment project at 112 Center Street and 165 East Deloney currently under review by the Town.

The alley to be vacated consists of approximately 2,350 square feet (10' in width x 235' in length) which as presently constituted has not been utilized by the Town of Jackson as a through-way for the reason that it no longer extends north beyond the north edge of the Wells Fargo property and therefore no through travel is possible. In consideration for the vacation of the alley, Petitioner has agreed to provide a 6855 square

foot alternative vehicular and pedestrian access easement off of King Street to the public and abutting property owners.

Fiscal Impact:

The public and the Town, according to the appraisal prepared by Rocky Mountain Appraisals, will be receiving a $90,000 benefit by vacating this 2,350 SF alley in exchange for the 6855 SF improved alternative vehicular and pedestrian access easement. The Town will also benefit financially, by being relieved of all future costs related to the maintenance of the alley and the utility infrastructure therein.

The fiscal impact of passage of this ordinance after third reading 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.) Ordinances appear in the paper after third reading but sent to the paper prior to Council action on third reading. They appear in the paper the Wednesday following Council's action on third reading (two (2) days later). Should the Council make changes to the ordinance on third reading, the ordinance would need to be re-advertised in its final form.

ORDINANCE NO. A

AN ORDINANCE VACATING THE PORTION OF THAT 2,350 SQUARE FOOT ALLEY RUNNING NORTH AND SOUTH OFF OF DELONEY AVENUE BETWEEN CENTER STREET AND KING STREET IN THE TOWN OF JACKSON; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the alley at issue owned by the Town of Jackson in fee-simple and is identified as a 2,350 square foot alley (10' in width and 235' in length) situated adjacent to and between Lots 1-5 of Block 3 of the Club House Addition and Lots 8, 9 of Block 1 of the Van Vleck Second Subdivision to the Town of Jackson, all in Teton County Wyoming, commonly known as the Wells Fargo or Center Street Alley ("Alley") and as more specifically described in **Exhibits A and B** hereto; and,

WHEREAS, Crystal Creek Capital Real Estate Advisors, LLC ("CCCREA") has entered into a Purchase and Sale Agreement with Wells Fargo for the property addressed as 112 Center Street and 165 East Deloney Avenue currently owned in fee title by Wells Fargo Bank, N.A., a national banking association ("Wells Fargo"); and,

WHEREAS, CCCREA petitioned the Town on November 22, 2017 for vacation of said Alley between said lots and blocks, and located off of Deloney Avenue between Center Street and King Streets ("Petition to Vacate") because said Petition to Vacate is directly related to CCCREA's proposed hotel redevelopment project at 112 Center Street and 165 East Deloney currently under review by the Town; and,

WHEREAS, Wells Fargo has executed CCCREA's petition to vacate the alley and has agreed to provide Quitclaim Deeds to quitclaim any right, title and interest in and to the alley to CCCREA; and,

WHEREAS, said Alley as presently constituted has not been utilized by the Town of Jackson as a through-way for the reason that it no longer extends north beyond the north edge of the Wells Fargo property and therefore no through travel is possible, but alternative access rights have been established pursuant to (a) an Access and Underground Utility Easement filed on November 26, 2008, as Document 742509, in Book 713, Pages 728 to 633 (the Hoke Access Grant") and (b) an Access Easement filed on November 26, 2008, as Document No. 742510, in Book 713, Pages 634 to 639 (the "Town Access Grant"); and,

WHEREAS, a majority of the owners owning a majority of the property abutting the Alley proposed to be vacated have consented to the vacation of the Alley as long as each property is provided with alternative convenient vehicular access rights by CCCREA; and,

WHEREAS, in conjunction with CCCREA's proposed hotel redevelopment and Petition to Vacate said Alley, CCCREA has agreed to provide alternative public access from King Street to the public and to the properties abutting the alley; and

WHEREAS, the grant of alternative public access and easement rights by CCCREA is conditioned upon the acquisition of the Wells Fargo Property by CCCREA or its designated affiliate;

WHEREAS, on January 16, 2016, a public hearing was held on the said Petition to Vacate; and

WHEREAS, that in exchange for and in consideration for such vacation and/or "value" to the Town as authorized under Wyoming Statute § 15-4-242, CCCREA represented, warranted and agreed to: construct and provide a 6855 square foot alternative and improved public vehicular and pedestrian access from King Street as set forth in the Final Development Plan for the Center Street Project at 112 Center Street and 165 East Deloney, which includes access to the abutting property owners; relieve the Town of all future costs related to the maintenance of the Alley and any on-site utility infrastructure; relocate the buried gas lines owned by the Wyoming Gas Company located in a portion of the Alley; provide public vehicular and pedestrian access to public facilities; public access and Town access to use the alternative and improved public vehicular and pedestrian access from King Street for loading and/or deliveries, fire, utility and/or other purposes; and to fulfill any and all additional representations, warranties and promises set forth in the Petition to Vacate set forth in **Exhibit C** hereto;

WHEREAS, on January 16, 2017 the Town Council of the Town of Jackson approved the Petition to Vacate subject to the 12 conditions of approval as set forth in the attached **Exhibit D**;

WHEREAS, CCCREA agrees to a reversion of said Alley back to the Town if: a) development and improvements are not constructed or erected pursuant to the 12 conditions of approval set forth by the Town Council's in its approval of the Petition to Vacate; and b) the Final Development Plan for the CCCREA Center Street Project, requirements and conditions of thereto, including but not limited to a Development Agreement between the Town and CCCREA; and,

WHEREAS, it is deemed by the Mayor and Town Council of the Town of Jackson that the public interest and benefit is best served by utilization of the Alley for purposes other than an alley and instead for the purposes agreed to between the parties**.**

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

SECTION I.

The Town incorporates by reference the above recitals and Exhibits A through D attached hereto as if set forth fully herein.

SECTION II.

By virtue of the power granted by W.S. § 15-4-305, that the 2,350 square foot alley (10' in width and 235' in length) situated adjacent to and between Lots 1-5 of Block 3 of the Club House Addition and Lots 8, 9 of Block 1 of the Van Vleck Second Subdivision to the Town of Jackson, all in Teton County Wyoming ("Alley") and as more particularly described in the legal description attached hereto as Exhibit A, and the map attached hereto as Exhibit B, should be and the same is hereby vacated.

SECTION III.

In consideration for such vacation and/or "value" as authorized by W.S. § 15-4-242 for the Alley hereby vacated, CCCREA agrees to: construct and provide a 6855 square foot alternative and improved public vehicular and pedestrian access from King Street, which includes access to the abutting property owners; relieve the Town of all future costs related to the maintenance of the Alley and any on-site utility infrastructure; relocate the buried gas lines owned by the Wyoming Gas Company located in a portion of the Alley; provide public access to public facilities; provide public access and Town access to use the alternative and improved public vehicular and pedestrian access from King Street for loading and/or deliveries, fire, utility and/or other purposes; fulfill any and all representations and promises set forth in the Petition to Vacate presented to the Town of Jackson on January 16, 2017 and the 12 conditions of approval, the Final Development Plan for the CCCREA Center Street Project, requirements and conditions of thereto, including but not limited to a Development Agreement between the Town and CCCREA.

SECTION IV.

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

SECTION V.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or the application thereof to any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions or applications of this Ordinance which can be given affect without the invalid provision or application, and to this and the provisions of this act are severable. In the event that this Ordinance shall be found in contravention of any of the laws of the State of Wyoming as pertains to cities and towns said Ordinance shall no longer be binding on the Town of Jackson.

SECTION VI.

This Ordinance shall become effective from and after the date of its passage, approval and publication.

PASSED 1ST READING THE ____ DAY OF _____, 2018.

PASSED 2ND READING THE ____ DAY OF _____, 2018.

PASSED, APPROVED AND ADOPTED THE _____ DAY OF _____, 2018.

TOWN OF JACKSON

BY:_____
Pete Muldoon, Mayor

_____
Sandy 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.

MEMORANDUM

TO: Mayor and Town Council

FR: Bob McLaurin, Town Manager

DT: March 5, 2018

RE: Town Manager's Report

Upcoming Budget Meeting Schedule

Below is a list of meetings specifically related to the FY19 Budget review and adoption. If you are unable to attend any of these meetings, please let us know. The Council can certainly make changes to the meeting schedule as they deem appropriate.

FY2019 DRAFT TOWN COUNCIL BUDGET MEETINGS SCHEDULE				
There may be many other meetings occurring during this time - the below list only reflects those associated with the FY2019 Budget				
Date	Day	Time	Event	Location
4/20/2018	Friday	5:00 P.M.	Budget Distributed/Released to Town Council - Not a Meeting	n/a
4/23/2018	Monday	10:00 - 12:00	Special Town Council Workshop (Budget Overview, Revenue, & General Fund) 2 hrs	Town Council Chambers
4/24/2018	Tuesday	9:00 - 12:00	Special Town Council Workshop (Capital, START, Utilities, Special Revenue Funds & Internal Service Funds) (Lunch Included) 3 hrs	Town Council Chambers
4/25 - 4/27	Wed - Fri	TBD	Special JIM for Social/Human Services and Joint Department Budget Requests	County Commissioner's Chambers
4/30/2018	Monday	3:00 - 5:00	Special Town Council Workshop - Budget Discussion	Town Council Chambers
5/21/2018	Monday	3:00 P.M.	Regular Town Council Workshop Meeting - Budget Discussion (if needed)	Town Council Chambers
6/4/2018	Monday	6:00 P.M.	Regular Town Council Meeting - Budget Discussion (if needed)	Town Council Chambers
6/18/2018	Monday	6:00 P.M.	Regular Town Council Meeting - Budget Adoption	Town Council Chambers