

Jackson Town Council Regular Meeting

Monday, April 16, 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
 - 1. Introduce Rachelle Rhodes, Associate Engineer
 - 2. Proclamation for Spring Clean Up Week

II. PUBLIC COMMENT

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

III. CONSENT CALENDAR

- A. Minutes
 - 1. March 21, 2018 special meeting
 - 2. April 9, 2018 regular meeting
- B. Disbursements
- C. March 2018 Municipal Court Report
- D. Award of Bid 18-16: Town Hall Re-Roof Project and Contract
- E. Award of Bid 18-18: Wastewater Treatment Ultraviolet Disinfection System
- F. The Clusters Perpetual Easement for Sanitary and Storm Water
- G. Extending Budge Drive Temporary Road & Access Easements
- H. Special Event: Mug Club Mile
- I. Special Event: Old West Days

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

- A. Attorney
 - 1. Designation of Hearing Officer for an Appeal of Administrative Decision made by 315 North Cache, LLC. (Audrey Cohen-Davis, Town Attorney)
- B. Pathways
 - 1. Electric Bicycles on Pathways (Brian Schilling, Pathways Coordinator)
 - 2. Kids Bike Loop on Blair Drive (Brian Schilling, Pathways Coordinator)
- C. Planning
 - 1. **Item B18-0146:** Demolition Permit for Wyoming Game & Fish at 360 N Cache St. (Tyler Sinclair, Planning Director) *continued from April 9, 2018*

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.

2. **Item P17-166 -167 -168:** Development Plan, Heavy Retail/Service, and Wireless Communications Facility at 60 East Pearl Avenue (Fire Station). (Tyler Valentine, Senior Planner)

V. RESOLUTIONS

- A. Resolution 18-08: Amendment #3 (9 Month) to the Fiscal Year 2018 Town Budget (Kelly Thompson, Finance Director)
- B. Resolution 18-09: A Resolution Requesting WAM Support for Legislation Increasing Kilowatt Threshold for Solar Net Metering
- C. Resolution ~~18-10: A Resolution Requesting WAM Support for Legislation Allowing Creation of Storm Water Utilities as Enterprise Funds~~ *Request to withdraw this item*

VI. ORDINANCES

- A. Current Ordinances
 1. Ordinance E: An Ordinance Adding Chapter 12.32 to the Jackson Municipal Code Regulating Use Of and On the Pathways (Presented for 1st Reading, Lea Colasuonno, Assistant Town Attorney)
 2. Ordinance F: An Ordinance Adding Chapter 10.13 to the Jackson Municipal Code Regarding Electric Bicycle Regulations on Streets and Pathways (Presented at 1st Reading, Lea Colasuonno, Assistant Town Attorney)

VII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports

VIII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

IX. ADJOURN

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

Reunión regular del concilio del pueblo de Jackson

Lunes, 16 de abril 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
 - 1. Presentar a Rachelle Rhodes, Ingeniera Asociada
 - 2. Proclamaciones Spring Burn Week

II. COMENTARIO PUBLICO

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 comentarios públicos, cuando se requiera un comentario público sobre un artículo específico, o envíe un correo electrónico a council@jacksonwy.gov

III. CALENDARIO DE CONSENTIMIENTO

- A. Minutos
 - 1. 21 de marzo del 2018- junta especial
 - 2. 19 de marzo del 2018- junta regular
- B. Desembolsó
- C. Informe del tribunal municipal para el mes de marzo 2018
- D. Premiare la oferta 18-16: Proyecto y contrato del nuevo techo de Town Hall
- E. Premiare la oferta 18-17: Proyecto y contrato del calentador del Public Works
- F. Premiare la oferta 18-18: Sistema de desinfección ultravioleta para tratamiento de aguas residuales.
- G. La servidumbre de The Clusters Perpetua para agua sanitaria y tormenta
- H. Extendiendo la carretera temporales de Budge Drive y acceso
- I. Evento Especial: Mug Club Mile
- J. Evento Especial: Old West Days

IV. AUDIENCIAS PUBLICAS, ARTÍCULOS DE DISCUSIÓN / ACCIÓN

- A. Abogada
 - 1. Designación del oficial de audiencias para una apelación de decisión administrativa hecha por 315 North Cache, LLC(Audrey Cohen-Davis, Abogada del Pueblo)
- B. Pathways
 - 1. Bicicletas eléctricas en los caminos (Brian Schilling, Coordinador de Pathways)
 - 2. Corredores de bicis para niños en Blair Drive (Brian Schilling, Coordinador de Pathways)

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. Planificación

1. **Tema B18-0146:** Permiso de demolición para Wyoming Game and Fish en 360 N Cache St. (Jim Green, oficial de construcción)
2. **Tema P17-166 -167 -168:** Plan de desarrollo, minorista/servicio, y edificio de comunicaciones inalámbricas en 60 East Pearl Ave (estación de Bomberos.) (Tyler Valentine, Planificador)

V. RESOLUCIONES

- A. Resolución 18-08: Enmienda #3 (9 meses) al presupuesto fiscal del año fiscal 2018 (Kelly Thompson, director de finanzas)
- B. Resolución 18-09: Una resolución pidiendo el apoyo de WAM para legislación que aumenta el umbral de kilovatios para la medición de rede solares
- C. Resolución 18-10: Una resolución pidiendo el apoyo de WAM para legislación permita la creación de servicios de agua de tormenta como fondos de la empresa

VI. ORDENANZAS

A. Ordenanza actuales

1. Ordenanza E: La ordenanza que agrega el capítulo 12.32 del código municipal de Jackson sobre el uso de y en los caminos (Presentado para la 1^a lectura, Lea Colasuonno, Abogada Asistente del Pueblo)
2. Ordenanza F: una ordenanza que agrega el capítulo 10.13 del código municipal de Jackson sobre regulaciones de bicicletas eléctricas en las calles y caminos (Presentado para la 1^a lectura y designado 1191, Lea Colasuonno, Abogada Asistente 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 COUNCIL PROCEEDINGS

MARCH 21, 2018

JACKSON, WYOMING

The Jackson Town Council met in special session in the Council Chambers of Town Hall located at 150 East Pearl at 1:04 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Jim Stanford, Hailey Morton Levinson, and Bob Lenz. Don Frank was absent.

STAFF: Roxanne Robinson, Audrey Cohen-Davis, Lea Colasuonno, April Norton, Tyler Sinclair, Alex Norton, Paul Anthony, Tyler Valentine, and Sandy Birdyshaw

Moratorium on Applications Subject to Current and/or Proposed Housing Standards or Requirements. Tyler Sinclair made staff comment on a 180-day, temporary moratorium on large applications to allow Council time to consider and adopt updated housing mitigation requirements in the Land Development Regulations (LDRs). The 180-day moratorium would prohibit submission, acceptance, or consideration of any project that:

- Is not exempt from the current Divisions 6.3 and 7.4; and
- Is not exempt from the proposed Division 6.3 dated March 16, 2018; and
- Is subject to review and approval by Town Council; and
- Has not been submitted prior to March 21, 2018.

Projects that would be prohibited by the moratorium include, but are not limited to:

- Construction of 19,500 square feet or more in the DC zone; and
- Construction of 9,750 square feet or more in the CR-1 zone; and
- Construction of 6,900 square feet or more in the CR-2 or OR zones; and
- Construction of 3,450 square feet or more in any other nonresidential zone
- Any residential subdivision; and
- Any new Conditional Use Permit (CUP).

Projects not prohibited by the moratorium include, but are not limited to:

- Construction of less than 19,500 square feet in the DC zone; and
- Construction of a single-family dwelling or ARU in a residential zone; and
- An application to execute an approved Sketch Plan or Development Plan; and
- Any Basic Use Permit for a new use or change of use.

Public comment was given by Stefan Fodor, Amberley Baker, Jeff Golightly from Jackson Hole Chamber of Commerce, Cerise Kudar, Diana Waycott, Michael Kudar, Joe Rice, Ted Stark, John Carney, Phil Stevenson, and Dick Martin.

The Council held discussion with staff on some projects mentioned in public comment – the Kudar and Martin projects would not be affected by the moratorium.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to suspend the requirement for three (3) public readings of ordinances under W.S. 15-1-115(c) in order to adopt an emergency ordinance. Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried with Frank absent.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve Ordinance D attached hereto placing a 180 day temporary moratorium on applications under the Town Land Development Regulations to which the current affordable housing standards or current employee housing requirements apply, or to which the proposed affordable workforce housing standards would apply for the immediate preservation of the public peace, health, safety or welfare: 1) allow the Town Council time to consider the proposed Division 6.3 standards as they relate to affordable workforce housing; 2) allow Town Council and Town staff time to present options and discuss legislative intent of the proposed Division 6.3; 3) allow time to present and discuss the impacts to the Town of Jackson and its citizens, and allow staff time to provide explanations or clarifications to the Town Council and citizens regarding the proposed standards; and 4) to assist the Town Council in its consideration of the proposed standards as applicable to new physical development, use, development options, and subdivision; declaring an emergency, providing for an effective date and a time for termination, to be designated as Ordinance 1189. (W.S. § 15-1-115(c) requires a vote of 3/4 of the Town Council as a whole, or 4 votes) Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried with Frank absent.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 2:06 P.M.

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

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

TOWN COUNCIL PROCEEDINGS

APRIL 9, 2018

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Council Chambers of the Town Hall at 150 East Pearl at 6:01 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Jim Stanford, Don Frank, and Bob Lenz. Hailey Morton Levinson was absent.

STAFF: Bob McLaurin, Larry Pardee, Roxanne Robinson, Audrey Cohen-Davis, Lea Colasuonno, Tyler Sinclair, Todd Smith, Roger Schultz, and Sandy Birdyshaw

Mayor Muldoon introduced and welcomed a new Town employee, Angie Gemmel, who works in Victim Services.

Public comment. Public comment was given by Barry Griest.

Consent Calendar. A motion was made by Jim Stanford 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 March 19, 2018 workshop and regular meeting and the March 21, 2018 special meeting as presented.**
- B. To approve the disbursements as presented.** Jackson Curbside \$360.00, Cash \$104.48, Advanced Industrial Supply \$149.80, Ace Hardware \$448.21, Teton County Jail \$2160.00, Curran-Seeley \$12062.50, Delcon \$388.00, Thyssen Krupp \$2692.45, High Country Linen \$2315.49, Jackson Lumber \$139.19, Jackson Hole News & Guide \$3206.22, LVPL \$23542.95, Nelson Engineering \$9730.75, John Ryan \$155.00, St John's Hospital \$130.00, Standard Plumbing \$158.48, Napa \$40.37, Jackson Hole Community Counseling \$25000.00, Sam Jewison \$241.50, Teton Youth & Family Services \$40500.00, Mike's Body Shop \$273.10, Teton Literacy \$4087.50, Bruce Hayse MD \$450.00, Ace Equipment \$1019.00, White Glove Cleaning \$1465.52, Greenwood Mapping \$1845.00, Electrical Wholesale \$263.01, WAM \$1125.00, Centurylink \$3775.87, Macy's Service \$525.00, Emerg-a-care \$456.00, Secretary of State \$30.00, Robert Heiner \$260.76, Jackson Hole Community Housing \$6250.00, One Call of Wyoming \$47.25, Civil Air Patrol \$1000.00, Blue Spruce Cleaners \$958.10, AT&T \$1565.30, Verizon \$82.53, Division of Victim Services \$100.00, LGP \$1000.00, Benefit Administrators \$54.00, Bob McLaurin \$371.49, DPC Industries \$2861.79, Yellow Iron Excavation \$120.00, LDA Inc \$54.81, Cast \$75.00, Neopost \$1000.00, Wyoming Conference of Municipal Courts \$225.00, ER Office Express \$910.78, UPS \$36.88, Johnson Roberts & Assoc \$17.00, Miller Sanitation \$2233.60, Ladee Johnson \$100.00, Mailfinance \$463.47, Office of State Lands \$149979.42, Long Building Technologies \$2411.22, Meyring & Associates \$90.00, Coban Technologies \$285.00, C&A Professional Cleaning \$9097.27, Snake River Roasting \$242.25, Double H Bar \$25.00, Dean's Pest Control \$140.00, Code Studio \$6160.00, Custom Electronics \$11501.28, Trefonas Law \$219.00, H&R Enterprises \$810.20, Open Creative \$127.00, Cornforth Consultants \$1659.00, Francisa Marquina \$25.00, Department of Family Services \$60.00, National Association \$40.00, Wrench It \$292.61, Ninety-Eight Electric \$213.91, Christopher Leigh \$825.00, Perform Printing \$2627.31, Amazon \$1121.49, Casper Star Tribune \$1777.06, Curtis Blue Line \$1858.61, Cost Engineers \$2880.00, City of Driggs \$1312.56, Western Municipal Construction \$95895.00, Am Signal \$9342.89, Water Werks \$589.52, Energy 1 \$1155.85, Peter Muldoon \$2011.05, Taylor Inc \$180.00, Teton County Responder \$500.00, Abbe Kirscher \$316.00, Judy Lions \$8.31, UPC Inc \$260.00, Spring Hill Suites \$200.00, Lexington @ JH \$80.00, Solv Business Solutions \$403.99, Elijah Mattson \$175.60
- C. Temporary Sign Permit: P18-093 Soroptimist of Jackson: Bras for a Cause.** To approve the temporary banner in conjunction with Soroptimist of Jackson, subject to three (3) conditions of approval.
- D. Temporary Sign Permit: P18-092 Jackson Hole Classical Academy: Evening of the Arts.** To approve the temporary banner in conjunction with Jackson Hole Classical Academy, subject to three (3) conditions of approval.
- E. Special Event: Friends of Pathways Bike Share Launch.** To approve special event application made by Friends of Pathways for the Bike Share Launch special event, subject to the conditions and restrictions listed in the staff report.

- F. **Special Event: Elk Fest.** To approve the Elk Fest 2018 special event applications made by the Chamber of Commerce and the Elk Fest Committee, subject to the conditions and restrictions listed in the staff report.
- G. **Special Event: Teton County 2018 Fair.** To approve the special event application made by the Teton County Fair Board for the 2018 Teton County Fair including the issuance of a Malt Beverage Permit from July 25 – July 29 subject to the conditions and restrictions listed in the staff report.
- H. **Special Event: Old Bill's Fun Run.** To approve the special event application made by the Community Foundation of Jackson Hole for Old Bill's Fun Run 2018, subject to the conditions and restrictions listed in the staff report.
- I. **Request to Connect to Wilson Sewer District's System.** To approve the connection of three additional parcels to the Wilson Sewer District as presented.

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

Special Event: Jackson Eco Fair. Mayor Muldoon recused himself from this vote as he would be working at the fair. A motion was made by Jim Stanford and seconded by Don Frank to approve the special event application from the Energy Conservation Works for the Eco Fair, subject to the conditions and restrictions listed in the staff report. Mayor Muldoon called for the vote. The vote showed 3-0 in favor, the motion carried with Muldoon abstained.

Temporary Sign Permit: Shervin's Spring Tire Sale. A motion was made by Bob Lenz and seconded by Don Frank to approve the temporary banner in conjunction with Shervin's, subject to three (3) conditions of approval for fourteen days. Mayor Muldoon called for the vote. The vote showed 3-1 in favor, the motion carried with Stanford opposed.

Authorizing Payment to Office of State Lands for Sewer Easement. Bob McLaurin and Brian Lenz made staff comment.

A motion was made by Jim Stanford and seconded by Bob Lenz to direct the Town Manager to pay \$140,250 under protest to the Office of State Lands for a sewer easement adjacent to the High School Athletic Fields. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Item B18-0146: Demolition Permit for Wyoming Game & Fish at 360 N Cache Street. Tyler Sinclair and Larry Pardee made staff comment. Derrick Lemon of Wyoming Game & Fish made comment.

A motion was made by Bob Lenz and seconded by Don Frank to continue this item B18-0146 to the April 16 regular meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Resolutions. Resolution 18-04, 18-05, and 18-06: Three Resolutions Authorizing the Submission of an Application to the Community Foundation of Jackson Hole's Old Bill's Fun Run 2018 from Jackson-Teton County Animal Shelter, START, and Victim Services. Sandy Birdyshaw made staff comment.

A motion was made by Bob Lenz and seconded by Don Frank to approve Resolution 18-04 authorizing the Jackson – Teton County Animal Shelter to apply to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018.

RESOLUTION 18-04 Authorizing the Jackson - Teton County Animal Shelter to Submit an Application to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018

WHEREAS, the Jackson Town Council recognizes the need for public support for the Jackson - Teton County Animal Shelter; and

WHEREAS, the Community Foundation of Jackson Hole requires that certain criteria be met in order for the Jackson - Teton County Animal Shelter to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria;

NOW, THEREFORE, BE IT RESOLVED by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by the Jackson - Teton County Animal Shelter in Old Bill's Fun Run 2018.

BE IT FURTHER RESOLVED, that Janelle Holden and Adam Galadima are hereby designated as the authorized representatives of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

PASSED AND APPROVED this 9th day of April, 2018.

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

A motion was made by Bob Lenz and seconded by Jim Stanford to approve Resolution 18-05 authorizing START to apply to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018.

RESOLUTION 18-05 Authorizing Southern Teton Area Rapid Transit (START) to Submit an Application to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018

WHEREAS, the Jackson Town Council recognizes the need for public support for START; and

WHEREAS, the Community Foundation of Jackson Hole requires that certain criteria be met in order for START to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria.

NOW, THEREFORE, BE IT RESOLVED by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by Southern Teton Area Rapid Transit (START) in Old Bill's Fun Run 2018.

BE IT FURTHER RESOLVED, that Darren Brugmann and Anna White are hereby designated as the authorized representative of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

PASSED AND APPROVED this 9th day of April, 2018.

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

A motion was made by Bob Lenz and seconded by Don Frank to approve Resolution 18-06 authorizing the Jackson – Teton County Victim Services to apply to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018.

RESOLUTION 18-06 Authorizing Jackson-Teton County Victim Services to Submit an Application to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018

WHEREAS, the Jackson Town Council recognizes the need for public support for Jackson- Teton County Victim Services; and

WHEREAS, the Community Foundation of Jackson Hole requires that certain criteria be met in order for Jackson- Teton County Victim Services to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria;

NOW, THEREFORE, BE IT RESOLVED by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by Jackson- Teton County Victim Services in Old Bill's Fun Run 2018.

BE IT FURTHER RESOLVED, that Tracey Trefren is hereby designated as the authorized representative of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

PASSED AND APPROVED this 9th day of April, 2018

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

Ordinances. A motion was made by Jim Stanford and seconded by Bob Lenz to read ordinances by short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

ORDINANCE B

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 164, 256, 350, 652, 1051 AND SECTION 2.40.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING TOWN PLANNING COMMISSION MEMBERSHIP; 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:

A motion was made by Bob Lenz and seconded by Jim Stanford to approve Ordinance B on third reading and designate it as Ordinance 1190. Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried.

ORDINANCE C

AN ORDINANCE AMENDING AND REENACTING TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTIONS 8.10.5.C.2, 8.10.5.E AND 8.10.6.D REGARDING PLANNING AND ZONING COMMISSION /BOARD OF ADJUSTMENT MEMBERSHIP AND QUORUM; AND PROVIDING FOR AN EFFECTIVE DATE. NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED, THAT:

A motion was made by Bob Lenz and seconded by Don Frank to approve Ordinance C on third reading and designate it as Ordinance 1191. Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council.

Selection Delegates for the WAM Summer Conference. A motion was made by Bob Lenz and seconded by Don Frank to approve Pete Muldoon, Hailey Morton Levinson, and Bob Lenz as voting delegates, in that order for including alternates. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Town Manager's Report. A motion was made by Jim Stanford and seconded by Bob Lenz to accept the Town Manager's Report. The Town Manager's Report contained an update on special events and the Town Manager's schedule. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Jim Stanford and seconded by Bob Lenz to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 6:48 p.m.

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk
minutes: spb
Published JH News & Guide: April 18, 2018

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5	CARQUEST AUTO PARTS INC.	6090-377512	BED MAT F-150, FRT	02/03/2018	131.00	.00	
5	CARQUEST AUTO PARTS INC.	6090-380667	ATF DEX VI, TRANMISSON FILT	03/07/2018	37.04	.00	
5	CARQUEST AUTO PARTS INC.	6090-381278	FR8 FRT, XBO SEAT COVERS	03/13/2018	211.27	.00	
5	CARQUEST AUTO PARTS INC.	6090-382140	BAR S LEAK	03/21/2018	3.49	.00	
5	CARQUEST AUTO PARTS INC.	6090-382441	SERP BELT POLY RIB	03/24/2018	32.65	.00	
5	CARQUEST AUTO PARTS INC.	6090-382614	ELECTRONIC METER, FRT	03/26/2018	719.93	.00	
5	CARQUEST AUTO PARTS INC.	6090-382615	GATORBACK POLYV BELT	03/26/2018	165.90	.00	
5	CARQUEST AUTO PARTS INC.	6090-382675	SERP BELT POLY RIB	03/27/2018	39.87	.00	
5	CARQUEST AUTO PARTS INC.	6090-382699	GAS ONLY 75% ARGON/25% C	03/27/2018	56.51	.00	
5	CARQUEST AUTO PARTS INC.	6090-382825	BRK PAD SET CERAMIC	03/28/2018	81.38	.00	
5	CARQUEST AUTO PARTS INC.	6090-382879	BWP FLTRUN MICRO V, FRT	03/28/2018	155.74	.00	
Total 5:						1,634.78	.00
21	ADVANCED INDUSTRIAL SUPP	5139752	HARD HAT YELLOW, CLEAR VI	03/19/2018	87.97	.00	
21	ADVANCED INDUSTRIAL SUPP	5139753	VISOR BRACKET, CLEAR VISO	03/19/2018	265.05	.00	
21	ADVANCED INDUSTRIAL SUPP	5139754	GLOVE MECHANIX	03/19/2018	359.89	.00	
21	ADVANCED INDUSTRIAL SUPP	5139755	SAFETY GLASSES GRAY LENS	03/19/2018	176.79	.00	
21	ADVANCED INDUSTRIAL SUPP	51398/15	SENSOR FOAR MX4/VENTIS- C	03/19/2018	592.32	.00	
21	ADVANCED INDUSTRIAL SUPP	5139814	HARD HATS FULL BRIM YELLO	03/19/2018	78.43	.00	
21	ADVANCED INDUSTRIAL SUPP	5139853	GLOVE MECHANIX	03/20/2018	220.82	.00	
21	ADVANCED INDUSTRIAL SUPP	5139854	MESH VISOR	03/20/2018	110.98	.00	
21	ADVANCED INDUSTRIAL SUPP	5139855	SAFETY GLASSES GRAY LENS	03/20/2018	353.58	.00	
Total 21:						2,245.83	.00
51	ACE HARDWARE	593327	SHOVEL LHRP FIBER ACE, BAR	02/06/2018	69.98	.00	
51	ACE HARDWARE	597253	OMNI SMOOTH BDY BULB 100	03/14/2018	16.99	.00	
51	ACE HARDWARE	598002	FAUCET HOSE EXTND 5/8X6'	03/21/2018	14.99	.00	
51	ACE HARDWARE	598062	PRIMRSPRY SELF ETCH, SPRY	03/21/2018	27.96	.00	
51	ACE HARDWARE	598084	KEYBLANK SCHLAGE SC4-ACE	03/21/2018	3.49	.00	
51	ACE HARDWARE	598196	HANDLE HAMMR 16" ENG	03/22/2018	6.99	.00	
51	ACE HARDWARE	598204	14X1 1/2 HEX SELF	03/22/2018	2.38	.00	
51	ACE HARDWARE	598266	REDUCNG COUPLGALV 3/4X1/2	03/22/2018	11.47	.00	
51	ACE HARDWARE	598383	PLUNGER TOILET MASTER, PL	03/23/2018	16.98	.00	
51	ACE HARDWARE	598463	4X1/2" ABRAS W/HUBLESS MIN/	03/24/2018	7.77	.00	
51	ACE HARDWARE	598649	HEX KEY SET 9PC MET SHRT	03/27/2018	12.99	.00	
51	ACE HARDWARE	598819	VLV SWING CHK 3/4 IPS LF	03/28/2018	14.99	.00	
51	ACE HARDWARE	598901	HOLE SAW ARBON 3/8"	03/29/2018	14.99	.00	
51	ACE HARDWARE	598987	PICKUP TOOL 36"	03/29/2018	43.98	.00	
51	ACE HARDWARE	599097	PASTE JOINT TEFLON, NIPPLE	03/30/2018	14.54	.00	
51	ACE HARDWARE	599115	CABLE 1/8" 7X7 CLRNYL'	03/30/2018	59.60	.00	
51	ACE HARDWARE	599408	SPRY MARKING GRN ACE, MA	04/03/2018	71.05	.00	
51	ACE HARDWARE	599791	3/8X1-1/2 SS FENDER WAS, HX	04/06/2018	34.08	.00	
51	ACE HARDWARE	599816	FIN HX NY USS Z 3/8-16, WASH	04/06/2018	18.80	.00	
51	ACE HARDWARE	600041	FENDER WASH Z 3/8X1 1/2	04/09/2018	3.60	.00	
51	ACE HARDWARE	600064	MARKING PAINT WB, STEEL HN	04/09/2018	23.97	.00	
51	ACE HARDWARE	600163	TUBE COPPER 3/8" OD10'BOX,	04/09/2018	56.34	.00	
51	ACE HARDWARE	600231	BLEACH LIQ REG CONC, SPRA	04/10/2018	34.97	.00	
Total 51:						582.90	.00
70	THYSSEN KRUPP ELEVATOR C	3003809026	GOLD- FULL MAINTENANCE SE	04/01/2018	288.39	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
	Total 70:				288.39	.00	
81	EVANS CONSTRUCTION INC	184644	TICKET #: 140148583, 14014858	02/20/2018	5,151.58	.00	
	Total 81:				5,151.58	.00	
88	AIRGAS INTERMOUNTAIN INC.	9073754647	OXYGEN INDUSTRIAL 200 CGA,	03/13/2018	69.80	.00	
	Total 88:				69.80	.00	
96	HIGH COUNTRY LINEN	0059931	BUILDING MAINT @ WWTP	03/28/2018	83.17	.00	
96	HIGH COUNTRY LINEN	S0055889	BOUNTY AND GLASS CLEANER	03/01/2018	117.65	.00	
96	HIGH COUNTRY LINEN	S0060433	BUILDING MAINT @ TOJ PUBLI	03/30/2018	146.25	.00	
	Total 96:				347.07	.00	
106	INTERSTATE BATTERY	22238902	(1) MTP-48/H6	03/19/2018	121.95	.00	
106	INTERSTATE BATTERY	22238974	(1) MTP-65, CORE RETURNS	03/26/2018	60.00-	.00	
	Total 106:				61.95	.00	
114	JACKSON LUMBER INC	00329639-001	BANDSAE BLADES	04/03/2018	19.24	.00	
	Total 114:				19.24	.00	
115	JACKSON PAINT AND GLASS, I	1105706	CLEAR TEMPERED RMCG GLA	03/07/2018	595.00	.00	
	Total 115:				595.00	.00	
116	SOFTWARE SPECTRUM	040218	MARCH 2018 CAPITAL	04/02/2018	20,999.84	.00	
	Total 116:				20,999.84	.00	
131	JACKSON HOLE NEWS & GUID	275854	AD343268- RFP: DESIGN/INSTA	03/14/2018	310.05	.00	
131	JACKSON HOLE NEWS & GUID	276305	AD#344411: RFB: PUBLIC WOR	03/28/2018	47.70	.00	
131	JACKSON HOLE NEWS & GUID	276536	AD#344224- REQ FOR BID UNIT	03/31/2018	102.83	.00	
131	JACKSON HOLE NEWS & GUID	276563	AD#344151	03/31/2018	308.49	.00	
131	JACKSON HOLE NEWS & GUID	276944	AD#344964	04/11/2018	115.28	.00	
131	JACKSON HOLE NEWS & GUID	276945	AD#344965	04/11/2018	127.20	.00	
131	JACKSON HOLE NEWS & GUID	276946	AD#344460	04/11/2018	218.40	.00	
131	JACKSON HOLE NEWS & GUID	276947	AD@#344115	04/11/2018	1,060.00	.00	
131	JACKSON HOLE NEWS & GUID	276948	AD#344994	04/11/2018	79.20	.00	
131	JACKSON HOLE NEWS & GUID	277017	AD#344223	04/11/2018	276.20	.00	
	Total 131:				2,645.35	.00	
139	JORGENSEN ASSOCIATES, PC	40667	PROJ: 17413 TOJ/SNOW KING E	03/29/2018	648.70	.00	
	Total 139:				648.70	.00	
154	THE CHILDREN'S LEARNING C	040118	4TH QUARTER CONTRACT	04/01/2018	25,350.00	.00	
	Total 154:				25,350.00	.00	
156	LOWER VALLEY ENERGY INC	17753	208051: HIDDEN HOLLOW OVE	04/11/2018	140,089.79	.00	
156	LOWER VALLEY ENERGY INC	92050-017-03/	92050-017: INTERMED TREATM	03/30/2018	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-021-03/	92050-021: 150 E PEARL AVE	03/30/2018	1,997.66	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-025: 03/	92050-025: SK NEW SHOP	03/30/2018	778.96	.00	
156	LOWER VALLEY ENERGY INC	92050-047- 03/	92050-047: UV BUILDING	03/31/2018	94.96	.00	
156	LOWER VALLEY ENERGY INC	92050-049- 03/	92050-049: WASTE WATER PLA	03/30/2018	10,147.80	.00	
156	LOWER VALLEY ENERGY INC	92050-051- 03/	92050-051: WELL #5	03/30/2018	1,726.03	.00	
156	LOWER VALLEY ENERGY INC	92050-114- 03/	92050-114: HOME RANCH RSTR	03/30/2018	352.35	.00	
156	LOWER VALLEY ENERGY INC	92050-131- 03/	92050-131: 195 E DELONEY RS	03/30/2018	310.98	.00	
156	LOWER VALLEY ENERGY INC	92050-357- 03/	92050-357: KARNS MEADOW ST	03/30/2018	943.22	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:71	92050-045: TOWN SQUARE LIG	03/30/2018	130.00	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:71	92050-050: WATER TANK JXN	03/30/2018	21.04	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:71	92050-074: CRABTREE LANE T	03/30/2018	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:71	92050-081: PEARL ST IRR CON	03/30/2018	21.28	.00	
Total 156:					156,646.31	.00	
226	O'RYAN CLEANERS	1000805-04-01	DRY CLEANING	04/01/2018	213.12	.00	
Total 226:					213.12	.00	
257	NAPA AUTO PARTS INC.	765037	NAPA FUEL FILTER	03/12/2018	33.21	.00	
257	NAPA AUTO PARTS INC.	765322	HI TMP COMP HOSE, COUPLIN	03/14/2018	133.68	.00	
257	NAPA AUTO PARTS INC.	765341	NAPAGOLD OIL FILTER, NAPAG	03/14/2018	153.78	.00	
257	NAPA AUTO PARTS INC.	765385	COUPLING	03/14/2018	95.87	.00	
257	NAPA AUTO PARTS INC.	765669	NAPAGOLD AIR FILTER	03/15/2018	36.84	.00	
257	NAPA AUTO PARTS INC.	765905	AIR FILTER INNER, NAPAGOLD	03/16/2018	48.01	.00	
257	NAPA AUTO PARTS INC.	765909	NAPAGOLD AIR FILTER	03/16/2018	147.36	.00	
257	NAPA AUTO PARTS INC.	765911	AIR FILTER INNER	03/16/2018	111.70	.00	
257	NAPA AUTO PARTS INC.	766498	FUEL FILTER- NAPA GOLD	03/21/2018	15.16	.00	
257	NAPA AUTO PARTS INC.	766632	NAPAGOLD OIL FILTER	03/21/2018	113.87	.00	
257	NAPA AUTO PARTS INC.	766754	NAPA RUGLUDE 1GAL	03/22/2018	40.23	.00	
257	NAPA AUTO PARTS INC.	767271	NITRILE DISPOS GL	03/26/2018	23.98	.00	
257	NAPA AUTO PARTS INC.	767395	OIL PAN	03/26/2018	69.98	.00	
257	NAPA AUTO PARTS INC.	768028	ALUMASEAL STOP LEAK	03/30/2018	10.35	.00	
Total 257:					1,034.02	.00	
260	COMMUNITY SAFETY NETWOR	040118	4TH QUARTER	04/01/2018	9,000.00	.00	
Total 260:					9,000.00	.00	
268	TETON MOTORS INC	205001720	MOULDING	02/15/2018	37.62	.00	
268	TETON MOTORS INC	5084647	SENSOR	02/08/2018	42.00	.00	
268	TETON MOTORS INC	5084833	PIPE	02/23/2018	134.89	.00	
268	TETON MOTORS INC	5084867	pump	02/27/2018	169.49	.00	
268	TETON MOTORS INC	5084890	PIPE	02/28/2018	51.26	.00	
268	TETON MOTORS INC	5085069	SENSOR	03/15/2018	42.00-	.00	
268	TETON MOTORS INC	5085085	COVER	03/16/2018	9.30	.00	
268	TETON MOTORS INC	5085116	SENSOR	03/19/2018	113.38	.00	
268	TETON MOTORS INC	5085156	VALVE	03/21/2018	25.28	.00	
268	TETON MOTORS INC	50854147	REGULATOR	03/21/2018	139.83	.00	
268	TETON MOTORS INC	6132633	FOUR WHEEL ALIGNMENT	03/28/2018	129.95	.00	
Total 268:					811.00	.00	
279	BEARING & INDUSTRIAL SALE	42819-1	BRG.,UPS	03/21/2018	151.62	.00	
Total 279:					151.62	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4420613.002	FGT-IN	03/20/2018	35.12	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
502	ELECTRICAL WHSLE SUPPLY C	S4429750.001	GRNCRE	03/22/2018	64.93	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4433702.001	VARIABLE BIT, PLASTC KO BUS	03/20/2018	125.90	.00	
					225.95	.00	
532	QUICK BROWN FOX LLC	3471	BLUE AND GREEN TICKET BOO	01/12/2018	800.00	.00	
					800.00	.00	
563	WESTBANK SANITATION	2813615	940 Simon Lane	04/01/2018	46.47	46.47	04/10/2018
563	WESTBANK SANITATION	2813956	WWTP- TRASH SERVICE FOR	03/31/2018	598.16	.00	
					644.63	46.47	
581	TETON COUNTY INTEGRATED	2525	RRR BUSINESS LEADERS ANN	01/05/2018	25.00	.00	
581	TETON COUNTY INTEGRATED	2787	CARDBOARD PICK-UP SERVIC	04/01/2018	285.00	.00	
581	TETON COUNTY INTEGRATED	2816	E-WASTE DISPOSAL FEE	04/04/2018	25.86	.00	
					335.86	.00	
611	CUMMINS ROCKY MOUNTAIN L	022-80910	TEMP SENSOR	03/02/2018	84.27	.00	
					84.27	.00	
668	FREEDOM MAILING SERVICE I	33376	UTILITY BILLING	04/06/2018	901.93	.00	
668	FREEDOM MAILING SERVICE I	33376	UTILITY BILLING	04/06/2018	901.93	.00	
668	FREEDOM MAILING SERVICE I	33376	UTILITY BILLING	04/06/2018	57.15	.00	
					1,861.01	.00	
777	UPPER CASE PRINTING INK	13027	NEWSLETTERS	03/29/2018	216.00	.00	
					216.00	.00	
996	TETON COUNTY SPECIAL FIRE	040118	APRIL 2018	04/01/2018	101,360.75	.00	
996	TETON COUNTY SPECIAL FIRE	040218	MARCH 2018	04/02/2018	22,830.17	.00	
996	TETON COUNTY SPECIAL FIRE	040218A	MARCH 2018 CAPITAL	04/12/2018	26,304.80	.00	
					150,495.72	.00	
1134	ENERGY LABORATORIES INC.	142210	INFLUENT, EFFLUENT	03/14/2018	106.00	.00	
1134	ENERGY LABORATORIES INC.	143652	INFLUENT, EFFLUENT	03/21/2018	104.00	.00	
1134	ENERGY LABORATORIES INC.	144830	INFLUENT, EFFLUENT	03/27/2018	106.00	.00	
1134	ENERGY LABORATORIES INC.	145184	ANNUAL WATER QUALITY REP	03/29/2018	75.00	.00	
1134	ENERGY LABORATORIES INC.	145837	INFLUENT, EFFLUENT	04/02/2018	106.00	.00	
					497.00	.00	
1355	TETON COUNTY TRANSFER ST	362628	YARD WASTE	03/19/2018	34.00	.00	
					34.00	.00	
1443	TETON COUNTY CLERK	040118	APRIL 2018	04/01/2018	90,986.59	.00	
1443	TETON COUNTY CLERK	040118	APRIL 2018	04/01/2018	21,949.66	.00	
1443	TETON COUNTY CLERK	040118A	APRIL 2018	04/01/2018	13,049.50	.00	
					125,985.75	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1614	TETON COUNTY-FUND 10	033118	MARCH 2018	04/12/2018	4,722.10	.00	
1614	TETON COUNTY-FUND 10	033118A	MARCH 2018 REGAN KOHLHAR	03/31/2018	2,973.35	.00	
1614	TETON COUNTY-FUND 10	033118B	MARCH 2018 THOMAS NEWLA	03/31/2018	4,683.52	.00	
1614	TETON COUNTY-FUND 10	033118C	MARCH 2018 ALEX NORTON	04/02/2018	5,196.07	.00	
1614	TETON COUNTY-FUND 10	040218	MARCH 2018	04/02/2018	18,029.40	.00	
Total 1614:					35,604.44	.00	
2380	EMPLOYERS COUNCIL SERVIC	0000205031	TRAINING HARASSMENT/DIVE	03/22/2018	3,550.00	.00	
Total 2380:					3,550.00	.00	
2458	AMERIGAS	3076632327	PROPANE FOR MIDDLE TANK:	03/24/2018	1,387.11	.00	
2458	AMERIGAS	3076632329	PROPANE FOR EAST TANK: 03/	03/24/2018	263.47	.00	
2458	AMERIGAS	3076697147	PROPANE FOR MIDDLE TANK:	03/27/2018	65.65	.00	
2458	AMERIGAS	3076698252	PROPANE FOR EAST TANK: 03/	03/27/2018	35.27	.00	
2458	AMERIGAS	3076698256	PROPANE FOR WEST TANK: 03	03/27/2018	783.57	.00	
Total 2458:					2,535.07	.00	
2601	JACK'S TRUCK & EQUIPMENT	X303001278:0	CES 50X8X48- FRT	12/18/2017	809.30	.00	
2601	JACK'S TRUCK & EQUIPMENT	X303001313:0	HCD, FRT	12/28/2017	1,159.83	.00	
Total 2601:					1,969.13	.00	
2669	SAFETY-KLEEN SYSTEMS, INC.	76198319	SXTENDED SERVICE AREA FE	03/19/2018	486.98	.00	
Total 2669:					486.98	.00	
2842	YELLOW IRON EXCAVATION, L	26750	455 VINE DRIVE	03/31/2018	17.50	17.50	04/10/2018
2842	YELLOW IRON EXCAVATION, L	26750	455 VINE DRIVE	03/31/2018	17.50	17.50	04/10/2018
2842	YELLOW IRON EXCAVATION, L	26750	455 VINE DRIVE	03/31/2018	17.50	17.50	04/10/2018
2842	YELLOW IRON EXCAVATION, L	26750	455 VINE DRIVE	03/31/2018	17.50	17.50	04/10/2018
2842	YELLOW IRON EXCAVATION, L	26849	MARCH 4 YARD DUMPSTER	03/31/2018	150.00	.00	
2842	YELLOW IRON EXCAVATION, L	26850	TRASH REMOVAL MARCH 2018	03/31/2018	160.00	.00	
2842	YELLOW IRON EXCAVATION, L	26851	TRASH REMOVAL MARCH 2018	03/31/2018	260.00	.00	
2842	YELLOW IRON EXCAVATION, L	26852	TRASH REMOVAL MARCH 2018	03/31/2018	160.00	.00	
Total 2842:					800.00	70.00	
3027	TETON COUNTY-FUND 13	040218	MARCH 2018	04/02/2018	710.55	.00	
Total 3027:					710.55	.00	
3070	VALLEY WEST ENGINEERING,	1323	PROJ: JACKSON STREET- BILLI	03/30/2018	5,640.54	.00	
Total 3070:					5,640.54	.00	
3195	FERGUSON ENTERPRISES, IN	6086559	MIP COMP ADPT, PEX IM TUBE	03/30/2018	22.26	.00	
Total 3195:					22.26	.00	
3272	COPYWORKS, LLC	26540	DOOR HANGERS- WATER DEP	04/04/2018	610.00	.00	
Total 3272:					610.00	.00	
3332	KILMER'S BG DISTRIBUTING	16935	DFC -SUMMER	03/14/2018	2,000.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
	Total 3332:				2,000.00	.00	
3360	ROMAINE, PETER	041018	RETURN RENTAL DEPOSIT LES	04/10/2018	1,350.00	1,350.00	04/10/2018
3360	ROMAINE, PETER	041018	RETURN RENTAL DEPOSIT LES	04/10/2018	59.64-	59.64-	04/10/2018
	Total 3360:				1,290.36	1,290.36	
3408	E.R. OFFICE EXPRESS	08629	R6010 COMPATIBLE RIBBON B	03/13/2018	46.16	.00	
3408	E.R. OFFICE EXPRESS	08636	BAKING SODA	03/16/2018	9.38	.00	
3408	E.R. OFFICE EXPRESS	08757	INK TONERS FOR WWTP	03/29/2018	647.49	.00	
3408	E.R. OFFICE EXPRESS	08804	X25 TONER	04/05/2018	118.85	.00	
3408	E.R. OFFICE EXPRESS	08810	PAPER CLIPS AND TAPE	04/05/2018	9.72	.00	
	Total 3408:				831.60	.00	
3423	THE RESULTS GROUP, LTD	6541	SERGEANTS ACADEMY	04/09/2018	975.00	.00	
	Total 3423:				975.00	.00	
3450	OLD DOMINION FREIGHT LINE,	08613919854	HANDLING UNITS 1 STEEL BLA	03/09/2018	394.82	.00	
	Total 3450:				394.82	.00	
3527	UPS	0000129VW41	SHIPPING CHARGE-POLICE	03/31/2018	15.04	.00	
	Total 3527:				15.04	.00	
3550	EXPOSURE SIGNS INC	5843	START BUS CHART	04/03/2018	50.00	.00	
	Total 3550:				50.00	.00	
3596	ADVANCED GLASS TRIM, LLC	18729	WINDSHIELD #614- 2016 CHEV	03/21/2018	300.00	.00	
3596	ADVANCED GLASS TRIM, LLC	18757	WINDSHIELD #3377- 2016- CHE	03/27/2018	300.00	.00	
3596	ADVANCED GLASS TRIM, LLC	18773	WINDSHIELD #22-14361- 2009 I	03/28/2016	250.00	.00	
	Total 3596:				850.00	.00	
3619	WY CHILD SUPPORT ENFORCE	041118	case #209790 GALLEGHER	04/11/2018	146.76	146.76	04/11/2018
3619	WY CHILD SUPPORT ENFORCE	041118	case#230073 CORONA	04/11/2018	745.50	745.50	04/11/2018
	Total 3619:				892.26	892.26	
4044	IDAHO FALLS PETERBILT	474456	2XL ORANGE & LX ORANGE	03/20/2018	30.56	.00	
	Total 4044:				30.56	.00	
4212	GILLIG LLC	40433658	2 POINT SEAT BELT ASM, HEAT	03/06/2018	330.50	.00	
4212	GILLIG LLC	40436736	AIR SPRING ASM	03/14/2018	249.90	.00	
4212	GILLIG LLC	40437801	LH & RH BODY HOUSING & BEZ	03/16/2018	48.74	.00	
4212	GILLIG LLC	40438807	WIPER DELAY CONTROL, WIPE	03/20/2018	570.06	.00	
	Total 4212:				1,199.20	.00	
4232	ST. JOHN'S AUDIOLOGY & HEA	010918-B.S	HEARING TESTS- BRIAN SCHMI	01/09/2018	190.00	.00	
4232	ST. JOHN'S AUDIOLOGY & HEA	031218- L.J.	HEARING TESTS- LADEE JOHN	03/12/2018	190.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
	Total 4232:				380.00	.00	
4240	JERRY SEINER CHWEVROLET,	1943179	ASKET FILTER, GASKET DPD, B	03/13/2018	2,409.28	.00	
	Total 4240:				2,409.28	.00	
4320	WARNER TRUCK CENTER	X101157473:0	INJECTORS, CONNECTOR FUE	03/13/2018	4,318.08	.00	
4320	WARNER TRUCK CENTER	X101158330:0	CREDIT: RETRUEN EGR VALVE	03/14/2018	152.95-	.00	
4320	WARNER TRUCK CENTER	X101158331:0	CREDIT: RETURN EGR COOLE	03/14/2018	137.66-	.00	
4320	WARNER TRUCK CENTER	X101159428:0	THERMOSTAT	03/19/2018	116.22	.00	
4320	WARNER TRUCK CENTER	X101159642:0	SENSOR NITROGEN OXIDEN, F	03/19/2018	510.94	.00	
	Total 4320:				4,654.63	.00	
4473	BROWER PSYCHOLOGICAL SE	1082	PREEMPLOYMENT	04/07/2018	600.00	.00	
	Total 4473:				600.00	.00	
4514	TEAM LABORATORY CHEMICA	INV0010349	FINE ROAD PATCH (50 BAGS)	03/30/2018	847.50	.00	
	Total 4514:				847.50	.00	
4550	PORTER'S OFFICE PRODUCTS	691635-0	FOLDERS,FASTENERS,FILE PO	03/30/2018	456.91	.00	
	Total 4550:				456.91	.00	
4677	IDEXX DISTRIBUTION, INC.	3029008807	GAMMA IRRAD COLIERT	03/26/2018	303.98	.00	
	Total 4677:				303.98	.00	
4699	SNAKE RIVER ROASTING	559651	COFFEE	04/05/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	559705	COFFEE	04/09/2018	48.45	.00	
	Total 4699:				96.90	.00	
4709	FLEETPRIDE	92758621	DRIVE AIR IMPACT W/6" EXT	03/08/2018	459.67	.00	
4709	FLEETPRIDE	92765782	43 SRS FEM JIC SWIVEL,	03/08/2018	134.67	.00	
	Total 4709:				594.34	.00	
4716	INDUSTRIAL TECHNOLOGY GR	PT1977	WEB SERVER ADMIN	01/03/2018	2,100.00	.00	
4716	INDUSTRIAL TECHNOLOGY GR	PT2017	Q1 2018 WEB SERVER	04/02/2018	2,100.00	.00	
	Total 4716:				4,200.00	.00	
4732	EVCO HOUSE OF HOSE	IF101347	FAB-HOSE-HYD	03/28/2018	114.73	.00	
	Total 4732:				114.73	.00	
4736	IDAHO CHILD SUPPORT RECEI	04112018	CASE#236965 CHRISTENSEN	04/11/2018	350.50	350.50	04/11/2018
	Total 4736:				350.50	350.50	
4752	SPECIALTY CONSTRUCTION S	0171499-IN	POTHOLE PATCH UPM	04/02/2018	1,036.00	.00	
	Total 4752:				1,036.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4774	BIG R RANCH & HOME	1309230	PRO ALUM SNGL- LID	02/22/2018	479.95	.00	
4774	BIG R RANCH & HOME	1310093	CREDIT: PRO ALUM SNGL- LID	02/22/2018	479.95-	.00	
	Total 4774:				.00	.00	
4920	BEST BEST & KRIEGER	817804	FEB18 SERVICES - CABLEVISIO	03/27/2018	109.50	.00	
	Total 4920:				109.50	.00	
4922	PREMIER VEHICLE INSTALLATI	26577	CONSOLE, ENCOLDES CONSO	03/26/2018	372.06	.00	
4922	PREMIER VEHICLE INSTALLATI	26590	INTERSECTOR SURFACE MOU	03/28/2018	310.63	.00	
	Total 4922:				682.69	.00	
5387	MIKE'S WELDING INC	10818	GRATE	03/20/2018	273.10	.00	
	Total 5387:				273.10	.00	
5473	KELLERSTRASS ENTERPRISES	944650	DF#2 DYED ULTRA LOW SULFU	03/15/2018	14,778.15	.00	
5473	KELLERSTRASS ENTERPRISES	944650-1	MIDGRADE 87 E-10	03/15/2018	6,861.16	.00	
5473	KELLERSTRASS ENTERPRISES	946297	DF#2 DYED ULTRA LOW SULFU	03/26/2018	22,819.39	.00	
5473	KELLERSTRASS ENTERPRISES	947771	DF#2 DYED ULTRA LOW SULFU	04/03/2018	17,150.31	.00	
5473	KELLERSTRASS ENTERPRISES	947771-1	MIGRADE 87 E-10	04/03/2018	7,754.61	.00	
	Total 5473:				69,363.62	.00	
5637	TIGHE, JOHN	13544	3/8X1/2 6PT	03/22/2018	20.95	.00	
5637	TIGHE, JOHN	13545	WORK HAND CLEATNER, WOR	03/22/2018	125.00	.00	
5637	TIGHE, JOHN	13548	16V CORDLESS	03/22/2018	354.95	.00	
	Total 5637:				500.90	.00	
5810	RICH BROADCASTING (SV/JX)	MC-118031307	WINTER PARKING	03/31/2018	392.00	.00	
	Total 5810:				392.00	.00	
5880	BOREAL PROPERTY MANAGE	13140A	MANLIFT, PLYWOOD FOR SIDE	03/31/2018	2,747.42	.00	
	Total 5880:				2,747.42	.00	
5994	B-CYCLE LLC	1567931	FRMPT BCY	04/03/2018	103.37	.00	
	Total 5994:				103.37	.00	
6104	CHEMSEARCH	3066206	PREMALUBE XTREME GREEN	03/20/2018	378.95	.00	
	Total 6104:				378.95	.00	
6106	RELIABLE LOGISTIC SERVICES	SLC009727	AFTON TO JACKSON	03/08/2018	22.39	.00	
	Total 6106:				22.39	.00	
6136	SOLV BUSINESS SOLUTIONS-S	381127	EVIDENCE ENVELOPES	03/30/2018	212.75	.00	
	Total 6136:				212.75	.00	
6138	QA BALANCE SERVICS INC.	1979	LAB FOR WWTP	04/04/2018	430.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
	Total 6138:				430.00	.00	
6139	HEALTH COMMUNICATIONS IN	830153	TRAINER WORKSHOP FEE ADA	03/09/2018	499.00	.00	
	Total 6139:				499.00	.00	
6140	WYOMING REPORTING SERVIC	105923	CASE #17622	04/10/2018	710.20	.00	
	Total 6140:				710.20	.00	
6141	DOUGLAS PECHTEL	1838	MARKSMAN COURSE-KELLAM	03/31/2018	675.00	.00	
	Total 6141:				675.00	.00	
6142	REICHERT, JOSEPH	033118	REIMBURSE DOT PHYSICAL	03/31/2018	110.00	.00	
	Total 6142:				110.00	.00	
6143	CALIFORNIA NARCOTIC CANIN	152751	2018 ANNUAL MEMBERSHIP	04/09/2018	70.00	.00	
	Total 6143:				70.00	.00	
	Grand Totals:				663,460.16	2,649.59	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: April 11, 2018
MEETING DATE: April 16th, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Larry Pardee
PRESENTER: Johnny Ziem, Wastewater Manager

Bid #18-08

SUBJECT: Request Council authorization for the Design and Installation of a Wastewater Treatment Ultraviolet Disinfection System

STATEMENT/PURPOSE

The purpose of this item is to obtain Council authorization to complete the Design and Installation of the Wastewater Treatment Disinfection System (UV).

BACKGROUND/ALTERNATIVES

This project aims to replace an aging, 21 year old, Ultraviolet Disinfection (UV) system at the Wastewater Treatment Plant. The current UV system has reached the end of its life cycle and will be replaced using approved funds in the FY2018 Sewer Capital budget.

As per the Town's Wyoming Pollutant Discharge Elimination System (WYPDES) permit with the Department of Environmental Quality, disinfection of our treated wastewater is required for final discharge to the Snake River. Disinfection is considered to be the primary mechanism for the inactivation/destruction of pathogenic organisms to prevent the spread of waterborne diseases to downstream users and the environment. UV disinfection systems transfer electromagnetic energy from mercury arc lamps to an organism's genetic material (DNA and RNA). When UV radiation penetrates the cell wall of an organism, it destroys the cell's ability to reproduce. UV radiation, generated by an electrical discharge, penetrates the genetic material of microorganisms and impedes their ability to reproduce. Some common microorganisms found in domestic wastewater are: E. Coli, Leptospira, Salmonella, Giardia, and Cryptosporidium.

The project includes the removal of the existing UV system and the installation of a new UV system, complete with all components and accessories.

Through a public Request for Proposal (RFP) process, Water Technology Group was selected as the successful Respondent. A UV Review Committee was formed to review all submitted proposals received from our RFP process and was composed of a Town of Jackson: Wastewater Manager, Senior Wastewater Operator, Town Engineer, and two Associate Engineers. We received two responses from our RFP request and scored both based on thoroughness/quality of response, experience with UV system design/installation, cost effectiveness, and overall project value that will provide the Town with the best final product within our requirements.

ATTACHMENTS

Water Technology Group RFP Response

FISCAL IMPACT

UV System: Wastewater Plant

<u>Sewer Budget</u>	<u>\$\$\$</u>
UV System	\$750,000
<u>Expenditure</u>	<u>\$\$\$</u>
Water Technology Group	\$578,500
<u>Proposal Costs</u>	<u>\$\$\$</u>
Bonding	\$6,000
Design	\$2,000
Engineering	\$2,000
Procurement	\$498,000
Installation	\$60,500
Start Up	\$5,000
Training	\$2,500
Warranty	\$2,500
Total Cost:	\$578,500

STAFF IMPACT

During the installation of the new UV system, Wastewater Operators will be involved in assisting with project management and construction coordination. The Wastewater team will also oversee that no disruption to our treatment process occurs during installation.

LEGAL REVIEW

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

RECOMMENDATION

That the Town Council approve the design and installation contract with Water Technology Group in the amount of \$ 578,500.00.

SUGGESTED MOTION

I move that the Town Council approve of the design and installation contract with Water Technology Group in the amount of \$ 578,500.00 and upon legal approval authorize the Mayor to execute all necessary contract Agreements.

Synopsis for PowerPoint (120 words max):

Background:



Town of Jackson, WY – UV Upgrades

March 12, 2018

Contact Info:

Jesse Kuntz
Water Technology Group
14452 W 44th Ave
Golden, CO 80403

303-886-8265
jkuntz@wtrgroup.com
<http://wtrgroup.com/>

Qualifications:

WTG has been a leading supplier and service center for municipalities in the Rocky Mountains since the early 1980s. WTG provided the existing UV system that is currently being used by Jackson in 1997. We have service facilities in Golden, CO, Casper, WY, and Billings, MT.

Primary Contacts:

Name:	Jesse Kuntz	Name:	Sean Helmer
Company:	Water Technology Group	Company:	Water Technology Group
Phone	303-886-8265	Phone	314-724-1269
Number:		Number:	
Email	jkuntz@wtrgroup.com	Email	shelmer@cogentcompanies.com
Address:		Address:	
Experience:	12 Years	Experience:	17 Years
Education:	B.S. Missouri	Education:	B.S. Missouri
Specialties:	Wastewater Process & Pumps	Specialties:	Wastewater Process & Pumps

Previous Litigation / Arbitration:

Water Technology Group has no litigation or arbitration in our history.

Reorganization of Debt History:

Water Technology Group has no chapter 11 filings in our history.

Recent High Profile Projects:

Aurora, CO – Sand Creek Reuse UV Project
Engineer: Carollo
Completed: 2017
Description: Two In-Channel UV systems with Controls and integration

Estes Park Sanitation District – Plant Upgrades
Engineer: TTG

Completed: 2016

Description: Dissolved Air Flotation Systems, Pumps, Controls

Cody, WY WWTP – Headworks Upgrades

Engineer: Engineering Associates

Completed: 2018

Description: Multi-Rake Bar Screen w/ Washer Compactor

Existing Clients:

Town of Casper, WY – Krista Johnston (307) 235-7535

Town of Cody, WY – James Keenan (307) 587-2958

Element Engineering – Nick Marcotte (303) 378-2969

Licenses:

C379 Contractors License (Delcon)

Subcontractors:

Delcon (Electrical) Licensed Electrical Contractor

Bonding & Insurance:

Water Technology Group will provide the required Bonding and Insurance.

Wyoming Contractor Preference:

Water Technology Group is offering this project utilizing the services of Delcon who is a local contractor to Jackson.

Waste Stream Plan:

All material will be disposed of in a responsible manner in accordance with the laws.

Installation Plan:

It is our intent to install the system during low flow conditions, we are also prepared to provide a temporary unit if required.

**COGENT****PROPRIETARY AND CONFIDENTIAL**

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DATE: 3/3/2016**BY:** S. BULLA**TO:** COGENT**CC:****REV. NO.** 0**TITLE****COGENT SERVICE RESUME PORTFOLIO****FACILITIES & EQUIPMENT**

Cogent has nine service facilities with more than 120,000 square feet of shop floor space. We have standard machining, welding, painting, testing, grinding, pressing, sand-blasting, balancing, and drafting capabilities.

We are a Factory Authorized Service Center utilizing the following qualifications:

- +** Standardized Plan for disassembly and re-assembly of equipment
- +** Document Control - standardized forms and IOM's
- +** Standardized welding procedures, practices, and equipment inspections
- +** Systematic certifications and calibrations on all micrometers, torque wrenches, gauges, and balance stand
- +** All impellers balanced to a G-2.5 quality grade
- +** Leak Testing - all pumps with seals are tested at 20 PSI for 20 minutes
- +** All technicians are trained by factory authorized personnel

Machining capabilities: Lathes, vertical mills, drill presses, vertical and horizontal hydraulic presses, horizontal bandsaws, horizontal boring machines,

Lifting capabilities: 10 ton overhead plus 1 or 2 ton gantry type overhead cranes over work stations along with several forklifts.

Testing capabilities: 5,000 to 10,000 gallon test tanks with installed discharge elbows and re circulation piping. 460/230/208 volt 3 phase power supply with VFD to 100 hp for testing repaired equipment. Surge and hipot test equipment, meggers, and multimeters. We also have custom testing equipment (e.g. hot wire anemometers installed in custom piping for air flow testing).

Cleaning: Large indoor wash bay with permanent hotsy power washer, large outdoor wash bay portable kerosene gas driven power washer, automatic and manual sandblasters, and bake out oven.

Additional assets: Laser alignment machines, vibration analyzers, infrared cameras, ultrasonic units, field balancers, 3D and 2D CAD software, environmentally friendly paint booths, and XRF material detectors.

REV	BY	DATE	DESCRIPTION

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DATE: 3/3/2016**BY:** S. BULLA**TO:** COGENT**CC:****REV. NO.** 0**TITLE****COGENT SERVICE RESUME PORTFOLIO**

VEHICLES

We have 18 boom trucks with 30' reach and 7,000# lifting capacity stocked with inventory for emergency repairs. We have heavy duty flatbed/pickup trucks and trailers, along with half-ton pickups and campers for controls and integration (also equipped and stocked with inventory).

REV	BY	DATE	DESCRIPTION

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DATE: 3/3/2016**BY:** S. BULLA**TO:** COGENT**CC:****REV. NO.** 0**TITLE****COGENT SERVICE RESUME PORTFOLIO**

Mark Hill has been with Cogent for 1 year with 27 years of experience on machining along with pump repairs and maintenance. Mark is factory trained and certified with:

- Milton Roy
- Seepex
- Sundyne P Series
- Rotalign, and Optalign laser alignments

Greg Hoggard has been with Cogent for 4 years with over 35 years of machining, welding, and rotating equipment equipment experience. Greg is a shop foreman and is factory trained and certified with:

- Goulds
- Master machinist
- Warren Rupp
- Schenck balancing
- Flowserve seals
- Vibralign laser alignments

Jason Jakimauskas has been with Cogent for 1 year with 8 years of experience on submersible pump repairs, motor analysis, and mechanical systems. Jason is factory trained and certified with:

- Flygt
- Motor analysis
- Control panels
- Vibralign laser alignments

Nate Jaskot has been with Cogent for 2 years. He has 7 years of machining experience, 2.5 years of pump repair and maintenance. Nate is factory trained and certified with:

- Warren Rupp
- Schenck balancing
- Vibralign laser alignments

REV	BY	DATE	DESCRIPTION

Proposal:

Although the specification says 100 amp service, our system requires 480 VAC, 4 Wire + Ground Wye 65 amp power and 120 VAC 20 amp for controls.

Please note that the following is not part of our offering:

Lifting Crane.

Highlights of our offering include:

Allen Bradley CompactLogix PLC controls for the UV system control complete with an Allen Bradley Panel View 1000 graphic touch screen display. Our controls have the ability to send real time all of the information regarding UV system operation to the plant's SCADA system (integration, translation and software by others). UltraTech does not provide any PLC program creation software nor programming for SCADA integration. We only provide the PLC Tag/Register List.

UV System tested in our factory.

Low voltage (<24 volts) system controls.

UV Module construction of 316 SS for wetted metal parts.

Control Panel construction of 304 SS – Airconditioned and Heated.

Air Scour cleaning in all 6 UV modules

Pneumatic automatic wipers for 6 UV, air compressor to power wipers and 7 quick connect hoses

Blower assembly with motor starter, inlet filter Silencer.

SCOPE OF SUPPLY

UV DISINFECTION SYSTEM

Town of Jackson, WY

Disinfection System Project 18-08



Representative:
Water Technology Group
Jesse Kuntz
(303) 886-8265

SYSTEM OVERVIEW

We are pleased to offer for your review and consideration a vertical modular UV disinfection system that in our opinion meets the intent of this project's specifications and plans. The UV system will treat (disinfect) continuously a secondary effluent at flows up to 9.6 MGD and shall reduce the Fecal Coliform count to less than 200/100ml geometric mean per 30 day period in a 65% or greater UV transmission effluent with T.S.S. that is to be less than 30 mg/l.

The UltraTech Terminator™ T4024i-HO UV system consists of 6 self-cleaning UV disinfection modules, 1 power distribution / control enclosure, 2 wire ways prewired for 3 UV modules each and 8 eye shields, factory start-up & training and spares necessary to disinfect up to the specified 9.6 MGD peak instantaneous flow.

The controls and instrumentation reside in UltraTech supplied floor standing 304 stainless steel NEMA 4X air conditioned and heated control / power distribution enclosures with UL 508 seal.

DESCRIPTION OF OFFERING

- 6 Terminator™ T4024i-HO - 40 lamp vertical UV disinfection modules with integral electronic ballasts, positive direct ventilated cooling and air scrub bases. The modules are for installation in dual parallel channels each with 3 UV modules in series.
- 1 304 SS remote NEMA 4X control / power distribution enclosure. This enclosure contains control electronics, Allen Bradley CompactLogix PLC, and Allen Bradley 10" PanelView Touch Screen UV system display complete with sun shield. The monitoring, alarms, flow pacing, lamp on/off timer and control features are present in this enclosure. The enclosure will also control a blower and air solenoids - if present (by others) operation and report air blower status. Hand-Off-Auto Switches for 6 UV modules that bypass the PLC and HMI are present in the enclosure. The enclosure houses a Din Rail mounted UPS protecting the PLC and HMI. This control panel has UL 508 listing.
- 2 304 stainless steel wire ways - wired to service 3 UV modules.
- 8 304 SS Eye shield assemblies.
- 6 UV Intensity monitoring systems – 1 per UV module.
- 1 Spreader bar for lifting of a UV module with stainless hardware.

- 1 Lot of spares and safety equipment consisting of
 - 8 UV Lamps
 - 8 Quartz Jackets
 - 8 O-Rings
 - 2 Ballast Assemblies
 - 2 UV safety goggles
 - 2 area warning signs
- 7 Flexible hoses with quick connect valved fittings are provided to attach UV modules to air supply header (UltraTech does not provide the air source nor piping, header, nor any valves). 6 hoses for the modules in the channel the 7th hose for location at the existing cleaning tank.
- 1 Shop Drawing - Submittal package containing draft O&M manuals. Per specification 1 hard copy and 1 electronic PDF copy.
- 1 Final O&M manual. 1 hard copy and 1 electronic PDF copy.
- 1 Performance guarantee

Lot	Electrical Modifications to allow for wiring and integration of new UV system.
Lot	Electrical Installation and wiring of new UV system.
Lot	Removal of Existing UV system.
Lot	Installation of New UV system.
Lot	Start-up service & operator training.

Prices are exclusive of any tax, duty, custom or fee that may be imposed by federal, state or local government and do include freight to the job site.

The warranty of this system shall be for 12 months after start-up or 18 months after date of shipment whichever occurs first.

F.O.B.:

Factory, with full freight allowed to job site.

DELIVERY:

Submittal package excluding O&M manual:

4 Weeks after receipt and acceptance of formal purchase and deposit.

Equipment shipment (after acceptance of submittals and/or written release for fabrication): August 2018 based on a written release by May 15, 2018.

Note: Times for submittal preparation and delivery are approximate. Actual delivery is dependent upon when an order is placed. If accelerated delivery is necessary, please contact us.

INSTALLATION:

Removal of Existing & Installation of new UV system:

August 20th Start Removal and Install

Estimated Duration of Project: 1 – 2 weeks

EXCLUSIONS:

- (b) storage
- (o) future UV modules
- (r) performance testing - laboratory costs
- (i) effluent troughs and or grating
- (j) support stand for UV modules

CLARIFICATIONS:

Power feed to the UV system is to be 480VAC 65 amps where we will take the 277VAC legs and feed the electronic ballasts. In addition, the control panel requires 120VAC 1phase 20 amp service for the controls.

Flow pacing is accomplished by 20 UV lamp increments and requires a 4-20ma signal by others.

Proposal Costs:

Bonding	\$6,000
Design	\$2,000
Engineering	\$2,000
Product Procurement (Includes Freight)	\$498,000
Installation	\$60,500
Start up	\$5,000
Training	\$2,500
Warranty Period	\$2,500
Total	\$578,500

Total Price F.O.B. Factory Including Freight to Jobsite & Installation \$578,500



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 12, 2018
MEETING DATE: April 16, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Larry Pardee
PRESENTER: Kevin Meagher

SUBJECT: Town Hall Roof Replacement

STATEMENT/PURPOSE

The purpose of this staff report is to obtain approval for replacing the Town Hall's existing cedar shake roof

BACKGROUND/ALTERNATIVES

The Town Hall was built in 1986 and the existing cedar shake roof is original to that date (32 years old). The northeast corner of the roof has been patched twice. The latest patch was last fall and the work on the roof created other leaks and is currently leaking above the Chief of Police's office desk. March 16, 2018 we received two bids to replace the existing roof with; fire rated cedar shingles, 3-tab asphalt shingles and a standing seam metal roof.

STAKEHOLDER ANALYSIS

Planning Department:

Town Building Official Jim Green and Teton County Fire Marshall Kathy Clay have fire hazard concerns about installing a new cedar shake roof. Even though the bid asked for a Type A fire rated cedar shake roof system the above officials are concerned that over time the fire treatment chemical will deteriorate. Planning and Fire Departments anticipate having future conversations about eliminating new cedar shake roofs in Teton County.

Facilities Department:

Due to fire concerns and costs the Facilities Department recommends utilizing an asphalt shingle roof replacement product. A metal roof is Not recommended since the snow will slide into the north facing valleys and cause more ice damming. A metal roof will also create life safety hazards to public walkways, even with snow retention bars.

ATTACHMENTS

- April 11, 2018 email from Jim Green, Town Building Official concerning fire hazard

FISCAL IMPACT

FY18 budget includes \$233,583.00 to replace the roof. The bid summary is below;

\$174,988.00 Cedar shales (Inman Roofing, Inc., Cheyenne, WY)

\$125,342.00 Asphalt shingles (Fortress Roofing, Murray, UT)

\$220,072.00 Metal roof (Fortress Roofing, Murray, UT)

- Note; the quoted asphalt shingles are a typical 30 year, 3-tab shingles. If a heavier, dimensional shingle is requested the cost will increase (see below). If an asphalt product is approved the Building, Planning and Facilities Departments would jointly decide on the shape, style and color of the shingles.

Added Cost for Dimensional Asphalt Shingles:

\$145,739.00 GAF Ultra asphalt shingles (25% thicker)

\$146,356.00 GAF Grand Sequoia premium designer asphalt shingles

\$154,317.00 GAF Grand Canyon premium designer asphalt shingles (heaviest on market)

- Note; Three days after the bid Fortress Roofing sent us a note stating Canadian soft wood products would be susceptible to a 21% tariff price Increase (\$21,085.00)

STAFF IMPACT

Public and Town Hall staff will have to utilize specifically labeled building entrances/exits, as the roof is being removed and installed (~2 weeks). Construction noise will be very evident throughout the building.

Facilities Manager will supervise and manage re-roof project as needed

LEGAL REVIEW

RECOMMENDATION

Staff recommends an asphalt shingle product be approved.

SUGGESTED MOTION

I move that the Town Council approve the asphalt shingle contract, not to exceed \$154,317.00, with Fortress Roofing of Murry, UT, and upon legal approval, authorize the mayor to execute all necessary contract agreements.

Synopsis for PowerPoint (120 words max):

Kevin Meagher

From: Jim Green
Sent: Wednesday, April 11, 2018 9:29 AM
To: Kevin Meagher
Cc: Kathy Clay; Tyler Sinclair
Subject: Town Hall RE-ROOF

Kevin,

Fire Marshal Kathy Clay and myself have discussed the Town Hall roof replacement. We both strongly suggest considering roofing materials other than the existing wood shakes.

Even the treated shakes available are outdated and a major fire hazard. We are surrounded by forest subject to wildfire, and using a wood product would be adding to the fuel load in the event of a fire. Also, we are subject to the real threat of a seismic event that history has shown results in major fires.

There are superior fire resistant materials available that can capture the same look as shakes, yet provide better fire protection. Also, the new materials on the market have a guarantee of double the life expectancy of wood shakes and costing far less to purchase.

For superior fire protection and economic reasons, the Fire Marshal and myself highly suggest a superior product over wood shingles/shakes to be used in the re-roof of Town Hall.

Thank you for the consideration,

Jim Green CBO

Jim D. Green
Building Official
Town of Jackson
jgreen@townofjackson.com
(307)733-0440 Ext. 1350





TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: April 10, 2018
MEETING DATE: April 16, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Larry Pardee
PRESENTER: Larry Pardee

SUBJECT: Budge Drive Temporary Road/Access Easements

STATEMENT/PURPOSE

The purpose for this item is for Town Council to approve and extend the temporary road/access easements with Crystal Valley Subdivision Lot #1 and Lot #2.

BACKGROUND

The Town of Jackson designed and constructed a temporary road/access easement through these properties to provide safe ingress and egress for residences of the Budge Drive subdivision. Budge Drive Road will be closed to the public starting the week of April 23rd and the temporary road will be opened at the same time.

The plan is to finish constructing the new storm drainage, curb & gutter, sidewalks, and roadway. If all goes according to plan we hope to reopen the new budge drive road Tuesday July 3rd 2018 for the residences and public.

FISCAL IMPACT

The cost to extend the temporary easements out until December 1st 2018:

1. To extend the payment for Lot 1 of the Crystal Valley subdivision is \$5,477.00 that is the upper lot with the apartments.
2. To extend the payment for Lot 2 of the Crystal Valley subdivision is \$2,775.00 that is Valarie and Mikes driveway.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

The Mission of the Town of Jackson is to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community and support economic development.

STAFF IMPACT Minimal.

LEGAL ISSUES Complete.

ATTACHMENTS Temp Easement-Burke 1(signed)
Temp Easement-Burke 2(signed)

RECOMMENDATION

Staff recommends approval of the attached extended easement agreements between the Town and Crystal Valley subdivision.

SUGGESTED MOTIONS

I move to approve the extension of temporary Road/Access Easements between the Town and Crystal Valley subdivision for Lot 1 and Lot 2 to December 1, 2018, and authorize the Mayor to sign.

3 TEMPORARY CONSTRUCTION AND ROADWAY EASEMENT

Released	<input checked="" type="checkbox"/>
Indexed	<input checked="" type="checkbox"/>
Abstracted	<input checked="" type="checkbox"/>
Scanned	<input checked="" type="checkbox"/>

This TEMPORARY CONSTRUCTION AND ROADWAY EASEMENT (this "Agreement") is made and entered into by and between Jody R. and Linda S. Burkes, Trustees of the Burkes Family Trust U/T/A, of P.O. Box 7687 Jackson, WY 83002 and their beneficiaries, successors, heirs, and assigns (hereinafter referred to as "Grantor") and TOWN OF JACKSON, a Wyoming municipal corporation of P.O. Box 1687, Jackson, Wyoming, 83001 (hereinafter referred to as "Grantee").

RECITALS

WHEREAS, Grantor owns and desires to declare and establish in, under, over, across and on that certain real property in Teton County, Wyoming described as Lot 1 of the Crystal Valley Addition to the Town of Jackson, Teton County, Wyoming according to Plat No. 1051 recorded June 24, 2002 with the Clerk of Teton County, Wyoming, (PIDN No. 22-41-16-32-1-07-001), in the area more particularly described on **Exhibit "A"** (the "Burdened Property") and shown on **Exhibit "B"** an express, non-exclusive temporary construction and roadway easement to and for the benefit of Grantee, according to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable consideration, in hand paid, receipt and sufficiency of which is hereby acknowledged and confessed, Grantor, Lessee and Grantee do hereby agree as follows:

1. **Grant of Non-Exclusive Temporary Easement.** Grantor hereby declares and establishes for the benefit of Grantee and the public, a non-exclusive temporary construction and roadway easement in, on, over, across, under and through the Burdened Property (the "Easement") for the purpose of accessing, entering, and grading, constructing, installing, inspecting, repairing, altering, maintaining or other related activities in connection with the construction of a temporary road on the Burdened Property in order to protect the health, safety and welfare of the Town of Jackson public infrastructure, and public improvements and to provide an alternative emergency access for the residents, their guests and assigns, of the Hillside Subdivision whose access from Budge Drive will be unavailable during the construction of the West Broadway landslide mitigation project. (Collectively, the "Temporary Construction and Roadway Easement").

2. **Improvement and Maintenance; Repair of Surface.** The construction of the temporary roadway shall be completed by Grantee at Grantee's sole cost and expense. The roadway facilities improvements, maintenance and repair of surface are generally described as follows:

- Construct a 14 ft. wide gravel road with dust guard;
- Construct where required concrete gravity block retaining walls on the downhill and uphill side of the road;
- Construct a 2%-3% cross fall on the road finished surface to direct storm water runoff to the south;
- Install temporary Jersey barriers along the south, downhill side of the road to prevent vehicles from driving off the roadway;
- Grantee shall leave the concrete gravity block retaining walls in place after the termination of the easement;
- Grantee shall remove the gravel road surfacing, dust guard, and temporary Jersey barriers;
- Grantee shall remove improvements outside road way retaining walls and grade the disturbed area to original contours, and replace, in kind, landscaping, grass, and/or other surface area or improvements required to be removed to facilitate the temporary roadway;
- Grantee shall repair, replace, or rebuild any items, specifically but not limited to landscaping and drainage facilities which it shall remove, damage, or destroy upon the property subject to the easement to the condition upon which it was found immediately prior to the commencement of any work done by Grantee or Grantee's agents or contractors within the easement;
- Grantee shall maintain the temporary roadway surface during the time that the West Broadway Landslide mitigation project is in progress and/or whenever the temporary roadway is used as an emergency access roadway by the residents accessed from Budge Drive.

3. **Reservation of Grantor.** The Grantor reserves unto itself, its guests, invitees, heirs, successors and assigns, the right to use the surface and subsurface of the Easement provided such use does not unreasonably impair, interfere with or obstruct the use of the Easement by Grantee; Grantor shall use best efforts to reasonably minimize any interruption of the use of the Easement by Grantee.

GRANTOR: BURKES, JODY R ET AL TRUSTEE ET AL
GRANTEE: BURKES, JODEY R ET AL TRUSTEE ET AL
Doc 0929994 bk 947 pg 476-481 Filed At 14:56 ON 06/19/17
Sherry L. Daigle Teton County Clerk fees: 27.00
By Mary Smith Deputy

4. **No Merger.** This Agreement and the Easement and rights declared and established herein are intended to remain separate from the Grantor's fee simple interest in the Burdened Properties and shall not merge therewith.

5. **Construction.** Any recitals in this Agreement are represented by the parties to be accurate and constitute a part of the substantive agreement. This Agreement shall be construed in accordance with the laws of the State of Wyoming. Venue is in Teton County, Wyoming.

6. **Enforcement.** If any party hereto fails to perform any of its obligations under this Agreement or if a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the defaulting party or the party not prevailing in such dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party in enforcing or establishing its rights hereunder, including, without limitation, all court costs and all reasonable attorneys' fees (including the costs of in-house counsel) regardless of whether litigation is commenced.

7. **Term.** The easements, covenants, conditions and restrictions contained in this Agreement shall be effective commencing on the Effective Date and shall remain in full force and effect until the earlier of (i) December 1, 2017; or (ii) the date that Grantee reasonably believes that it no longer requires the Easement for the Purposes stated in Section 1 hereof. Notwithstanding the foregoing, the December 1, 2017 in the preceding sentence, may be extended as set forth herein if the emergency conditions set forth in Section 1 hereof reasonably require Grantee's ongoing work for the purposes set forth in Section 1 or the Grantee has not completed the removal of improvements and reclamation work set forth in Section 2: in the event the Grantee requires an extension for more than one (1) day, Grantee shall provide additional consideration of \$5,477 for a one-year extension to December 1, 2018.

8. **No Assumption of Liability.** Grantor, by granting, declaring and establishing the Temporary Construction and Roadway Easement, does not assume any responsibilities or liabilities with respect thereto, nor shall Grantor at any time incur any liability for failure to comply with any law, ordinance, regulation or order with respect to this Agreement and the Easement contained herein.

9. **Warranties.** Grantor makes no representations or warranties, express or implied, in connection with the Easement, whether of title, fitness of use, condition, purpose, or of any other nature. Notwithstanding the foregoing, Grantor represents and warrants that Grantor has the authority to grant the Easement contained herein.

10. **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

11. **Entire Agreement; Modification.** This Agreement embodies and constitutes the entire agreement with respect to the subject matters hereof and all prior or contemporaneous agreements, understandings, representations, statements are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged, or terminated in whole or in part, unless agreed to in writing by the parties; provided, however, that such amendment or termination shall be properly recorded in the Office of the Clerk of Teton County, Wyoming as a condition to its effectiveness.

12. **Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.

13. **Binding Effect.** This Agreement shall be binding on the parties hereto, their heirs, successors and assigns.

14. **Indemnity.** Grantee agrees to indemnify, defend and hold harmless Grantor, its beneficiaries, employees, successors and assigns (the "Grantor Indemnities") from and against any and all liability, loss, claims, demands, liens, damages, penalty, fines, interest, costs and expenses (including, without limitation, reasonable

attorney's fees and litigation costs incurred by Grantor Indemnities in connection therewith) and for any and all loss of life, injury to persons or damage to the Burdened Property which is due to the construction of and use of the temporary roadway by the Grantee within the Easement. All indemnification provided for herein shall not include indemnification for intentional or willful misconduct of Grantor Indemnities.

DATED 19th day of September, 2016. (Effective Date)

GRANTOR:

Amended and Restated Burkes Family Trust U/T/A dated January 1, 2014

Judy R. Purcell
Judy R. Purcell, Trustee

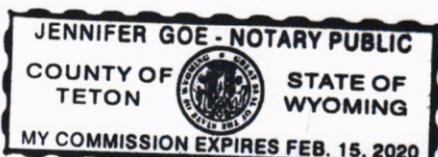
Jody R. Burkes, Trustee

Valerie H. Adams POA for Linda S. Burkes
Linda S. Burkes, Trustee

Linda S. Burkes, Trustee

On this 14th day of September, 2016, before me personally appeared Jody R. Burkes, Trustee, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.



Notary Public

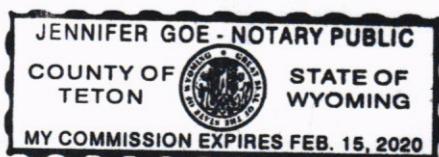
My commission expires:

Amelia Rose
expires: 2/15/20

STATE OF Wyoming)
COUNTY OF Teton)
)
)SS
)

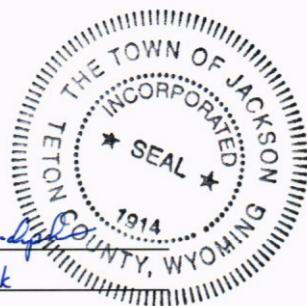
On this 14th day of September, 2016, before me personally appeared Valerie Adams
POA for Linda S. Burkes, Trustee, personally known to me, or proved to me on the
basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and
acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this
instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.



GRANTEE:
TOWN OF JACKSON

By: SD Flitner
Its: Mayor Sara Flitner



ATTEST:
By: Sanket Bora
Its: Town Clerk

On this 19th day of SEPTEMBER, 2016, before me personally appeared Mayor Sara Flitner, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.



Notary Public Shelley M. Sullivan
My commission expires: 5-2-20

STATE OF _____)
)
COUNTY OF _____)

On this _____ day of _____, 20_____, before me personally appeared _____, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.

Notary Public _____
My commission expires: _____

EXHIBIT A

LEGAL DESCRIPTION FOR A TEMPORARY PUBLIC ROAD AND CONSTRUCTION
EASEMENT

FROM

JODY R. & LINDA BURKES TRUSTEES OF LOT 1 CRYSTAL VALLEY ADDITION

TO

THE TOWN OF JACKSON

An easement located in the S1/2 NE1/4 Section 32 Township 41 North Range 116 West, 6th P.M., Town of Jackson, Teton County, Wyoming, being a strip of land, lying within Lot 1 of the Crystal Valley addition to the Town of Jackson, Plat No. 1051 in the records of Teton County, said easement being 30 feet in width, being described as follows:

Beginning at the southwest corner of Lot 1 of the Crystal Valley addition to the Town of Jackson as shown on Plat No. 1051 in the records of the Teton County Clerk;

Thence S 89°58'29" E along the south boundary line of said Lot 1, 165.61 feet;

Thence S 89°53'11" E along the south boundary line of said Lot 1, 99.64 feet to the southeast corner of said Lot 1;

Thence N 44°09'54" E, along the easterly boundary line of said Lot 1, 41.74 feet;

Thence N 89°53'11" W, 128.68 feet;

Thence N 89°58'29" W, 164.16 feet to the west boundary line of said Lot 1;

Thence S 02°49'45" W, along the west boundary of said Lot 1, 30.04 feet to the point of beginning.

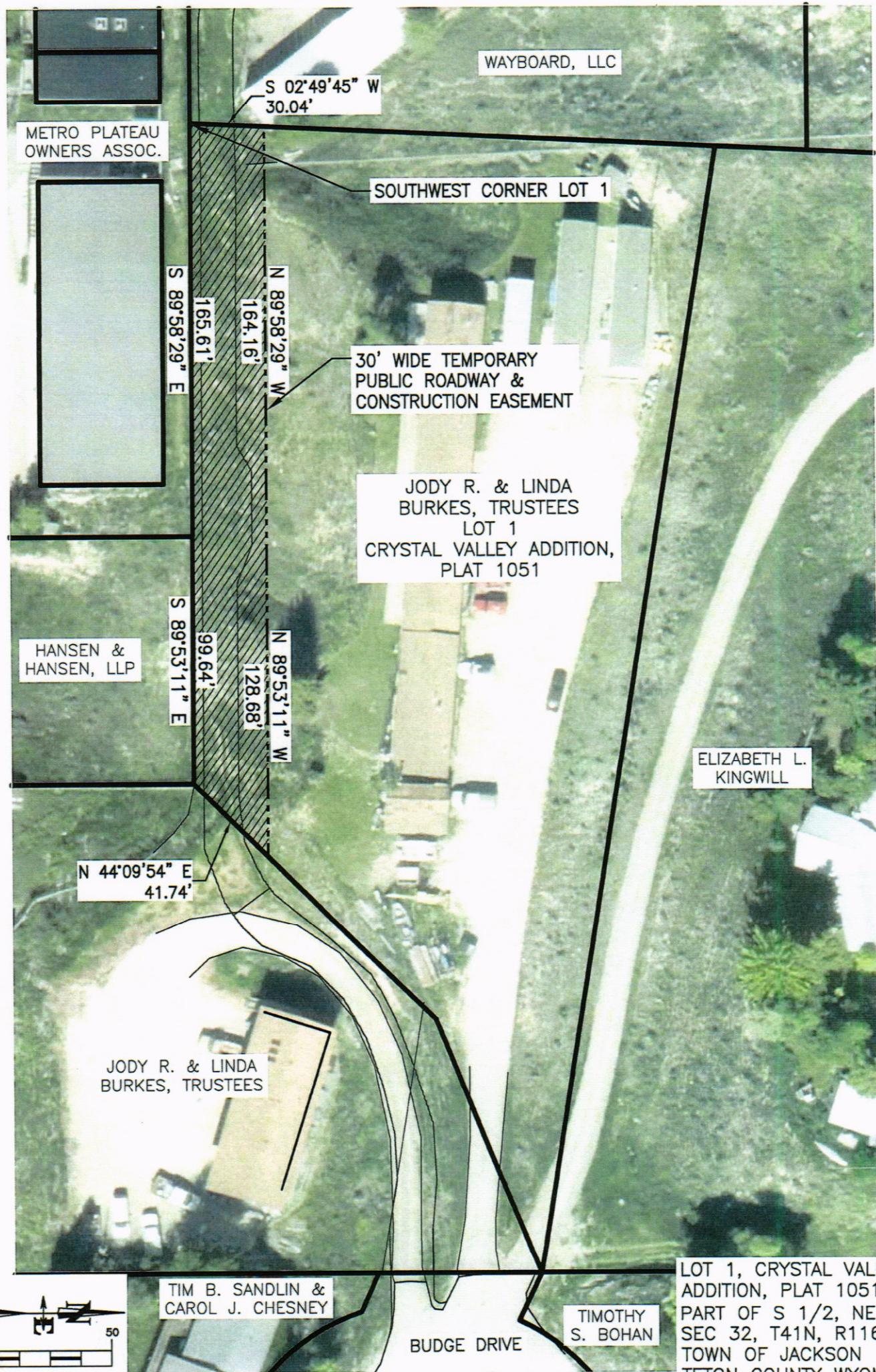
Said easement contains 0.1922 acres, more or less, and is subject to easement, rights-of-way, reservations, and restrictions, of sight and/or of record.

As shown on Exhibit B.

This description prepared from records in the office of the Teton County Clerk and surveys performed 2014-2016 for the West Broadway Landslide Mitigation Project, the basis of bearing for said surveys is N 00°09'27" E along the east line of the NE1/4NE1/4 Section 32, T41N, R116W.

EXHIBIT B

A TEMPORARY PUBLIC ROADWAY & CONSTRUCTION EASEMENT
FROM JODY R. & LINDA BURKES, TRUSTEES
TO THE TOWN OF JACKSON



DRAWING NO	DRAWING TITLE	DATE
EXHIBIT B	TOWN OF JACKSON	6/01/18
JOB NO	CONSTRUCTION EASEMENT	ENGINEERED
14-175-02	BURKES LOT 1	DRAWN
		CHECKED
		APPROVED

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

TEMPORARY CONSTRUCTION AND ROADWAY EASEMENT

Released	<input checked="" type="checkbox"/>
Indexed	<input checked="" type="checkbox"/>
Abstracted	<input checked="" type="checkbox"/>
Scanned	<input checked="" type="checkbox"/>

This TEMPORARY CONSTRUCTION AND ROADWAY EASEMENT (this "Agreement") is made and entered into by and between Jody R. and Linda S. Burkes, Trustees of the Burkes Family Trust U/T/A, of P.O. Box 7687 Jackson, WY 83002 and their beneficiaries, successors, heirs, and assigns (hereinafter referred to as "Grantor") and TOWN OF JACKSON, a Wyoming municipal corporation of P.O. Box 1687, Jackson, Wyoming, 83001 (hereinafter referred to as "Grantee").

RECITALS

WHEREAS, Grantor owns and desires to declare and establish in, under, over, across and on that certain real property in Teton County, Wyoming described as Lot 2 of the Crystal Valley Addition to the Town of Jackson, Teton County, Wyoming according to Plat No. 1051 recorded June 24, 2002 with the Clerk of Teton County, Wyoming, (PIDN No. 22-41-16-32-1-07-002), in the area more particularly described on **Exhibit "A"** (the "Burdened Property") and shown on **Exhibit "B"** an express, non-exclusive temporary construction and roadway easement to and for the benefit of Grantee, according to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable consideration, in hand paid, receipt and sufficiency of which is hereby acknowledged and confessed, Grantor, Lessee and Grantee do hereby agree as follows:

1. **Grant of Non-Exclusive Temporary Easement.** Grantor hereby declares and establishes for the benefit of Grantee and the public, a non-exclusive temporary construction and roadway easement in, on, over, across, under and through the Burdened Property (the "Easement") for the purpose of accessing, entering, and grading, constructing, installing, inspecting, repairing, altering, maintaining or other related activities in connection with the construction of a temporary road on the Burdened Property in order to protect the health, safety and welfare of the Town of Jackson public infrastructure, and public improvements and to provide an alternative emergency access for the residents, their guests and assigns, of the Hillside Subdivision whose access from Budge Drive will be unavailable during the construction of the West Broadway landslide mitigation project. (Collectively, the "Temporary Construction and Roadway Easement").

2. **Improvement and Maintenance; Repair of Surface.** The construction of the temporary roadway shall be completed by Grantee at Grantee's sole cost and expense. The roadway facilities improvements, maintenance and repair of surface are generally described as follows:

- Construct concrete gravity block retaining walls on the uphill north side of the existing driveway;
- Construct a 14 ft. wide paved driveway with a 2 ft. gravel shoulder on the south side;
- Construct a 2%-3% cross fall on the road finished surface to direct storm water runoff to the north away from the south shoulder;
- Install temporary Jersey barriers along the south, downhill side of the paved driveway to prevent vehicles from driving off the roadway;
- Construct a 14 ft. wide gravel surface road with dust guard in that section of the easement west of the existing driveway. Road construction may require concrete gravity block retaining walls on the uphill and downhill side of the temporary roadway;
- Grantee shall not remove the gravity block retaining walls and paved surface of the driveway, these improvements shall remain in place after the termination of the easement;
- Grantee shall remove the temporary Jersey barriers;
- Grantee shall remove improvements outside of the paved driveway and grade the disturbed area to original contours, and replace, in kind, landscaping, grass, and/or other surface area or improvements required to be removed to facilitate the temporary roadway;
- Grantee shall repair, replace, or rebuild any items, specifically but not limited to landscaping, irrigation system, electronic dog fence, and drainage facilities which it shall remove, damage, or destroy upon the property subject to the easement to the condition upon which it was found immediately prior to the commencement of any work done by Grantee or Grantee's agents or contractors within the easement;
- Grantee shall maintain the temporary roadway surface during the time that the West Broadway Landslide mitigation project is in progress and/or whenever the temporary roadway is used as an emergency access roadway by the residents of Budge Drive.

GRANTOR: BURKES, JODY R ET AL TRUSTEE ET AL

GRANTEE: BURKES, JODEY R ET AL TRUSTEE ET AL

Doc 0929995 bk 947 pg 482-487 Filed At 14:57 ON 06/19/17

Sherry L. Daigle Teton County Clerk fees: 27.00

By Mary Smith Deputy

3. **Reservation of Grantor.** The Grantor reserves unto itself, its guests, invitees, heirs, successors and assigns, the right to use the surface and subsurface of the Easement provided such use does not unreasonably impair, interfere with or obstruct the use of the Easement by Grantee; Grantor shall use best efforts to reasonably minimize any interruption of the use of the Easement by Grantee.

4. **No Merger.** This Agreement and the Easement and rights declared and established herein are intended to remain separate from the Grantor's fee simple interest in the Burdened Properties and shall not merge therewith.

5. **Construction.** Any recitals in this Agreement are represented by the parties to be accurate and constitute a part of the substantive agreement. This Agreement shall be construed in accordance with the laws of the State of Wyoming. Venue is in Teton County, Wyoming.

6. **Enforcement.** If any party hereto fails to perform any of its obligations under this Agreement or if a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the defaulting party or the party not prevailing in such dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party in enforcing or establishing its rights hereunder, including, without limitation, all court costs and all reasonable attorneys' fees (including the costs of in-house counsel) regardless of whether litigation is commenced.

7. **Term.** The easements, covenants, conditions and restrictions contained in this Agreement shall be effective commencing on the Effective Date and shall remain in full force and effect until the earlier of (i) December 1, 2017; or (ii) the date that Grantee reasonably believes that it no longer requires the Easement for the Purposes stated in Section 1 hereof. Notwithstanding the foregoing, the December 1, 2017 in the preceding sentence, may be extended as set forth herein if the emergency conditions set forth in Section 1 hereof reasonably require Grantee's ongoing work for the purposes set forth in Section 1 or the Grantee has not completed the removal of improvements and reclamation work set forth in Section 2; in the event the Grantee requires an extension for more than one (1) day, Grantee shall provide additional consideration of \$2,775 for a one-year extension to December 1, 2018.

8. **No Assumption of Liability.** Grantor, by granting, declaring and establishing the Temporary Construction and Roadway Easement, does not assume any responsibilities or liabilities with respect thereto, nor shall Grantor at any time incur any liability for failure to comply with any law, ordinance, regulation or order with respect to this Agreement and the Easement contained herein.

9. **Warranties.** Grantor makes no representations or warranties, express or implied, in connection with the Easement, whether of title, fitness of use, condition, purpose, or of any other nature. Notwithstanding the foregoing, Grantor represents and warrants that Grantor has the authority to grant the Easement contained herein.

10. **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

11. **Entire Agreement; Modification.** This Agreement embodies and constitutes the entire agreement with respect to the subject matters hereof and all prior or contemporaneous agreements, understandings, representations, statements are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged, or terminated in whole or in part, unless agreed to in writing by the parties; provided, however, that such amendment or termination shall be properly recorded in the Office of the Clerk of Teton County, Wyoming as a condition to its effectiveness.

12. **Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.

13. **Binding Effect.** This Agreement shall be binding on the parties hereto, their heirs, successors and assigns.

14. Indemnity. Grantee agrees to indemnify, defend and hold harmless Grantor, its beneficiaries, employees, successors and assigns (the "Grantor Indemnities") from and against any and all liability, loss, claims, demands, liens, damages, penalty, fines, interest, costs and expenses (including, without limitation, reasonable attorney's fees and litigation costs incurred by Grantor Indemnities in connection therewith) and for any and all loss of life, injury to persons or damage to the Burdened Property which is due to the construction of and use of the temporary roadway by the Grantee within the Easement. All indemnification provided for herein shall not include indemnification for intentional or willful misconduct of Grantor Indemnities.

DATED 19th day of September, 2016. (Effective Date)

GRANTOR:

Amended and Restated Burkes Family Trust U/T/A dated January 1, 2014

John R. Barnes

Jody R. Burkes, Trustee

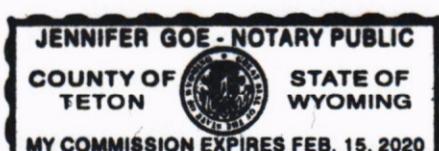
Delvin J. Colarus POA for Linda S. Barkes

Linda S. Burkes, Trustee

STATE OF Wyoming)
COUNTY OF Teton)
)
)SS
)

On this 14th day of September, 2016, before me personally appeared Jody R. Burkes, Trustee, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.



Notary Public John W. Cole
My commission expires: 3/15/20

On this 14th day of September, 2016 before me personally appeared Valerie Adams
POA for Linda S. Burke Trustee, personally known to me, or proved to me on the
basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and
acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this
instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.



Notary Public Jeffrey M. Cal
My commission expires: 2/15/20

GRANTEE:
TOWN OF JACKSON

By: Worth
Its: Mayor Sara Flitner



ATTEST:
By: Sandip Bhattacharya
Its: Town Clerk

STATE OF WYOMING)
COUNTY OF TETON)

On this 19th day of SEPTEMBER, 2016, before me personally appeared Mayor Sara Flitner, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.



Notary Public Shellic M. Sullivan
My commission expires: 5-2-20

STATE OF _____)
)
COUNTY OF _____)

On this _____ day of _____, 20_____, before me personally appeared _____, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.

Notary Public _____
My commission expires: _____

EXHIBIT A

LEGAL DESCRIPTION FOR A TEMPORARY PUBLIC ROAD AND CONSTRUCTION EASEMENT

FROM

JODY R. & LINDA BURKES TRUSTEES OF LOT 2 CRYSTAL VALLEY ADDITION

TO

THE TOWN OF JACKSON

An easement located in the S1/2 NE1/4 Section 32 Township 41 North Range 116 West, 6th P.M., Town of Jackson, Teton County, Wyoming, being a strip of land lying within Lot 2 of the Crystal Valley addition to the Town of Jackson, Plat No. 1051 in the records of Teton County, said easement being 25 feet in width, 12.5 feet either side of the following described centerline:

Commencing at the northeast corner of Lot 2 of the Crystal Valley addition to the Town of Jackson as shown on Plat No. 1051 in the records of the Teton County Clerk, thence S 00°00'19" E, along the east boundary line of said Lot 2, 49.67 feet to the point of beginning of the centerline of said easement;

Thence S 88°30'26" W, 42.72 feet to a point on a tangent circular curve to the left;

Thence along said circular curve to the left, having a radius of 107.50 feet, a central angle of 59°18'39", a chord bearing of S 61°50'15" W and a chord distance of 106.38 feet, through an arc length of 111.28 feet;

Thence S 32°10'55" W, 4.15 feet to a point on a tangent circular curve to the right;

Thence along said circular curve to the right, having a radius of 61.50 feet, a central angle of 49°01'19", a chord bearing of S 58°35'31" W and a chord distance of 51.03 feet, through an arc length of 52.62 feet;

Thence S 83°06'10" W, 5.17 feet, more or less, to its end point on the west boundary line of said lot 2, said end point being N 44°10'00" E, 13.47 feet from the northwest corner of said Lot 2.

The side lines of said easement shall be extended or shortened to terminate at the property lines.

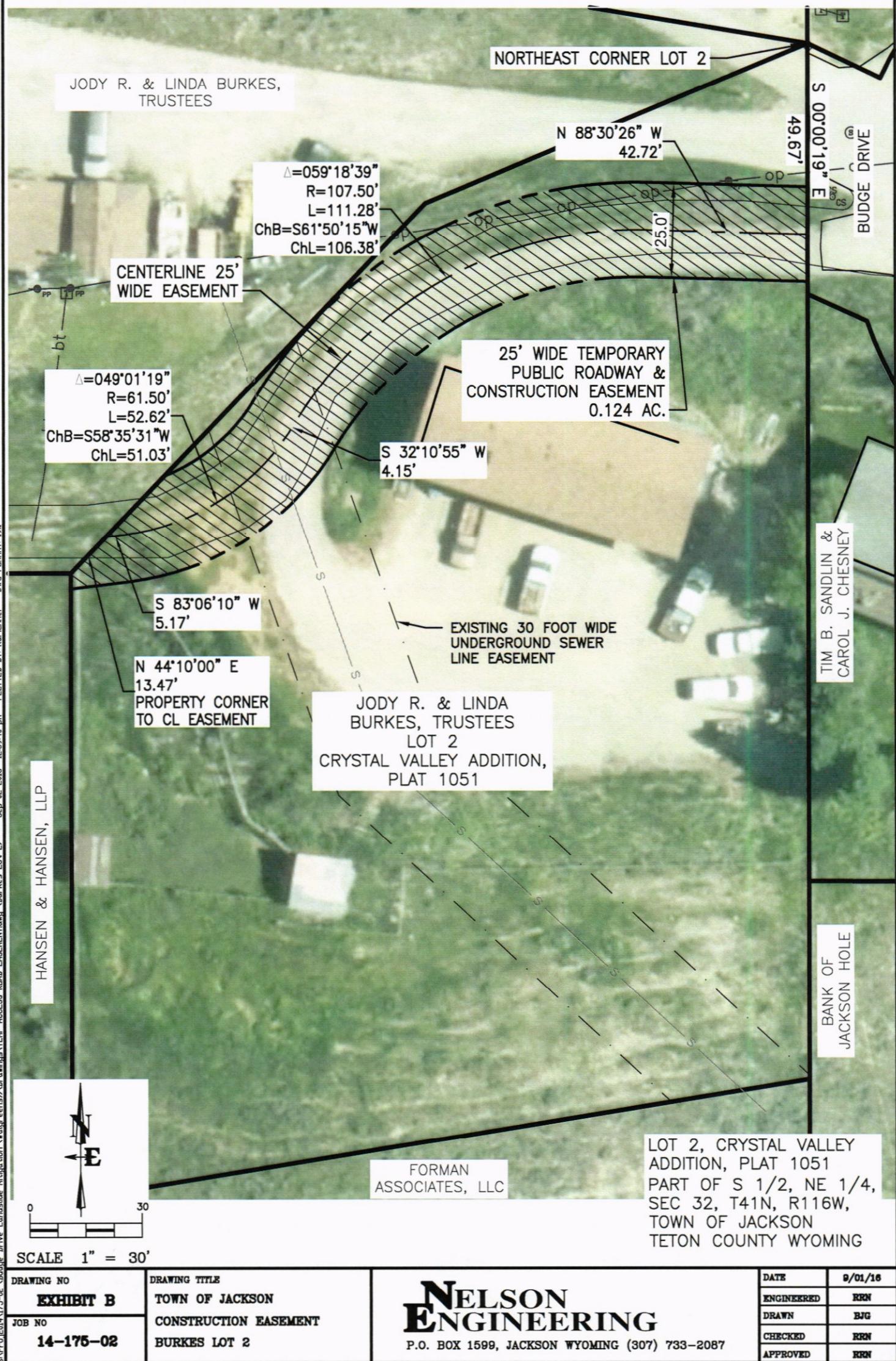
Said easement contains 0.124 acres, more or less, and is subject to easement, rights-of-way, reservations, and restrictions, of sight and/or of record.

As shown on Exhibit B.

This description prepared from records in the office of the Teton County Clerk and surveys performed 2014-2016 for the West Broadway Landslide Mitigation Project, the basis of bearing for said surveys is N 00°09'27" E along the east line of the NE1/4NE1/4 Section 32, T41N, R116W.

EXHIBIT B

A TEMPORARY PUBLIC ROADWAY & CONSTRUCTION EASEMENT
FROM JODY R. & LINDA BURKES, TRUSTEES
TO THE TOWN OF JACKSON





TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 12, 2018
MEETING DATE: April 16, 2018

SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Larry Pardee
PRESENTER: Brian Lenz, Town Engineer

SUBJECT: The Clusters Perpetual Easement for Sanitary and Storm Water

STATEMENT/PURPOSE

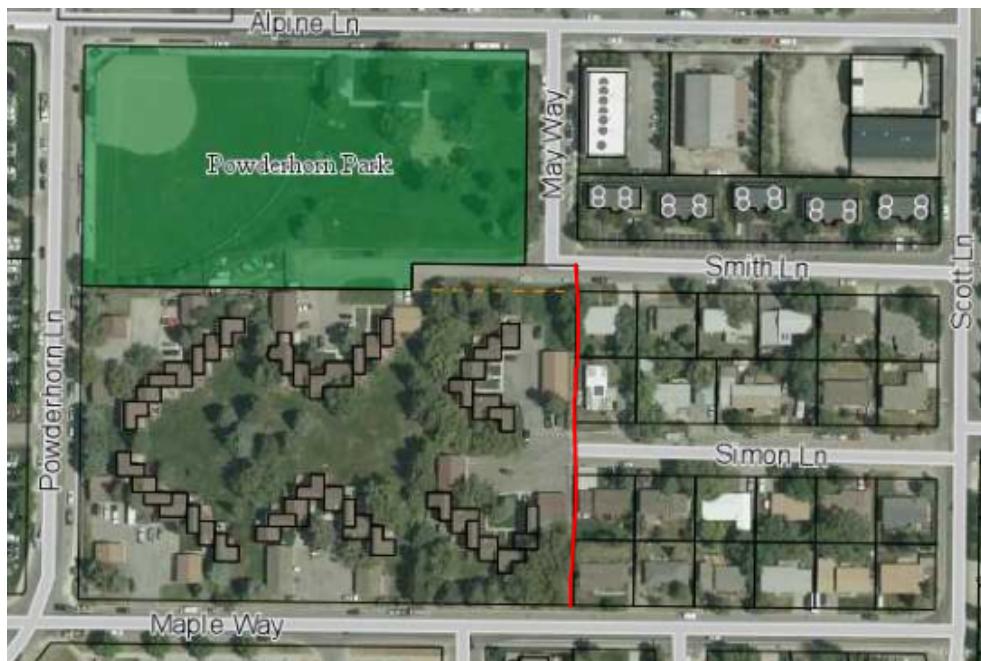
For the Town Council to consider and approve of the attached Perpetual Sanitary and Storm Water Easement Agreement with the Clusters Home Association, INC. ("the Clusters") necessary to install the new sanitary and storm water mains along their easterly boundary.

BACKGROUND/ALTERNATIVES

The existing clay pipe sanitary sewer that is being replaced is located on the properties to the west of the Clusters in an existing 10-feet wide easement. This sewer has deteriorated and no longer functions well. It is also located approximately five feet from the homes that have been built on the lots. The proposed new sewer is aligned along the property line to provide for better access in the future as well as allow for the existing sewer to remain in service during the construction.

The existing storm water system in this area is a concrete channel located on the Cluster's property. The history of this channel is no longer clear, but it has a flat grade, has deteriorated in areas, collects sediment and vegetation, and is somewhat of a blight on the area. The proposed storm sewer would allow for the storm water collected from May Way, Smith, and Simon lanes to drain underground. This easement would formalize ownership and maintenance of this infrastructure.

The Clusters HOA president and lawyer have reviewed the document and compensation and were satisfied sufficiently to forward to the entire board for approval. At this time, they have not signed the agreement.



GIS image of the area showing the proposed easement in red.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

The Mission of the Town of Jackson is to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community and support economic development.

ATTACHMENTS

1. Perpetual Sanitary and Storm Water Easement Agreement between the Town and the Clusters with Exhibit A (7 pages Total).

FISCAL IMPACT

The cost of the work contemplated by the attached easements is included in the overall budget for the Smith Simon Lane Sewer replacement project. Compensation for the easement was not included because it was not clear that the easement did not exist. The existing offer to the Clusters follows the Town's policy for perpetual non-exclusive utility easements, 10% of the land market value as listed by the County Assessor, an amount of \$26.10. Additionally, we will be removing the concrete channel, installing a storm sewer, re-grading the area, installing a new fence along the east of the property line, and removing some large trees that interfere with the proposed construction or may be compromised by the construction.

STAFF IMPACT

Staff impact includes staff time negotiating the easement and time allotted to managing the construction of the sewers.

LEGAL REVIEW

Legal has reviewed the easement documents and sent them to the Clusters for approval and signature.

RECOMMENDATION

Staff recommends approval of the attached easement agreements between the Town and the Clusters.

SUGGESTED MOTION

I move to approve the attached Perpetual Sanitary and Storm Water Sewer Easement between the Town and the Clusters and authorize the Mayor to execute the Easement subject to minor changes deemed necessary by staff.

SANITARY AND STORM WATER SEWER EASEMENT

This **PERPETUAL SANITARY AND STORM WATER SEWER EASEMENT** (this "Agreement") is made and entered into by and between the **CLUSTERS HOME ASSOCIATES, INC.** of P.O. Box 2007, Jackson, WY 83001 (hereinafter referred to as "Grantor") and **TOWN OF JACKSON**, a Wyoming municipal corporation of P.O. Box 1687, Jackson, Wyoming, 83001 (hereinafter referred to as "Grantee").

RECITALS

WHEREAS, Grantor is the owner of the property that is PT NE1/4SE1/4, SEC 32, Township 41, Range 116 West, 6th P.M. (Common Area), Town of Jackson, Teton County, Wyoming, generally known as the Clusters Common Area (hereinafter referred to as the "Property"); and,

WHEREAS, Grantee intends to construct, own, operate, and maintain sewer main facilities located underneath portions of the Property and certain properties adjacent thereto ("Town's Sanitary Sewer Mains"), and intends to connect all properties along the Property to the Town's System; and,

WHEREAS, there is an existing concrete drainage channel on the surface to convey storm water from the north to the south to a storm water sewer inlet at Maple Way; and,

WHEREAS, Grantee intends to demolish and remove the existing concrete drainage channel, and then construct, own, operate, and maintain a new storm water sewer located underneath portions of the Property and certain properties adjacent thereto (the "Town's Storm Water Sewer Mains"); and,

WHEREAS, Grantor desires to declare and establish a perpetual non-exclusive easement to and for the benefit of Grantee in, under, over, through, across and on that portion of the Property described on **Exhibit "A"** (the "Easement Area"), generally described as the easterly ten feet (10.00') of Clusters One and Clusters Two, according to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, for and in consideration of the sum of **TEN DOLLARS AND NO/100 (\$10.00)**, and other good and valuable consideration, in hand paid, receipt and sufficiency of which is hereby acknowledged and confessed, Grantor and Grantee do hereby agree as follows:

1. **Grant of Perpetual Non-Exclusive Perpetual Easement.** Grantor hereby declares and establishes for the benefit of Grantee and the public, a perpetual non-exclusive easement in, on, over, across, under and through the Easement Area for the purpose of accessing, entering, laying out, constructing, inspecting, operating, maintaining, altering, repairing, and/or replacing the Town's Sanitary Sewer Mains and the Town's Storm Water Sewer Mains and other related activities within the Easement Area, including but not limited to the following to the extent reasonably necessary for the exercise of the easement rights conveyed herein: staging materials, supplies and equipment for the removal and replacement of the Town's Sanitary Sewer Mains and Town's Storm Water Sewer Mains, manholes, cleanouts and appurtenances thereto, together with the right to remove the existing concrete channel, trees, bushes, undergrowth, and other obstructions interfering with the installation, construction, and maintenance of the Town's Sanitary Sewer Mains and the Town's Storm Water Sewer Mains (hereinafter referred to as the "Easement").

2. **Improvement and Maintenance; Repair of Surface.** Grantee shall give Grantor at least fourteen (14) days advance written notice of its intent to exercise its right under this Easement for planned construction, repair, maintenance, etc., and shall use reasonable efforts to notify Grantor of its intent to exercise its right under this Easement for unplanned repairs and maintenance when such prior notice is feasible. Grantee shall be required to and shall, prior to final completion repair,

replace, or rebuild any items damaged on account of any work within the Easement Area, including but not limited to damaged asphalt, fencing, and landscaping, excluding trees or expensive landscaping put in place subsequent to this Easement and to restore the property to an equivalent or better condition to which it was found immediately prior to the commencement of any work done by Grantee or Grantee's agents or contractors within the Easement Area subject to the language set forth in paragraph 3 herein. Grantee shall perform such work in a workmanlike manner and consistent with Town construction standards. The Grantor shall have the opportunity to review and approve all work to restore the Easement Area. Grantor shall, however, be responsible for removing any moveable objects within the Easement Area prior to work by Grantee, and pursuant to paragraph 3 below. Grantee is not responsible for repairing, replacing or rebuilding any moveable objects created by Grantor within the Easement, but must use reasonable efforts to avoid damaging movable objects should Grantee be required to move the same from the Easement Area.

3. **Reservation of Grantor.** The Grantor reserves unto itself, its guests, invitees, legal representatives, heirs, successors and assigns, the right to use the Easement Area subject to this Easement for any purpose whatsoever which does not damage or destroy the Town's Sanitary Sewer Mains or the Town's Storm Water Mains, and does not permanently block, encroach or interfere with Grantee's rights, including access to the Easement Area. The Grantor specifically retains the right to place moveable objects upon the Easement Area that do not interfere with the Grantee's rights set forth in this Easement, together with the right to utilize the Easement Area for parking, storage, driveway (excluding heated driveways), or authorized business purposes, with the understanding that the Grantee is not responsible for repairing, replacing or rebuilding any moveable objects or encroachments created by Grantor within the Easement Area so long as Grantee uses reasonable methods to avoid damaging such movable objects or encroachments.

4. **Restrictions.** The grant of the Easement shall be subject to the following restrictions:

- a. Grantee shall use the rights granted above, with due regard to the rights of others and their use thereof, and shall not use the Easement in any way that would impair the rights of Grantor or others to the use of the same; and,
- b. Grantor shall not construct any building, structure, or improvement within the Easement, without the express written approval of Grantee. Grantee shall not unreasonably deny approval of structure foundation extending less than one (1) feet into the Easement and roof overhangs extending less than one (1) feet into the Easement. Notwithstanding, the parties acknowledge that the Cluster 1 garage wall extends into the 10 foot width area by at least twelve (12) inches and that the footings of the Cluster 1 and Cluster 2 garage walls extend slightly further than twelve (12) inches into the easement area. Grantor shall be entitled to maintain the roof, walls, and footings of the garages within the easement area and repair, reconstruct, and replace as needed; and,
- c. Grantee shall replace the chain link fence with equivalent fencing located a six (6) inches west of the east boundary as allowed by the Town of Jackson Land Development Regulations; and,
- d. Grantor shall not construct any landscaping that impairs, interferes with, or obstructs the use of the Easement by Grantee.

5. **Representation by Grantee.** Grantee represents, acknowledges and agrees that the Easement granted herein shall not have the effect of reducing the development potential of the Property, whether by reducing the base site area or by increasing setback requirements from the Property boundary or the Easement boundary.

6. **Declaration.** The Grantor and Grantee hereby declare that the Easement shall inure to the benefit of the Grantee and its legal representatives. Grantor hereby declares that the Property hereto shall be owned, sold, conveyed, encumbered, leased, used, occupied and developed subject to the Easement and the terms and conditions set forth herein, which shall run with the land and shall be binding on all parties having or acquiring legal title or an equitable interest in the Burdened Property.

7. **No Merger.** This Agreement and the Easement and rights declared and established herein are intended to remain separate from the Grantor's fee simple interest in the Easement Area and shall not merge therewith.

8. **Construction.** Any recitals in this Agreement are represented by the parties to be accurate and constitute a part of the substantive agreement. This Agreement shall be construed in accordance with the laws of the State of Wyoming. Venue is in Teton County, Wyoming.

9. **Enforcement.** If any party hereto fails to perform any of its obligations under this Agreement or if a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the defaulting party or the party not substantially prevailing in such dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party in enforcing or establishing its rights hereunder, including, without limitation, all court costs and all reasonable attorneys' fees (including the costs of in-house counsel) regardless of whether litigation is commenced.

10. **Term.** The within grant is an easement running with the land and shall be perpetual so long as it is used for the above-described purposes. If at any time the Property is no longer used for the Town's Sanitary Sewer Mains and Town's Storm Water Mains, this Easement shall automatically terminate and be of no further force and effect.

11. **No Assumption of Liability.** Grantor, by granting, declaring and establishing the Easement, does not assume any responsibilities or liabilities with respect thereto, nor shall Grantor at any time incur any liability for failure to comply with any law, ordinance, regulation or order with respect to this Easement.

12. **Easement In Gross.** The Easement granted herein is a commercial easement "in gross." Grantee shall not have the right to lease or otherwise permit the use of the Easement by any other person or entity other than to Grantee's employees, agents, contractors and licensees, nor shall Grantee assign any of the rights, privileges, duties or obligations of Grantee hereunder except as provided for herein, without the prior written consent of Grantor.

13. **Warranties.** Grantor makes no representations or warranties, express or implied, in connection with the Easement or the Property, whether of title, fitness of use, condition, purpose, or of any other nature. Notwithstanding the foregoing, Grantor represents and warrants that Grantor has the authority to grant the Easement contained herein.

14. **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

15. **Entire Agreement; Modification.** This Agreement embodies and constitutes the entire agreement with respect to the subject matters hereof and all prior or contemporaneous agreements, understandings, representations, statements are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged, or terminated, in whole or in part, unless agreed to in writing by the parties, except as otherwise specifically set forth herein; provided, however, that such amendment or termination shall be properly recorded in the Office of the Clerk of Teton County, Wyoming as a condition to its effectiveness.

16. **Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.

17. **Binding Effect.** This Agreement shall be binding on the parties hereto, their heirs, successors and assigns.

18. **Indemnity.** Grantee agrees to indemnify, defend and hold harmless Grantor, their beneficiaries, employees, heirs, successors and assigns (the "Grantor Indemnities") from and against any and all liability, loss, claims, demands, liens, damages, penalty, fines, interest, costs and expenses (including, without limitation, reasonable attorney's fees and litigation costs incurred by Grantor Indemnities in connection therewith) and for any and all loss of life, injury to persons or damage to the Property as a result of work by the Grantee and Grantee's agents and contractors within the Easement Area. All indemnification provided for herein shall not include indemnification for negligence of Grantor Indemnities or for actions of Grantor Indemnities which would otherwise

make the indemnification void pursuant to Wyoming State Statutes, Wyoming law or any other applicable law.

DATED this _____ day of _____, 2018.

GRANTOR: CLUSTERS HOME ASSOCIATES, INC., of Wyoming

By: _____ Print Name: _____

Title: _____

GRANTEE: TOWN OF JACKSON, a Wyoming municipal corporation

By: _____ ATTEST:
Pete Muldoon, Mayor By: _____
Sandra P. Birdyshaw, Town Clerk

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 2018, before me personally appeared _____
as the _____ of **CLUSTERS HOME ASSOCIATES, INC.**, personally known to me, or
proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed within this instrument
and acknowledged to me that he executed the same in his authorized capacity, and that by its signature on this
instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal. _____
Notary Public
My commission expires:

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 2018, before me personally appeared **PETE MULDOON** as **MAYOR** of the
TOWN OF JACKSON, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person
whose name is subscribed within this instrument and acknowledged to me that he executed the same in his
authorized capacity, and that by its signature on this instrument, the entities upon behalf of which the person acted
executed this instrument.

WITNESS my hand and official seal. _____
Notary Public
My commission expires:

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 2018, before me personally appeared **SANDRA P. BIRDYSHAW** as Town Clerk
of the Town of Jackson, personally known to me, or proved to me on the basis of satisfactory evidence, to be the
person whose name is subscribed within this instrument and acknowledged to me that he executed the same in his
authorized capacity, and that by its signature on this instrument, the entities upon behalf of which the person acted
executed this instrument.

WITNESS my hand and official seal. _____
Notary Public
My commission expires:

EXHIBIT A

DESCRIPTION FOR A PERPETUAL SANITARY AND STORM WATER SEWER EASEMENT

FROM THE CLUSTERS HOME ASSOCIATES, INC. TO THE TOWN OF JACKSON

A ten foot (10.00') wide sanitary and storm water sewer easement within The Cluster One Addition to the Town of Jackson Plat 198 AND within The Amended Cluster Two Addition to the Town of Jackson Plat 210 more particularly described as follows;

the easterly 10.00 feet of The Cluster One Addition to the Town of Jackson Plat 198;
AND,

the easterly 10.00 feet of The Amended Cluster Two Addition to the Town of Jackson Plat 210.

Said strips of land contain 0.04 acres and 0.04 acres, more or less, and are subject to any easements, rights-of-way, reservations or restrictions of sight and/or of record.

**TOWN OF JACKSON
MUNICIPAL COURT
MONTHLY REPORT TO THE MAYOR AND THE TOWN COUNCIL
FOR THE MONTH OF MARCH, 2018**

During the month of March, the court received \$39,946 in fines, fees, and forfeitures.

600 new cases were docketed: 447 parking citations, 153 summons

37 cases were dismissed: 19 parking violations

The abbreviations used below are: BF=forfeiture, GP=pled guilty or nolo contendere, G=found guilty at trial, NG=found not guilty at trial, R=restitution, Pr=probation, CS=community service, DP=deferred prosecution, D=dismissed, DTS=dismissed for traffic school, S=suspended sentence, FTA=failed to appear, DA=deferred adjudication, FTCS=failure to complete sentence.

CLOSED CASES

NAME	CITATION	OFFENSE	DISPOSITION	\$
AJAMI, GAVIN	186004676AA	Speeding 30 mph Zone 58/30	BF	230
ALLEN, BRIAN DALE	186004736AA	No display of current registration	BF	135
AMADO, MICHAEL JOSEPH	186004616AA	Speeding 30 mph Zone 50/30	BF	140
AYALA CARRASCO, LUIS	186004644AA	No Driver's license	BF	410
BACA-MAPULA, RAYMUNDO	03265L	Public intoxication	BF	110
BALAN, BOGDAN MIHAI	186004626AA	Public intoxication	BF	110
BARRY, COLTON JOHN	186004971AA	Minor in possession alcohol	BF	500
BARTAUSKY, JESSICA	186004970AA	Public intoxication	BF	110
BATEMAN, CHRISTOPHER L	03379L	Public intoxication	BF	110
BATES, CHRISTOPHER JACOB	186003575AA	Use of cell phone while driving prohibited	BF	65
BEDFORD, PAUL A	186004731AA	Speeding 30 mph Zone 56/30	BF	230
BICKNER, LLOYD JOHN	186004713AA	Operating unsafe veh on highway	BF	85
BILLMAN, JEANNIE B	20724D	Failure to maintain liability coverage	D-Valid Info Provided	0
BLACKWELL, NICHOLAS JAMES	186004916AA	Speeding 50/40	BF	100
BOWCUTT, KRYSTIN CHERIE CRANE	186004228AA	Speeding 31/20	BF	102
BOYLE, KENNETH EDWARD	186004235AA	Public intoxication	BF	110
BRENNAN, ROBERT WILSON	186004751AA	Failure to maintain liability coverage	D-Valid Info Provided	0
CALANCHINI, JOSEPH DANIEL	186004518AA	Stop Sign Violation	BF	125
CASEY, MADISON KOHL	186003449AA	Failure to maintain liability coverage	D-Valid Info Provided	0
CERVANTES TZOMPA, FRANCISCO	186003586AA	Failure to stop at a red light	BF	125
CHADWICK, JESSICA M	03276L	Failure to maintain liability coverage	BF	270
CHARTIER, JOSHUA MICHAEL	186004673AA	Stop Sign Violation	BF	135
COCIUL, ALEXANDRU	CI: 18-03-0022	Use of hand-held electronic device while driving	BF	75
COLBERT, KELSEY	186004631AA	Speeding 30 mph Zone 48/30	BF	132
DAVENPORT, KIRK ADDISON	186004709AA	Marijuana: use and/or possession	BF	250
DELGADO-RAMOS, CELESTINO A	186004968AA	Speeding 30 mph Zone 40/30	BF	100
DERY, JULIA	03240L	Speed Limits Generally 27/20	BF	85
DICKSON, CARL MICHAEL	186004671AA	Speed too fast for conditions	BF	85
DRESSELL, LARRY C	186003446AA	Speeding urban - 30 mph zone 44/30	BF	116
FELTON, COREY CONWAY	186004517AA	Speeding 30 mph Zone 42/30	BF	104
FINE, GAVIN DAVID	186000699AA	Speeding 30 mph Zone 38/30	BF	60
FIORVANTI, PATRICK R	186004617AA	Speeding 30 mph Zone 53/30	BF	152
FOSSEL, SCOTT GEORGE	186004630AA	Speeding 30 mph Zone 46/30	BF	124
FRANCIS, JONATHAN FRANCIS	186004953AA	Failure to maintain liability coverage	D-Valid Info Provided	0
GILLIS, PATRICK BRENNAN	186004467AA	Public intoxication	BF	110
GOLDMAN TAEREA, KIRSTEN NOEL	186003941AA	Speed Limits Generally 42/25	CS	158
GONZALVES, SARAH L	03248L	MPH over limit Bond 40/25	BF	135
GOODFELLOW, CASEY LEE	186004180AA	Speeding 36/25	BF	112
GRABSKI, NICHOLAS S	03241L	Speed Limits Generally 44/30	BF	131
GRADY, ROBERT EDWARD	186004754AA	Speeding 30 mph Zone 48/25	BF	182
GRIGG, KRISTIE LYNN	186002274AA	Use of cell phone while driving prohibited	BF	0
GRIGG, KRISTIE LYNN	186002274AA	Use of cell phone while driving prohibited	BF	65
Gross, Dennis	11356J	Criminal trespass	BF	150
GUIDO, KEVIN P	20725D	Use of hand-held electronic device while driving	BF	65
HARRIMAN, SAMUEL WILLS	186004675AA	No Driver's license	BF	420
HASSLER, MARK BEAUREGARD	186004175AA	Speeding 36/30	D-TS	0

HERNANDEZ, JUAN M	03332L	Careless Driving	BF	225
HOFFMAN, MARY M	186003582AA	Failure to maintain liability coverage	D-Valid Info Provided	0
HOOPES, BENJAMIN THOMAS	186004966AA	Speeding 30 mph Zone 35/30	BF	55
ISAYEVA, NATALLIA	186004661AA	No display of current registration	BF	63
JULCARIMA MUCHA, DANIEL	03012L	Public intoxication	GP	70
JUNO, KEVIN WESLEY	186004178AA	Speeding 30 mph Zone 38/30	BF	60
KALUCKI, STEVEN M	186003370AA	Speed too fast for conditions	BF	75
KARPF, ELLEN	186003588AA	Speed too fast for conditions	D-Per Motion from Town	0
KENNEDY, SARAH ANN	186002798AA	Use of cell phone while driving prohibited	BF	65
KENYON, DUSTIN KARL	186004682AA	Speeding urban - 30 mph zone 47/30	BF	138
KINDERSKI, JON E	186002585AA	Use of cell phone while driving prohibited	BF	65
KING, WILLIAM WS	03244L	Unsafe backing	BF	70
KREUTTER, ANDREW	186003655AA	Failure to maintain liability coverage	D-Valid Info Provided	0
KUCHARSKI, ALBERTA E	22135D	Contributing delinquency minor	BF	500
KULKIN, CODY TYLER	186004749AA	Failure to maintain liability coverage	BF	550
KYLE, EDWARD LANCASTER	186002795AA	Stop Sign Violation	D-TS	0
LEON CRISTOBAL, LOIDA GEMINA	03300L	Public intoxication	BF	110
LEVY, DARREN ROSS	186004938AA	Speeding 30 mph Zone 45/30	BF	110
LEWIS, SAMUEL HONN	186003654AA	Minor in possession alcohol	BF	250
LOBNER, AUSTIN CARL	186004138AA	Speeding 45/30	BF	110
LUCIO-RIOS, CAMILLE RENE	186002502AA	No display of current registration	BF	125
MARKER, EDWARD GREGORY	186004959AA	Speeding 30 mph Zone 35/30	BF	55
MARSHBURN, MALLORY JOYCE	186004623AA	Speed Limits Generally 50/30	BF	150
MASON, MAARISSA LOGAN	186001969AA	Speeding 30 mph Zone 40/30	BF	100
MCCARREL, MARILYN P	186003992AA	Failure to Maintain Lane	D-Per Motion from Town	0
MCCLANAHAN, THOMAS JAMES	186004757AA	Failure to maintain liability coverage	D-Valid Info Provided	0
MCGEE, JASON ASHLEY	186004747AA	Use of cell phone while driving prohibited	BF	75
McKean, Michael T	03233L	Trailer brake lamps required	BF	70
MCMILLAN, JULEE ANN	186002275AA	Use of cell phone while driving prohibited	BF	65
MELLOR, ALISON M	03408L	Public intoxication	NCP	110
MONDRY, MITCHELLADAM	186004965AA	Speeding 35/25	BF	110
MONTES-LORETO, JOSE-JOEL	03456L	Public intoxication	BF	110
MURRAY, MICHAEL JAMES	186003580AA	Failure to maintain liability coverage	D-Valid Info Provided	0
NATOLI, TIMOTHY MICHAEL	186003374AA	Speed too fast for conditions	BF	85
NEWMAN, EMILE ZYNNOBIA	186004461AA	Use of cell phone while driving prohibited	BF	65
NICKELL, KENT JAMES	186001445AA	Driver & Passenger Req. to wear seat belt	BF	25
ORTIZ TORRES, CARL MICHAEL ANT	03290L	Windshields and wipers	BF	85
PACAJA VICENTE, JHONY OVIDIO	186004208AA	No Driver's license	BF	420
PACAJA VICENTE, JHONY OVIDIO	186004207AA	Stop Sign Violation	BF	135
PALACIOS LOAYZA, CARLOS ALBER	186001972AA	Minor in bar/use fake ID to obtain alcohol	D-DP	0
PALACIOS LOAYZA, CARLOS ALBER	186001971AA	Minor in possession alcohol	D-DP	0
PARENT, ANDREW N	186004957AA	Required position & method of turning at intersections	BF	75
PARENT, ANDREW N	186004958AA	Tail lamps license plate light required	BF	70
PERRY, GRACE CHENEY	186003373AA	Use of cell phone while driving prohibited	BF	65
PETROV, PETER BORISOV	186004964AA	Speeding 30/25	BF	55
PHILP, SPENCER LUTZ	186004466AA	Public intoxication	BF	110
POCITAR, NICOLAE	186004519AA	Speed too fast for conditions	BF	75
REIMANN, CHRISTOPHER WARREN	186001448AA	Use of cell phone while driving prohibited	BF	65
REINHARDT, ROBERT DEAN	186004758AA	No display of current registration	BF	68
ROBERTS IV, NASH C	186003583AA	Failure to maintain liability coverage	D-Per Motion from Town	0
ROSE, JENNIFER DIANE	186004706AA	Speeding 30 mph Zone 50/30	D-TS	0
ROSEND, MONTIEL MORILLON	186004649AA	No Driver's license	BF	410

ROSENDO, MONTIEL MORILLON	186004648AA	Use of cell phone while driving prohibited	BF	90
ROSS, SARAH C	186004801AA	Use of cell phone while driving prohibited	BF	65
RUSSELL, SCOTT L	186004750AA	No display of current registration	BF	25
SCULLY, ELIZABETH ASHLEY	186002345AA	No display of current registration	BF	125
SEETON, MORGAN BROOKE	186004219AA	Following too Close	D-TS	0
SIEBER 3RD, JOHN ROTHROCK	186001449AA	Driver & Passenger Req. to wear seat belt	BF	25
SKAGGS, SHARON RUTH	186002917AA	Speeding 30 mph Zone 45/30	BF	120
SMITH, TAYLOR ANN	186003662AA	Speeding 30 mph Zone 40/30	BF	100
SOLIE, MARC T	03477L	Use of hand-held electronic device while driving	BF	75
ST. MARTIN, JOSHUA COTTER	186004636AA	Public intoxication	BF	110
STIEGLER, RESI F	186004233AA	Use of cell phone while driving prohibited	BF	65
STRINGHAM, ZACHARY KEVIN	186004637AA	Public intoxication	BF	110
SWANSON, MATTHEW TIMOTHY	186004960AA	Speeding 30 mph Zone 35/30	BF	55
TAYLOR, MEGAN ELIZABETH	186004659AA	Speed Limits Generally 40/25	BF	120
TONKIN, SONIA L	186002349AA	Unsafe backing	BF	75
TURNER, BLAKE LAYNE	186003002AA	Speeding 42/25	BF	148
VAN HOLLAND, TAMMIE	03247L	Stop Sign Violation	BF	135
VASQUEZ, MEGAN LEIGH	03380L	Criminal trespass	BF	100
WILLIAMS, ROBERT LEE	186004740AA	Speed too fast for conditions	BF	85
WRIGHT, THOMAS M	03476L	Driver & Passenger Req. to wear seat belt	BF	25
YOUNG, JOHN MARTIN	186000410AA	Driving/Control of vehicle while intox	GP	750

PROCLAMATION
2018 SPRING CLEAN UP & SPRING BURN WEEK

WHEREAS, the Rotary Club of Jackson Hole has organized a Spring Clean Up where community volunteers help to clean up the town; and,

WHEREAS, Teton County Integrated Solid Waste and Recycling also participates in Spring Clean Up by encouraging town residents to compost their yard waste and by providing citizens free compostable yard waste bags to do so; and,

WHEREAS, the Jackson Hole Community Spring Clean-Up has been an annual tradition since 1969; and,

WHEREAS, the residential yard waste collected during the Spring Clean Up last year diverted 94 tons of organics from our waste stream; and,

WHEREAS, it is customary in the spring of each year to declare a burn week for citizens of the Town of Jackson to use controlled burns to clean up their property by burning only dry grass, leaves, twigs, small branches, and clean wood.

NOW, THEREFORE, I, Pete Muldoon, Mayor of the Town of Jackson do hereby proclaim **Community Spring Clean-Up Week** to be **Monday, May 7, 2018 through Saturday, May 12, 2018**, and;

FURTHER, I declare **Spring Clean Up Volunteer Day** as **Saturday, May 12, 2018** and encourage all citizens to participate in this important rite of spring here in Jackson Hole, which is sponsored by the Rotary Club who graciously organizes volunteers to clean up our community, and in conjunction with Energy Conservation Works provides participants with lunch at the Eco Fair in Phil Baux Park, and;

FURTHER, I declare that Town of Jackson Public Works will provide curb pickup service within the Town of Jackson on **Monday, May 14, 2018** to remove residential yard waste that is on the curb by 8:00 a.m. Residents wishing to participate are urged to follow composting guidelines by only using the paper yard waste bags or reusable cans or bins, as plastic bags will not be picked up.

FURTHER, I declare **Spring Burn Week** to be **Saturday, May 5, 2018 through Sunday, May 13, 2018** and remind any residents wishing to burn yard waste, to first contact the Jackson Hole Law Enforcement Agency at 733-2331 prior to burning.

DATED THIS 16TH DAY of APRIL, 2018.

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 11, 2018
MEETING DATE: April 16, 2018

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

SUBJECT: Special Event: Mug Club Run

PURPOSE/STATEMENT:

The Mayor and Council approve all special events, including the use of public property, the use of Town equipment, and the services of Town personnel on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES:

The applicant, Snake River Brewery and the St. John's Hospital Foundation, request permission to host the Mug Club Mile Run on Saturday, May 19, 2018 from 12:00 P.M. until 3:00 P.M. This event will benefit St. John's Medical Center's Oncology Department.

The mile race course will consist of 4 laps around the block of the Snake River Brewery (Hansen, Jackson, Simpson and Milward). There will be several separate races involving different categories (men's, women's, etc.) taking place during the operating hours. The races will begin and end at the Snake River Brewery lawn following the race route attached to the staff report. The request includes use of town streets and parking spaces. The applicant has requested parking space closures on the streets along the race course, but no street closures. The race course requested would take place in the parking lanes on these streets:

Hansen Avenue (north parking lane) – between Milward and Jackson
Jackson Street (east parking lane) – between Hansen and Simpson
Simpson Avenue (south parking lane) – between Jackson and Milward
Milward Street (west parking lane) – between Simpson and Hansen

The applicant expects between 100 and 150 event participants and requests the following in association with the event:

- The applicant requests permission from the Town Council to utilize public works barricades and cones for runner safety.
- The applicant requests permission from the Town Council to close the parking lanes listed above on Hansen, Jackson, Simpson and Milward between the hours of 8:00am and 5:00pm on the day of the event.
- The applicant requests permission from Town Council for amplified sound associated with pre-recorded music, announcers and live feeds from a local radio station.
- The applicant requests permission for a malt beverage permit to sell and serve beer on the lawn of the Brew Pub.

This is the first year that this request has been considered. The applicant has indicated that they would like to host this event in the future as a reoccurring event.

The application has been submitted to all Town Departments for review and recommendation.

ATTACHMENTS:

Application

FISCAL IMPACT:

Fiscal impact will be minimal but includes costs associated with the services of on-duty Public Works personnel for the delivery of cones and barricades.

STAFF IMPACT:

Staff impact will be minimal but includes the services of on-duty public works personnel for the delivery of cones and barricades.

LEGAL REVIEW:

N/A.

RECOMMENDATION:

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

1. Volunteers shall be located at each intersection/street for traffic safety.
2. Cones shall be aligned, as deemed necessary by the Police Department, to delineate safe running lanes on busier streets.
3. The applicant shall coordinate all safety concerns with the Police Department at least 14 days prior to the event.
4. Applicant shall dispose of all trash and recycled materials generated by the event.
5. Event signage shall be located at all major road/street crossings to inform and caution drivers and other road traffic of event.
6. 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.
7. Food service shall be coordinated with and approved by Teton County Environmental Health.
8. 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.
9. Applicant shall take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off of the authorized premises.
10. Applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
11. The applicant shall be responsible for production, posting, and removal of all temporary no parking signs.
12. All barricades, cones, and any road closure signs must be removed immediately following the event.
13. The applicant may sell mugs for alcoholic beverages that are approved by the Police Department. Vendors may not sell more than 16 oz. in the mugs, regardless of mug size.
14. Only 16oz or smaller plastic cups are used for beer sales.
15. 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)

16. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
17. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
18. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
19. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
20. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
21. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
22. 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).
23. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
24. Any other conditions or restrictions staff wishes to add upon further review of the application.

SUGGESTED MOTION:

I move to approve the special event application made by the Snake River Brewery and the St. John's Hospital Foundation to host the Mug Club Mile Run, subject to the conditions and restrictions listed above.

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: The Mug Club Mile

Name of Organization: St. John's Hospital Foundation, Snake River Brewing

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

Mailing Address: PO Box 3317

City: Jackson State: Wyoming Zip Code: 83001

Name of Person Completing Application: Tess Hankey

Email Address: tess@snakeriverbrewing.com

Work Phone: 307-739-2337 Cell Phone: 404-895-4693

EVENT INFORMATION

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

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

The Mug Club Mile is going to be a race with four laps around the brewpub (approximately)

Location of Event: Snake River Brewing Alternative Location: _____

Date(s) of Event: May 19th, 2018 Event Operating Hours: 11:00am -

Event Set Up Begins Date: May 19, 2018 Time: 8:00am

Event Clean Up Ends Date: May 19, 2018 Time: 5:00pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 100-150 Total Event: 100-150
(Spectators and Participants)

Special Considerations (check all that apply):

<input checked="" type="checkbox"/> Alcoholic Beverages	<input checked="" type="checkbox"/> Cooking/Grilling	<input type="checkbox"/> Electricity Requested
<input checked="" type="checkbox"/> Food Sales	<input checked="" type="checkbox"/> Merchandise Sales	<input type="checkbox"/> Recurring Event
<input checked="" type="checkbox"/> Ticketed Admission	<input checked="" type="checkbox"/> Sound Amplification	<input type="checkbox"/> Pets or Animals
<input checked="" type="checkbox"/> Tents	<input checked="" type="checkbox"/> Street Closure	<input checked="" type="checkbox"/> Sidewalk Closure
<input type="checkbox"/> Overnight Parking	<input type="checkbox"/> Overnight RV Camping	<input type="checkbox"/> Use of Town Square

Event Co-Sponsor (s): Snake River Brewing

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: Derek Beardsley Cell Phone: 307-413-7667

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):

<input checked="" type="checkbox"/> Tents (X)	<input checked="" type="checkbox"/> Food Vendors (FV)
<input type="checkbox"/> Beverage Vendors (BV)	<input checked="" type="checkbox"/> Alcohol Vendors (A)
<input type="checkbox"/> Portable Toilets (T)	<input checked="" type="checkbox"/> Hand Washing Sink (HWS)
<input type="checkbox"/> Stages or Amplified Sound (SO)	<input type="checkbox"/> Bleachers (BL)
<input type="checkbox"/> Garbage Receptacles (G)	<input checked="" type="checkbox"/> Recycling Receptacles (RR)
<input type="checkbox"/> Retail Merchants (RM)	<input type="checkbox"/> Security (P)
<input type="checkbox"/> Fire Lane (FL)	<input type="checkbox"/> Fire Extinguishers (EX)
<input type="checkbox"/> First Aid / EMS (FA)	<input type="checkbox"/> Barricades (B)
<input type="checkbox"/> Electricity / Generator (EL)	<input type="checkbox"/> 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

Area of Closure Request	Date(s)	Start Time	End Time
West Hansen between S Millward and S Jackson; 5/19; 12 pm - 3pm			
S Jackson between W Hansen and W Simpson; 5/19; 12 pm - 3pm			
W Simpson between S Jackson and S Millward; 5/19; 12 pm - 3pm			
S Millward between W Simpson and W Hasen; 5/19; 12 pm - 3pm			
Total closure 1 town block and approx. .24 miles			

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: 2 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:

4 _____ Large Street Barricades

8 _____ "Road Closed" Street Signs

_____ Small Sidewalk Barricades

_____ "Local Traffic Only" Street Signs

_____ 28 Inch Street Cones

_____ "Detour" Street Signs

24 _____ 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: _____

All we would need is help closing off the proposed roads in the morning and afternoon. _____

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: 12:00pm Finish Time: 4:00pm

Will your event feature any musical entertainment?

Yes

No

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

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners?

Yes

No

If "Yes", have you completed a sign permit application?

Yes

No

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached:

Yes

No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities? Yes No

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

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

If "No", please explain: _____

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

Restroom Company: _____

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

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

ALCOHOL

Will there be alcoholic beverages at the event? Yes No

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

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

Yes

No

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

Please describe any sales activity at your event:

We will be selling food and beer on the lawn. All other proceeds will be going to the St. John's Hospital Foundation.

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? West Bank Sanitation via Snake River Brewing

How many trash receptacles will be supplied for your event? Current onsite receptacle

When will the trash receptacles be delivered? Current onsite receptacle

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

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

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? Current onsite receptacle

How many recycling receptacles will they (or you) supply for your event? Current onsite receptacle

When will these recycling receptacles be delivered? Current onsite receptacle

When will recycling receptacles be picked up and removed from site? Current onsite receptacle

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

This is a first year event hosted at Snake River Brewing in conjunction with the Hospital Foundation. We are hoping to raise funds for the oncology fund in support of two local community members.

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: TH

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: TH

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: TH

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: TH _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: _____


eSigned via SeamlessDocs.com
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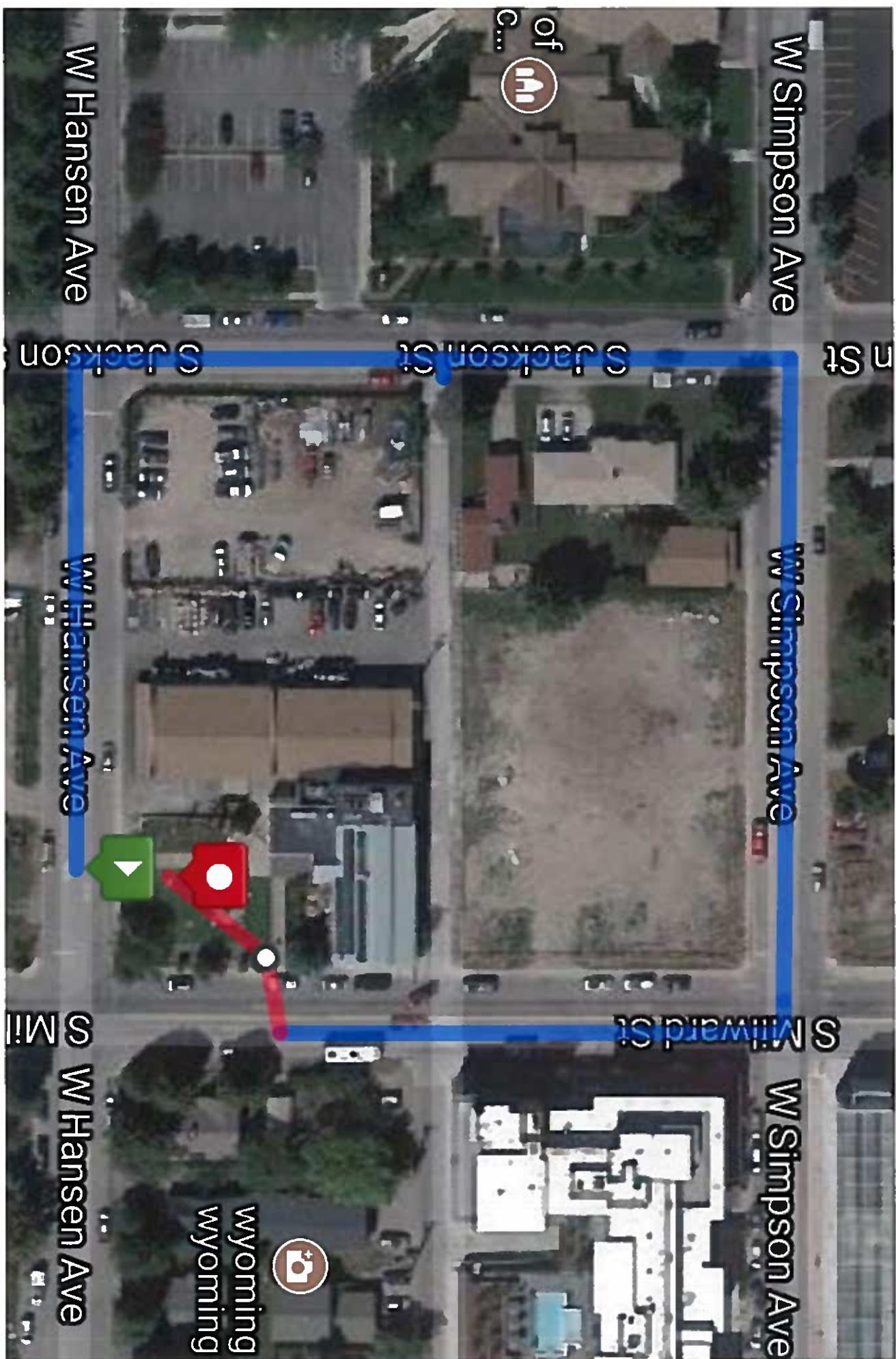
Signature

APPLICANT: _____

Tess Hankey
Printed Name

DATE: 04/06/2018

TITLE: Sales and Special Events





TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 12, 2018
MEETING DATE: April 16, 2018

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

SUBJECT: 37th Annual Old West Days Celebration

STATEMENT/PURPOSE

The Mayor and Council approve the use of town streets, the use of George Washington Memorial Park, temporary no parking signage, use of Town equipment, and services of Town personnel for special events.

BACKGROUND/ALTERNATIVES

The applicant, the Jackson Hole Chamber of Commerce, requests permission to host the Annual Old West Days celebration from Thursday, May 24, 2018, through Sunday, May 27, 2018. Up to 3500 spectators are expected to attend Old West Days events including a parade, Shootout Gang performance, Shootout Gang street dance, BrewFest, Cowboy Church, the Mountain Man Rendezvous at the fairgrounds, a Million Dollar Cowboy Bar toast, and other cultural entertainment such as music, poetry, dancers, and demonstrations.

There are three significant changes to special event application from previous years:

1. The applicant is requesting that on Thursday, May 24 a 20 foot by 20 foot tent be erected in the parking spaces across from the Million Dollar Cowboy Bar and over the boardwalk and into George Washington Memorial Park between the hours of 4:00pm and 9:00pm. The purpose of this tent request is to hold a toasting ceremony for the Million Dollar Cowboy Bar's new sign. At approximately 7:00pm, the Cowboy Bar will close and patrons of the bar would receive a glass of champagne as they exited the Cowboy Bar. They would carry their glass of champagne across the street via the cross walk for the toast. The patrons would gather under the tent and this would be followed with a few words and a toast. The Cowboy Bar is schedule to reopen after the toast.
2. The applicant is requesting to host an art demonstration in the tent on Deloney Avenue on Sunday, May 27th between the hours of 12:30pm – 3:30pm. The tent will already be in place and a closure of Deloney on Sunday has been associated with the Old West Days in previous years. In the past, Deloney Avenue has been closed to traffic until approximately 3:00pm on the Sunday associated with Old West Days. The applicant is requesting that the closure of Deloney be extended until approximately 7:00pm to allow for the applicant to take the tent down following the event.
3. This year, in addition to the Old West Days staff report, the Town staff will be requesting that the JH Playhouse submit a special event application for their daily summer shootout event on the Town Square.

The applicant requests the following from the Town in association with the event:

1. Closure of Deloney Street from Cache to Center per the attached event plan from Friday, May 25 at noon until Sunday, May 27 at 7:00 P.M. which includes time to construct the BrewFest tent.
2. Closure of Center Street from Broadway to Deloney per the attached event plan from 6:00 A.M. until approximately 7:00 P.M. on Saturday, May 26.
3. Closure of Broadway from Cache to Center Street on Saturday, May 26 from 7:00 A.M. to approximately 11:30 A.M. for the Old West Days parade.
4. Street closures and the use of streets for the Old West Days parade from 9:30 A.M. to 11:30 A.M. on Saturday, May 26: Snow King Avenue from the Rodeo Grounds to Glenwood, north on Glenwood to Broadway, east on Broadway to Willow, where entrants will disband to four areas (Jackson Elementary parking on Jean Street, public parking lot on East Deloney, Snow King Center parking lot, and Rodeo Grounds parking). Note: WYDOT has been contacted for a parade permit for portions of Broadway under its jurisdiction.
5. Closure of the intersection of Center and Deloney Streets from 6:00 P.M. to 7:00 P.M. Monday through Saturday evenings beginning Saturday, May 26 through Monday, September 3 for Shootout Gang performances. The Shootout Gang will also hold a practice performance on Friday, May 25, 2018 from approximately 6:00 P.M. to 7:00 P.M.
6. Use of George Washington Memorial Park on Saturday, May 26 from 7:00 A.M. to 9:00 P.M. for entertainment and demonstrations.
7. Use of George Washington Memorial Park on Monday, May 28 at 9:00 A.M. for a brief American Legion Memorial Day ceremony.
8. Permission from Town Council for amplified sound associated with the Old West Days activities.
9. Assistance from Public works personnel with regard to barricades, road closed signs and hanging light post banners.
10. Assistance from Police Department personnel for parade traffic control, overnight patrol of the tent on Deloney (the Chamber of Commerce is hiring JH security for primary overnight security), crowd control, safety and for posting of signage.
11. Assistance from Parks and Recreation staff to access electricity, irrigation locates, and bleachers for parade spectators.
12. Sixteen (16) JHCC parking permits to be issued by the Chamber of Commerce to allow volunteers to park longer than three hours in and around Town Square
13. Permission for overnight camping at the Teton County Fairgrounds for the Mountain Man Rendezvous from Thursday, May 17 until Tuesday, May 29.
14. A malt beverage permit on Saturday, May 26 from 11:00 A.M. to 9:00 P.M. for Old West Days. (Specifically on Deloney Street for BrewFest and the Street Dance).
15. Permission to display five banners and A-Frame signs at the fairgrounds and Bubbas per the attached sign permit application. The applicant will also display onsite banners within the tent on Deloney Street.
16. An expo application that has been submitted to Town staff for the Mountain Man Rendezvous.
17. Permission to have food vendors to Center Street on Saturday, May 26. Food vendors would be limited to Jackson-based food vendors (with brick and mortar shops) who would provide food from food trucks or food tents
18. Permission for individuals to travel outside of the tented area with beer. Individuals with beer would not be permitted in George Washington Memorial Park. Individuals with beer would not be allowed to exceed the limits beyond the lines of port-o-pots or the corner of Broadway & Center or Cache & Deloney. There will be hired JH Security personnel stationed at each potential exit.
19. Permission to close up to 3 parking spaces on Cache Street across from the Million Dollar Cowboy Bar between the hours of 4:00pm and 9:00pm on Thursday, May 24.
20. Permission for a tent to be placed in the 3 parking spaces mentioned above. Permission for this tent to extend over the boardwalk and into the Town Square.

21. Permission for open alcohol on Town streets and boardwalks for the Million Dollar Cowboy Bar toasting event to be held on Thursday, May 24 between the hours of 7pm and 8pm. Individuals with alcohol would not be permitted in George Washington Memorial Park.
22. Permission to place a mechanical bull ride attraction on Center Street for Saturday, May 26. The operator would require participants to sign release waivers. The operator would carry their own insurance for the activity.

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

ATTACHMENTS

Special Event Application

FISCAL IMPACT

Direct income includes income from the Exposition Business License (\$2000) and malt beverage permit (\$100). The Police Department incurs a fiscal impact of approximately \$1,360 associated with posting and removing signage and patrolling the event. The Citizens Mounted Unit handles most of the event and saves the Town a significant dollar amount. Public Works incurs a fiscal impact of approximately \$640 for the delivery and removal of barricades and road closed signs, and street sweeping.

STAFF IMPACT

The services of numerous police and community service officers for patrol, traffic control and posting of signage, and the services of Public Works personnel for barricade drop off and delivery.

LEGAL REVIEW

N/A

RECOMMENDATION

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

1. The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by each event. Additional trash receptacles are required at food vending booths. The applicant is required to provide recycling containers and provide for the removal of all recycled material.
2. 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.
3. The applicant shall be responsible for providing and adequate number of volunteers to assist the Police Department in manning intersections during the parade.
4. Electrical power is available from Town Square. Utility and irrigation locates are required before any tents may be erected or stakes or any other items are placed in Town Square. The applicant shall coordinate all power needs and water locates with the Parks & Recreation Department park manager (732-5793) at least three (3) business days prior to the event.
5. The applicant shall coordinate the use of the Town Square, including paperwork and applicable fees, with the Parks and Recreation Department.
6. The applicant is required to provide turf protection in front of and behind any table or other exhibit on Town Square where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.
7. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

8. 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.
9. All walkways and boardwalks must be kept unobstructed at all times unless permission is otherwise granted.
10. 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.
11. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
12. 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. An ID bracelet system shall be utilized and all ID's checked.
13. Only 16oz or small plastic cups are used for beer sales.
14. The applicant shall apply and pay for all licenses and/or permits prior to the events.
15. The applicant shall notify, in advance, all business affected by the street closures and shall provide advance community radio and/or newspaper announcements regarding the event, the street closures, and the promotion of free parking in area public parking lots.
16. The applicant shall not block the store fronts of businesses with service vehicles or trailers for longer than one hour.
17. 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.
18. 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.
19. The applicant shall advise and instruct all participants on the conditions, restrictions, prohibitions and responsibilities imposed on these events and assist in their enforcement.
20. The use of the Parks & Recreation Department bleachers shall be coordinated through that department (732-5793).
21. All town ordinances, including 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.
22. The Nightly Shootout Gang is prohibited from entering any bars while in possession of a gun used for the performance.
23. All guns used for the Shootout shall be turned in within fifteen minutes of the end of the performance.
24. All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Board.
25. 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.
26. Anyone camping at the Rodeo Grounds shall not campfires or open fires during the event.
27. The applicant and all participants shall conduct all activities in a responsible, professional and timely manner.
28. 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.

29. 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] e. Acquire and keep on file names, addresses and phone numbers of all participants.
30. 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).
31. 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).
32. 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).
33. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
34. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
35. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
36. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
37. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
38. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
39. 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).
40. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
41. 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).
42. 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.

SUGGESTED MOTION

I move to approve the special event application and malt beverage permit made by the Chamber of Commerce for 2018 Old Ways Days, subject to the conditions and restrictions listed in the staff report.



OLD WEST DAYS

Jackson Hole, Wyoming

April 4, 2018

To the Honorable Mayor Muldoon and Town Council,

The Old West Days Steering Committee is requesting permits for the use of the following areas during the 37th Annual Old West Days Celebration, May 24 through 28 and Mountain Man Rendezvous, May 19 through 28, 2018.

There are two significant changes to this year's proposal. One is on Thursday May 24th for the re-opening of the Million Dollar Cowboy Bar (and sign reveal) from 6-8pm on Cache Street. The other is an additional art demonstration event on Sunday May 27th in the tents on Deloney.

Street Closures:

Friday, May 25th:

12:00pm

OWD Tent set up on Deloney St (see Town Square map).

Saturday, May 26th:

7:00 am – 7:00 pm

OWD events on Center St. and Deloney St. – side of the Town Square will host events (see Town Square map).

7:00 am – Noon

Broadway between Cache and Center St. closed for Parade will reopen as soon as Parade ends (see Town Square map).

11:00 am – 3:00 pm

OWD Entertainment at the corner of Center and Deloney.

9:30 am – 11:30 am

Parade – Snow King Avenue from the TC rodeo grounds to Glenwood, north on Glenwood to Broadway, east on Broadway to Willow. At Willow, the parade entrants will head to four disbanding areas, see parade map:

- Jackson Elementary parking on Jean Street
- Public parking lot on East Deloney
- Snow King Center parking
- TC rodeo grounds parking

6 pm – 7 pm

Shootout Gang Performance - Broadway between Cache St. & Center St.

Sunday, May 27th:

10:00 am – 4:00pm

OWD events on Deloney St. – site of Wyoming Cowboy Church Service (see Town Square map pre-parade).

Art Demonstration Event in the tent on Deloney St.

Handicap Parking: Spaces will be allotted on E. Broadway alongside Wyoming Outfitters per the Town of Jackson's discretion.

Trash Receptacles: The JH Chamber of Commerce will provide additional trash receptacles (8) as well as a dumpster located in the alley behind Wells Fargo. The JH Chamber will also utilize dumpsters behind the former Chamber offices. Temporary staffing will be hired to remove trash on a regular basis on Saturday.

Toilets:

Port-a-pots will be provided at the corner of Deloney and Center St. (see Town Square map pre-parade)



OLD WEST DAYS

Jackson Hole, Wyoming

- The use of Deloney Street on Sunday, May 27th from 8:00am to 4:00pm
 - 10am – Wyoming Cowboy Church Service
 - 12:30pm – 3:00pm – Artist Demonstration in the tent on Deloney Street.
- Mountain Men demonstrating their craft on the Town Square in hourly intervals Saturday.
- Mountain Man Rendezvous reservation is in place at TC Fair Grounds.
- Use of Town Square Monday, May 28th at 10am for brief Memorial Day ceremony by the Jackson American Legion Post.
- Extended temporary exemption of the camping restriction at the Teton County Fair Grounds for the Mountain Man Rendezvous beginning on Thursday May 17th – Tuesday May 29th.

Attached is a 2018 schedule of events, the parade route map, and Town Square maps indicating areas listed above.

On behalf of the Old West Days Steering Committee, thank you for time and consideration of our requests. I plan on attending the Town Council meeting should there be any questions.

Sincerely,

Maureen Murphy, IOM
Director of Special Events



OLD WEST DAYS

Jackson Hole, Wyoming

Jackson Hole, WY, is proud to host the 37th Annual Old West Days Celebration, May 25-28, 2018. Jackson Hole has long been referred to as "The Last of the Old West", and with Jackson Hole's rich history, its no wonder Old West Days is a favorite among visitors and locals alike. Visitors from all over the country come to delight in the live music, theatrical entertainment, arts and crafts, delicious food, rodeo events and much, much more.

Event Highlights

THURSDAY, MAY 25

MOUNTAIN MAN RENDEZVOUS AND TRADERS' ROW

9:00 a.m.- 5:00 p.m. Teton County Fairgrounds

Pre-1840 Mountain Men Celebration complete with a Traders Row, Candy Cannon, Bow & Arrow Competition, Hawk & Knife Competition, and Atlatal Competition. For more information contact Dan or Brenda Thyer at (406) 682-5255.

MILLION DOLLAR COWBOY BAR REOPENING CHAMBER CELEBRATION & SIGN UNVEILING

5:00 p.m. – 7:00 p.m. Million Dollar Cowboy Bar

Join the Chamber and the Million Dollar Cowboy Bar in celebrating the new ownership and unveiling of the revamped Cowboy Bar & legendary refurbished Million Dollar Cowboy Bar sign!

FRIDAY, MAY 26

MOUNTAIN MAN RENDEZVOUS AND TRADERS' ROW

9:00 a.m.- 5:00 p.m. Teton County Fairgrounds

Pre-1840 Mountain Men Celebration complete with a Traders Row, Candy Cannon, Bow & Arrow Competition, and Hawk & Knife Competition. For more information contact Dan or Brenda Thyer at (406) 682-5255.

HISTORICAL WALKING TOUR

10:30am Meet at the center of Town Square

Jackson Hole Historical Society and Museum: Free walking tour of historic downtown Jackson. For more information contact Steve Roberts at 307-733-2414

KICKOFF AT THE BAR J

7:00 p.m. Bar J Chuckwagon

Nationally acclaimed Bar J Wranglers

You'll be served up a truly western style Chuckwagon dinner and enjoy-world class cowboy entertainment! Reservations Recommended. 307-733-3370.

SATURDAY, MAY 27

MOUNTAIN MAN RENDEZVOUS AND TRADERS' ROW

9:00 a.m.- 5:00 p.m. Teton County Fairgrounds

Pre-1840 Mountain Men Celebration complete with a Traders Row, Candy Cannon, Bow & Arrow Competition, and Hawk & Knife Competition. For more information contact Dan or Brenda Thyer at (406) 682-5255.

37th ANNUAL OLD WEST DAYS PARADE

10:00 a.m. Town Square

One of the last and best horse-drawn parades of the Old West! Enjoy Mountain Men, vintage vehicles, covered wagons, and the legendary gathering of gunslingers of the West!

JACKSON HOLE HISTORICAL SOCIETY & MUSEUM – OPEN HOUSE & FREE ADMISSION

10:00am – 6:00pm Both Museum Locations

OLD TOWN ENTERTAINMENT on the TOWN SQUARE

11:00-3:30 p.m. Town Square

Country Western Music, Kids Crafts & Activities, a Mechanical Buffalo, Demonstrations, and Line Dancers!

OLD WEST BREWFEST

11:00 a.m.- 5:00 p.m. in the Town Square

Try a sampling of an age-old craft. Enjoy a variety of beers from regional breweries. Brew samplers - look for the covered tent on Deloney Street. For more information call Maureen Murphy at 307-733-3316.

STAGE COACH RIDES

Stage Coach Rides around historic downtown Jackson. \$6 Adult \$4 Child

JACKSON HOLE SHOOTOUT

6:00 p.m. Town Square

Shootout gang on the Town Square, the longest running shootout in the country, since 1957.

SHOOTOUT GANG KICKOFF

6:30 p.m – 7:30 p.m. Deloney Street at the Town Square

Join the Shootout gang and members of the JH Playhouse for a Kickoff Event on the Town Square. For more information call 307-733-6994.

JACKSON HOLE RODEO

8:00 p.m. Teton County Fairgrounds

This is the real thing pardner, the original American sport of authentic ranch skills.

307-733-7980.

SUNDAY, MAY 27

MOUNTAIN MAN RENDEZVOUS AND TRADERS' ROW

9:00 a.m.- 5:00 p.m. Teton County Fairgrounds

Pre-1840 Mountain Men Celebration complete with a Traders Row, Candy Cannon, Bow & Arrow Competition, and Hawk & Knife Competition. For more information contact Dan or Brenda Thyer at (406) 682-5255.

WYOMING COWBOY CHURCH

10:00 a.m. Town Square

Join us for a good old fashion, non-denominational service with long-time local Phillip Wilson under the tent on Deloney.

DOWNTOWN ART DEMONSTRATION

12:30 p.m. Town Square

Join the Chamber as we feature some of the Old and New West Art concepts under the tent! Enjoy some snacks and beverages while you observe painting on skulls, Painting with Gunpowder, sculptures and more! For more information please contact the Chamber of Commerce at (307) 733-3316.

HISTORICAL WALKING TOUR

2:00pm Meet at the center of Town Square

Jackson Hole Historical Society and Museum: Free walking tour of historic downtown Jackson.

For more information contact Steve Roberts at 307-733-2414

STAGECOACH RIDES

Stage Coach Rides around historic downtown Jackson. \$6 Adult \$4 Child

WYO Caravan Tour - TBD

Join us at the Wort Hotel for a night of the Wyoming Caravan Tour featuring Screen Door Porch, Low Water String Band and the Canyon Kids

7:00 p.m.

MONDAY, MAY 29

MOUNTAIN MAN MEMORIAL DAY CEREMONY

9:00 a.m. Teton County Fairgrounds

AMERICAN LEGION MEMORIAL SERVICE

10:00 a.m. Town Square-Memorial Day ceremonies at the flagpole

MOUNTAIN MAN RENDEZVOUS AND TRADERS' ROW

9:00 a.m.- 5:00 p.m. Teton County Fairgrounds

Pre-1840 Mountain Men Celebration complete with a Traders Row, Candy Cannon, Bow & Arrow Competition, Hawk & Knife Competition, and Atlatal Competition. For more information contact Betsey Johnson at (801).

STAGECOACH RIDES

Stage Coach Rides around historic downtown Jackson. \$6 Adult \$4 Child

JACKSON HOLE SHOOTOUT

6:00 p.m. Town Square

Shootout gang on the Town Square, the longest running shootout in the country, since 1957.

4/4/2018



OLD WEST DAYS

Jackson Hole, Wyoming

May 14th, 2018

Dear Town Square Merchant,

The annual Old West Day's celebration will require the closing of Center Street from the corner building (Dahli) to Wyoming Outfitters, Deloney from Jackson Hole Drug to the intersection of Center & Deloney. The closure will begin at noon on Friday, May 25th on Deloney only for the construction of a very large tent. At 6am on Saturday, May 26th Center and Deloney will be closed. Center Street will re-open at approximately 7pm on Saturday and Deloney Street will re-open around 7pm on Sunday.

Locals and visitors will enjoy a variety of activities, live music, and food on and around the Town Square including a BrewFest, Kids Activities in the Square, and Mountain Man Craft Demonstrations from noon till 5pm.

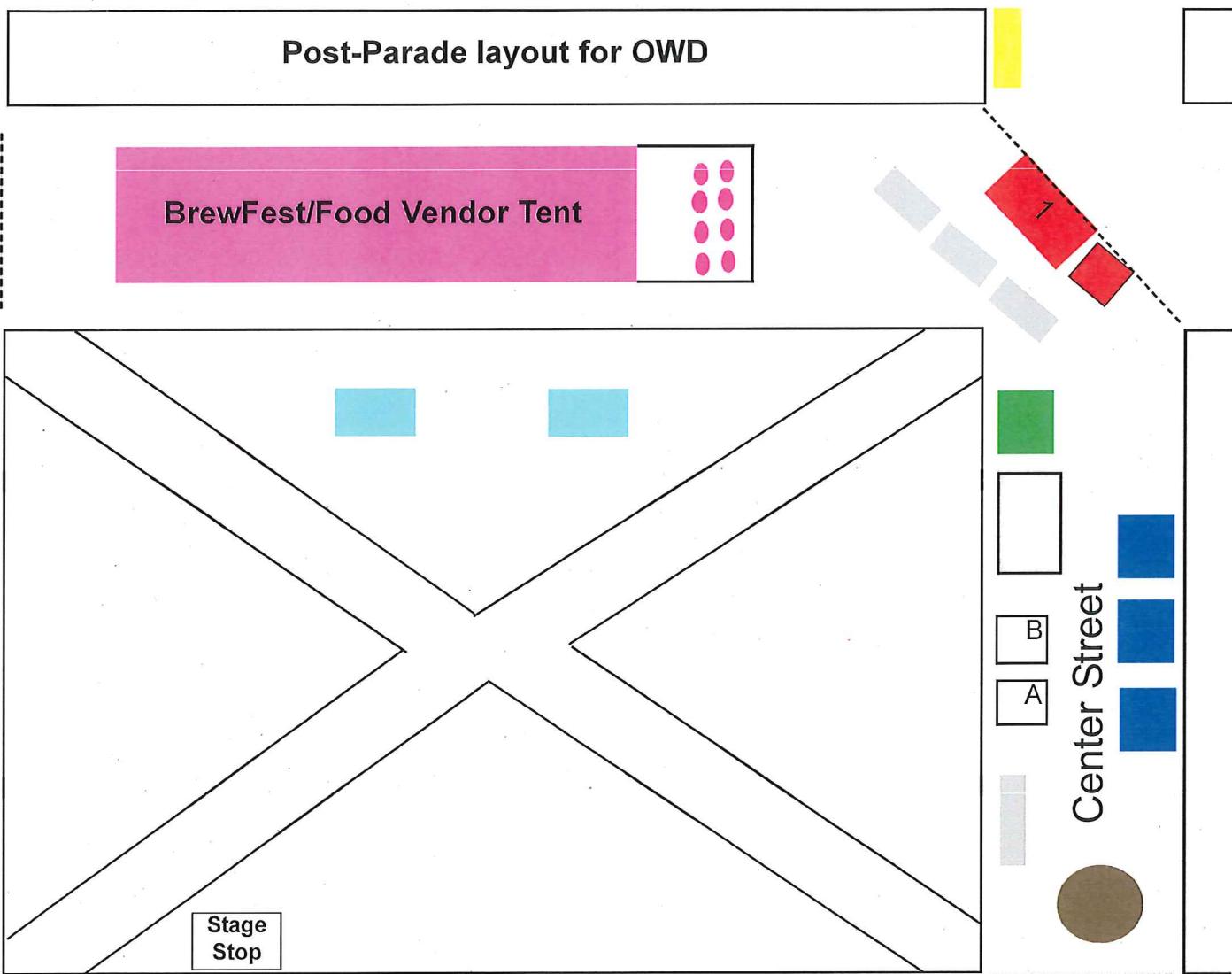
We apologize for any inconvenience this may cause. If you have any questions, please feel free to call me at 733-3316 x 102 or via email mo@jacksonholechamber.com.

Hope to see you out and about during the celebration,

Maureen Murphy, IOM
Director of Special Events
Jackson Hole Chamber of Commerce
260 W. Broadway, Suite A
PO Box 550
Jackson, WY 83001

Post-Parade layout for OWD

Cache Street



vay

■	= Stages & Sound Booths	■	= CC Info Booth	■	= Food Booth
■	= Port a Potties	■	= Bleachers	■	= Crafters Demos
□	= Kids Crafts/Activities	A	= Sponsor Tents	■	= Kids Rodeo



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department Planning Division

150 East Pearl Ave. | ph: (307) 733-0520 or
P.O. Box 1687 | (307) 733-0440
Jackson, WY 83001 | fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: Old West Days Physical Address of Event: center & deloney
Description of Event: celebrating Memorial Day weekend & the
KICK OFF TO THE SUMMER SEASON

EVENT SPONSOR/APPLICANT:

Name: Jackson Hole Chamber Phone: (307) 201-2302
Mailing Address: PO Box 550; Jackson, 83001 ZIP: 83001
E-mail: mo@jacksonholechamber.com Non-Profit: For Profit:

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

Business/Description: <u>On tent @ OWD</u>	Business/Description: <u>In Chamber tent</u>
Physical Address: <u>Deloney St</u>	Physical Address: <u>Center St</u>
Dates of Display: <u>Sat May 27</u>	Dates of Display: <u>Sat May 27</u>
Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Business/Description: <u>Mtn Man Rendezvous</u>	Business/Description: <u>OWD A Frame</u>
Physical Address: <u>Bubba's 5-way</u>	Physical Address: <u>Fairgrounds</u>
Dates of Display: <u>5/20 - 5/28/2018</u>	Dates of Display: <u>5/20 - 5/28/2018</u>
Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SUBMITTAL REQUIREMENTS. Attach the following:

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

Banners & Wood A Frames

____ 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.

maureen murphy

Signature of Authorized Event Applicant

maureen murphy

Applicant Name Printed

4/4/18

Date

Director of Sp. Events

Title



TOWN OF JACKSON CATERING PERMIT APPLICATION

Date Paid _____ Fee \$ _____

(Note: The fee is \$20 per day (for each 24 hour period). If alcohol service runs past 12-midnight, then it will be counted as two days, and the fee is \$40.)

A catering permit authorizes a retail or resort liquor license holder to sell alcoholic and malt beverages away from their licensed premises at special events and public gatherings.

Catering Permits will be reviewed by the Town Clerk and may be issued upon payment to the Town of Jackson. Please submit applications at least 3 business days before the date of the event to: Jackson Town Hall, 150 East Pearl Avenue, PO Box 1687, Jackson, WY 83001. Fax to 307-739-0919. For further information, please call (307) 733-3932 ext. 1113.

Name of Event Sponsor: Jackson Hole Chamber/million \$ Cowboy Bar
Who is promoting the event?

Name & Purpose of Event: KICKOFF TO OLD WEST DAYS - million \$ Bar sign Unveiling

Date(s) of Event: Thursday May 24, 2018

Hours of Alcohol Service & Consumption: 7-8pm

Event Premises (Business name and physical address): Cache St Parking Spots
across from Cowboy Party

Current Use of Event Premises: street parking

Anticipated Number of Attendees at Any Given Time: 100-150

By signing below, the Catering Permit Holder represents that this event is an authorized use of the event premises and understands State and Local law (printed on the reverse side) regarding Catering Permits.

Printed Name of Permit Holder: maureen murphy/ Jim Waldrop
Name of person responsible for this permit

Signature: maureen murphy Phone Number: (541) 908-5314

Name of Retail or Resort Liquor License Holder: _____

As the holder of the retail or resort liquor license, I understand that:

- 1) My business is also responsible for compliance with all applicable state and local liquor laws and ordinances at this event, including, for example, no service to any person under 21 years of age or who is obviously intoxicated, not selling or permitting consumption off of the described event premises, and all sales and consumption shall occur within the permitted hours, and
- 2) My Retail/Resort License could be penalized or denied renewal for any liquor violations at this event.

Authorized signature of retail or resort liquor license holder:

Signature: _____ Print Name: _____



MALT BEVERAGE PERMIT APPLICATION

Fee \$ _____

Date Paid _____

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

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

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

JMC 6.50.020. Malt Beverage Permits.

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

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

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

All Malt Beverage Permits requests must be approved by the Jackson Town Council.

Please submit the completed application at least 21 days in advance of the date of the event.

Name of Organization Requesting Permit: Jackson Hole Chamber

Event Contact Person and Phone Number: Maureen Murphy (341) 908-5314

Date(s) of Permit: Saturday May 26, 2018

Hours of Permitted Service and Consumption: 11am - 5pm

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

Delaney & Center Street

Purpose of Event: Old West BrewFest - Old West Days

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

(Sign Here)

Maureen Murphy

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

Date: 4/9/18

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 CHAMBER OF COMMERCE

D/b/a: _____

Nature of Exposition: OLD WEST DAYS - MOUNTAIN MAN RENDEZVOUS

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: TETON COUNTY FAIRGROUNDS No: grassy arena

Building: _____ City: JACKSON State: WY Zip Code: 83001

Date of Expo: Sat 5/19 - mon 5/28/18

Time of Expo: 9am - 6pm

Business/Organization Physical Address: 260 W. BROADWAY, SUITE A

Post Office Box: 550

City: JACKSON State: WY Zip Code: 83001

Business Phone Number: (307) 733-3316

Fax/email address: (307) 733-5585 / mo@jacksonholechamber.com

WY Sales Tax Number: 22-001732

Federal Employers ID Number: _____

** 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

If property is rented/leased:

Owner's Name: _____

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: Yann Murphy
 Date: 4/9/18

Additional Information: _____

Exposition license will:

be for my business/organization ONLY.
 include 10+ number of businesses or organizations. Attach list of ALL vendors

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

*** 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)
) \$
COUNTY OF TETON)

SUSCRIBED 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	

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: 37th Old West Days Celebration

Name of Organization: Jackson Hole Chamber of Commerce

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

Mailing Address: PO Box 550

City: Jackson State: Wyoming Zip Code: 83001

Name of Person Completing Application: Maureen Murphy

Email Address: mo@jacksonholechamber.com

Work Phone: (307) 201-2302 Cell Phone: (541) 908-5314

EVENT INFORMATION

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

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

Kickoff to the summer season in Jackson Hole. Increase the visitation in the shoulder

Location of Event: Town Square Streets/Variety Alternative Location: N/A

Date(s) of Event: Thursday 5/24 - Sunday 5/27 Event Operating Hours: 8am - 6pm

Event Set Up Begins Date: May 25, 2018 Time: 10am

Event Clean Up Ends Date: May 27, 2018 Time: 7pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 100+/1500- Total Event: 2500-3500
(Spectators and Participants)

Special Considerations (check all that apply):

<input checked="" type="checkbox"/> Alcoholic Beverages	<input checked="" type="checkbox"/> Cooking/Grilling	<input checked="" type="checkbox"/> Electricity Requested
<input checked="" type="checkbox"/> Food Sales	<input type="checkbox"/> Merchandise Sales	<input checked="" type="checkbox"/> Recurring Event
<input checked="" type="checkbox"/> Ticketed Admission	<input checked="" type="checkbox"/> Sound Amplification	<input type="checkbox"/> Pets or Animals
<input checked="" type="checkbox"/> Tents	<input checked="" type="checkbox"/> Street Closure	<input checked="" type="checkbox"/> Sidewalk Closure
<input checked="" type="checkbox"/> Overnight Parking	<input type="checkbox"/> Overnight RV Camping	<input checked="" type="checkbox"/> 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: Anna Olson Cell Phone: (307) 690-7669

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):

<input type="checkbox"/> Tents (X)	<input type="checkbox"/> Food Vendors (FV)
<input type="checkbox"/> Beverage Vendors (BV)	<input type="checkbox"/> Alcohol Vendors (A)
<input type="checkbox"/> Portable Toilets (T)	<input type="checkbox"/> Hand Washing Sink (HWS)
<input type="checkbox"/> Stages or Amplified Sound (SO)	<input type="checkbox"/> Bleachers (BL)
<input type="checkbox"/> Garbage Receptacles (G)	<input type="checkbox"/> Recycling Receptacles (RR)
<input type="checkbox"/> Retail Merchants (RM)	<input type="checkbox"/> Security (P)
<input type="checkbox"/> Fire Lane (FL)	<input type="checkbox"/> Fire Extinguishers (EX)
<input type="checkbox"/> First Aid / EMS (FA)	<input type="checkbox"/> Barricades (B)
<input type="checkbox"/> Electricity / Generator (EL)	<input type="checkbox"/> 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
-------------------------	---------	------------	----------

See attached parade route

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: Delone 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:

10	Large Street Barricades	1	"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

<input type="checkbox"/> Event Security	<input type="checkbox"/> Mounted Horse Patrol	<input checked="" type="checkbox"/> Traffic Control
<input type="checkbox"/> Race Lead Vehicle	<input checked="" type="checkbox"/> Parade Lead Vehicle	<input type="checkbox"/> General Presence
<input type="checkbox"/> Towing / Ticketing	<input checked="" type="checkbox"/> Assistance with Parking Closures	<input type="checkbox"/> Assistance with Street Closures

Please describe in detail your request: _____

Parade route no parking signs/Street Closures

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: Saturday 10am Finish Time: Saturday 7pm

Will your event feature any musical entertainment? Yes No

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

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners? Yes No

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: Yes No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities? Yes No

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

Total Number of Portable Toilets: 10 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: Macy's

Restroom Drop off / Pick Up Date for Drop Off: 5/27 Time for Drop Off: 7am

Date for Pick Up: 5/28 (if not _____ Time for Pick Up: 7pm-7am

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:

Mountain Man Rendezvous at the Teton County Fairgrounds

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? 1 Dumpster (located in drive thru

When will the trash receptacles be delivered? Friday May 25

When will the trash receptacles be picked up and removed from site? Monday May 28

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

Hired two temporary workers to pick up trash and dump throughout the event. Recycling as well.

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? 3-4 _____

When will these recycling receptacles be delivered? JH Chamber will supply _____

When will recycling receptacles be picked up and removed from site? During/Immediately after _____

Describe your plan for collection and removal of recyclable materials during your special event:
Same as trash removal

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:

Thursday May 24th - Construction of a 20x20 tent on the East side of Cache Street (only in the parking spaces - no street closure) from 4pm - 9pm for a toast to the new Million Dollar Cowboy Bar sign.

Patrons will receive a glass of champagne as they exit the Million Dollar to carry across the street for the toast. The Cowboy Bar will close at 7pm and reopen at 8pm for their kickoff concert. No alcohol will be served outside. Catering permit will be submitted.

Sunday May 27th - 12:30pm - 3:30pm. There will be an art demonstration in the tent in the Town Square. In order to bring people to the Town Square to shop and browse, the Chamber wants to showcase the different kinds of "Old West vs New West" artists from the area. More details to come.

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: MM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: MM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: MM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: MM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: 

Signature

eSigned via SeamlessDocs.com
Key: d006bb09997956c6be92b8b94d49294

APPLICANT: Maureen E. Murphy

Printed Name

DATE: 04/04/2018

TITLE: Director of Special Events



WYOMING DEPARTMENT OF TRANSPORTATION
Special Event Application

APPLICATION

Event Name Old West Days Parade Event Date 05/26/18
 Type of Event: Annual Old West Days Parade
 Event Director or Organizer Maureen Murphy Telephone 307-733-3316
 Address PO Box 550 Jackson, Wyoming 83001 Email mo@jacksonchamber.com
 Club Affiliation or Sponsor Jackson Hole Chamber of Commerce Estimated Number of Participants 3000+

Course Information: Total closure Partial closure Remain open to traffic (Check appropriate box(s) (Explain in Event Description))

I (we) Town of Jackson hereby make application for a special permit

upon the right-of-way of:

highway 89 / 191 / 26 between milepost Glenwood and milepost Cache

highway _____ between milepost _____ and milepost _____

highway _____ between milepost _____ and milepost _____

highway _____ between milepost _____ and milepost _____

on May 26, 2018 between 8:00am and 11:30am
Date Time Time

I (we) agree to strictly conform to the exhibits attached hereto, subject to all terms, conditions, agreements, stipulations and provisions contained in the application and permit, in Chapter XXIII rules and regulations of the Wyoming Department of Transportation, and any other applicable regulations, laws or ordinances.

EVENT DESCRIPTION (Attach event map): The parade is scheduled to begin at the Teton County Fair Grounds and enters Highway 89 / West Broadway at Glenwood and proceeds towards Cache. Requesting that Highway 89 between Glenwood and Cache be closed from 8am until 11:30am on 5/26/2018. Traffic to be routed to the existing truck route. Jackson Police Department and Public Works Departments will provide appropriate signage and traffic control. This will be the same route as in year's past.

The event is anticipated to be approved at the April 16th Town Council Meeting.

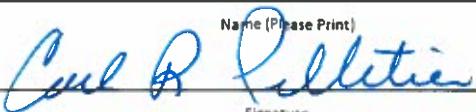
Prior to the event, I (we) agree to review the course to determine potential problems that could endanger participants and equipment and to notify the participants of them. If I (we) determine the problems to be severe, I (we) agree to cancel the event.

Permittee must provide a certificate of insurance as evidence of an existing Comprehensive or Commercial General Liability Policy, including contractual liability coverage, with limits not less than \$500,000.00 combined single limit for all claims arising out of a single accident or occurrence.

THE PERMITTEE SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE STATE OF WYOMING, DEPARTMENT OF TRANSPORTATION AND ITS OFFICERS, AGENTS, EMPLOYEES AND MEMBERS FROM ALL SUITS OR ACTION WHICH MAY RESULT FROM ANY ACTIVITY BY THE PERMITTEE, ITS OFFICERS, SUBCONTRACTORS, AGENTS OR EMPLOYEES.

Carl Pelletier

Name (Please Print)



Signature

April 12, 2018

Date (Minimum of 60 days prior to event)

PO Box 1687

Address

Jackson, Wyoming 83001

City, State and Zip

307-734-3488

Telephone

Approval must be obtained from the city, town or county government if the closure restricts the use of any road, street or highway of the affected jurisdiction.

Approved by city or town if applicable

Approved by county if applicable

Carl Pelletier / Town of Jackson

Name/Title (Please Print)



Signature/Title

04/12/18

Date

PO Box 1687

Address

Jackson, Wyoming 83001

City, State and Zip

307-733-3488

Telephone

Name/Title (Please Print)

Signature/Title

Date

Address

City, State and Zip

Telephone



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: MARCH 29, 2018
MEETING DATE: APRIL 9, 2018

Continued to the April 16 Meeting

SUBMITTING DEPARTMENT: PLANNING & BUILDING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTERS: TYLER VALENTINE, SENIOR PLANNER

SUBJECT: DEMOLITION PERMIT APPLICATION B18-0146 – REQUEST FOR STAY OF DEMO PERMIT

OWNER: WYOMING GAME & FISH COMMISSION

STATEMENT/PURPOSE

The purpose of this item is to consider a stay in the issuance of a demolition permit for a structure located at 360 N Cache Street.

BACKGROUND/ALTERNATIVES

On March 8, 2018 the Town received a demolition permit application for a structure at 360 N Cache Street from the Wyoming Game & Fish Commission. The Teton County Historic Preservation Board, when notified of the application for demolition, stated it had an interest in the structure and wanted to discuss at their next Board meeting a request for stay of issuance of the demolition permit.

Pursuant to Town demolition procedures for structures listed on the Teton County Historic Preservation Board (the Board) non-exclusive list of structures which are either in excess of fifty (50) years old or are otherwise historically or architecturally significant, the application was forwarded to the Board for review and recommendation. In an email dated March 20, 2018 the TCHPB requested that Town Council consider granting a 90 day stay on the issuance of the requested demolition permit. Municipal Code Section 15.38.020D.2.B states that the purpose of the stay is to allow public comment and in order for the applicant, the Board and other interested parties to explore alternatives to demolition. In addition, Section 15.38.020D.2.B states that the Board shall cite the historic preservation principles upon which it is relying to make its comments or recommendations regarding the impact of such demolition on historic preservation.

In considering this request, staff notes that Council may choose to grant a stay in the issuance of the demolition permit up to a maximum of 90 days, but upon the completion of that time period, the permit would be issued and the structure would be allowed to be removed as requested by the property owner.

LOCATION

This structure used for commercial purposes is on property located at 360 N Cache Street with a legal address PT. NW1/4 SW1/4, SEC. 27, TWP. 41, RNG. 116



ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Town Council shall determine whether the proposed request is consistent with Council's strategic intent.

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

ATTACHMENTS

Teton County Historic Preservation Board Request

Wyoming Cultural Properties Form

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

Staff has made no recommendation on this item.

SUGGESTED MOTION

I move to grant a ____ (up to 90) day stay on the issuance of Demolition Permit Application #B18-0146.

Kelly Bowlin

From: Katherine Wonson <katherinewonson@gmail.com>
Sent: Thursday, March 29, 2018 10:09 AM
To: Kelly Bowlin; Erin Gibbs; Shawn Ankeny; Mackenzie King
Subject: Re: 360 N. Cache Demolition Permit

Hi, Kelly, here is some information about 360 North Cache Building that led our board to recommend a demolition stay:

1. We need to learn more about the history of the building. There is reason to believe that this building is actually a representative of a building type across the state for other Wyoming Game and Fish buildings. We don't know how many remain, and therefore if this one is significant. **It is also one of the few remaining historic brick buildings in town.**
2. We need to find out whether there is any federal funding, permits or licences involved in the project. If so, Game and Fish would need to initiate the National Historic Preservation Act Section 106 process with the State Historic Preservation Office. As a Certified Local Government (CLG), it is our duty to make sure that the Section 106 process is being followed when applicable in our community.
3. It is in fair condition and is one of the historic gateway structures that greet you as you enter town from the north. It is located next to the brick, historic WYDOT building. Our board would like time to talk with Game and Fish about alternatives for use (instead of demolition for use as surface parking).

Let me know if this works or if you wanted something different. Thank you!

Katherine

On Thu, Mar 29, 2018 at 9:31 AM, Katherine Wonson <katherinewonson@gmail.com> wrote:
Hi, Kelly, I am working on it right now and will get it to you by 10:30 AM.

On Thu, Mar 29, 2018 at 9:28 AM, Kelly Bowlin <kbowlin@jacksonwy.gov> wrote:

Staff reports for Town Council are due today at 11:00. If I don't have the documentation by that time it will not be included.

Kelly Bowlin

Development Coordinator

Town of Jackson

PO Box 1687

Jackson, WY 83001

307-733-0520 X1352

From: Katherine Wonson [mailto:katherinewonson@gmail.com]
Sent: Thursday, March 29, 2018 6:15 AM
To: Erin Gibbs <gibbs.erin.e@gmail.com>
Cc: Shawn Ankeny <shawn@ankenyarchitecture.com>; Kelly Bowlin <kbowlin@jacksonwy.gov>

Subject: Re: 360 N. Cache Demolition Permit

Hi, Shawn, I will pull something together today! Sorry for the delay.

Sent from my iPhone

On Mar 29, 2018, at 2:24 AM, Erin Gibbs <gibbs.erin.e@gmail.com> wrote:

Hi all,

My deep apologies for missing this- I am currently out of the country and this is the first time I have had access to my email (it is no longer available on my phone). Since the meeting has passed, I'm assuming there isn't anything I can add in right now, but if you need anything, Katherine has my number and I am happy to help.

Best,

Erin

On Tue, Mar 27, 2018 at 2:48 PM, Shawn Ankeny <shawn@ankenyarchitecture.com> wrote:

Kelly, I am away, Katherine and Erin, do you have anything to could please send to Kelly? I wasn't there for this discussion, so I'm not sure about the final thoughts...

Thank you,

Shawn

Sent from my iPhone

On Mar 27, 2018, at 2:01 PM, Kelly Bowlin <kbowlin@jacksonwy.gov> wrote:

Shawn,

I need any information you have on this building by tomorrow. I'm doing the staff report so it can go on the April 2nd council agenda.

Thank you,

Kelly

Kelly Bowlin

Development Coordinator

Town of Jackson

PO Box 1687

Jackson, WY 83001

307-733-0520 X1352

From: Shawn Ankeny :: Ankeny Architecture

[<mailto:shawn@ankenyarchitecture.com>]

Sent: Monday, March 26, 2018 4:25 PM

To: Kelly Bowlin <kbowlin@jacksonwy.gov>; Mackenzie King <mking@dubbe-moulder.com>; Katherine Wonson <katherinewonson@gmail.com>; Betsy Engle <ceoflint.engle@gmail.com>; Frank Johnson <20jax10@gmail.com>; Erin Gibbs <gibbs.erin.e@gmail.com>

Subject: Re: [360 N. Cache](#) Demolition Permit

Board,

Can you help Kelly with this? Please see below.

Thank you,

Shawn

On Mar 26, 2018, at 4:19 PM, Kelly Bowlin
<kbowlin@jacksonwy.gov> wrote:

Can you get me some historical background for this building? I would like to put it in the Councils staff report.

Thank you,

Kelly

Kelly Bowlin

Development Coordinator

Town of Jackson

PO Box 1687

Jackson, WY 83001

307-733-0520 X1352

From: Shawn Ankeny :: Ankeny Architecture
[mailto:shawn@ankenyarchitecture.com]
Sent: Tuesday, March 20, 2018 1:30 PM
To: Kelly Bowlin <kbowlin@jacksonwy.gov>; Katherine Wonson
<katherinewonson@gmail.com>; Mackenzie King <mking@dubbe-moulder.com>; Erin Gibbs <gibbs.erin.e@gmail.com>
Subject: 360 N. Cache Demolition Permit

Dear Kelly:

Thank you so much for including the Teton County Historic Preservation Board in the review of the demolition permit for [360 N. Cache](#).

After looking at the site and buildings,

We are going to recommend to delay the demolition process for 90 days.

Please let us know when the delay request will come before the Town Council so that we can be there. Please also let us know if you would like more specifics on why we are recommending a delay. Katherine can potentially write something up for you to read at the Town Council Meeting.

We appreciate you including us in this review!

Thank you,

Sincerely,

Shawn Ankeny

For the Teton County Historic Preservation Board

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TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: April 12, 2018
MEETING DATE: April 16, 2018

SUBMITTING DEPARTMENT: TC Engineering – Pathways
DEPARTMENT DIRECTOR: Sean O’Malley
PRESENTER: Brian Schilling

SUBJECT: Blair Drive Kids Bike Loop

STATEMENT/PURPOSE

Consider approval of the concept for Blair Drive Kids Bike Loop project and direct staff to proceed with the project.

BACKGROUND/ALTERNATIVES

Staff introduced the Blair Drive Kids Bike Loop project to the Town Council in December 2017. The concept is for a very simple, very beginner-level dirt trail (designed with kids aged 3-12 in mind) along an existing pathway to provide safe, convenient access for younger riders to learn the basic skills of off-road riding in a centrally located area near housing and existing neighborhoods. (See the December 18, 2017 Town Council Workshop staff report and the attached Project Brief for further description).

The project was initially proposed to be located north of the existing pathway along Blair Dr., in between the pathway and the road. There were several locations where the proximity of the trail would have been quite close to the road (within 5’), which generated safety concerns for trail users. The Council was generally supportive of the project concept but directed staff to explore moving the trail to the south of the pathway in order to provide increased separation between the trail and road and better safety for trail users.

The project team, consisting of Town staff and professional trail designers from local groups Friends of Pathways and Mountain Bike the Tetons, has made multiple site visits to evaluate the potential for a trail on the south side of the pathway between the pathway and the northern edge of the Cottonwood subdivision. It was found that the south side of the pathway is a vast improvement and offers significantly improved safety for trail users, a minimum of 18’ of separation from the roadway, and far more working space to construct skill elements and loop trails. There is sufficient space to locate the trail between the existing pathway and the Cottonwood property boundary and fencing with no encroachment on private property and minimal impact to existing vegetation. Staff strongly recommends moving the trail south of the pathway.

The revised alignment will feature a 2’-wide single track trail parallel to the south edge of the pathway between White House Dr. and the Community Garden, and a small “skills loop” on one of the larger open areas south of the pathway at the east end of the project area, directly south of the Community Garden. The attached Project Brief describes the design features in detail.

Property corners have been marked to ensure that the project would not encroach on private property. There is plenty of space along the majority of the corridor (15+’ available for a 2’-wide trail). There are two locations (photos below) where existing vegetation (willows, aspen, and other trees) will need to be trimmed back slightly to improve sight lines or prevent overhanging on the trail, but it appears that there is no need to remove any trees or willow bushes or relocate any landscaping as part of the project. There is also one location where the existing pathway comes within 5’ of a fence/property corner (see photos below). After careful examination, the trail designers and staff are confident that the trail alignment can navigate this pinch point without issue.

Staff has met several times with the Cottonwood HOA and reached out to individuals and other stakeholder groups, including the Parks and Rec Board, Cottonwood homeowners, Blair Place Apartments, and Ellingwood subdivision. (See the December 18 staff report for detailed outreach background). Subsequent to the December 18 Town Council workshop, staff has met again with the Cottonwood HOA to review the new proposed alignment. The HOA then distributed information to Cottonwood homeowners. Staff has also spoken directly with several Cottonwood homeowners.

The design team has made several site visits to take measurements and visually observe the site conditions, and are ready to proceed with detailed trail design pending project approval. They will generate a CAD design which will be used to lay out the trail in the field and generate material quantities, and will also put together a detailed construction plan and cost worksheet.

Additional steps and timeline (proposed):

- Approve project concept and direct staff to finalize trail design and construction plan (April)
- Approve a Memorandum of Understanding between the Town and Mountain Bike the Tetons for capital construction and long-term capital maintenance. Also review construction plan, detailed project costs, and funding. (May)
- Complete design (May) – proceeding concurrently with MOU review and approval.
- Begin construction (June)

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

The bike loop will provide recreational benefits for kids and families similar to other Town of Jackson/Teton County parks (Quality Community Service). The bike loop will be located in a central area with convenient access to existing neighborhoods (Town as Heart) which will help kids and families access recreation via non-polluting modes (Transportation and Climate Sustainability). It also partners with local non-governmental agencies to provide added benefit to residents with minimal cost to the public.

ATTACHMENTS

1. Project Brief (Updated)
2. Project Area Map
3. Photos of Project Area

FISCAL IMPACT

There is no immediate fiscal impact of approving the project concept and directing staff to proceed with the project design. Costs to the Town for initial construction and capital maintenance are expected to be minor. Projected expenses include signage, imported dirt and gravel, machine time and labor, and landscaping. Mountain Bike the Tetons has pledged to cover trail design, machine time, and labor costs. Friends of Pathways is planning to organize volunteer days and utilize their youth trail crew to assist with construction. Staff and FOP are also exploring grant/funding opportunities to cover material costs. The design process will determine the quantity of imported gravel and material, but since the design parameters specify very small features, staff expects the total materials quantity will be relatively small. The project team is currently putting together a detailed construction plan and cost worksheet, and staff will be able to update Council on this at an upcoming meeting (ideally in May for the MOU review). Total construction costs are expected to be \$5000-\$10,000, and we hope to find outside funding to offset these costs.

STAFF IMPACT

The plan is to have Mountain Bike the Tetons and Friends of Pathways handle planning/design, construction, and the majority of the capital maintenance of the trail. This will minimize impact to staff but there would still likely be some staff time required during each phase (to coordinate with MBTT and FOP on logistics, monitor and inspect the construction process, handle public outreach, etc.).

It is also expected that some maintenance responsibility could fall to the Town and/or Parks and Recreation department. Current maintenance of the parcel by Parks and Rec includes seasonal mowing and trash collection.

Mowing in the area could be slightly more labor-intensive with the installation of small berms and the gravel trail. Mowing is currently limited to a couple times each year, so this is not expected to have a major impact to staff.

While not part of the initial plan, if a trash can were to be installed, Parks and Rec might be asked to add this to their routine patrols near the school campus pathways and fields. The location of the project means that the Parks and Rec would not have to go out of their way, but it might add a stop to their regular route.

Legal staff time will be required to review any agreements with MBTT and/or FOP.

Pathways staff expects moderate impacts during planning and construction, and minor ongoing impacts associated with maintenance coordination and stewardship.

LEGAL REVIEW

Liability: The legal department will address liability in detail, but the bike trail would likely carry liability similar to a public park or pathway. The legal department has previously confirmed that the bike loop is an allowable use of the Town's parcel.

Any agreements between the Town of Jackson and NGO partners will be subject to review by the legal department and will be brought forward at a later date if the project is approved.

RECOMMENDATION

Staff recommends approval to move the trail to the south side of the pathway. This is a much better place for the trail and offers an excellent opportunity to create a user-friendly, safe, and fun beginner trail option. Staff also recommends directing staff to proceed with the project and to bring the Memorandum of Understanding to Council in May 2018.

SUGGESTED MOTION

I move to approve the Blair Drive Kids Bike Loop Project on the south side of the Blair Pathway as shown in the attached exhibit, and direct staff to proceed with project design and preparation of a Memorandum of Understanding.

Blair Drive Kids Bike Loop – Project Brief: **UPDATED**

Project Description

Plan and construct a 0.5-mile natural surface (dirt) biking trail paralleling the pathway along Blair Dr. The trail design would be intended for use by younger kids (ages 3-12) but would be open to all users. It would feature a dirt surface with small features (bumps and turns) that could be negotiated by beginner users, including kids on strider bikes. Trail construction would be managed and provided by Mountain Bike the Tetons and Friends of Pathways trail crews.

UPDATE: Pathways staff presented the idea to the Jackson Town Council in December 2017. The Council approved the concept but requested that the trail be moved to the south of the pathway in order to provide better safety for trail users by placing the trail further away from the road.



Purpose and Need

Younger kids in Jackson lack good, accessible options for mountain biking that offer beginner trails and safe places to learn the basic skills of off-road riding. The closest mountain bike trails on Jackson Hole's public lands (Cache Creek, Snow King, and Teton Pass) and at the bike park at Jackson Hole Mountain Resort are all geared toward older, more experienced riders. It is also difficult for younger kids to access these locations unless accompanied (and likely driven) to the trailhead by an adult. The Blair Drive Kids' Bike Loop will provide a conveniently located trail near the school campuses, accessible by the community pathways system that would enable kids of all ages to develop mountain bike skills from an early age and allow whole families to enjoy cycling fun in a safe, traffic-free environment.

Project Location

The proposed location is along the south side of Blair Drive on the two open space parcels owned by the Town of Jackson between Whitehouse Dr. and the Community Garden near Jackson Hole Middle School.



The trail would parallel Blair Drive just to the south of Blair Pathway, and would be separated from the roadway a minimum of 5'**18'** and a minimum of 2' from the pathway. **UPDATE: Based on the request from the Jackson Town Council to move the trail south of the Blair Pathway, the design team visited the site and determined that it is feasible to construct the trail south of the pathway (there may be minor conflicts with some existing vegetation on the Town parcels) and will significantly improve safety for trail users compared to placing the trail closer to the road north of the pathway.**

Located in close vicinity to several high-density neighborhoods and five school campuses, the Blair Kids' Bike Loop trail would be accessible to a wide range of neighborhood kids and would even be an option for kids to ride on their way to school.

Trail Design Specifications

- Novice Rider trail specifications
 - 18-24 inches wide
 - Packed dirt and gravel surface
 - 5-10' radius turns
 - Small features a maximum of 2-3 feet high with rolling transitions
 - Optional skills areas
 - Rock and wood features maximum of 6 inches off the ground
 - Minimum offset from pathway: 2 feet
 - Minimum offset from roadway: 5**18** feet

Design/Construction Challenges

The site presents very few challenges. It is flat and open so grading and drainage can be easily addressed.

UPDATED: There are **three** constriction points between the pathway and adjacent fencing or vegetation, but there is sufficient room for at least one 24"-wide track along the entirety of the project area.

Project Funding/Budget

Design costs are estimated at \$1,000.

Construction costs are estimated at \$5,000-10,000. Mountain Bike the Tetons and FOP have pledged to cover machine time and labor for trail construction. More detailed estimates will be available as the design develops.



Project Partners

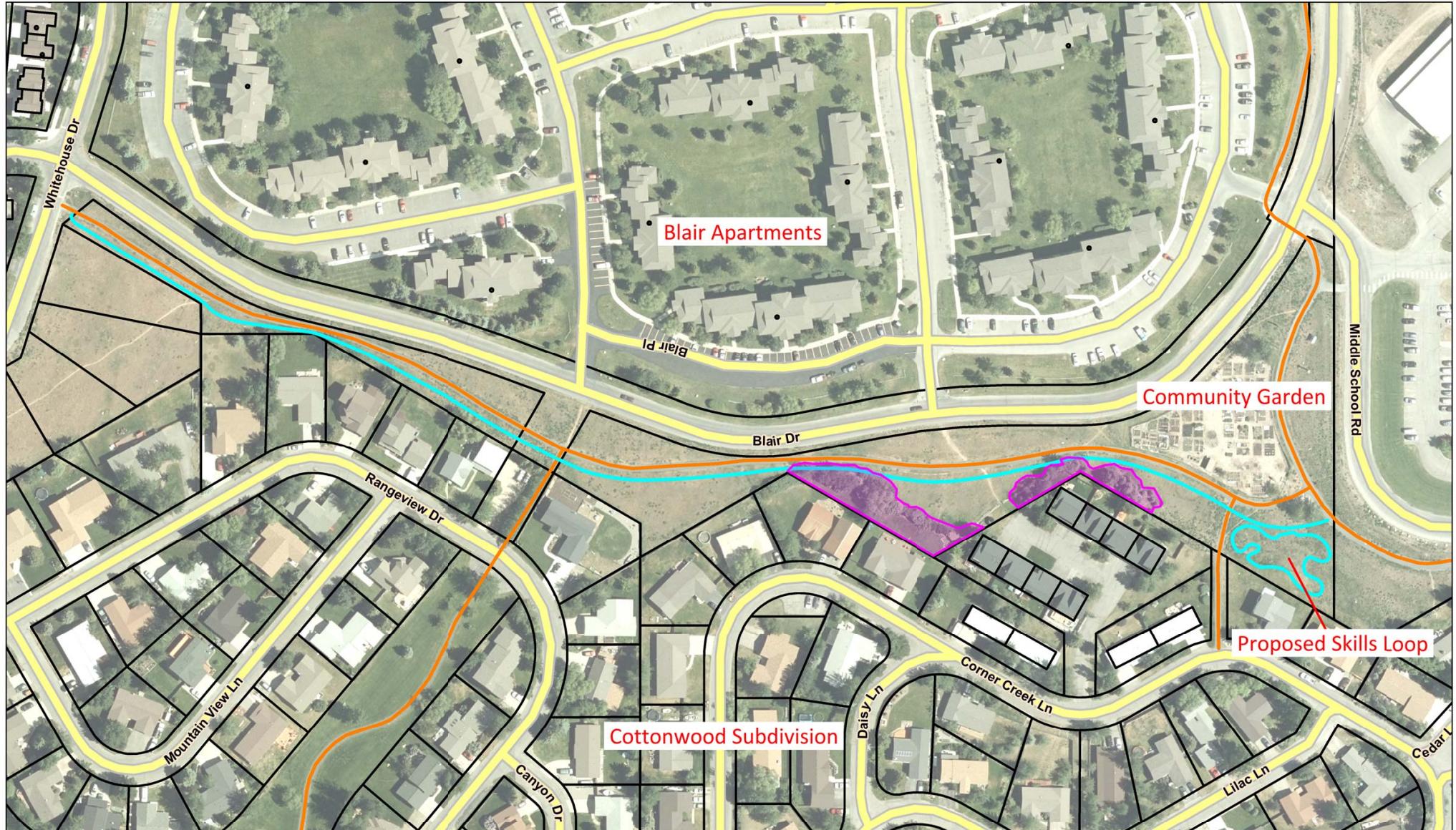
- Jackson Hole Community Pathways
- Mountain Bike the Tetons
- Friends of Pathways
- Town of Jackson
- Neighbors and families

Contact Info:

Brian Schilling, Town of Jackson Pathways Coordinator

bschilling@tetoncountywy.gov

307-732-8573



Blair Drive Kids Bike Loop - Concept Plan April 2018

— Existing Pathway

— Proposed Trail

■ Vegetation/Landscaping on TOJ parcel

Attachment 3 - Blair Dr. Kids Bike Loop Project Corridor Photos



Figure 1 - Standard view of corridor with 15' between path and property line/fence



Figure 2 - Narrowest point in project area where fence/property line is within 5' of pathway. Trail can fit here with no safety issues.

Attachment 3 - Blair Dr. Kids Bike Loop Project Corridor Photos



Figure 3 - Existing vegetation (willows) on town parcel will need to be trimmed to provide sufficient sight distance and clearance.



Figure 4 - Tree on town parcel will need to be trimmed to provide sufficient sight distance and clearance for trail.

Attachment 3 - Blair Dr. Kids Bike Loop Project Corridor Photos



Figure 5 - Trail design crew surveying area.



Figure 6 - Trail design crew taking measurements in proposed skills loop area



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 10, 2018
MEETING DATE: April 16, 2018

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

SUBJECT: Appointment of Hearing Officer for Appeal of 315 North Cache Street Building Permit

STATEMENT/PURPOSE

The purpose of this item is for Town Council to appoint a hearing officer to preside over the Appeal of an Administrative Decision of the Planning Director regarding 315 North Cache Street.

BACKGROUND/ALTERNATIVES

On February 13, 2018 the Town, via its Planning Director, denied Building Permit B18-0003 for 315 North Cache Street. Division 8.8.3 of the Town of Jackson Land Development Regulations empowers an individual aggrieved by a decision of the Planning Director to appeal that decision. On March 14, 2018 the owner of 315 North Cache Street initiated an appeal of this building permit denial, thus instigating the administrative process of the Town of Jackson Land Development Regulations.

According to the Land Development Regulation appellate procedures, the “Town Council shall designate a Hearing Officer or the chair of the Board of Adjustment to preside over the appeal.” Staff recommends Council appoint a hearing officer to preside over this appeal, rather than appointing the chair of the Board of Adjustment. In the latter scenario, the Board of Adjustment Chair must both administer the adjudicative hearing process and serve as a voting member of the appellate body. While this does not create any conflict of interest issues, given the challenge of performing both tasks, Staff recommends Council bifurcate the roles – appointing an independent hearing officer to govern the process and allowing the chair of the Board Adjustment to focus on his/her review of the matter exclusively. It is noteworthy that the Legal Department will represent the Planning Director in this matter, and thus is unable to also advise the Board of Adjustment.

Staff identified two candidates for Council consideration, both of which are qualified, available and endorsed by both Town Staff and the appealing party. These candidates and each's associated rates are:

Bret King: Mr. King's work \$275.00/hr.; Associate working on the matter \$150.00/hr.; Clerk working on the matter \$30.00/hr.

George Kuvinka: \$375/hr. (Mr. Kuvinka is willing to moderate this in line with what has been paid previously).

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

This item aligns with Council's goal to timely and efficiently deliver quality services in a fiscally responsible and coordinated manner by ensuring property owners have access to a fair, impartial process for appeals of Planning Director decisions.

ATTACHMENTS

None.

FISCAL IMPACT

The fiscal impact of this item will vary depending on a few factors. First, the cost of the hearing officer will depend on the complexity and length of the appeal process, for example the number of motions reviewed, and the hourly rate paid for the appointed hearing officer's work. Second, an appeal to the District Court of the Town's final decision in this matter is permitted, resulting in potential further litigation costs.

STAFF IMPACT

The impact of this item will be within the Planning, Legal and Town Clerk Departments. The Town Clerk foresees minimal impact from the need to serve as a repository and records manager for the appellate process. The Legal and Planning Departments will experience a more substantial impact because Planning Staff will serve as fact witnesses and will need to provide information for the Legal Department's case filings, witness testimony, etc. These departments will work on this item over the next four months (the appellate process is set for 120 days under the Land Development Regulations.)

LEGAL REVIEW

Complete.

RECOMMENDATION

Staff recommends Council appoint one of the hearing officer candidates provided above but makes no recommendation as to which of the qualified candidates should be selected.

SUGGESTED MOTION

I move to appoint _____ as the Hearing Officer to preside over the appeal of Building Permit B18-0003 for 315 North Cache Street and that such appointment become effective immediately.



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: MARCH 15, 2018
MEETING DATE: MARCH 19, 2018

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER VALENTINE

SUBJECT: **ITEM P17-166 P17-167 & P17-168:** REQUEST FOR APPROVAL OF A DEVELOPMENT PLAN, CONDITIONAL USE PERMIT (HEAVY SERVICE USE) AND A CONDITONAL USE PERMIT (WIRELESS FACILITY) LOCATED AT 60 E. PEARL AVENUE.

APPLICANT: JACKSON HOLE FIRE & EMS

OWNER: TOWN OF JACKSON

REQUESTED ACTION

This item was continued from the previous Town Council meeting on March 5th.

The applicant, Jackson Hole Fire/EMS, is requesting approval of a Development Plan to remodel and expand Fire Station #1, a Conditional Use Permit (CUP) for the fire station use (Heavy Service), and a CUP for a new wireless communications facility at 60 E. Pearl Avenue.

APPLICABLE REGULATIONS

Section 8.3.2 Development Plan

Section 8.4.2 Conditional Use Permit (CUP)

Section 6.1.10.D Wireless Communications Facilities

LOCATION

The subject property is addressed as 60 E. Pearl Avenue and legally described as LOTS 4-5-6, BLK. 6 CACHE CREEK ADDITION, 1ST ADD. (JH FIRE HOUSE & FIRE ADMIN. BLDG.). An aerial photo and zoning map are shown below reflecting the general location of the proposed site (please see the applicant submission for a detailed site plan):



BACKGROUND/ALTERNATIVES

The subject site is approximately 0.52 acres (22,500 sf) in size and was re-zoned from Urban Commercial (UC) to Public/Semi-Public (P/SP) in July 1997. Currently the site is occupied by Fire Station #1 which consists of a 3,200 sf single-story fire administrative building with a 3,200 sf basement and a 9,339 sf two-story fire house with apparatus bays, training room and staff quarters. The original fire house was built in 1964 and has been expanded and remodeled several times since its origin. In 1997, the Town Council approved a CUP and Final (Intermediate) Development Plan for the administrative office building. In 2004 the Town Council approved a CUP for the addition of a dormitory to the existing fire house.

Timeline of events leading to this request:

- 2012: Vera Iconica Architecture & Hangar 41 were hired by the Fire Department to perform a needs assessment analysis of six fire stations within Teton County. Fire Station #1 (Pearl Ave) was recommended for additions/renovations.
- 2014: SPET (Special Purpose Excise Tax) election awarded \$2.3 million for design and professional services for Teton County Fire/EMS.
- 2017: May 2017 SPET awarded \$6.8 million to Teton County Fire/EMS, primarily to be used for Fire Station #1 remodel on Pearl Avenue. This led to the search for a temporary location for Fire/EMS to operate while Station #1 is under construction.
- 2017: June 2017, JIM (Joint Town and County meeting) approves Jackson Hole Fire/EMS to use existing 2014 SPET funds to turn the existing Pavilion building into a temporary fire station in addition to constructing a new stall barn for the Teton County Fair Grounds.
- 2017: September 2017, Jackson Hole Fire/EMS & Teton County Fair Division submit application for a temporary fire station and new stall barn.
- 2017: December 2017, Jackson Town Council approved two Conditional Use Permits for a temporary fire station and new stall barn at the Rodeo Grounds addressed at 305 W. Snow King Avenue.

Project Description

The applicant, Jackson Hole Fire/EMS is proposing to remodel/expand the existing fire house located at 60 E Pearl Avenue and is requesting approval of the following items:

1. **Development Plan:** Jackson Hole Fire/EMS is proposing to remodel and expand the existing Fire Station #1 by approximately 6,400 sf above grade. Section 4.2.1.B.12 Required Physical Development Permits requires a Development Plan for physical development between 5,001 sf – 15,000 sf.
2. **CUP (Heavy Service Use):** Jackson Hole Fire/EMS is requesting a CUP (Heavy Service) for the expansion of Fire Station #1 which includes basement storage, a larger apparatus bay, new turn out room, new training room, expanded dormitory, new flex space and three ARUs.
3. **CUP (Wireless Communications Facility):** Jackson Hole Fire/EMS is requesting a CUP for a new wireless facility which will be attached to the side of the building and expand no higher than 5' above the proposed building.

The plan includes demolishing most of the building while maintaining the existing first floor footprint. This proposal does not include the single-story administration building or involve reconfiguring the parking lot. The following is a breakdown of the proposed development and use for the fire house building:

	Existing Size	Proposed Size	Proposed Use
Basement	0 sf	1,172 sf	Storage
First Floor	6,307 sf	7,750 sf	Apparatus room, turn out room, public training room & bathrooms.
Second Floor	3,032 sf	8,004 sf	Flex space, Accessory Residential Units (ARUs) & dormitory, kitchen, office, laundry, bathrooms, etc.
TOTAL	9,339 sf	16,926 sf	

Below is the Physical Development Standards for P/SP which reflect all existing and proposed development:

	Required	Proposed	Complies
FAR (Floor Area Ratio)	N/A	0.84 or 18,954 sf (includes existing admin building)	Yes
Lot Coverage	N/A	0.42 or 9,507 sf (includes existing admin building)	Yes
LSR (Landscape Surface Ratio)	N/A	0.27 or 6,170 sf	Yes
Fire House - Front Setback (north)	N/A	19'-9"	Yes
Fire House - Side Setbacks (east)	N/A	6"	Yes
Fire House - Side Setbacks (west)	N/A	+70'	Yes
Fire House - Rear Setback (south)	N/A	1'-6"	Yes
Building Height	N/A	45'-6"	Yes
Parking	Independent Calculation (see below)	18 on-site + 9 inside + 18 on-street = 45	Yes ¹ (see below)
Employee Housing	N/A	7-room dormitory + 3 ARUs	Yes

¹ 18 spaces along the north and south side of Pearl Street are painted red, no parking, reserved for Fire/EMS. These are not used for daily employee parking, but rather for temporary use for emergency vehicles.

CUP for Heavy Service Use

The majority of the operations and uses at Station #1 will remain at similar levels to what currently exists. The main areas of expansion are a new separate public training/meeting room, three additional dorm rooms, three additional ARUs and an expanded flex space serving the specific training/gathering/cooking needs of fire staff.

As a recap on Jackson Hole Fire/EMS operations, Fire/EMS operates 24 hours a day, 365 days a year. At all times, at least three (3) crew members will be on-site performing their required 48-hour shift. Shift changes occur in the morning at 7:00 AM. During the daytime, crew members will be accompanied by volunteers who are required to perform a 12-hour shift once a month. There are currently 24 volunteers, however not all will be present on a daily basis. On average, 7-8 total crew-members and volunteers will be present on a daily basis. Since this project is within the P/SP zoning district, all uses are exempt from employee/affordable housing requirements. However, knowing that the fire station has housing impacts, the applicant is proposing a seven-room dormitory with full kitchen, laundry and bathrooms along with three ARUs. Daily operations

include regular maintenance of vehicles/equipment, responding to emergency and non-emergency calls and attending training meetings at various locations including the Pavilion building. Weekly training meetings at Station #1 will be held inside on Wednesdays and start at 6:00 PM and last 2-3 hours. On average, 15-20 attendees will be at each training. Additional on-site activities include station tours for kids twice a month public training space available upon scheduling. Staff would like to point out that a CUP is typically required for dormitories (sleeping quarters), however since sleeping quarters are essential to fire station operations and are restricted to use of fire staff, Staff finds the dorm to be incidental to the overall use of the site thus the applicant does not need a CUP. The review of the dorm has been incorporated into the CUP for Heavy Service use.

The site layout with this request will not change significantly and it currently has two existing vehicular entrances that will remain; one on Pearl Avenue which accesses the apparatus bay, and one on the alley which also accesses the apparatus bay and the on-site parking lot. In regards to parking, Fire/EMS is providing the following: 18 on-site spaces, 9 emergency related spaces within the apparatus bay and 18 street (red curb) parking spaces (two of which are identified for permit pick-up/drop-off). Total spaces provided is 45. Please see the parking section below as the applicant has provided an independent calculation explaining how the proposed use falls within the 45 spaces provided.

CUP for Wireless Communications Facility

Station #1 currently has a 20' tall whip antenna attached to the side of the northwest tower that measures approximately 60' above grade. The whip antenna is classified as a wireless communications facility by federal regulations and serves as a radio communications base station for Fire/EMS. As part of the Station #1 remodel/expansion, the whip antenna will be temporarily relocated to the fairgrounds to service the temporary fire station. Upon completing Station #1, the whip antenna will be relocated to Station #1 and side-mounted to the new northern stair tower. Fire/EMS will first mount a supporting structure on the stair tower, which will be a metal bracket extending 5' above the roof. This portion of the building is 40' tall, thus this initial installation of the whip antenna will project no higher than 45' above grade. All antenna-associated equipment will be located on the roof deck above the northern stair tower and will not be visible from street view. The whip antenna will be set back 60' from the north property line, 73' from the east property line, 77' from the west property line and 90' from the south property line. The whip antenna itself is fiber glass and its slender design is naturally stealth, minimizing visual impacts.

Staff would like to point out that upon CUP approval for the 5' rooftop wireless facility, the applicant will come back later to apply for a Basic Use Permit (BUP) to extend the facility 20' taller, for an ultimate height of 25' above the building. Federal law mandates that existing wireless facilities not in the right-of-way may be extended by-right 20 feet or 20 percent more than the current height (whichever is greater). The Town of Jackson administers this federally-dictated extension – which in this case would be the 20 feet of added height - through a BUP. Please see the staff analysis below for the discussion and reasoning behind having two separate requests regarding the antenna.

Staff Review

Staff has reviewed the proposed development and uses for the subject property and have found all to be in compliance with the LDRs and consistent with the 2012 Comprehensive Plan. There are several moving parts that have led the Town, County and Fire/EMS to this proposal starting back in 2012 when the needs assessment analysis determined Fire Station #1 was in need of upgrades/renovations. The Town Council has already approved the temporary fire station at the Fairgrounds in December 2017 and this application was to be expected as part of the larger plan. This site is a Public/Semi-Public zoned property and should be continually used in a manner that serves the community. With that, staff finds that a fire station with communications whip antenna to be compatible with the existing uses on the site and will continue to provide

needed fire and emergency services to the community. Staff also finds that Fire/EMS has adequately addressed all of staff's concerns regarding operations and possible impacts

Historic Preservation

Staff has added a condition of approval requiring the applicant to work with the Historic Preservation Board in advance of obtaining a demolition permit for the fire house.

Parking

Parking is not changing from what currently exists today at 45 spaces: 18 in the parking lot, 9 inside the apparatus bay & 18 on-street (red curb). As stated above, development is increasing by approximately 6,400 sf and in traditional cases of commercial development, parking is added up by individual use. The applicant did not calculate parking in the traditional sense being that the fire station is unique and functions differently than typical commercial businesses. The applicant has provided an independent calculation based on their staffing needs and peak demand. As stated in their submittal, 7:30 AM – 5:30 PM is the peak demand at 15 spaces. 5:30 PM – 7:30 AM reduces in need to 11 spaces. Although the dorm is increasing from four rooms to seven and three new ARUs are being added, this will likely affect the overnight demand which is already low to begin with. Staff is not aware of any difficulties with the current parking supply or how it is managed and finds that the proposed expansion will not overburden the current state. Staff finds that 45 spaces is sufficient for Station #1 as it exceeds their current and proposed needs

Vehicular Access / Emergency Exit Plan

Primary vehicular access for emergency vehicles will continue on Pearl Avenue since the apparatus bay faces Pearl. However, some vehicles parked in the apparatus bay will exit through the rear (alley) as needed. Employees will continue to park in the on-site parking lot. An Emergency Exit Plan was not provided with this application, however the proposed remodel/expansion will not affect the routes that Fire/EMS currently take which depend upon the location of the call.

Affordable / Employee Housing

Fire/EMS - Section 6.3.1.C.10 Exemptions of the LDRs states that Heavy Service and Wireless Communications Facility uses in the P/SP zone are exempt from the standards of Division 6.3 Employee Housing. Although no housing mitigation is required, Jackson Hole Fire/EMS is proposing to build a seven-room dormitory and three ARUs to accommodate their needs. Staff finds that the proposed housing is sufficient for the proposed use

	Existing Development	Proposed Development
Housing Requirement	<u>Heavy Service Use</u> 9,339 sf @ 16 sf/1,000 sf = 149.4 sf <u>Office Use</u> 6,400 sf @ 14 sf/1,000 sf = 89.6 sf TOTAL = 239 sf	<u>Heavy Service Use</u> 7,587 sf (including basement) @ 16 sf/1,000 sf = 121.4 sf
Mitigation Provided	• 533 sf of dormitory (4 rooms)	• Approx. 1,600 sf of new dormitory (7 rooms) • 1,404 sf of new ARUs (3 units)

Landscaping

The LDRs have no landscaping requirements for uses within the P/SP zoning district and at this time the applicants have not proposed landscaping. The landscaping along Pearl and along the western property line will remain. Based on the proposed site plan, small portions of existing landscaping located to the east of the parking area will be removed and replaced with building and sidewalks.

Signage

Parking lot signage is proposed for the following: (1) handicap parking sign, (3) resident parking signs, and 1-2 signs designating parking for Fire/EMS. Fire/EMS will also be proposing new signage identifying Station #1 on the northern and western facades of the new building. However, these signs must be approved separately through a sign permit and not with this application.

Snow Storage / Trash / Bicycle Parking

Since the site plan is not changing significantly with this request and snow will continue to be stored along the western portion of the lot between the property line and the parking lot. In addition, the existing trash enclosure will be relocated to the southwestern corner of the lot. Finally, bicycle racks are being proposed both behind the existing administrative building and in front adjacent to Pearl Avenue. The applicant has exceeded the minimum requirement for 1 bicycle parking space per 10 parking spaces. Staff finds that snow storage, trash and bicycle parking are sufficiently addressed and consistent with the LDRs.

Noise / Visual

Staff finds that from a noise and visual standpoint, there will not be any significant impacts beyond what typically occurs at Station #1. Parking will be screened as large emergency vehicles will remain housed within the fire house building and guest/staff parking remains in the rear. The main impacts will continue to be sirens and lights. Both sirens and lights are necessary for Fire/EMS to safely and efficiently navigate from point A to point B. These have occurred at this site since the 1960s and will continue at a rate based upon the calls received. It is not anticipated that this remodel/expansion will increase those impacts. In conclusion, staff finds that the applicant's request meets the standards of the LDRs and Comprehensive Plan.

Design Review Committee (DRC)

This item was first reviewed by the DRC on October 12, 2016 because of the non-residential nature of the project. The DRC generally favored the design, bulk, scale and materials. The DRC had the following recommendations/comments:

1. The 40' element with sandstone seemed a little out of place and a question of maximum allowed height was brought up. That element was specifically there to be used as a hose drying system.
 - This element remained as it was a necessary component of the fire station.
2. The exterior colors of the new structure are stronger than the admin building. It was recommended that the admin building be painted to a darker color to match the new one.
 - The applicant addressed this by changing the exterior material on the second story (facing Pearl) from grey fiber cement panels to a darker horizontal wood siding.
3. The DRC agreed that the sandstone should be removed.
 - The applicant addressed this by removing the sandstone and replacing it with grey cement panels.
4. The cement panels could be replaced with resin-core panels instead.
 - The applicant took this as a recommendation for consideration and not a requirement. No changes have been made at this time.

This item was later reviewed by the DRC on January 10, 2018 after the applicant had addressed the above mentioned recommendations/comments. The DRC unanimously recommended approval to Town Council.

Planning Commission

This item was reviewed by the Planning Commission on February 7, 2018 and the Commission unanimously recommended approval to Town Council as presented. The Planning Commission has some informal building code discussions with the applicant regarding elevators and windows. Also, additional discussion took place between the Commission and staff regarding the whip antenna. However no concerns or additional conditions were added to the project.

Wireless Communications Facility (Whip Antenna)

In 2017, the Town Council amended the Land Development Regulations (LDRs) in response to changes in federal law that limited and defined the authority of local governments to regulate the permitting of wireless communications facilities. The LDRs now have two types of permits for wireless communication facilities: 1) a Conditional Use Permit for any *new* facility; and 2) a Basic Use Permit for a facility that is an expansion of an *existing approved facility*, provided that the expansion is not a “substantial change” over current conditions. The distinction between these two types of applications involves the application of a variety of legal nuances embedded in the new federal law – such as what constitutes a “substantial change” or a “tower” – and can be difficult to determine. However, in this case, all parties agree that this application requires a CUP since the facility was never approved by the Town and therefore is a “new” wireless communications facility under the Town regulations.

Fire/EMS originally proposed attaching the whip antenna to the side of the new hose-drying tower. A total height of 25' is required for Fire/EMS's communication and radio needs and Fire/EMS's original application sought this height under this current CUP. Staff met with the applicant and clarified that the whip antenna is a “new” facility under the Town LDRs (having never been approved by the Town), meaning this CUP application is limited a maximum of 5 feet. Given that Fire/EMS needs 25' (not 5') for its communications needs, staff bifurcated the application process into the CUP and the BUP: first, the applicant is applying for a CUP for a new rooftop facility at 5' and, second, the applicant will subsequently apply for a BUP to extend the antenna by 20' to achieve the total 25' of height needed. This is appropriate because the new LDRs allow a carrier (whether private or public) to extend an existing facility by 20' with a BUP. In order to address the communication needs of Fire/EMS, is was the best way to get the needed height without evading our own process. The slight challenge as mentioned above is the need for multiple applications versus one seamless process.

The primary development standards that apply to CUP wireless communications facility are found in Sec. 6.1.10.D of the LDRs. Below staff has provided analysis of the primary standards.

Determination of Need (Sec. 6.1.10.D.3.f.ii.a))

The applicant is required to demonstrate that no existing facility or tower can accommodate the proposed use without causing impacts greater than the impacts caused by the proposed facility.

Complies: The applicant has provided a detailed explanation of the need for the proposed wireless facility. In summary, the applicant states that the whip antenna is needed for Fire/EMS dispatch. The antenna acts as a base station radio and has paging capabilities allowing it to serve as a back-up in the case that the main dispatch goes down. No other facility or tower has been identified that is capable of accommodating the whip antenna.

Stealth Requirement (Sec. 6.1.10.D.3.f.i)

All wireless facilities are required to be stealth. This is defined as a facility that is integrated into an existing structure so as not to be visible or that it is designed so “that the purpose and nature of the Wireless facility is not readily apparent to the reasonable observer.” The one exception is that a non-stealth facility is allowed if it can be demonstrated “that a non-Stealth Facility will have concealment elements that more effectively minimize visual impacts than a Stealth Facility (which showing may be made for the Wireless Facility as a whole, or particular elements of the facility . . .”

Complies. The proposed facility meets the standards for a stealth facility. The antenna itself, which currently is mounted to the existing firehouse, is 2.5 inches wide at the base and 1 inch wide at the top and need not be any larger. Adding additional stealth features to the antenna itself or creating a faux architectural structure to cover the antenna would 1) create a larger visual impact, 2) draw more attention to the facility, and 3) make the presence, purpose and nature of the facility more obvious to a reasonable observer. Therefore, leaving the 2.5 inch to 1 inch width antenna exposed, in this specific circumstance, minimized visual impacts and complies with the LDRs.

Design Review Committee (Sec. 6.1.10.D.3.d.ii)

All Wireless Communications Facility – Major uses shall be subject to review by the Design Review Committee (DRC) prior to submission of the Planning Commission. The DRC shall review such facilities for consistency with the stealth requirements in 6.1.10.D.3.f.

Complies. As stated above, this application went before the DRC on October 12, 2016 and January 10, 2018. At the first DRC meeting the DRC recommended approval to Town Council with conditions, but the conditions were not related to the whip antenna which at that time was located on the hose drying tower and extended 20' above the building (approximately 60' above grade). At the second DRC meeting the DRC recommended approval to Town Council with no conditions. The DRC had no comments or concerns related to the new location and height of the whip antenna.

Height (Sec. 6.1.10.D.3.f.ii.c)2)

The maximum height of a stand-alone tower for a Wireless Communications Facility is 30 feet, or 5' above the existing roof line for a roof-mounted facility

Complies. Because this is a roof-mounted facility that is shown as no more than 5' above the roof line of the north stair tower, the proposed facility meets the 5' height limit.

Collocation (Sec. 6.1.10.D.3.f.ii.l)3)

New towers shall be constructed to allow collocation of as many antenna arrays as feasible without causing interference, complying with height limits, and not defeating stealth elements.

Complies: Because the whip antenna is being re-used, it will not allow collocation based on its structural build, materials and slender design. Staff finds that requiring the antenna to be built for collocation directly violates the intent of a stealth design in this case.

Noise (Sec. 6.1.10.D.3.f.ii.k)

All noise coming from a Wireless facility must comply with the standards in Sec. 6.4.3 Noise, that provides limits on allowed decibels (DBA) in different zones. The P/SP zone has a maximum noise level of 65 DBA as measured from the property line. Emergency generators are exempt from this standard.

Complies. The applicant's submittal states that there is no noise expected from the proposed electrical equipment.

All other standards in Sec. 6.1.10.D

There are a number of additional standards in Sec. 6.1.10.D that address requirements for application submittal, landscaping, setbacks, signage, lighting, access, visibility, and security. These standards are either met as part of this application (e.g., application submittal, access, security), will be met in the future at the building permit stage (e.g., signage, lighting), or do not apply to this particular application (landscaping, setbacks, visibility). The proposed application, therefore, complies with each of these standards, as applicable to this project.

Staff Findings

Item A: Development Plan. Pursuant to Section 8.3.2.C of the Land Development Regulations, the following findings shall be made for the approval of a Development Plan.

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

The proposed development is located within District 2 Town Commercial Core - Subarea 2.3 Downtown of the 2012 Comprehensive Plan which states:

Subarea 2.3 Downtown: This 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 for our 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 units 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 the 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 predominantly in public lots and on the street to create a vibrant, walkable area that is orientated 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 the proposed project meets the intent and vision for this subarea. Subarea 2.3 is a transitional area and is the center of civic, cultural, economic and social activity and the proposed use falls within civic use. Buildings in this subarea should be predominantly mixed-use and consistent in size and form to those surrounding it. Staff finds that the proposed use size and scale are consistent with the surrounding buildings. In addition, parking is screened to the rear of the building and

pedestrian sidewalks are currently installed which are two goals for development in subarea 2.3. Finally, Fire Station #1 is an existing building and use, thus staff finds that it continues to meet the intent and goals for this subarea.

In addition, staff has analyzed this application for consistency with the Policy Objectives for District 2 Town Commercial Core as follows:

Common Value 1: Ecosystem Stewardship

Complies. Not Applicable.

Common Value 2: Growth Management

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

Complies. Although not required, the applicant is expanding its dormitory and adding three ARUs to serve its needs. Staff finds that this project meets the intent of Policy 4.1.b.

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

Complies. Not applicable.

Policy 4.2.c: Create vibrant walkable mixed use subareas

Complies. Staff finds that the proposed project provides a mixture of uses to serve the Fire Department while providing some public meeting space. This area already has sidewalks installed and provides adequate pedestrian access and walkability. The design will also enhance the visual appearance of the site which helps create and support vibrancy along Pearl Avenue.

Policy 4.2.d: Create a Downtown Retail Shopping District

Complies. Not applicable.

Policy 4.2.f: Maintain lodging as a key component in the downtown

Complies. Not Applicable.

Policy 4.4.b: Enhance Jackson Gateways

Complies. Not Applicable.

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

Complies. Not Applicable.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. Although not required by the LDRs, the applicant is providing seven (7) dormitory rooms and three (3) ARUs to meet their employee housing needs. Staff finds this to meet the intent of the above policy.

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

Complies. Not Applicable.

Policy 6.2.c: Encourage local entrepreneurial opportunities

Complies. Not Applicable.

Policy 6.3.a: Ensure year-round economic viability

Complies. Not Applicable.

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

Complies. East Pearl Avenue currently includes pedestrian improvements, thus staff finds that increasing the capacity for alternative transportation modes is not applicable to this project. However, Staff finds that the applicant should consider incorporating additional bike racks into the plan beyond the one bicycle parking space requirement to encourage an alternative to vehicle usage.

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

Complies. Not Applicable.

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

Complies. Staff finds that the proposal will have no significant adverse impact on public facilities but will rather improve public facilities.

4. **Design Guidelines.** *The proposed project complies with the Town of Jackson Design Guidelines, if applicable.*

Complies. This project went before the DRC on January 10, 2018, and they unanimously recommended approval to Town Council.

5. **Other Relevant Standards/LDRs.** *The proposed project complies with all relevant standards of these LDRs and other Town Ordinances*

Complies. Staff finds that the proposed project complies with the standards of these LDRs. In addition the project is in compliance with all other Town Ordinances.

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

Complies. Not Applicable.

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

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

The proposed development is located within District 2 Town Commercial Core - Subarea 2.3 Downtown of the 2012 Comprehensive Plan which states:

Subarea 2.3 Downtown: This 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 for our 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 units 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 the 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 predominantly in public lots and on the street to create a vibrant, walkable area that is orientated 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 the proposed project meets the intent and vision for this subarea. Subarea 2.3 is a transitional area and is the center of civic, cultural, economic and social activity and the proposed use falls within civic use. Buildings in this subarea should be predominantly mixed-use and consistent in size and form to those surrounding it. Staff finds that the proposed use size and scale are consistent with the surrounding buildings. In addition, parking is screened to the rear of the building and pedestrian sidewalks are currently installed which are two goals for development in subarea 2.3. Finally, Fire Station #1 is an existing building and use, thus staff finds that it continues to meet the intent and goals for this subarea.

In addition, staff has analyzed this application for consistency with the Policy Objectives for District 2 Town Commercial Core as follows:

Common Value 1: Ecosystem Stewardship

Complies. Not Applicable.

Common Value 2: Growth Management

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

Complies. Although not required, the applicant is expanding its dormitory and adding three ARUs to serve its needs. Staff finds that this project meet the intent of Policy 4.1.b.

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

Complies. Not applicable.

Policy 4.2.c: Create vibrant walkable mixed use subareas

Complies. Staff finds that the proposed project provides a mixture of uses to serve the Fire Department while providing some public meeting space. This area already has sidewalks installed and provides adequate pedestrian access and walkability. The design will also enhance the visual appearance of the site which helps create and support vibrancy along Pearl Avenue.

Policy 4.2.d: Create a Downtown Retail Shopping District

Complies. Not applicable.

Policy 4.2.f: Maintain lodging as a key component in the downtown

Complies. Not Applicable.

Policy 4.4.b: Enhance Jackson Gateways

Complies. Not Applicable.

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

Complies. Not Applicable.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. Although not required by the LDRs, the applicant is providing seven (7) dormitory rooms and three (3) ARUs to meet their employee housing needs. Staff finds this to meet the intent of the above policy.

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

Complies. Not Applicable.

Policy 6.2.c: Encourage local entrepreneurial opportunities

Complies. Not Applicable.

Policy 6.3.a: Ensure year-round economic viability

Complies. Not Applicable.

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

Complies. East Pearl currently includes pedestrian improvements, thus staff finds that increasing the capacity for alternative transportation modes is not applicable to this project. However, Staff finds that the applicant should consider incorporating additional bike racks into the plan beyond the one bicycle parking space requirement to encourage an alternative to single vehicle usage.

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

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

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

Complies. Staff finds that the proposed operation will minimize the visual impact on adjacent lands. The use of this site has existed for several years and the visual impacts will slightly increase with a taller building. Specifically, this is a fire station requiring large emergency response vehicles to exit/enter the site with lights and sirens. The intensity of the use will be relative to the level of emergent/non-emergent calls and is difficult to predict. Staff also finds that the design is consistent in scale and bulk to the surrounding developments and no known visual impacts can be identified at this time.

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

Complies. Staff finds that the proposed use will not have an adverse environmental impact. The site is also not located within the NRO and SRO, and all proposed use and operations will be conducted within previously disturbed areas.

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

Complies. Other than the typical noise and visual impacts associated with the existing fire station, staff finds that the proposed use will not increase or create any new adverse impacts from nuisances.

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

Complies. Staff finds that the proposal will have no significant adverse impact on public facilities but will rather improve public facilities.

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

Complies. Staff finds that the proposed project complies with the standards of these LDRs. In addition the project is in compliance 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*

Complies. Not Applicable.

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

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

The proposed development is located within District 2 Town Commercial Core - Subarea 2.3 Downtown of the 2012 Comprehensive Plan which states:

Subarea 2.3 Downtown: This 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 for our 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 units 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 the 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 predominantly in public lots and on the street to create a vibrant, walkable area that is orientated 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

Staff finds the proposed project meets the intent and vision for this subarea. Subarea 2.3 is a transitional area and is desired to accommodate civic type uses. The proposal includes relocating and reusing the existing whip antenna which is a vital component of operations and communications for the fire station. Staff finds the proposed use and development to be consistent with the above mentioned vision for Subarea 2.3.

In addition, staff has analyzed this application for consistency with the Policy Objectives for District 2 Town Commercial Core as follows:

Common Value 1: Ecosystem Stewardship

Complies. Not Applicable.

Common Value 2: Growth Management

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

Complies. Not Applicable.

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

Complies. By helping to keep Fire Station #1 and needed fire protection services in Town, the project helps to maintain Jackson as the economic center of the region.

Policy 4.2.c: Create vibrant walkable mixed use subareas

Complies. Not Applicable.

Policy 4.2.d: Create a Downtown Retail Shopping District

Complies. Not Applicable.

Policy 4.2.f: Maintain lodging as a key component in the downtown

Complies. Not Applicable.

Policy 4.4.b: Enhance Jackson Gateways

Complies. Not Applicable.

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

Complies. Not Applicable.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. Not Applicable.

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

Complies. Not Applicable.

Policy 6.2.c: Encourage local entrepreneurial opportunities

Complies. Not Applicable.

Policy 6.3.a: Ensure year-round economic viability

Complies. Not Applicable.

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

Complies. Not Applicable.

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

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

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

Complies. Staff finds that the proposed whip antenna minimizes visual impacts based on the location, slender design and height extension above the building. In fact, the proposed location of the whip antenna will be relocated more central to the site which is also helpful from a visual standpoint. Furthermore, this project went before the DRC on January 10, 2018 and they unanimously recommended approval to Town Council.

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 wireless facility will not have any significant adverse impacts to wildlife habitat, water or air quality, or any other environmental resources

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 since the site already operates with the whip antenna, the proposed relocation of the whip antenna will have no additional impacts from nuisances such as noise, light, vibration, dust, etc.

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

Complies. Staff finds that the proposal will have no significant adverse impact on public facilities but will rather improve public facilities.

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

Complies. Staff finds that the proposed use, as conditioned, complies with other provisions of the LDRs and 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*

Complies. Not Applicable.

ATTACHMENTS

Applicant Submittal
Department Reviews
Public Comment

PUBLIC COMMENT

Staff has received public comment via phone call from the property owner to the south at 45 E. Simpson Avenue. The property owner is concerned about future construction times for this project and is requesting that the applicant not be allowed to work before 7:00 AM. The owner stated that a previous construction project on the roof of the fire station had construction workers starting at 6:00 AM which was a disturbance to this particular owner. Staff explained that the Town currently has no restrictions on day or time for construction, unless otherwise conditioned by the Town Council or Town staff.

LEGAL REVIEW

Complete.

RECOMMENDATIONS / CONDITIONS OF APPROVAL

Item A: The Planning Director recommends **approval** of a Development Plan (P17-166) for the Fire Station #1 remodel/expansion for the property located at 60 W. Pearl Avenue, subject to the departmental reviews attached hereto.

Item B: The Planning Director recommends **approval** of a Conditional Use Permit (P17-167) for the expansion of Fire Station #1, Heavy Service Use, for the property located at 60 W. Pearl Avenue, subject to the departmental reviews attached hereto and the following condition:

1. The applicant to work with the Historic Preservation Board in advance of obtaining a demolition permit for the fire house.

Item C: The Planning Director recommends **approval** of a Conditional Use Permit (P17-168) for a new wireless communications facility (whip antenna) for the property located at 60 W. Pearl Avenue, subject to the departmental reviews attached hereto and subject to the finding that the non-stealthing of the slim-line, 2.5 to 1 inch width, 25 foot whip antenna 1) minimizes visual impact, 2) makes the presence, purpose and nature of the facility not obvious to a reasonable observer, and 3) is itself a concealment element as that term is defined in the Town of Jackson LDRs.

SUGGESTED MOTIONS

Item A: Based upon the findings for a Development Plan as presented in the staff report and by the applicant related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Complies with the Town's Design Guidelines; 5) Compliance with LDRs & Town Ordinances; 6) Conformance with past permits & approvals for Item P17-166, I move to recommend **approval** to the Town Council of a Development Plan for the expansion/remodel of Fire Station #1 located at 60 W. Pearl Avenue, subject to the department reviews attached hereto.

Item B: Based upon the findings for a Conditional Use Permit as presented in the staff report and by the applicant related to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public

Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals for Item P17-167, I move to recommend **approval** to the Town Council of a Conditional Use Permit for a Heavy Service use, located at 60 W. Pearl Avenue, subject to the department reviews attached hereto and the following condition:

1. The applicant to work with the Historic Preservation Board in advance of obtaining a demolition permit for the fire house.

Item C: Based upon the findings for a Conditional Use Permit as presented in the staff report and by the applicant related to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals for Item P17-168, I move to recommend **approval** to the Town Council of a Conditional Use Permit for a new rooftop wireless communications facility (Whip Antenna) located at 60 W. Pearl Avenue, subject to the department reviews attached hereto and subject to the findings that the non-stealthing of the slim-line, 2.5 to 1 inch wide whip antenna that will extend 5' above the stair tower 1) minimizes visual impact, 2) makes the presence, purpose and nature of the facility not obvious to a reasonable observer, and 3) is itself a concealment element as that term is defined in the Town of Jackson LDRs.



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: **Jackson Hole Fire / EMS Station 1 Remodel & Addition**

Physical Address: **60 East Pearl Avenue, Jackson, Teton County, Wyoming**

Lot, Subdivision: **Lots 4-5-6, Block 6 of Cache Creek Addition** PIDN: **22-41-16-34-2-06-008**

OWNER.

Name: **Teton County, Board of County Commissioners** Phone: **307-733-4732**

Mailing Address: **PO Box 901, 40 East Pearl, Jackson, WY** ZIP: **83001**

E-mail: **Matt Redwine, Battalion Chief: mredwine@tetonwyo.org**

APPLICANT/AGENT.

Name: **Kurt Dubbe, Dubbe Moulder Architects** Phone: **307-733-9551**

Mailing Address: **PO Box 9227, Jackson, WY** ZIP: **_____**

E-mail: **kurt@dubbe-moulder.com / Mackenzie King: mking@dubbe-moulder.com**

DESIGNATED PRIMARY CONTACT.

Owner Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; see Fee Schedule for applicable fees.

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input checked="" type="checkbox"/> Conditional Use	<input checked="" type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use		
Relief from the LDRs	Development Option/Subdivision	Amendments to the LDRs
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Zoning Map Amendment
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (replat)	<input type="checkbox"/> Planned Unit Development
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Boundary Adjustment (no plat)	

PRE-SUBMITTAL STEPS. *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. If this application is amending a previous approval, indicate the original permit number.*

Pre-application Conference #: P17-017 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.

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
Mackenzie King
Name Printed

09-28-17

Date
Project Manager
Title

Jackson Fire/ EMS Station 1 Remodel & Addition PRELIMINARY BASELINE PROJECT SCHEDULE OUTLINE LAST UPDATED: SEPTEMBER 19, 2017		2017												2018												2019											
ACTIVITY	DATE	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar.	April	May	June	July	Aug	Sep	Oct	Nov	Dec	J	F	M	A	M	J	J	A	S	O	N	D					
Design Team: Deadlines / Drawing Sets	(Varies, see below)				1	2	3	4																													
Pre-Application	Conference: Feb. 3, 2017																																				
(1) Development Plan & (2) Conditional Use Permits	September 2017 >> 6-8 weeks																																				
Submit for Building Permits	December, 2017. TBD.																																				
Solicit Bids from Qualified Contractors	5 wk bid time > JIM > 3 week contract neg.																																				
Release Bid Documents (local Ad runs for 3 weeks)	Tues, December 12, 2017																																				
Pre-Bid Meeting (On-Site)	Tues, January 9, 2018 @ 2:00 P.M.																																				
Contractor Bids Due / Bid Opening	Tues, January 23, 2018 / Open Time T.B.D.																																				
Present Qualified Bids @ J.I.M. meeting for approval	Feb JIM = 2/5 or 2/12 (verify)																																				
Contract Negotiation / Award Contract	(3 week negotiations) > Award 2/28?																																				
Temporary Facility Construction	August 2017 > March 15, 2017																																				
JH Fire / EMS Transition to Temporary Facility	January 2018 > March 15, 2017																																				
Selective Demolition of Existing Structure	March 15, 2017 >																																				
New Construction	T.B.D. by Contractor																																				
NOTES:																																					
1. Final dates shall be listed in the Project Manual prior to bid release. At this time March 15, 2018 is the anticipated construction start date, putting the end of construction on or around September 15, 2019 (18 month construction time). 2. Temporary Facility involves added permanent upgrades to the Pavilion building, located within the Jackson Fair Grounds. Project shall be contracted independently of Station 1 Remodel & Addition. 3. Development Plan (DEV): required for non-residential development between 5,001-15,000SF (Section 4.2.1.B.12). Fee of \$2,500 waived. 4. Conditional Use Permit (CUP) 1: Required for Heavy Retail / Service (Section 4.2.1.C.1) 5. Conditional Use Permit (CUP) 2: Required for wireless communications facilities (Section 4.2.1.C.1) 6. Building Permits Include: Demolition Permit / Commercial Building Permit / Grading and Erosion Control (GEC) - verify if separate permit is required / (MEC) / (PLB)																																					

DESIGN TEAM DEADLINES / DRAWING SETS :

1 PROGRESS SET

Date on Drawing Set: July 18, 2017
Collect Drawings From Consultants: 7/18/17 (Tuesday)
Submit to Town: **mid-August 2017**
DMA redlines > to Team by mid-August

2 DEV / CUP SET

Date on Drawing Set: Sept 19, 2017
Collect Drawings From Consultants: 9/19/17 (Tuesday)
DMA redlines > to Team by beginning of October

3 PERMIT SET ?? (Title pending permit submission)

Date on Drawing Set: **October 31, 2017**
Collect Drawings From Consultants: **10/31/17 (Tuesday)**
Submit to Town: **TBD (December??)**
DMA redlines > to Team by mid-November

4 BID SET

Date on Drawing Set: **December 12, 2017**
Collect Drawings From Consultants: **12/5/17 (Tuesday)**
Release Bid Package: 12/12/17 (Tuesday)

5 100% DRAWING SET

Date on Drawing Set: **TBD**
Collect Drawings from Consultants: **TBD**

6 CONSTRUCTION SET

Date on Drawing Set: **TBD**
Collect Drawings from Consultants: **TBD**





PROPOSED DEVELOPMENT PROGRAM

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

PROPOSED DEVELOPMENT PROGRAM. *If a proposed development program is required as part of an application, it should be submitted as a table, in the following format.*

PROPOSED DEVELOPMENT PROGRAM		
Area Calculations. Please complete for each affected lot or parcel.		
	Base Site Area	Adjusted Site Area
Gross Site Area	none for all	none for all
Land within road easements and rights-of-way		
Land within existing vehicular access easements	██████████	
Land between levees or banks of rivers and streams		
Lakes or ponds > 1 acre		
Land previously committed as open space in accordance with these or prior LDRs		██████████
50% of lands with slopes greater than 25%		██████████
Calculated Totals	n/a*	n/a*

Development Calculations. Please complete for each structure or use.				
	LDR Standard	Existing	Proposed	Gross
Number of units or density	n/a	0	3	
Floor area (by use if applicable)	n/a			
FAR or maximum floor area	n/a			
Site Development	n/a			
Landscape Surface Ratio	n/a	* see note below		
Setbacks	n/a			
Front or street yard	n/a			
Rear yard	n/a			
Side yard	n/a			
Side yard	n/a			
Height	n/a	varies*	varies*	

* Calculations better expressed in other documents, including:

- Drawing Set (CASME Sheets)
- Area Calculations Spreadsheet (Sheet A1.6 & Narrative)
- Presentation Package (Attachment No. 3 / 3-6-17 JIM presentation)

LETTER OF AUTHORIZATION

TETON COUNTY , "Owner" whose address is: 60 EAST
PEARL AVENUE

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

TETON COUNTY , as the owner of property
more specifically legally described as: JACKSON HOLE FIRE/EMS

(If too lengthy, attach description)

HEREBY AUTHORIZES INTERIM CHIEF MOYER 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:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Interim Chief

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF WYOMING

)

COUNTY OF TARRANT

1

The foregoing instrument was acknowledged before me by MIKE MOYER this 14 day of AUGUST, 2001.

WITNESS my hand and official seal

WITNESS my hand and official seal.

(Notary Public) 
My commission expires: 

(Seal)





Development Plan (DEV) and Conditional Use Permits (CUP) - Narrative Statements

Drawing Set Date: September 19, 2017

Date Submitted to Town of Jackson (Planning Department): September 25, 2017

Jackson Hole Fire / EMS Station 1 Remodel & Addition

60 East Pearl Avenue

Jackson, Teton County, Wyoming

Owner: Teton County, Board of County Commissioners

Owner's Representative: Matt Redwine, Battalion Chief: mredwine@tetonwyo.org

Applications:

- 1. Development Plan:** Required for nonresidential development between 5,001-15,000SF (Section 4.2.1.B.12).
- 2. Conditional Use Permit (A):** Required for Heavy Retail / Service
- 3. Conditional Use Permit (B):** Required for Wireless Communications Facilities

Project Site

The existing Fire / EMS Station 1 is located in the Town of Jackson, at 60 East Pearl Avenue, between S Cache St and S King St. Station 1 is located on Parcel 22-41-16-34-2-06-008, adjacent to the existing JH Fire / EMS Administration Building. Both Station 1 and the Administration Building share Lots 4-5-6 of Block 6 of the Cache Creek Addition (1st Addition), and are owned by Teton County. The project site is located in the Public/Semi-Public-County (P/SP-TC) Zone and is surrounded by Downtown Core zoning (DC) on 3 sides, and Commercial Residential-1 (CR-1) zoning to the south. Per the Teton County Land Development Regulations (LDRs), Section 4.2.1 this project site has no minimum LSR, no required street setbacks, no overall height restrictions, and no maximum FAR.

Project Background

The existing Station 1 can be broken down into 4 prior construction dates:

1964: Three-Truck Fire House was the original one-story fire house, designed by Nelson Engineering, and provided an apparatus bay as well as a locker room, one restroom, and a meeting room. This original footprint remains as the north end of the current apparatus bay.

1974: Firehouse Addition was designed by Bruce Hawtin, and expanded the apparatus bay room to the south, bringing the building and garage bays closer to the alley, and doubling the square footage of the one-story building.

1991: *Jackson Fire Hall Addition & Remodel*, was designed by Plan One Architects, and added a second floor above the 1974 portion of the building. The upper story provided Fire / EMS with a kitchen, co-ed locker room, one private half-bathroom (just toilet, no shower), two offices and a large common area (common area is multi-use space to this day, and used as both training, dining, work-out, and living room by Fire / EMS staff). 1991 also added the exterior metal stairwell on the west elevation, and new concrete slabs on the first floor as required. CMU block walls (from 1964 & 1974 construction) were also reinforced with glass fiber coating, on both sides of the walls, in order support the additional seismic loading of the structure.

2004: *Staff Quarters* added on the west side of the building, including four small bedrooms (one twin bed per room) and one half-bathroom. The staff quarters is a one-story wood framed structure with horizontal wood siding, and a shed roof. While this addition did provide some much needed sleeping quarters for the Fire / EMS staff at the time, it was a temporary fix, and does not support the current staff sleeping, and living, requirements.

Program Study & Station 1 Analysis

In 2012 Vera Iconica Architecture in collaboration with Hangar 41 were retained by Teton County to conduct a study of six fire stations within Teton County. This study included a Programming Study for Station 1 in Jackson, Station 2 in Wilson, Station 3 in Hoback, and Station 4 in Moran, and a prioritization of improvement to these Fire / EMS stations. The following is the executive summary as written in the study:

The needs of Jackson Hole Fire/EMS facilities require periodic reevaluation to ensure that they meet the needs of the community and high standards of safety. The programming phase of this project included the field review and evaluation of each of four above referenced facilities, a needs assessment survey, which engaged the staff, and analysis of the existing conditions versus the needs of each station, the prioritization of stations based on needs, and the formulation of recommendations for future actions by the leadership.

Various levels of design deficiencies in the four subject stations were observed and analyzed the design teams. Areas of commonality and major deficiencies include:

- 1- Size of firefighting apparatus has changed and bay rooms are no longer sized for the current equipment.
- 2- Restricted space affecting the efficient and safe use of apparatus and accessory equipment.
- 3- Facilities are deficient in meeting current design standards in terms of health and safety, size, functionality, and allocation and separation of spaces.
- 4- Facilities are deficient in meeting current Building Codes, NFPA standards and accessibility requirements.
- 5- Lack of adequate and safe disinfection facilities.
- 6- Deficient storage space for EMS, hazardous material, and accessory firefighting equipment.
- 7- Undersized and inadequate staff Day Rooms with no "living room" areas.
- 8- Lack of gender-specific restrooms and bathing facilities.
- 9- Lack of adequate fitness facilities.
- 10- Lack of dedicated community room that may also be used as a "safe house."

Other factors that were noted include the layout and adjacencies of the spaces, apparatus driveways, internal station traffic, and proximity of disinfecting/washing areas to apparatus bays.

Based on the results of the needs assessment survey, input from the staff, observations, and research, a space program for each station was developed and the exiting versus needed space requirements were tabulated and analyzed.

A needs assessment analysis was performed using a rating system for each criteria and a factor relevant to the occupancy, function, and operation of the station. Rating was based on a 0-10 point system, with 0 representing no need and 10 representing an urgent need. An average rating for each station was derived.

Based on the above analysis, and after factoring in the population served and the level of call volume for each station, a prioritization hierarchy was developed to determine globally which station represented a higher priority for needed improvements. Coincidentally, the priority of each station was found to correspond with the nation number, hence Station 1 having the top priority and Station 4 the least.

Please reference the study for more information on the above, including program break downs, structural evaluations, diagrams, and recommendations. The following is from the study and outlines the recommended improvements for Station 1:

A major addition and partial renovation are recommended for Station 1 to meet programming requirements. The primary upgrades recommended for Station 1 involve meeting additional space needs in the apparatus bays and equipment storage area, separation of and additional square footage for living / training areas, addition of office spaces, and the addition of Accessory Residential Units.

Since parts of this station are also used by the community, another important aspect of this recommendation is in the proper separation of public spaces from the firefighting functions and the need to meet current code and accessibility requirements, specifically in the spaces used by the public.

It is important to note the condition of the building envelope and north section of the roof are deteriorating and, at a minimum, the lower roof must be replaced in the next two years.

Proposed Funding & Schedule

Refer to Attachment No.1 for a baseline project schedule.

April 2015 Dubbe Moulder Architects (DMA) was awarded the contract by the Teton County, Board of County Commissioners to provide professional architectural services for the entire scope of work required, for a Remodel & Addition to Station 1. Preliminary cost estimates during the 2012 Study were equivalent to 5-7.5 million. DMA's new design is consistent with the original cost estimate, and in the ballpark of 6 million.

The project currently has two million dollars from 2014 SPET Election. The original 2.3 million from 2014 has been appropriately used to fund the design and professional services needed to date. The May 2017 SPET approved 6.8 million to Teton County Fire / EMS; a majority of this SPET funding will be allocated towards the Station 1 Remodel & Addition and the Fire / EMS temporary facility (page 4), with the remaining funds assigned towards small improvements for other Teton County Stations unrelated to this project.

Selective demolition of the existing structure is slated to begin March 2017. Construction work is expected to last approximately 18 months (contingent upon contractor selection), with project completion anticipated by Fall 2019. Pending funding and timing, some non-essential elements of the proposed design may be finished at a later date (example: the interior finishing of the 3 Accessory Residential Units are not vital to the Fire / EMS operations, and could be completed after staff and apparatus have moved back into Station 1). Note that the construction schedule for Station 1 is contingent on the development of the temporary facility, and is subject to change.

Constructing the project in phases has been discussed, however it was concluded that phasing the project construction would just increase project costs and timelines, with no real benefit to the current staff and apparatus bay use. Due to structural seismic upgrades and the overall scope of the Station 1 renovation project, it would be unsafe and unpractical to keep Station 1 operational



during construction. Therefore, a temporary location capable of housing apparatus, equipment, and personnel is needed for the anticipated 18 month construction window. Station 1 staff and apparatus will transition to the temporary facility prior to the start of construction.

Jackson Hole Fire / EMS Temporary Facility

A thorough search of facilities and properties in line with the needs of Station 1 operations revealed that construction of a temporary facility is likely the most feasible solution. A robust committee of town and county staff was formed to vet the pros & cons of the available options; and Matt Redwine, Battalion Chief, presenting three different temporary facility alternatives to the Town and County officials this winter. Elected officials approved Alternative-1, which utilizes existing 2014 SPET funds to turn the existing Fair Pavilion building into a temporary fire station.

The existing Pavilion Building provides office space for the Teton County Fair Board at the south end of the building, and an open-air Exhibit Hall to the north (existing roof, but no walls). Permanent upgrades to the Pavilion building would allow for future conversion into an enclosed multipurpose structure. In short, the open-air end of the Pavilion will be enclosed, requiring a new insulated shell / exterior walls, doors and windows, concrete slab, utility connections, and select interior walls as required.

While the completion of the temporary facility does affect the Station 1 construction schedule, these projects shall be independently reviewed by the Town Planning Department. The narrative submitted for the temporary facility will expand upon the above description. For more information on the temporary facility project, please contact the project manager, Kevin Meagher: KMeagher@townofjackson.com

Proposed Program

The existing structure needs to be brought up to current code requirements, and also needs an expanded program to satisfy current Fire / EMS operations, and community outreach. The following is a list of achievable goals created by DMA and the client:

Note: Fire / EMS staff and Owner group has been represented by Willy Watsabaugh – (now retired) Fire Chief, Matt Redwine – Battalion Chief, and Kelly Fennessey – Executive Assistant. DMA has been working closely with these persons to develop the program and design for the new Fire / EMS Station 1 Remodel & Addition.

- Increase staff quarters
- Add equal and private baths, showers
- Add 3 housing units with separation from operational component
- Seismically upgrade the entire structure
- Increase apparatus bay to create more space and options
- Separate public and operational space

- Create a safe haven public meeting room for large events and training
- Separate protective equipment (bunker gear) from apparatus exhaust
- Create hazmat decon to handle contaminated fire equipment and gear
- Create a shipping / receiving area
- Upgrade air quality control measures
- Upgrade paging and alert system
- Modernize the appearance from the Pearl St. Avenue side
- Create a more sustainable structure
- Increase staff moral and ownership

The following considerations have been discussed in length by the Design Team and the Client:

- Does this address 30 year goals?
- Where will staff and apparatus be located and for how long?
- Will SPET be the optimal funding source?
- How will the housing rules and regulations be handled?
- Does this address current and future parking concerns?
- Does this allow for future renovations?
- Should Fire / EMS seek new location?
- Should higher security be considered?

The new design proposes keeping the existing first floor footprint (1964 & 1974 construction), while rebuilding the entire second floor above. A new two story addition, with a full basement, will be constructed on the west side of the existing footprint. The full basement under the addition will be used for storage (both for Fire / EMS operations, and for the proposed 3 A.R.U's). Existing structure is approximately 9,339 sf and the proposed is approximately 17,782 sf (includes non-habitable areas). See area calculations (below), which are also on sheet A1.6. Refer to Attachment No.3 for the presentation package which includes supporting graphics for the existing / proposed design, including square footage comparisons.

AREA CALCULATIONS

SITE DEVELOPMENT

AREA OF EXISTING BUILDING FOOTPRINT	6,784 S.F.
AREA OF PROPOSED BUILDING FOOTPRINT	1,003 S.F.
PAVED OR UNPAVED PARKING AREAS:	6,732 S.F.
OTHER SITE DEVELOPMENT:	1,811 S.F.
COVERED PORCHES, DECKS, TERRACES, PATIOS, CORRALS, SIDEWALKS	

TOTAL SITE DEVELOPMENT 16,330 S.F.

GROSS SQUARE FOOTAGE TABULATION

	EXISTING	PROPOSED
HABITABLE ABOVE GROUND	8,519	14,998 S.F.
HABITABLE BELOW GROUND	0	0 S.F.
NON-HABITABLE ABOVE GROUND	250	1,022 S.F.
NON-HABITABLE BELOW GROUND	0	1,762 S.F.

TOTAL 17,782 S.F.



On the first floor, the building addition provides space for all of the operational areas (Turn Out, Contaminated Laundry, Bathroom, and secure Medical Storage) to be moved out of the original footprint, allowing the (1964 and 1974 construction) areas to become one larger apparatus room. The addition also includes a public Training Room / Community Crisis area that is separate from Fire / EMS operations, as well as two interior stairwells for better circulation.

The existing second floor slab and roof structure are to remain (assuming no structural deficiencies are found during demo); and by demolishing the lower roof over the north end apparatus (1964 construction), a new floor pack can be constructed to match that already existing on the south end. The proposed second floor is designated for Fire / EMS staff use only, and will not be open to the public use. Secure door access (likely a punch code or similar hardware) will prevent non-staff from entering into the Fire / EMS operational areas. Operational program areas on the second floor include: 6 staff sleeping units (rooms are large enough to accommodate any future increase of staff, although more employees are not anticipated at this time), a Captain's Quarters, 4 unisex bathrooms, Laundry (for in-house laundry, not for contaminated laundry), Training Storage, Office / Conference, Kitchen, and Flex Space (this large multi-purpose room will serve as a dining room, living room, exercise / work out area, and as a training / education space).

Three A.R.U's are located on the south end of the second floor, but access to these units will not interfere with Station 1 areas or operations. Renting each of the Accessory Residential Units / 1-Bedroom Studios will be organized via the JH Fire / EMS and Teton County, and will likely give preference to Volunteer Firefighters and residents working within the public sector (ex: Police, Fire / EMS).

By keeping the existing roof structure, located over the south end of the second floor (1991 construction), the proposed top of roof(s) are designed to match the existing roof slope and elevation (top of parapet is approximately 31 feet above grade). All roofs will be flat, with a PVC roof membrane system, surrounded by low parapet wall. The roof portion over the Flex Space (Pearl Street / north side of the 2nd floor) will be a few feet taller than the rest of the roof(s) to allow for a higher finished ceiling in the space below.

A Roof Deck is requested by the Client to provide a communal outdoor space for staff to congregate (and provides a fantastic view of Snow King). Per the International Building Code (IBC 2015), the roof deck floor area cannot exceed more than 750sf with the one access stairwell provided. The Roof Deck will have guard rails surrounding the area (defined by roof deck pavers on pedestals), to prevent staff from walking around on the roof unnecessarily. Some mechanical equipment will be located on the roof, which will have some form of access walkways for maintenance. The Design Team has also allotted space for photovoltaic panels on the roof, final location and number of panels pending funding and final energy mitigation program plans.

Please reference the plan drawings for more information on the proposed layout and programs.

Refer to Attachment No.2 for Proposed Development Program calculations.

Shared Parking Plan (SPP)

Refer to Attachment No.3 for the presentation package which includes supporting graphics for the existing / proposed design, including the shared parking plan.

As a fire station this building is going to be occupied on a 24/7 basis. Factoring in the existing Administration Building + Station 1 parking needs, and the addition of 3 new A.R.U's, the existing Fire/ EMS parking lot (17 parking spaces) and the designated Fire/ EMS Pearl Street parking spaces (18 parking spaces) are more than sufficient for the proposed parking requirements. The SPP goes into more detail, but ultimately as long as 3 parking spaces are designated for the additional 3 A.R.U's (1 parking space per each 1-bedroom unit), we do not anticipate any parking conflicts.

DEVELOPMENT PLAN (DEV)

Required for nonresidential development between 5,001-15,000SF (Section 4.2.1.B.12).

A development plan shall be approved upon finding the application:

1. *Is consistent with the desired future character described for the site in the Jackson / Teton County Comprehensive Plan.*

This project site is located in District 2: Town Commercial Core. It should be noted that no public utilities will be adversely affected, and that any new connections (water, sewer, storm sewer) will tie in to existing lines. By upgrading services required for Fire / EMS operations (including a new back-up generator in case of power outages), this project benefits the Town by creating a more efficient emergency response team. Station 1 remains in character with the 2-3 story buildings and pedestrian access, typical of our commercial core. The street character of Station 1 has been improved, as noted below:

- Orientated towards Pearl Street, the Proposed North Elevation brings Fire / EMS activities and operations into the public view. The second floor windows and garage doors both provide an ample amount of glazing, connecting the interior Apparatus Bays and Flex Space (training, workout, dining, living for staff) to the public view, and strengthening the fact that Fire / EMS operates 24/7.
- Pearl Street, existing sidewalks, including the north concrete driveway, and the alley south of the property shall not be impacted. Improved pedestrian access around the Station 1 includes:
 - Open Walkway: Replacing the washed gravel between the existing Fire / EMS Administration Building and Station 1 with code compliant walkable surfaces (metal grate provides a durable walking surface, mitigates water shed and maintains existing access to utilities located on the corner of the Admin. building).
 - New concrete sidewalks and ADA access provided near the parking lot.
 - Awnings provided over all egress doors, garage doors, and public entrances.
 - Improved exterior lighting, including better parking lot lights, and wall-mounted sconces around all egress doors and garage bays.

- Exterior materials of a better quality, and more in keeping with the character of Jackson (Refer to Attachment No.3 for proposed materials and colors). Efforts have been made to select materials that will not depreciate in appearance or function over time (weathering / UV), and that will hold up to the heavy use of the building. For example, the panels surrounding the garage door bays will be a high quality prefabricated panels (metal likely), able to withstand inevitable equipment or vehicular impacts, and can be easily maintained.

A Training Room / Community Crisis is proposed on the first floor of the addition, providing space for our community members to gather needed throughout the year (Boy Scout troop meetings, CPR training, chamber mixers, etc.). ADA restrooms, and a kitchenette (Service 112) are located off of the Training Room, allowing this public space to remain independent of critical Fire / EMS programming space (secure doors will prevent public access into Fire/ EMS areas). Storefront windows line the west wall of the community room: bringing daylight into the space while defining the public entrances. This community space shall be reserved via Fire / EMS Administrative staff to avoid any conflicting uses.

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

Not applicable to this project.

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

As noted before, no public facilities or services will be adversely impacted during or after construction. Improving the structure, functions and efficiency of this building will benefit Fire / EMS for future decades, and subsequently, our community as a whole. Refer to the drawing set for more information on all existing / demolished / proposed utilities.

Utility adjustments (capping old connections / new connections to lines) will be mitigated so the existing Administration Building can continue its Fire / EMS operations throughout the Station 1 construction. The Design Team and Owner group will work with the selected general contractor to assure that critical utilities are minimally affected, especially those utilities connected to the Administration building. A new back-up generator will be connect to both Fire / EMS buildings (Administration and Station 1), providing 72 hours of emergency power in the case of an outage.

The relocation of Fire / EMS operations to a temporary facility during construction shall not impact the Fire / EMS emergency response time or operations. The location of the temporary facility was in part chosen because of the fair ground's proximity to main roads, like Snow King, Cache, and Hwy 89 / Broadway.

4. *Complies with the Town of Jackson Design Guidelines, if applicable.*

As an existing building many design elements within the guidelines are already met, or will be improved upon. This includes:

- Public Space
 - Pedestrian experience and along Pearl Street unchanged; improved north elevation design (quality materials, illuminated signage, larger massing).
 - Open walkway for Fire / EMS employees now code compliant (walkway connects Pearl Street and the north entrance to Station 1 with the existing Administration Building and parking lot).
 - Public entrance to Station 1 better defined with new concrete ramp, stairs, and sidewalk along the west elevation addition.
 - ADA and code compliant exterior walkways, entrances, and parking spaces.
- Composition
 - Proportion and massing in kind with the adjacent buildings, and architectural styles. As a public / semi-public (P/SP) zoning, there are no required setbacks or height limitations. Building masses and heights are reflective of the required functions associated with each element (stairwells, hose drying tower, parapet roofs, etc.).
 - Top of Hose Drying Tower: approximately 45'-6" above the north driveway slab. A vertical chase inside the tower provides a location for fire hoses to be lifted up, and dried out after use. Height of tower also reflective of the required mounting height for the whip antenna (existing antenna to be relocated from existing north tower to the new Hose Drying Tower); top of antenna needs to be approximately 60' above grade (approx. 20' antenna). RE: CUP (B), below, for more information. In comparison, the top of the existing tower framing is approximately 39 feet.
 - Top of parapet framing: 31'-0" (typical) and 33'-4" (north parapet roof only). In comparison, the top of the existing roof parapet wall is approximately 30'-6", and the top of the Cold Storage Building CMU block wall (located to the east of Station 1) is approximately 31'-6".
 - Combination of additive and subtractive (awnings create protrusions).
 - Volumes, patterns, and material selection are reflective of the both the residential and utilitarian functions of Station 1 (refer to drawing set). Features of note:
 - Shed roof and balcony for the 3 residential units - provides a more 'residential' feel at the south elevation.
 - Large areas of glazing (north and west elevations) connects the 24/7 operations and internal Fire / EMS activity with the public views of the building.
 - Red color typical of most fire station buildings; used as accent color.
 - Light greys, dark greys, and browns – more neutral tones, used in larger exterior cladding applications.
 - Horizontal and vertical elements; (banding between windows, cladding in both directions, a CMU block base, tower elements, etc.)
 - Variety of patterns and materials; quality details throughout.
 - Relationship to the existing Fire / EMS Administration Building: both the Administration and Station 1 should appear to match in appearance so it is clear that these two building are both part of the Fire / EMS operations. In addition to a new

awning over an existing Administration egress door, it is proposed that the exterior of the Administration Building be stained / painted to match the vertical wood siding finish on Station 1. Other design elements (ex. handrails painted to match, concrete paving, and shared utilities) will help visually sync the two buildings.

5. *Complies with all relevant standards of these LDRs and other Town Ordinances.*

Project is in compliance with all Land Development Regulations and Town Ordinances. Design Team presented to the Design Review Committee (DRC) as a courtesy in Fall 2016, and the proposed design was well received. Project shall be presented to the Town Council and DRC again, as part of the official review process.

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

Yes, project is in conformance with all standards or conditions of any prior applicable permits or approvals. Refer to Town and County records for a complete list of prior building permits (Four (4) prior construction phases to Station 1 noted on page 1 of this document).

CONDITIONAL USE PERMIT (A)

Required for Heavy Retail / Service (Section 4.2.1.C.1)

A conditional use permit shall be approved upon finding the application:

1. *Is compatible with the desired future character of the area.*

In keeping with the current use of this site (P/SP-TC zone), this remodel and addition seeks to improve the existing Fire / EMS Station 1 as outlined below (refer to page 4 of this document for more information on proposed programming):

- Renovate existing building footprint, including the apparatus / equipment bays.
- Add program space required for efficient Fire / EMS operations (present and future needs).
- Add program space for community use.
 - Community room for training or events; safe haven public meeting room.
 - Three (3) accessory residential units; for Teton County / Town employees to rent.
- Improve health and safety, size, functionality, and allocation and separation of spaces.
 - Separate community program areas from Fire / EMS operations.
 - Apparatus bay exhaust system will be upgraded with carbon monoxide monitoring and mitigation system.
- Bring Station 1, and surrounding site, design up to current Building Codes, NFPA standards and accessibility requirements.
- Unify the existing Administration Building with the improved Station 1 design so it is clear that Fire / EMS operations are housed in both buildings. Visually connect the two different

designs and improve the Pearl Street view of this Fire / EMS facility. Paint / stain exterior of existing Administration Building in kind to the exterior cladding proposed for Station 1. Final Administration Building design shall be presented to the Design Review Committee / Town Council during the review process.

- Improve utilities and service:
 - Lower Valley Energy (LVE) plans to upgrade the overhead power lines along the south property line / Alley. One (1) new intermediate power pole anticipated, with one (1) existing power pole to be raised or replaced, as required. New transformer proposed by south-west corner of parking lot. LVE's proposed scope of work and overhead power redesign shall be finalized by Permit submission.
 - Establish common electrical characteristics between both Fire / EMS buildings, Administration Building and Station 1.
 - Upgrade Station 1 electric utility delivered voltage from 240/120 Volt 3 phase, which is an odd voltage in today's world, and phase out to 208/120 Volt 3 phase, which is a more common voltage used in commercial buildings, including the existing Fire / EMS Administration Building. New main distribution panel board (located on Station 1) sub-feeds in the Administration Building. This upgrade simplifies the service and maintenance for both Fire / EMS buildings.
 - New 250kW Diesel Generator (208/120V); provides 72 hours of emergency power in the possibility of power loss. New generator connects to Station 1, which in turn provides emergency backed power to the Administration Building. The two (2) existing generators will be relocated to other Fire / EMS Stations in Teton County.
 - ComTech Alert system upgraded and designed per current Fire / EMS needs.
 - (Existing) Emergency Alert Siren to be relocated to a monopole on the east elevation.
 - (Existing) 20' whip antenna to be relocated to the Hose Drying Tower.
 - Fire / EMS communications shall not be negatively affected during construction (dispatch is housed in the Administration Building).
 - Improved site access (compliant with the current LDRs):
 - Open Walkway established between Administration Building and Station 1.
 - Bike racks added to site (for staff and public use).
 - New exterior lighting (exterior lighting plans shall be finalized by Permit submission).
 - Better signage; illuminated signage letters on the north awning fascia (Pearl St. side).
 - Shared Parking Plan encourages better parking practices on and off site.
 - Energy mitigation program and increased building performance.
 - Enhance building envelope design (e.g. continuous rigid insulation).
 - Improve Electrical and Mechanical services and equipment.
 - Improved indoor air quality and energy efficiency with new Heat Recovery Ventilators.
 - Photovoltaic panels proposed at two roof locations; final panel design (layout and specifications) pending available energy mitigation funding.
 - Improvement project vs. new construction project: saves millions in construction costs and decreases our carbon footprint by reusing as much existing structure as possible.

Community Use

Project program required a separation of public use from the Fire / EMS operations. As described on page 8 of this document, the Training Room / Community Crisis (room #113) is located within the first floor of the proposed addition, and will be available for community gatherings and scheduled trainings. Training room reserved through Fire / EMS Administration to avoid conflicts with scheduling and Fire / EMS operations. This community room shall also act as a “safe haven” space, as defined by Wyoming State law.

Service Room #112: A small kitchenette, equipped with base and upper cabinets for storage, a countertop microwave, and a 24" wide sink is accessed from the Training Room. A 2'-6" wide service window allows for the passage of food and beverages between these rooms, and will be equipped with a roll-down metal door that can be locked when not in use. The intent of this space is to provide a preparation area for food and beverages that may be served during a gathering or training event.

Store bought food and baked goods likely provided for most events; but there is also the possibility of Fire / EMS staff making food in their upstairs kitchen (Kitchen #205), and then reheating it downstairs for an event. Kitchen #205: commercial kitchen, located on the 2nd floor and intended for staff use only; secure doors restrict public access to all Fire / EMS operations.

Access to the three (3) Accessory Residential Units (A.R.U's) shall be via the south stair tower, and covered balcony. These one-bedroom studio apartments are isolated from the Fire / EMS operations on the second floor (sound attenuation in shared stud walls, secure doors), and are intended for Teton County and Town of Jackson employees.

Secure doors shall restrict public access to all Fire / EMS program areas. A combination of punch-keypad and typical keyed locks (deadbolt / mortise) have been discussed. A punch keypad entry is ideal since the Fire / EMS staff (full time and volunteer) have staggered shifts – rotating schedules required for 24/7 emergency services.

2. Complies with the use specific standards of Division 6.1: Allowed Uses and the zone.

Yes. It should be noted that the parking requirements for “Heavy Retail/Service” (per 4.2.1.C.1) are unique to this existing site and available space. Refer to the Shared Parking Plan (page 7) for a complete breakdown of available public parking adjacent to, and on-site.

3. Minimizes adverse visual impacts.

Yes. Efforts have been made to located mechanical and electrical equipment out of the public eye, consolidating exterior equipment west of the parking lot and on the building roof. Painting the existing Administration Building to match Station 1 strengthens the overall site design, Pearl Street relationship, and the Fire / EMS facility as a whole.

4. Minimizes adverse environmental impacts.

Design Team will continue to work with Teton County (TC) and the Town of Jackson, including the TC Energy Mitigation Program, to create feasible and realistic energy conservation measures for this project. All materials, appliances, plumbing fixtures, and plumbing fittings selected shall aim to reduce energy waste (water / heat / power used, carbon footprint of material selected). LED light fixtures, advanced lighting controls and occupancy sensors, coupled with roof-top photovoltaic cells, and improved shell and core performance (continuous insulation and better building envelope coupled with a new HVAC system), shall all help mitigate energy usage over time.

As noted in the Shared Parking Plan (page 7), community members are encouraged to utilize the free public parking areas and public transportation systems, both located within blocks of the project site.

By reusing the current site, and as much of the existing building as possible, the environmental impacts are significantly reduced. (Compared to if this project were located elsewhere - which would incur additional property and building construction costs, and increase the carbon footprint of this development.)

5. Minimizes adverse impacts from nuisances.

Yes. Exterior lighting, and Fire/ EMS operations will be mitigated to reduce nuisances. Cold Storage Building (to the east) and Century Link / Bank of Jackson Hole building (to the west) both operate during day-time hours only. Noise levels and emergency sounds (sirens / alerts) anticipated to remain the same and are subject to the emergency call at that time.

6. Minimizes adverse impacts on public facilities.

As noted above, the public will not have access to any of the Fire / EMS program areas, promoting safe and efficient Fire / EMS operations. The selected general contractor will be responsible for creating a construction plan that mitigates impacts on the existing Administration Building, allowing for Fire / EMS dispatch and administrative functions to continue uninterrupted. Refer to page 4 of this document for more information on the temporary facility.

7. Complies with all other relevant standards of these LDRs and all other Town Ordinances.

Project is in compliance with all Land Development Regulations and Town Ordinances. Design Team presented to the Design Review Committee (DRC) as a courtesy in Fall 2016, and the proposed design was well received. Project shall be presented to the Town Council and DRC again, as part of the official review process.

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

Yes, project is in conformance with all standards or conditions of any prior applicable permits or approvals. Refer to Town and County records for a complete list of prior building permits (Four (4) prior construction phases to Station 1 noted on page 1 of this document).

CONDITIONAL USE PERMIT (B)

Required for Wireless Communications Facilities (Section 4.2.1.C.1)

A conditional use permit shall be approved upon finding the application:

Refer to Attachment No.4 for exterior elevation drawings and photographs of the existing communications.

1. *Is compatible with the desired future character of the area.*

Yes. The necessary communications facilities shall remain in compliance with the existing character of the area. The proposed design relocates the essential communications to new locations on Station 1. Building forms, details, and functional space is improved, without significantly altering the existing tower masses and heights as viewed from the outside.

Existing wireless communications to be relocated within the new Station 1 design:

- 20 ft. whip antenna, currently side mounted on the north elevation tower.
 - Required for Fire / EMS dispatch.
 - Existing small dish net not required to be relocated.
- Emergency alert siren, post mounted. Located on the east edge of the existing parking lot.
 - Required by the Department of Homeland Security for all Emergency Operation Centers.

The whip antenna is needed for Fire / EMS dispatch, which is based out of the Administration Building. Antenna is currently side-mounted to the north-west tower (top of existing tower approximately 39 feet above finished grade; top of existing whip antenna approximately 60' above grade). Antenna shall be relocated to the Hose Drying Tower, likely side mounted to the south elevation of the tower, similarly to the existing detail.

Hose Drying Tower

The proposed Hose Drying Tower shall be located at the north-east corner of Station 1, and shall be most visible from the Pearl Street entrance / north elevation. The Hose Drying Tower functions primarily as a vertical chase between the first floor apparatus bay ceiling up through the roof pack above the second floor Flex Space. To compliment the massing created by the north stair tower (approximately 39 feet above grade), and provide clearance from the surrounding masses for prime reception, the Hose Drying Tower is the tallest element proposed within the Station 1 redesign (top of framing proposed at approximately 45 feet above grade). With no required height limitations for P/SP zoning, as well as the multitude of existing

communications on the surrounding buildings - the proposed tower and whip are well within the intended design milieu for this area of Town.

Fire hoses must be drained out after use, and many fire stations utilize hose drying towers to hoist the hoses up above the ground level to allow for efficient drying. A typical fire hose requires approximately 25 feet (minimum) of vertical clearance from the ground level to the top of the lifting mechanism (in which the hose can then fold over the mechanism allowing both ends to drain down). The lifting mechanism is typically a rack suspended by a cable and pulley that can be controlled from the ground; final mechanism and chase details to be determined.

Emergency Alert Siren

Existing modulator siren is currently mounted 40 feet above grade (estimated height) on a wood monopole, located on the east side of the Fire / EMS parking lot. As the Emergency Operations Center (EOC) for the Town of Jackson, this site is the ideal location for the modulator siren, which will alert the public of any emergency or impending disaster (sound or voice alert). Emergency management standards, established by the federal government, require this siren to remain at the designated EOC. Annual testing is done on the siren, however it has yet to be used since being installed (a good thing).

Provided below is a link to the siren specifications:

<https://www.fedsig.com/product/modulator%C2%AE-ii-electronic-siren-series>

Siren shall be relocated to the southern end of the east elevation of Station 1, mounted on a 50 ft. pole located adjacent to the finished face of exterior cladding. Communications with Rich Och (Teton County emergency management) indicate that the general contractor will be responsible for the relocation of the siren, and that it is acceptable for the siren to remain in storage for a year as required (depending on the contractor's scheduling and space needs during construction).

2. Complies with the use specific standards of Division 6.1: Allowed Uses and the zone.

Yes, wireless communication facilities (defined within Division 6.1.10) are permitted within this project site. Since both communication facilities of note are already existing on site, the purpose of this Conditional Use Permit (B) is to assure that the relocation of said communications does not adversely impact the character of the area or proposed design. As noted below, the relocation of these communications will improve the overall design of Station 1 and shall not introduce any elements uncharacteristic of this site.

3. Minimizes adverse visual impacts.

Yes. Whip antenna shall be side mounted on the south elevation of the Hose Drying Tower, similarly to the existing mounting detail. The antenna itself is very slender, and any design that would attempt to disguise or hide the whip antenna, or mounting connections, would draw more

attention this communication element. For aesthetic as well as functional reasons, the whip antenna shall be left exposed on the Hose Drying Tower. The small receiver dish, currently mounted on the whip antenna, shall not be relocated as it is no longer required for improved radio service.

The emergency alert siren shall be moved further out of the public view, tucked back along the south-east corner of Station 1, adjacent to the Cold Storage Building a few feet east of Station 1. The siren is really only noticeable when viewed from the alley, south of the project site, or when on the roof of Station 1. The siren must remain pole-mounted and at the same height (currently estimated at 40 feet above grade) in order to achieve the best broadcasting service when in use.

4. Minimizes adverse environmental impacts.

Yes. By reusing the existing whip antenna and emergency alert siren, it helps save on equipment costs and any additional carbon footprint that may be incurred by transferring new communications. It should also be noted that the proposed ComTech alerting system and associated lighting types and controls, shall implement energy efficient programming where possible to help mitigate energy usage for all communications and alerts. This includes dimmable lighting, occupancy sensors, and various alert sounds and lights that relate to the type of emergency situation at hand (fire and / or medical emergency).

5. Minimizes adverse impacts from nuisances.

Beyond the construction and relocation efforts, the proposed wireless communication facilities will not create any additional nuisances on or surrounding the project site. The ComTech alert system will be integrated within both Fire / EMS buildings on site, but all lighting and noise alerts shall be retained within the building itself, and should not affect any neighboring tenants.

Sound attenuation batt insulation shall be installed between most interior walls, as indicated on the drawings, to help reduce noise transfer between habitable spaces. The shared interior walls, located between the three (3) Accessory Residential Units and the Fire / EMS program space on the second floor, shall also be constructed with an acoustical insulating matt that is applied over the framed wall, and under the finished wall surface. This acoustical insulation matt can also be applied to floor or ceiling surfaces if further sound mitigation is needed between the A.R.U.'s and the apparatus bay below.

6. Minimizes adverse impacts on public facilities.

Project team and general contractor will coordinate all efforts to reduce any adverse impacts on public facilities. Coordination with Teton County Emergency Management and the Town of Jackson during construction will assure that all emergency services and Fire / EMS radio frequencies remain operational during relocation. Fire / EMS Dispatch, located in the Administration Building, will remain functional during both relocations of the whip antenna. Antenna shall be relocated first to the temporary facility at the fairgrounds, then back to the Hose



Drying Tower once Station 1 is reoccupied. The Station 1 base radio also serves as a backup paging alternative in the case of Dispatch failure.

For more information on the temporary facility project, please contact the project manager, Kevin Meagher: KMeagher@townofjackson.com

7. Complies with all other relevant standards of these LDRs and all other Town Ordinances.

Project is in compliance with all Land Development Regulations and Town Ordinances. Design Team presented to the Design Review Committee (DRC) as a courtesy in Fall 2016, and the proposed design was well received. Project shall be presented to the Town Council and DRC again, as part of the official review process.

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

Yes, project is in conformance with all standards or conditions of any prior applicable permits or approvals. Refer to Town and County records for a complete list of prior building permits (Four (4) prior construction phases to Station 1 noted on page 1 of this document).

-SUPPLEMENTAL SUBMISSION-

Conditional Use Permit (B): Wireless Communication Facility

This package shall be included with the Development Plan (DEV) & Conditional Use Permits (CUP), previously submitted to the Town of Jackson Planning Department on September 19, 2017.

Jackson Hole Fire / EMS Station 1 Expansion



Submitted: Friday, December 8, 2017

Conditional Use Permit (CUP) - Narrative Statement (Supplemental Submission)

Date Submitted to Town of Jackson (Planning Department): December 8, 2017

Jackson Hole Fire / EMS Station 1 Expansion

60 East Pearl Avenue

Jackson, Teton County, Wyoming

Owner: Teton County, Board of County Commissioners

Owner's Representative: Matt Redwine, Battalion Chief: mredwine@tetonwyo.org

NOTE: This application is a supplemental submission, to be included with the (1) DEV + (2) CUPs, previously submitted to the Town of Jackson Planning Department on September 19, 2017. This narrative pertains to the Wireless CUP only. More project information, including background narrative and complete drawing set, can be found with the original submission.

Applications:

1. Conditional Use Permit (B): Required for Wireless Communications Facilities

Revised application; previous application submitted September 26, 2017 but the proposed location of the whip antenna on the hose drying tower was deemed non-compliant with the Town standards (setback from property line was less than the required 20 feet). Whip antenna, and alert siren monopole, have both been relocated per November 2017 conversations with Town Planning Department.

Project Site

The existing Fire / EMS Station 1 is located in the Town of Jackson, at 60 East Pearl Avenue, between S Cache St and S King St. Station 1 is located on Parcel 22-41-16-34-2-06-008, adjacent to the existing JH Fire / EMS Administration Building. Both Station 1 and the Administration Building share Lots 4-5-6 of Block 6 of the Cache Creek Addition (1st Addition), and are owned by Teton County. The project site is located in the Public/Semi-Public-County (P/SP-TC) Zone and is surrounded by Downtown Core zoning (DC) on 3 sides, and Commercial Residential-1 (CR-1) zoning to the south. Per the Teton County Land Development Regulations (LDRs), Section 4.2.1 this project site has no minimum LSR, no required street setbacks, no overall height restrictions, and no maximum FAR.

Hose Drying Tower

Hose Drying Tower shall not have any wireless communication facilities mounted to it. Tower proximity to the adjacent property line does not meet required setbacks for wireless communications.

To compliment the massing created by the north stair tower (approximately 39 feet above grade), and to provide an anchoring element to the north facade, the Hose Drying Tower is the tallest component proposed within the Station 1 redesign (top of framing proposed at approximately 45 feet above grade). With no required height limitations for P/SP zoning, the proposed tower is within the intended design milieu for this area of Town, as well as a nod to archetypal fire station architecture.

The proposed Hose Drying Tower shall be located at the north-east corner of Station 1, and shall be most visible from the Pearl Street entrance / north elevation. The Hose Drying Tower functions primarily as a vertical chase, extending between the first floor apparatus bay ceiling and up through the roof pack above the second floor Flex Space.

Fire hoses must be drained out after use, and many fire stations utilize hose drying towers to hoist the hoses up above the ground level to allow for efficient drying. A typical fire hose requires approximately 25 feet (minimum) of vertical clearance from the ground level to the top of the lifting mechanism (in which the hose can then fold over the mechanism allowing both ends to drain down). The lifting mechanism is typically a rack suspended by a cable and pulley that can be controlled from the ground; final mechanism and chase details to be determined.

CONDITIONAL USE PERMIT (B)

Required for Wireless Communications Facilities (Section 4.2.1.C.1)

A conditional use permit shall be approved upon finding the application:

Refer to attached drawings and photographs, including with this supplemental package.

WHIP ANTENNA

Use:

The whip antenna is needed for Fire / EMS dispatch, located in the Administration Building adjacent to Station 1; main dispatch center is located in the Teton County Sheriff's Detention Center. The antenna acts as a base station radio and has paging capabilities, allowing it to serve as a back-up in the case that the main dispatch goes down (which happens a few times a year). This 20 foot fiberglass antenna has a high Gain Omni and an amplifier to boost it – capabilities that are required to remain. A more modern, perhaps shorter, antenna could be purchased, but since the existing antenna still performs well there is no need to purchase a new one unnecessarily. Whip antenna is the only wireless facility that shall be approved by this Conditional Use Permit (emergency alert siren is not considered a wireless facility by the Town Planning Department).

Existing Location:

Antenna is currently side-mounted (flush-mounted) to the north-west tower structure. Top of existing tower is approximately 39 feet above grade / top of slab; top of existing whip antenna is approximately 60 feet above grade. Since the antenna itself is very slim, no concealment elements were implemented in attempt to hide the antenna. Existing small dish net shall not be required to be relocated, and shall be returned to Owner.

During Construction:

General contractor shall coordinate with Teton County / Town of Jackson Emergency Management and the Owner's Representative to assure that all emergency services and Fire / EMS radio frequencies remain operational during relocation. Fire / EMS dispatch to remain functional during both relocations of the whip antenna. Antenna shall be relocated first to the Temporary Facility at the fairgrounds, where it shall remain during construction. Antenna will be moved back to Station 1 after construction is complete and the building is occupied.

Proposed (New) Location:

Antenna shall be relocated to the north stair tower, which provides access to the roof deck area, and roof-mounted mechanical equipment. Antenna shall be surface mounted (flush-mounted) to the south elevation of the stair tower, similarly to the existing mounting detail. A stealth design is not appropriate, as any attempts to conceal the antenna would ultimately draw more attention to this element.

As required by the Town Land Development Regulations (LDRs), the tallest point of the antenna shall not extend more than 5 feet above the roof or mass on which it is affixed. Top of the proposed whip antenna is approximately 45 feet above grade, refer to exterior elevation drawings for elevation markers and dimensions.

EMERGENCY ALERT SIREN

Use:

Modulator Electronic Siren serves as an alert system during high-level emergency situations. Modulator speaker provides a flat frequency response up to 2000Hz, producing intense warning signals and digital voice messaging over a large area. This siren is the only outdoor warning siren in downtown Jackson; more information on other outdoor warning sirens can be found on Teton County's Emergency Management website. While the siren has never been used, it is tested annually by Teton County's Emergency Operations Center (EOC).

Provided below is a link to the siren specifications:

<https://www.fedsig.com/product/modulator%20AE-ii-electronic-siren-series>

Existing Location:

Existing modulator siren is currently mounted 40 feet above grade (estimated height; could be 50 feet tall) on a wood monopole, located on the east side of the Fire / EMS parking lot. As the Emergency Operations Center (EOC) for the Town, this site is the ideal location for the modulator siren, which will alert the public of any emergency or impending disaster (sound or voice alert). Emergency management standards, established by the federal government, require this siren to remain at the designated EOC.

During Construction:

General contractor shall coordinate with Teton County's Emergency Management for the removal and storage of the modulator siren. Conversations with Rich Och and Matt Redwine indicate that the siren will likely remain in storage for a year as required, depending on the contractor's scheduling and space needs during construction.

Proposed (New) Location:

Since the siren, and monopole to which it is mounted, are not defined as a wireless communications facility (and because project site is zoned P/SP) - it has no required setbacks. This allows the siren to be located adjacent to a property line, so long as it does not impede on the required setback from existing overhead power lines (located along south border of the project site). General contractor will be responsible for coordinating with Teton County Emergency Management to determine the final location of the siren on site.

Proposed site plan suggests locating the siren along the west side of the (existing) parking lot, within the lawn area just north of the (new) transformer and proposed trash bin area. Siren will need to be setback approximately 20 feet from the overhead power lines that run parallel to the southern property boundary. Siren shall be clear of all surrounding building masses for maximum sound distribution.

Mounting height and detail shall match the existing assembly in-kind. Verify with manufacturer's specifications and recommended install.

FINDINGS FOR APPROVAL

Application Submittal Checklist for a CUP:

1. Is compatible with the desired future character of the area.

Yes. The necessary communications facilities shall remain in compliance with the existing character of the area. The proposed design relocates the essential communications to new locations on Station 1. Building forms, details, and functional space is improved, without significantly altering the existing tower masses and heights as viewed from the outside.

2. Complies with the use specific standards of Division 6.1: Allowed Uses and the zone.

Yes, wireless communication facilities (defined within Division 6.1.10) are permitted within this project site; refer to bullet points at the end of this narrative for more detail. Since the whip antenna already exists on site, the purpose of this Conditional Use Permit (B) is to assure that the relocation of this wireless facility does not adversely impact the character of the area or proposed design. Relocating the wireless facility shall not introduce any elements uncharacteristic of this project site or building character.

3. Minimizes adverse visual impacts.

Yes. Whip antenna shall be side mounted on the south elevation of the (north) stair tower, similarly to the existing mounting detail. The antenna itself is very slender, and any design that would attempt to disguise or hide the whip antenna, or mounting connections, would draw more attention to this communication element. For aesthetic as well as functional reasons, the whip antenna shall be left exposed. The small receiver dish, currently mounted on the whip antenna, shall not be relocated as it is no longer required for improved radio service.

The whip antenna shall be further removed from public view - tucked back approximately 60 feet from the north property line and Pearl Street. Siren essentially shifts west 80 feet across the site, but the entire monopole is really only noticeable when viewed from the parking lot or alley. The siren must remain pole-mounted and at the same height (currently estimated at 40 feet above grade) in order to achieve the best broadcasting service when in use.

4. Minimizes adverse environmental impacts.

Yes. By reusing the existing antenna and siren, we save on equipment costs and any additional carbon footprint that may be incurred during transportation. It should also be noted that the proposed ComTech alerting system and associated lighting types and controls, shall implement energy efficient programming where possible to help mitigate energy usage for all communications and alerts. This includes dimmable lighting, occupancy sensors, and various alert sounds and lights that relate to the type of emergency situation at hand (fire and / or medical emergency).

5. Minimizes adverse impacts from nuisances.

Beyond the necessary construction, the proposed wireless communication facilities will not create any additional nuisances on or surrounding the project site. The ComTech alert system will be integrated within both Fire / EMS buildings on site, but all lighting and noise alerts shall be retained within the building itself, and should not affect any neighboring tenants.

Most interior framed walls will have sound attenuating assemblies, as indicated within the drawings, to help reduce noise transfer between habitable spaces. The shared interior walls, located between the three (3) Accessory Residential Units and the Fire / EMS program space on the second floor, shall also be constructed with an acoustical insulating matt that is applied over the framed wall, and under the finished wall surface. This acoustical insulation matt can also be applied to floor or ceiling surfaces if further sound mitigation is needed between the A.R.U.'s and the apparatus bay below.

6. Minimizes adverse impacts on public facilities.

Project team and general contractor will coordinate all efforts to reduce any adverse impacts on public facilities. Coordination with Teton County Emergency Management and the Town of Jackson during construction will assure that all emergency services and Fire / EMS radio frequencies remain operational during relocation. Fire / EMS dispatch will remain functional during both relocations of the whip antenna. Antenna shall be relocated first to the Temporary Facility at the fairgrounds, then back to the north stair tower once Station 1 is reoccupied. The Station 1 base radio also serves as a backup paging alternative in the case that the main dispatch center fails.

For more information on the temporary facility project, please contact the project manager, Kevin Meagher: KMeagher@townofjackson.com or Matt Redwine, Battalion Chief.

7. Complies with all other relevant standards of these LDRs and all other Town Ordinances.

Project is in compliance with all current Land Development Regulations and Town Ordinances. Design Team presented to the Design Review Committee (DRC) as a courtesy in the Fall of 2016, and the proposed design was well received. Project shall be presented to the Town Council and the DRC again, as part of the official review process.

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

Yes, project is in conformance with all standards or conditions of any prior applicable permits or approvals. Refer to Town and County records for a complete list of prior building permits (Four (4) prior construction phases to Station 1, refer to original DEV + CUP submission for narrative).

REVIEW OF LAND DEVELOPMENT REGULATIONS

Article 6. Use Standards Applicable in All Zones / Division 6.1. Allowed Uses

6.1.10. Transportation and Infrastructure Uses (1/4/17, Ord. 1163).

- Siren and monopole is not considered a wireless communication facility and is exempt from the LDR's requirements for such.
- The only wireless communication facility required to adhere to LDR standards is the existing whip antenna / base station.
- Determination of Need: proposed (new) location does not require any building element, tower or otherwise, to be modified for the application of this wireless facility.
- Concealment Element: "Stealth Facility" or concealment elements are not applicable to this projects' wireless facility as it would add bulk and scale to an already very slender element.
- Height: The highest point of the structure mounted antenna does not exceed the top of the stair tower, to which it is affixed, by 5 feet (measured from top of wall framing).
- Setbacks: Whip antenna is not constructed using breakpoint design technology, therefore the minimum setback distance shall be equal to the height of the supporting structure. Antenna is self-supporting structure = 20 setback (minimum) required.
 - Existing setbacks (approximate): 26 feet from the north property line, 45 feet from the east property line, 105 feet from the west property line, and 124 feet from the south property line.
 - Proposed setbacks (approximate): 60 feet from the north property line, 73 feet from the east property line, 77 feet from the west property line, and 90 feet from the south property line.
- Other Conditions: no additional conditions, including excess equipment storage or hazardous materials will be incorporated with this wireless facility, or the siren.
- Landscaping: not applicable to this wireless facility, or the emergency alert siren.
- Signage: not applicable to this wireless facility, or the emergency alert siren.
- Lighting: not applicable to this wireless facility, or the emergency alert siren.
- Quantity Limit: The Hose Drying Tower is the only "Tower" element on this property. Whip antenna affixed to the (north) stair tower, which is considered part of the overall building massing. Public / Semi-Public zoning does not required any height limitations to the building masses.
- Emergency Generator: permitted and exempt from noise requirements during emergencies; proposed (new) backup generator on site for emergency use only.
- Noise Level: not applicable to this wireless facility, or the emergency alert siren.
- Visibility: Antenna shall be flush-mounted with no concealment elements, and will not be collocated with any other wireless facility in the future.
- Notice Requirements: not applicable to this wireless facility, or the emergency alert siren.
- Access: No Right-of-Way or access complying with the Americans with Disabilities Act is obstructed by the wireless facility, or the emergency alert siren.
- Security: Wireless facility, and emergency alert siren, are both designed to be resistant to and minimized opportunities for unauthorized access, climbing, vandalism, graffiti, or other conditions, which would result in hazardous conditions, visual blight, or attractive

nuisances. Wireless facility can be reached / maintained from the Roof Deck, which is only accessible to Fire / EMS staff.

- **Building Design:** Structure mounted antenna shall be integrated with the building design and appear to be visually unobtrusive. Highest point of the antenna shall not exceed 5 feet above the highest point of the stair tower to which it is affixed.

JH FIRE / EMS STATION 1

JIM Presentation - March 6, 2017

ADDITION & REMODEL



Client Architect	Jackson Fire-EMS
Consultant Architect	Dubbe-Moulder Architects
Civil Engineer	CRSA Architects
Landscape Architect	Y2 Consultants
Structural Engineer	Pierson Land Works
Mechanical Engineer	Y2 Consultants
Electrical Engineer	CN Engineers
Surveyor	Bradley Engineering
General Contractor	Pierson Land Works
	T.B.D.

TEAM

JH FIRE / EMS STATION 1 ADDITION & REMODEL

 DUBBE MOULDER
ARCHITECTS

JIM Presentation - March 6, 2017





1.1 EXISTING SITE PLAN

EAST PEARL AVENUE

SOUTH KING STREET

Proposed Basement: **1,762 sf**
Additional 1st Floor: **1,443 sf**
Additional 2nd Floor: **4,972 sf**

TOTAL AREA ADDED TO BUILDING: **8,177 sf**

Proposed 1st Floor: **7,750 sf**
Proposed 2nd Floor: **8,004 sf**

PROPOSED OCCUPIABLE SPACE (Includes Non-Habitable Areas): **17,516 sf**



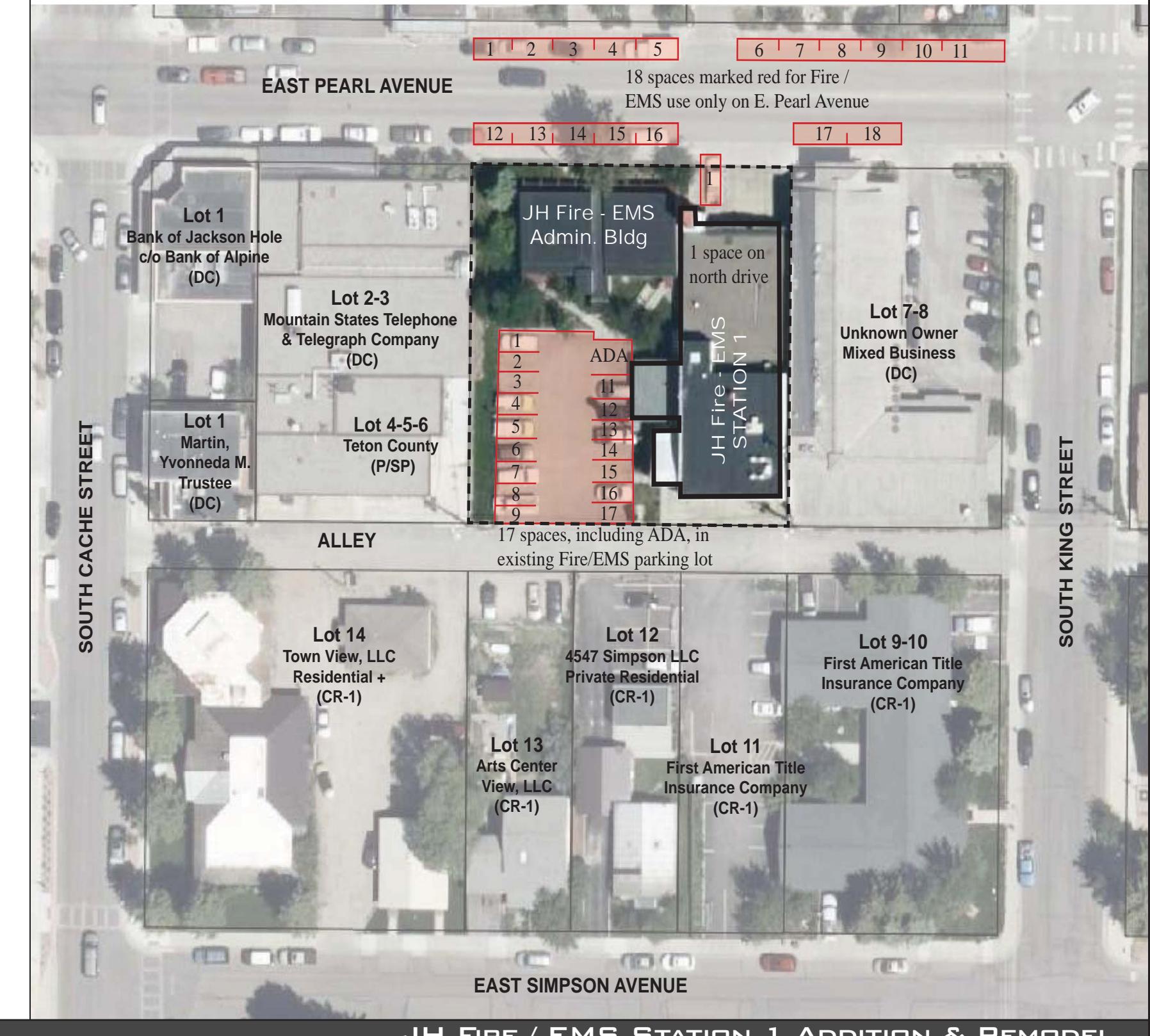
JH FIRE / EMS STATION 1 ADDITION & REMODEL

1.2 PROPOSED SITE PLAN

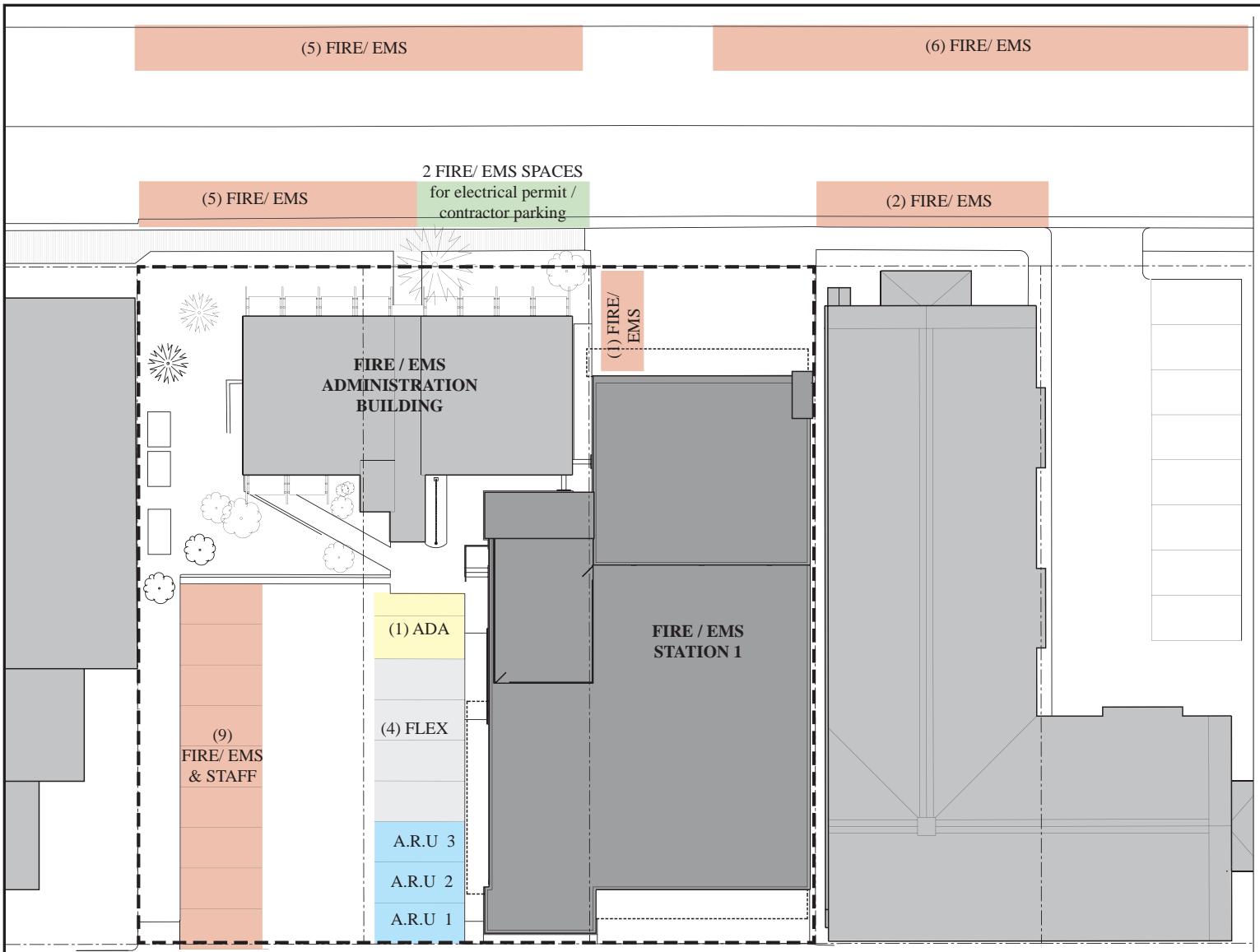
Public Parking Areas Proximate to Site



Existing Fire / EMS On-Site Parking



1.3 EXISTING PARKING PLAN

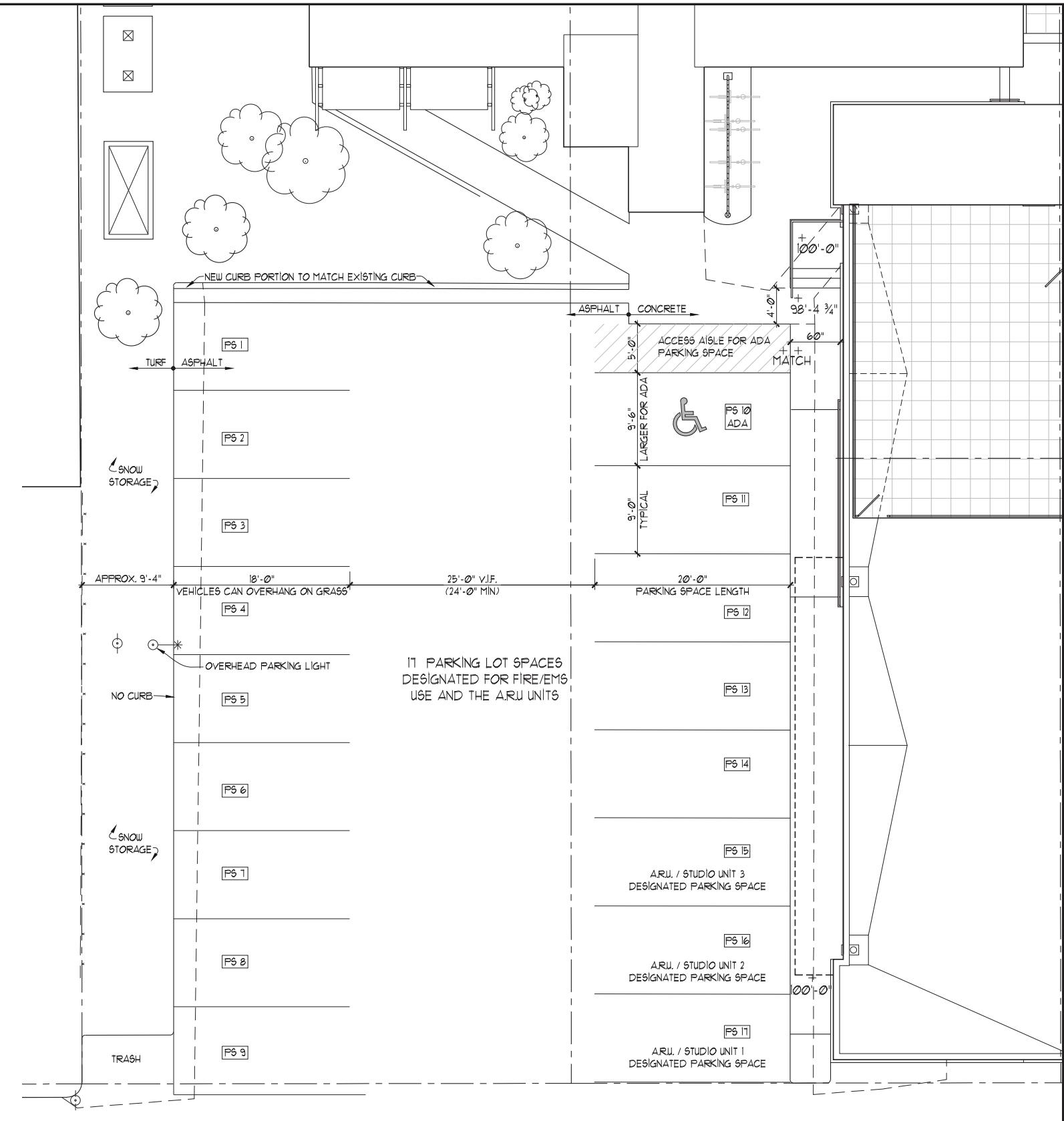


JH FIRE / EMS PARKING LOADS

EXISTING PARKING PLAN										
HOURS	EXPECTED VEHICLES IN FIRE/EMS PARKING LOT (17 SPACES)					EXPECTED VEHICLES ON E. PEARL STREET (18 SPACES)				
	FIRE/EMS	STAFF	PUBLIC	A.R.U.	TOTAL	VOLUNTEERS	FIRE/EMS	PUBLIC	A.R.U.	TOTAL
7:30AM-5:30PM	8	2	2	0	12 SPACES	1	VARIABLES	0	0	VARIABLES
5:30PM-7:30AM	4	5 TYP.	0	0	9 SPACES	1	1	0	0	VARIABLES
24/7	4	5 TYP.	0	0	9 SPACES	1	1	0	0	VARIABLES

PROPOSED PARKING PLAN									
7:30AM-5:30PM	8	2	2	3	15 SPACES				
5:30PM-7:30AM	4	4	0	3	11 SPACES				
24/7			N/A	3	3 MIN				

CONSTRUCTION PARKING PLAN									
7:30AM-5:30PM	0	0	0	0	0	1	5	2	0
5:30PM-7:30AM	0	0	0	0	0	0	0	0	0
24/7	0	0	0	0	0	0	0	0	0



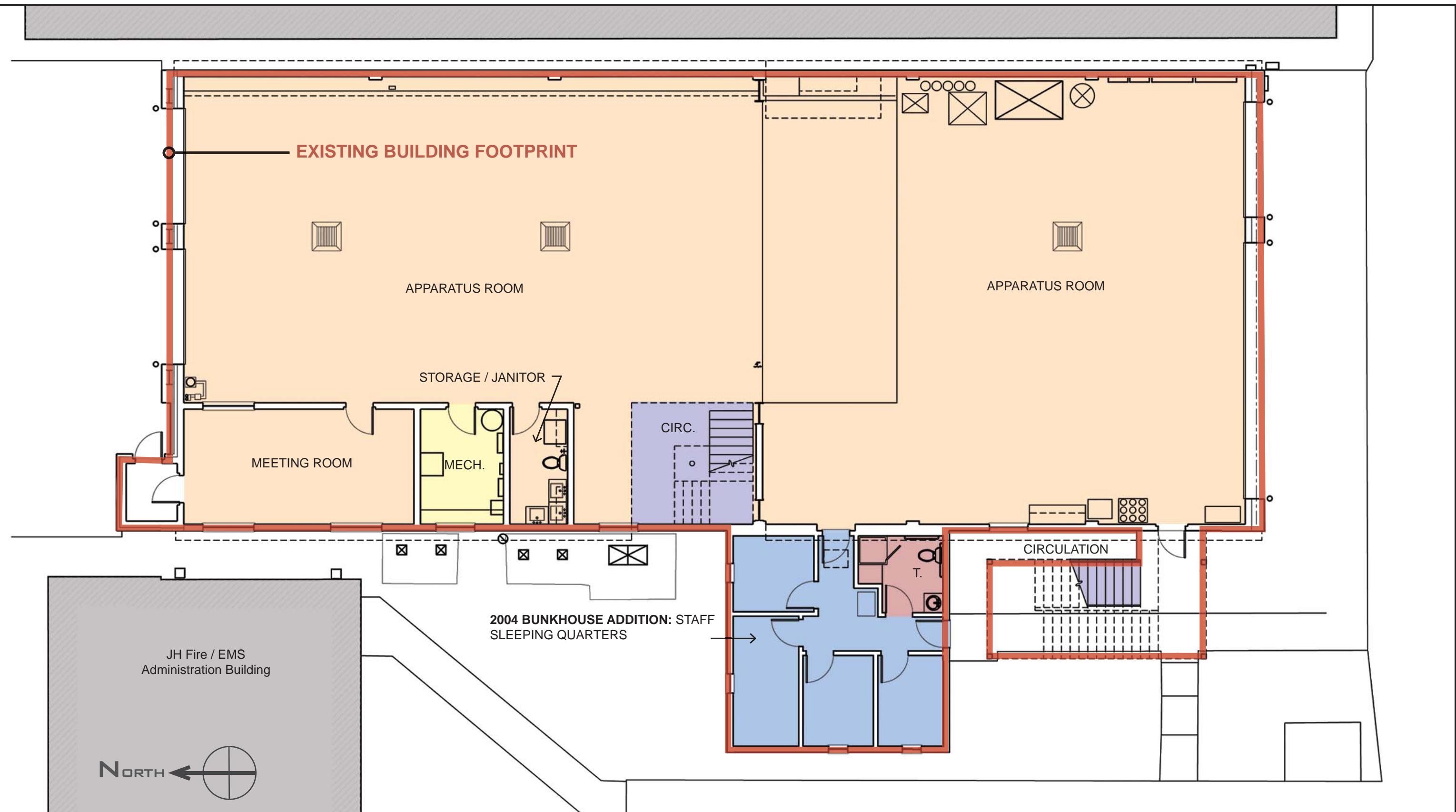
JH FIRE / EMS STATION 1 ADDITION & REMODEL

1.4 SHARED PARKING PLAN

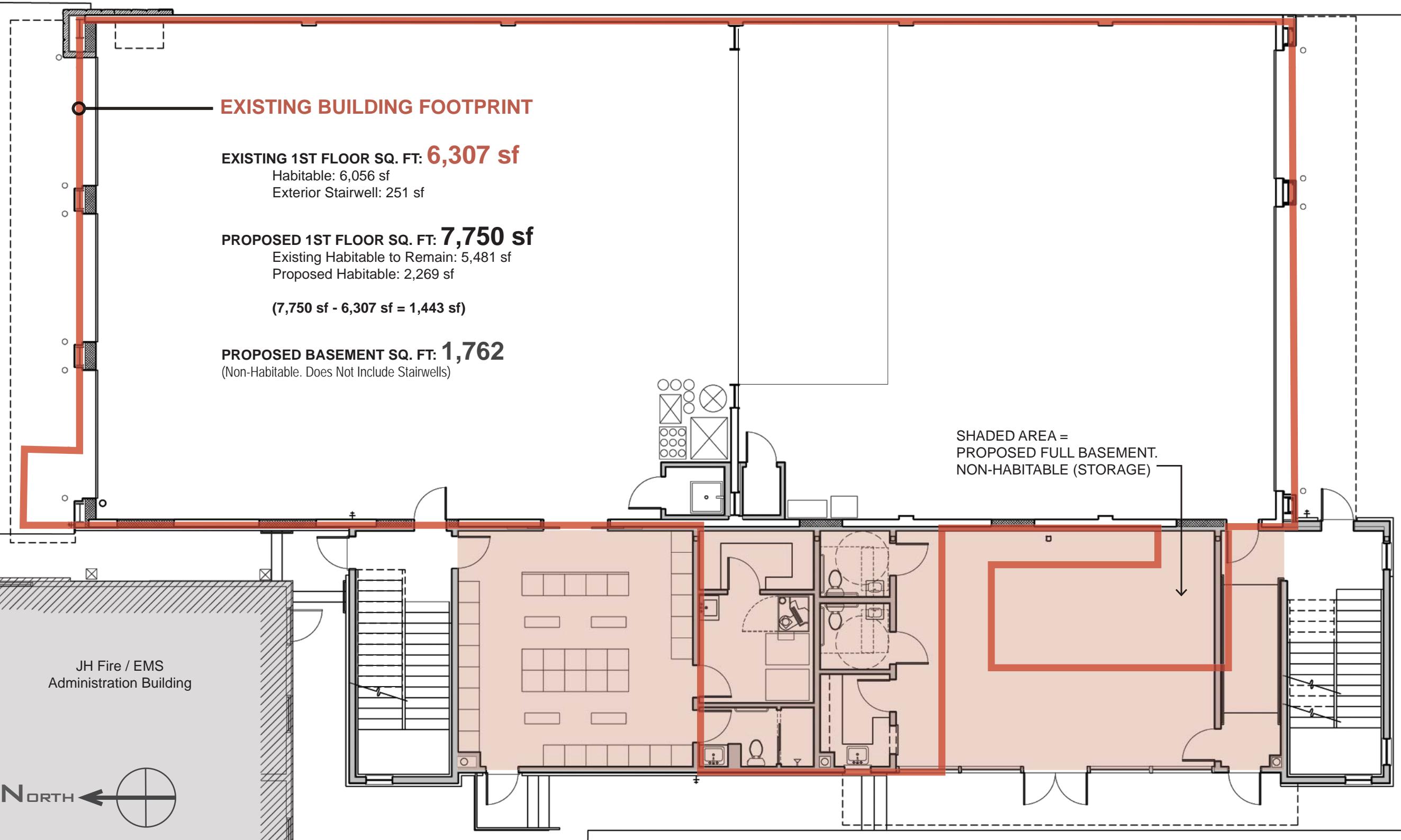
REF: Shared Parking Plan Narrative for more information.

 DUBBE MOULDER
ARCHITECTS
JIM Presentation - March 6, 2017



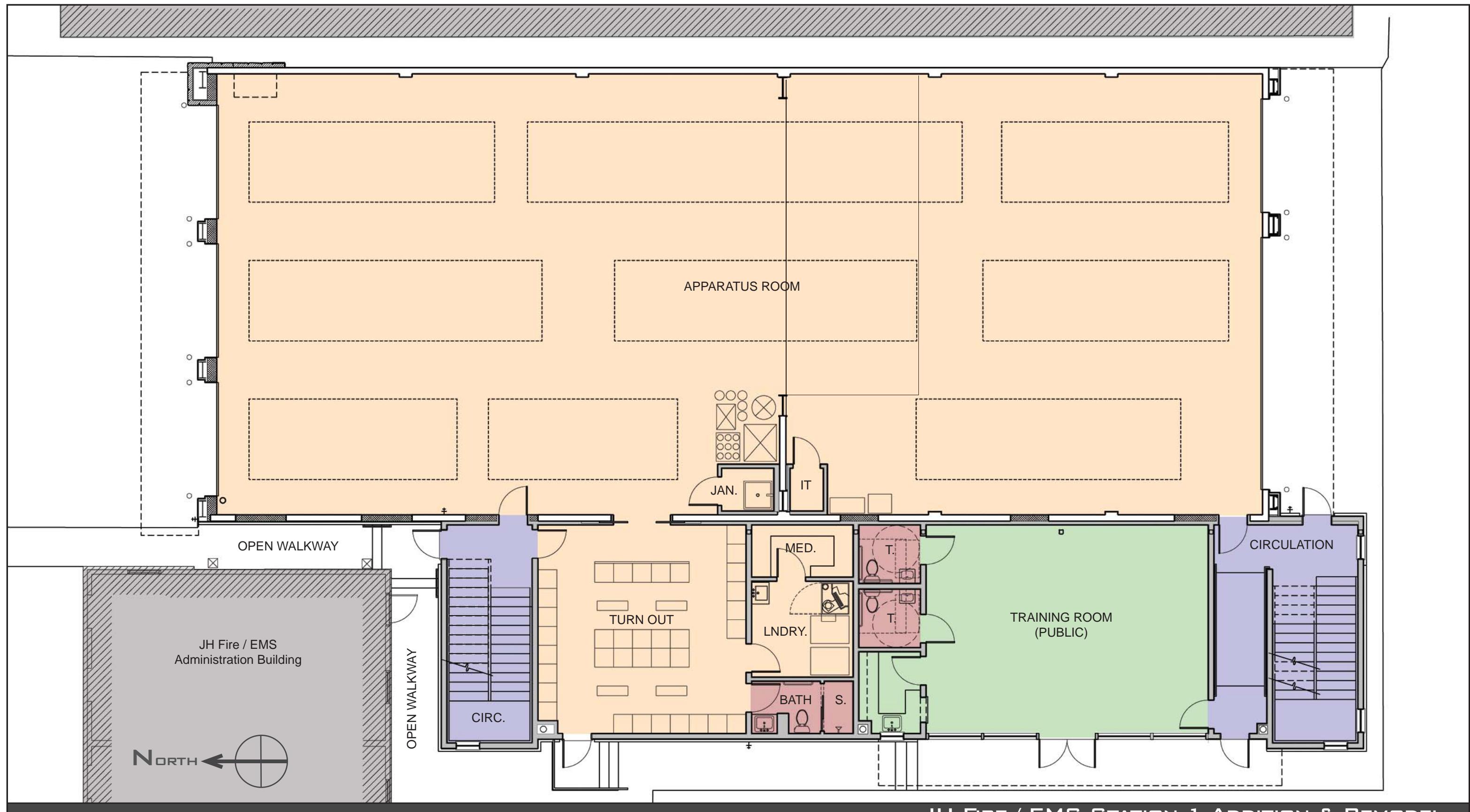


2.1 EXISTING FIRST FLOOR PLAN

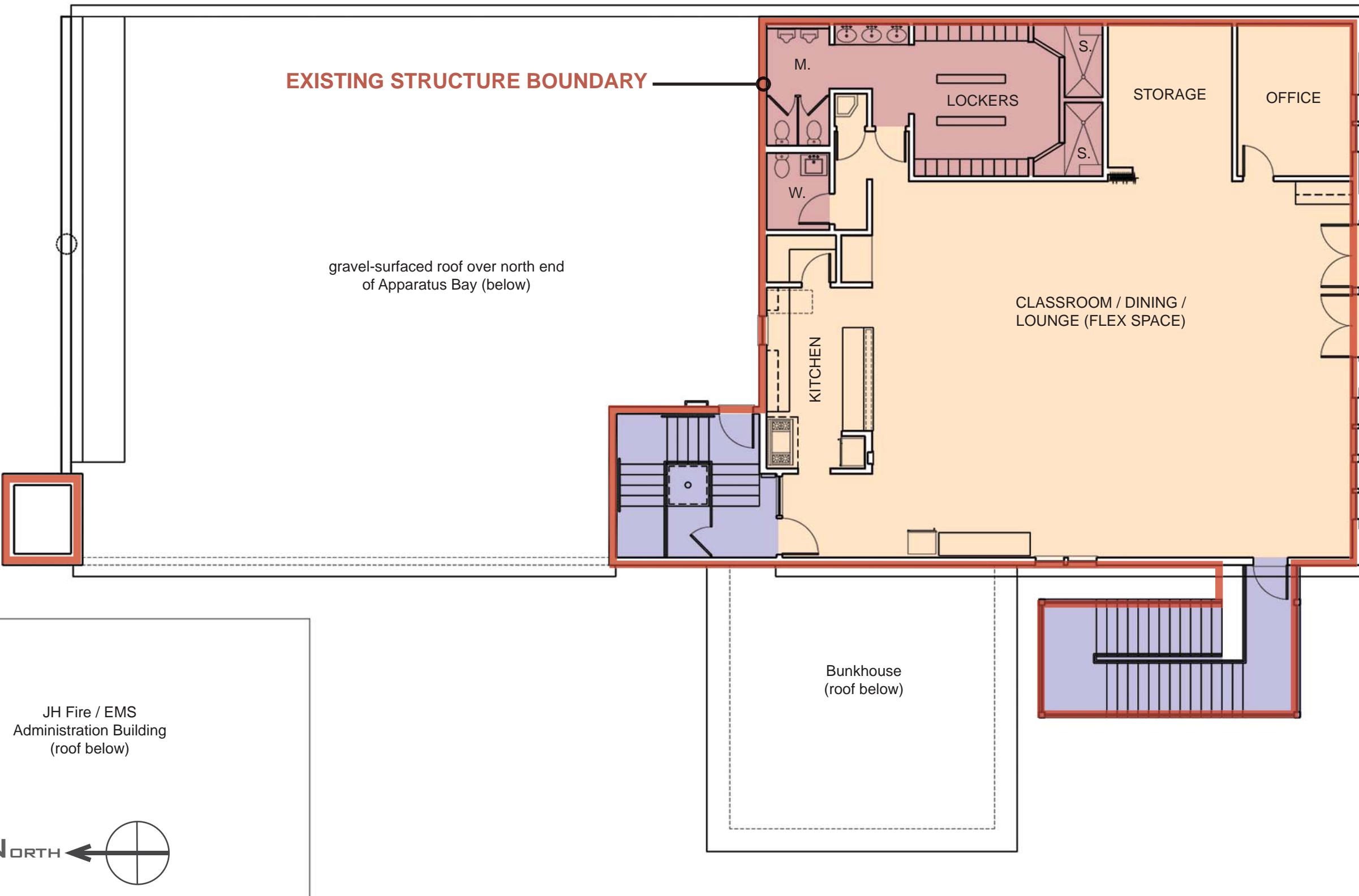


JH FIRE / EMS STATION 1 ADDITION & REMODEL

2.2 PROPOSED FIRST FLOOR PLAN

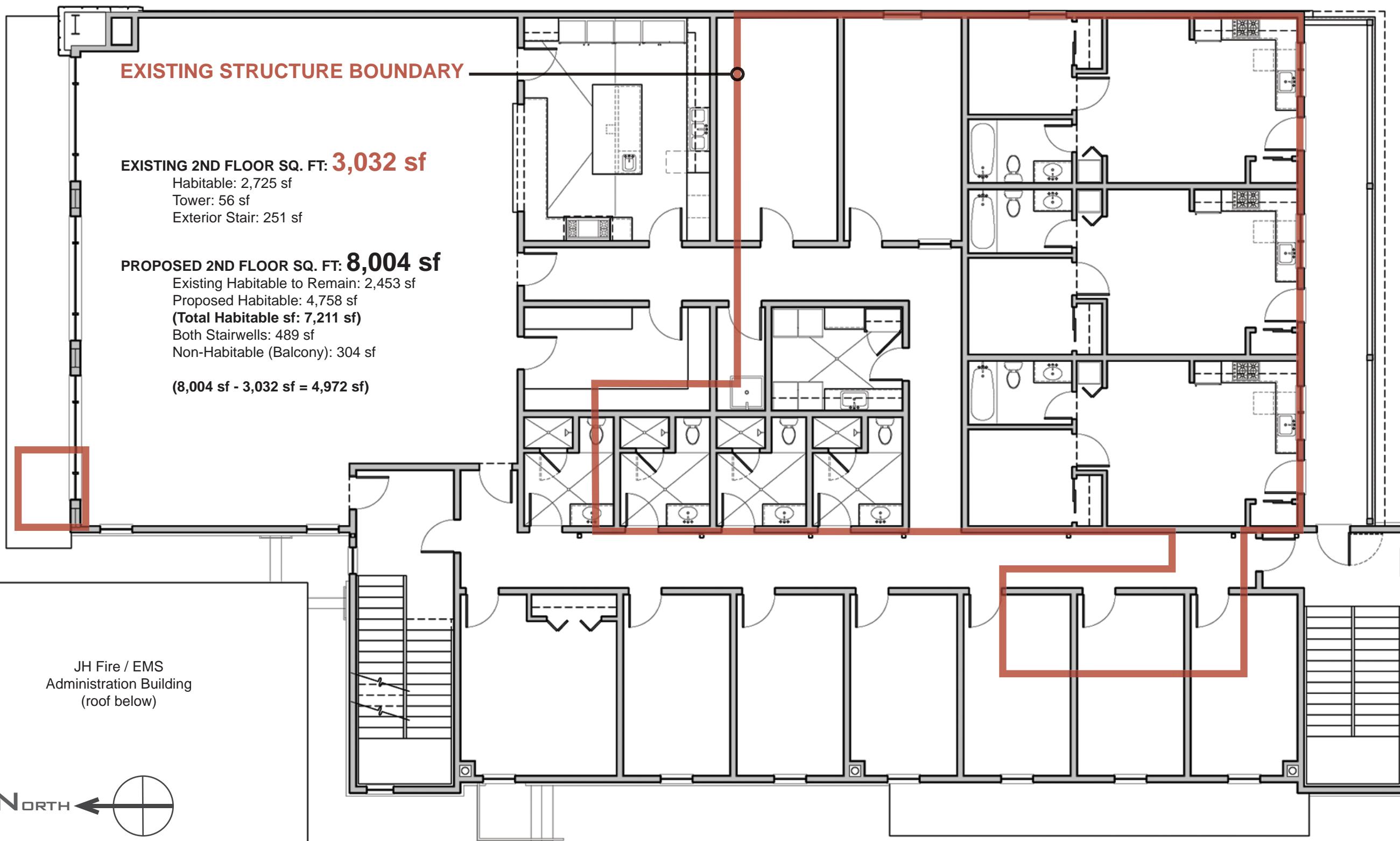


2.3 PROPOSED FIRST FLOOR PLAN



JH FIRE / EMS STATION 1 ADDITION & REMODEL

3.1 EXISTING SECOND FLOOR PLAN



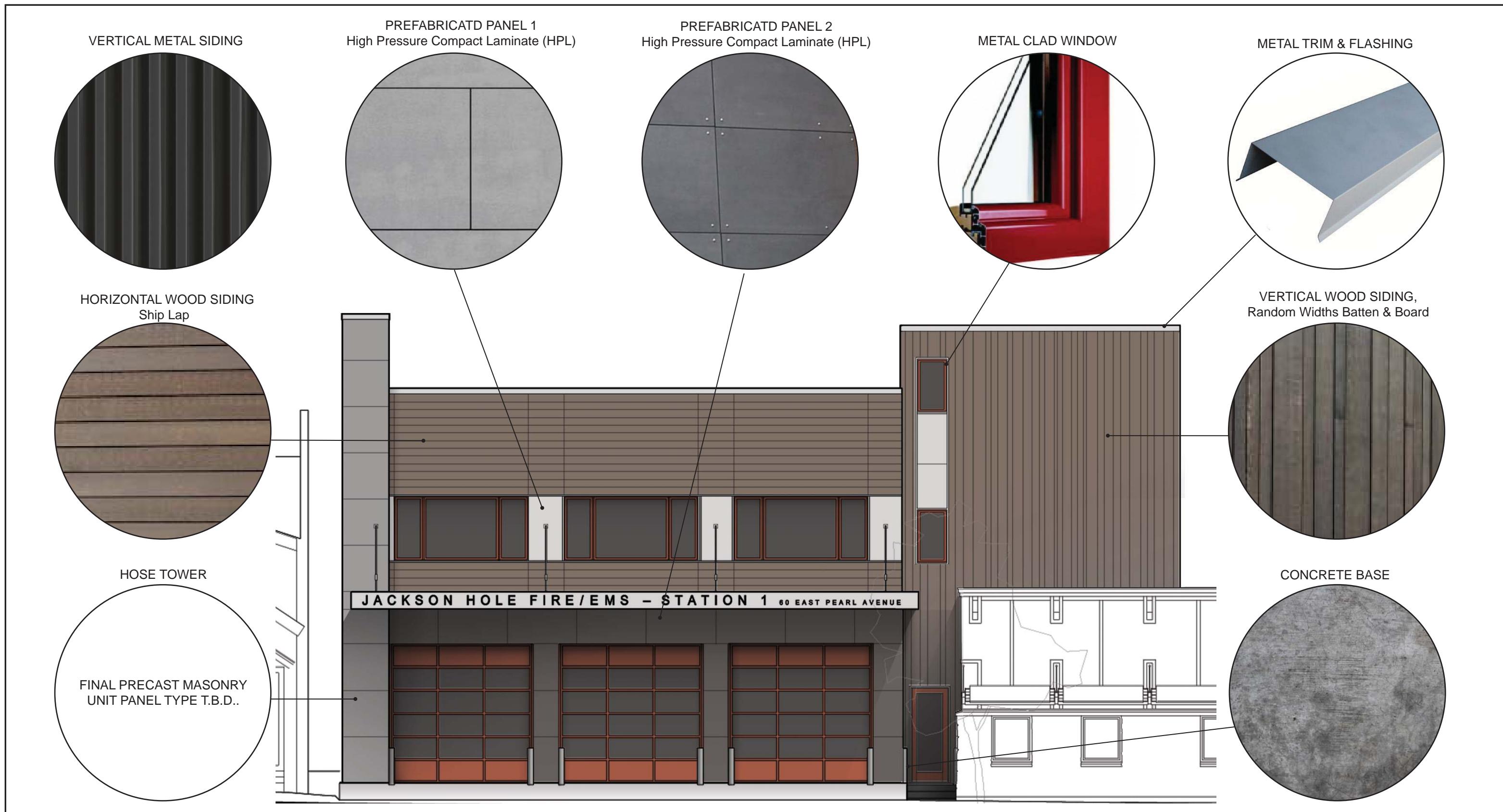
JH FIRE / EMS STATION 1 ADDITION & REMODEL

3.2 PROPOSED SECOND FLOOR PLAN



JH FIRE / EMS STATION 1 ADDITION & REMODEL

3.3 PROPOSED SECOND FLOOR PLAN



4.1 EXTERIOR MATERIALS

JH FIRE / EMS STATION 1 ADDITION & REMODEL

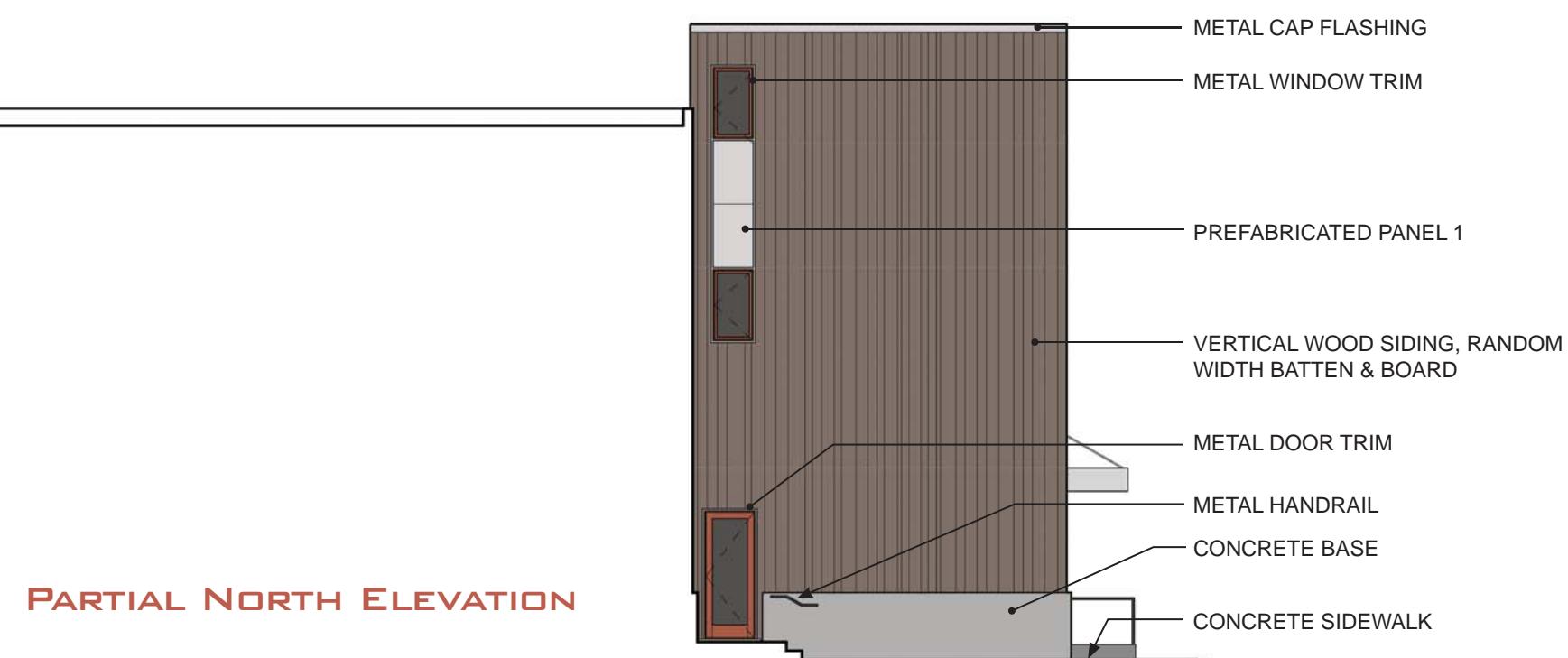
 **DUBBE MOULDER**
ARCHITECTS

JIM Presentation - March 6, 2017



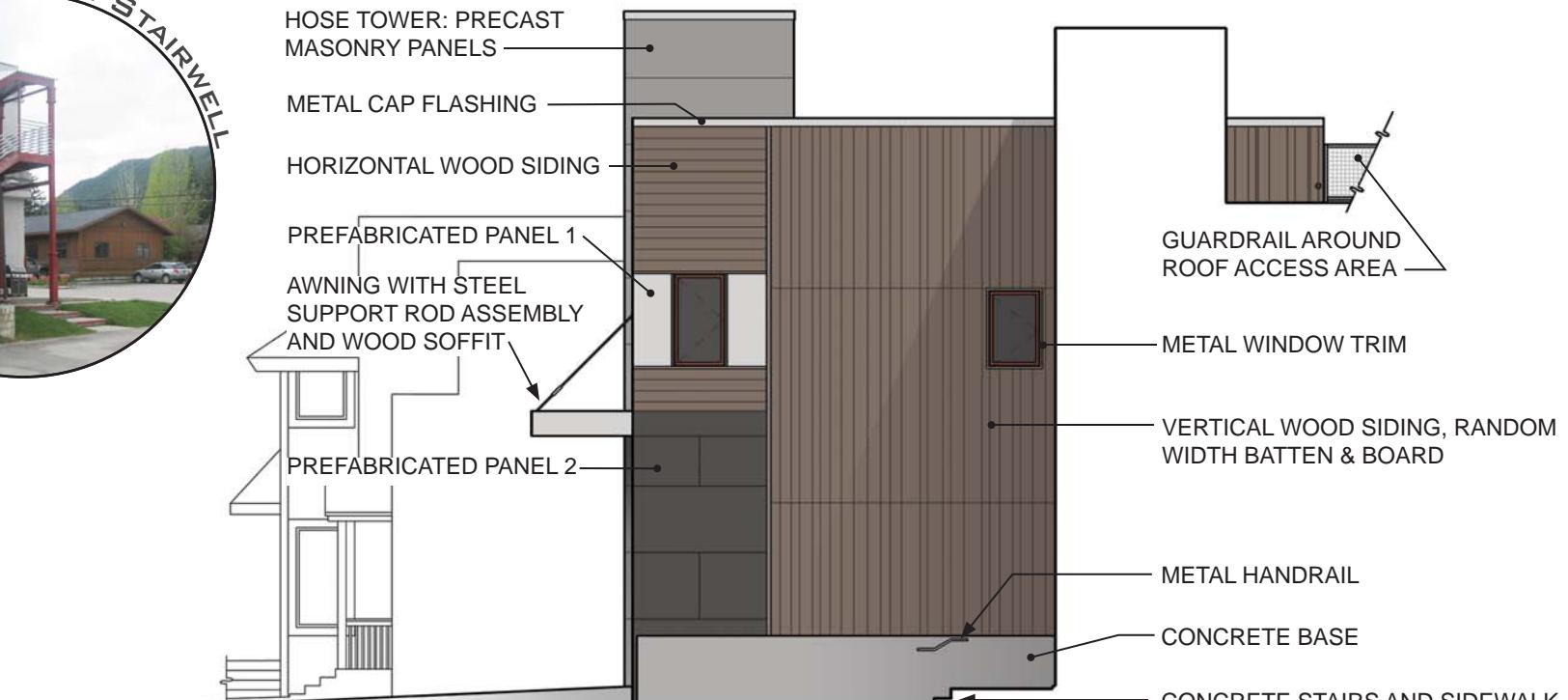


NORTH ELEVATION

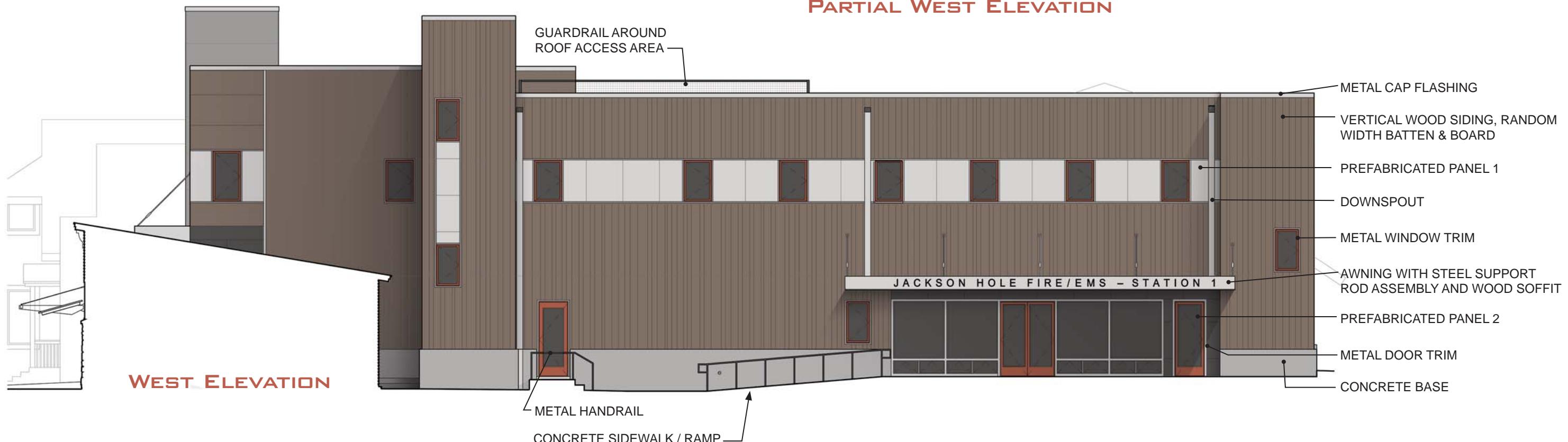


JH FIRE / EMS STATION 1 ADDITION & REMODEL

4.2 EXTERIOR ELEVATIONS

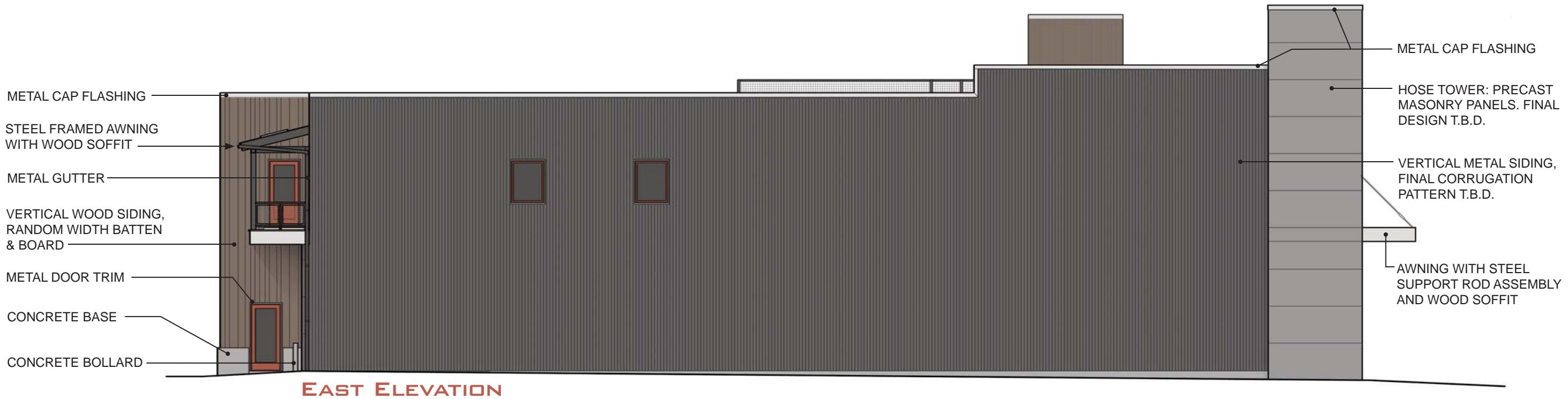


PARTIAL WEST ELEVATION



JH FIRE / EMS STATION 1 ADDITION & REMODEL

4.3 EXTERIOR ELEVATIONS



JH FIRE / EMS STATION 1 ADDITION & REMODEL

4.4 EXTERIOR ELEVATIONS



PEARL STREET / NORTH ELEVATION



JH FIRE / EMS STATION 1 ADDITION & REMODEL

5.1 EXTERIOR MASSING PERSPECTIVES

 DUBBE MOULDER
ARCHITECTS
JIM Presentation - March 6, 2017





ALLEY / SOUTH & WEST ELEVATIONS

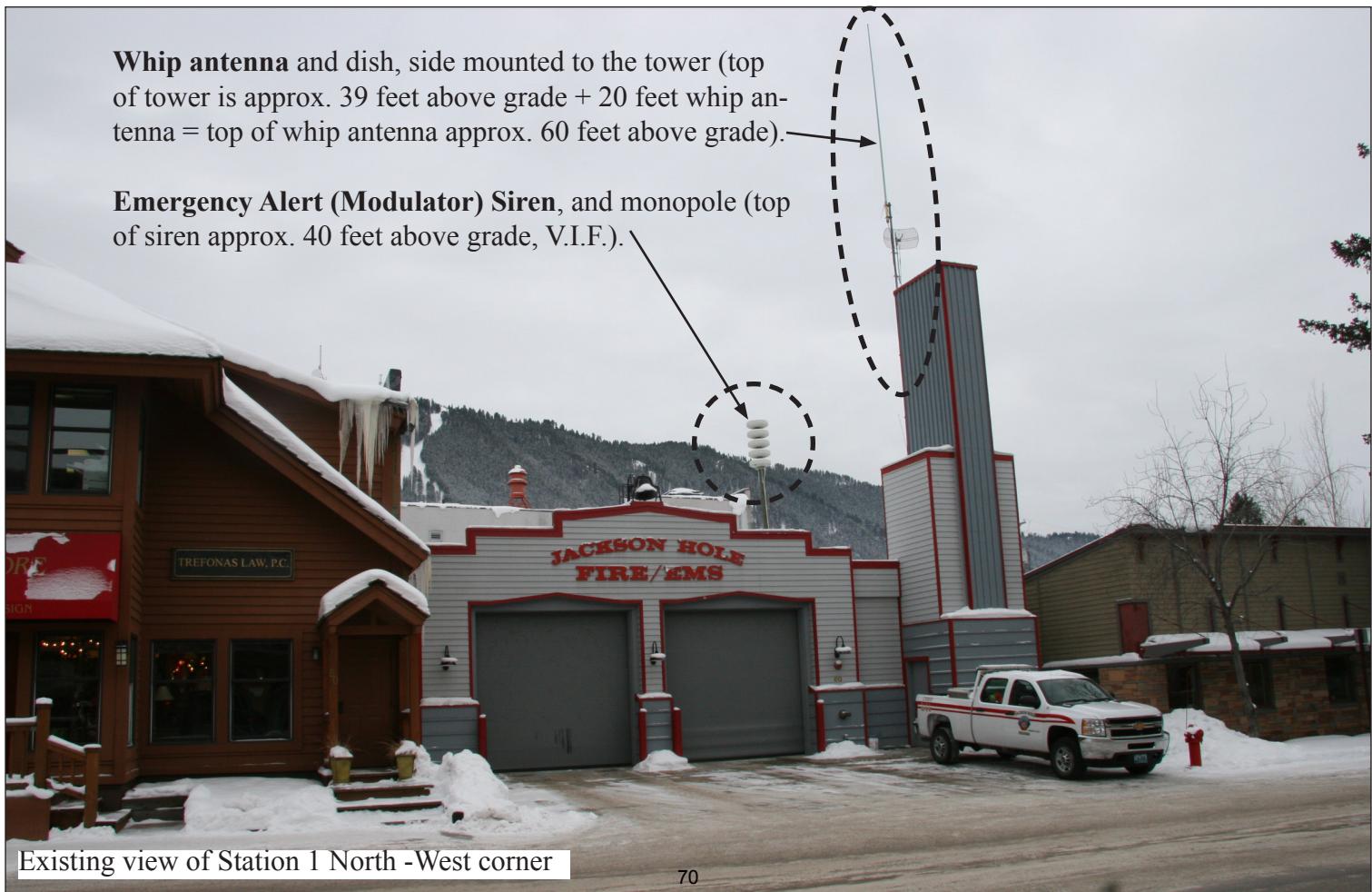
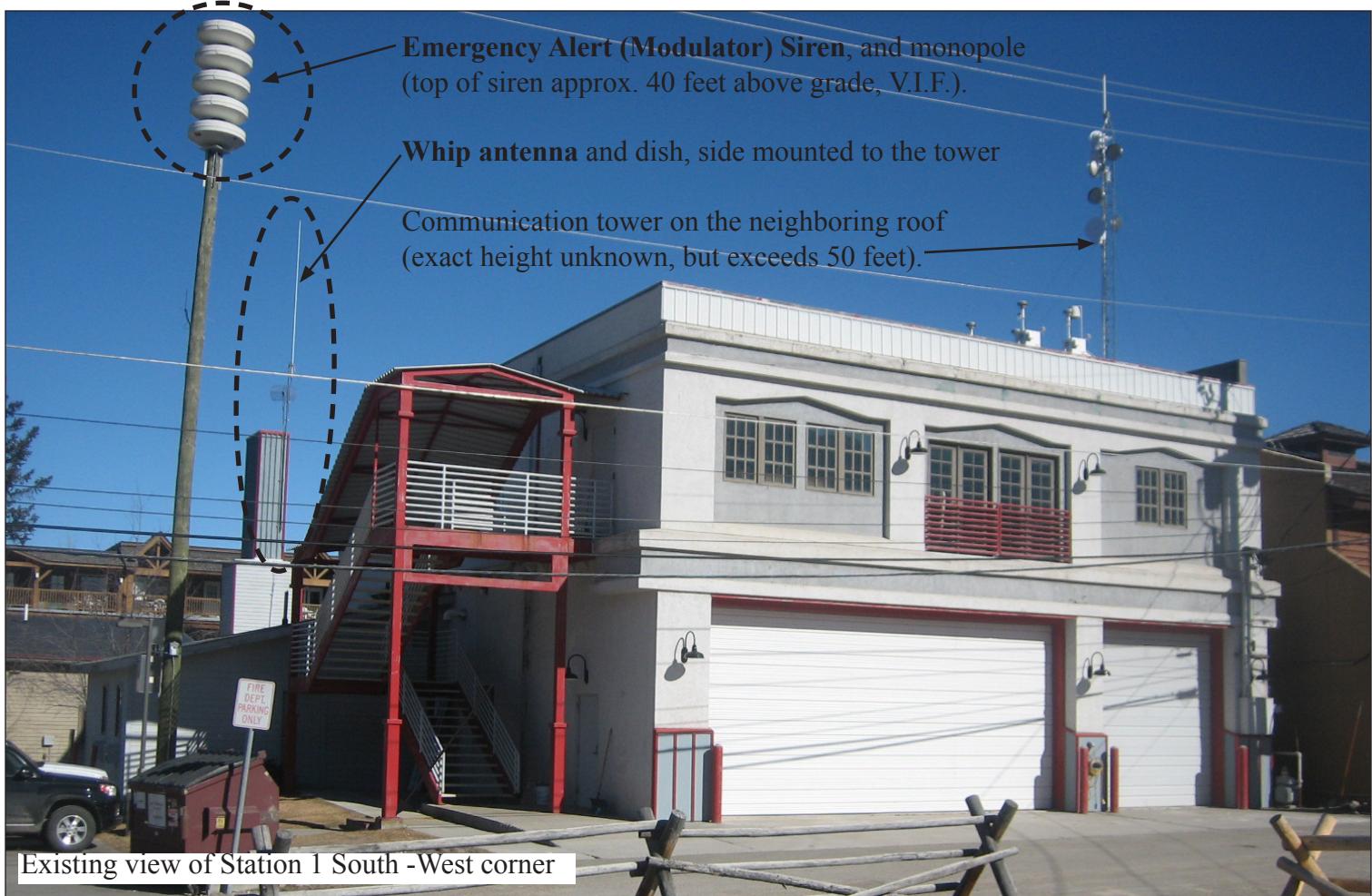


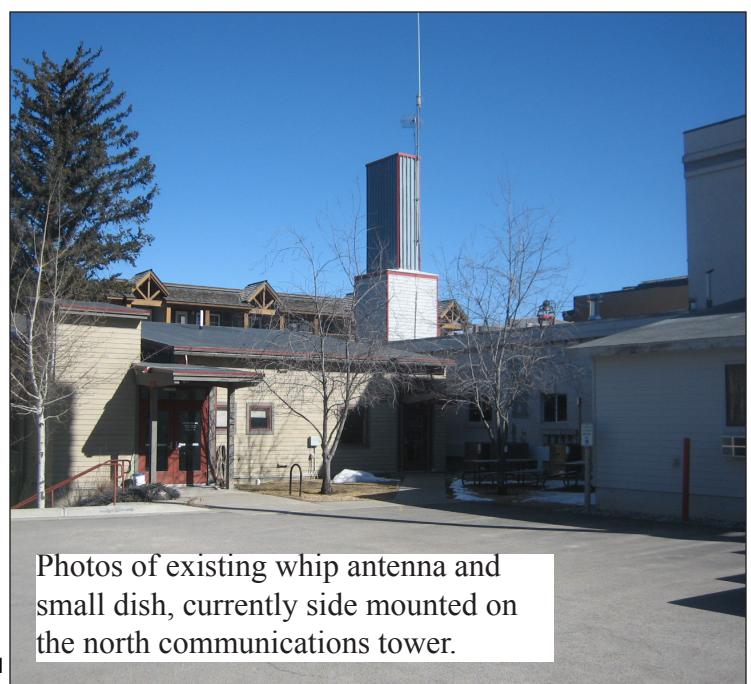
JH FIRE / EMS STATION 1 ADDITION & REMODEL

5.2 EXTERIOR MASSING PERSPECTIVES

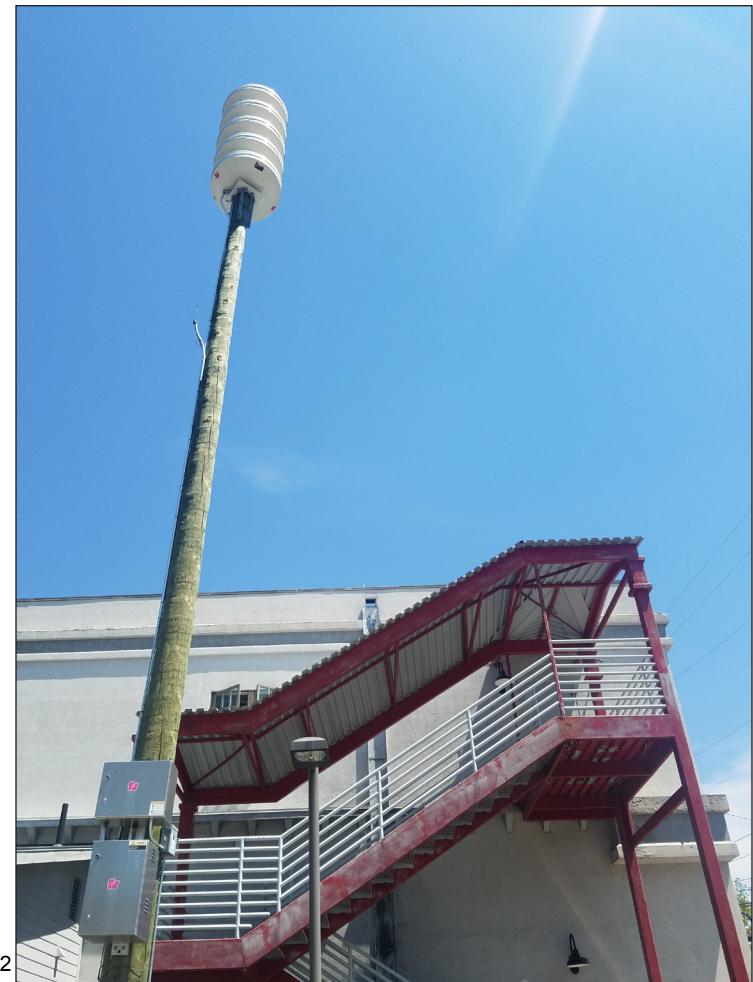
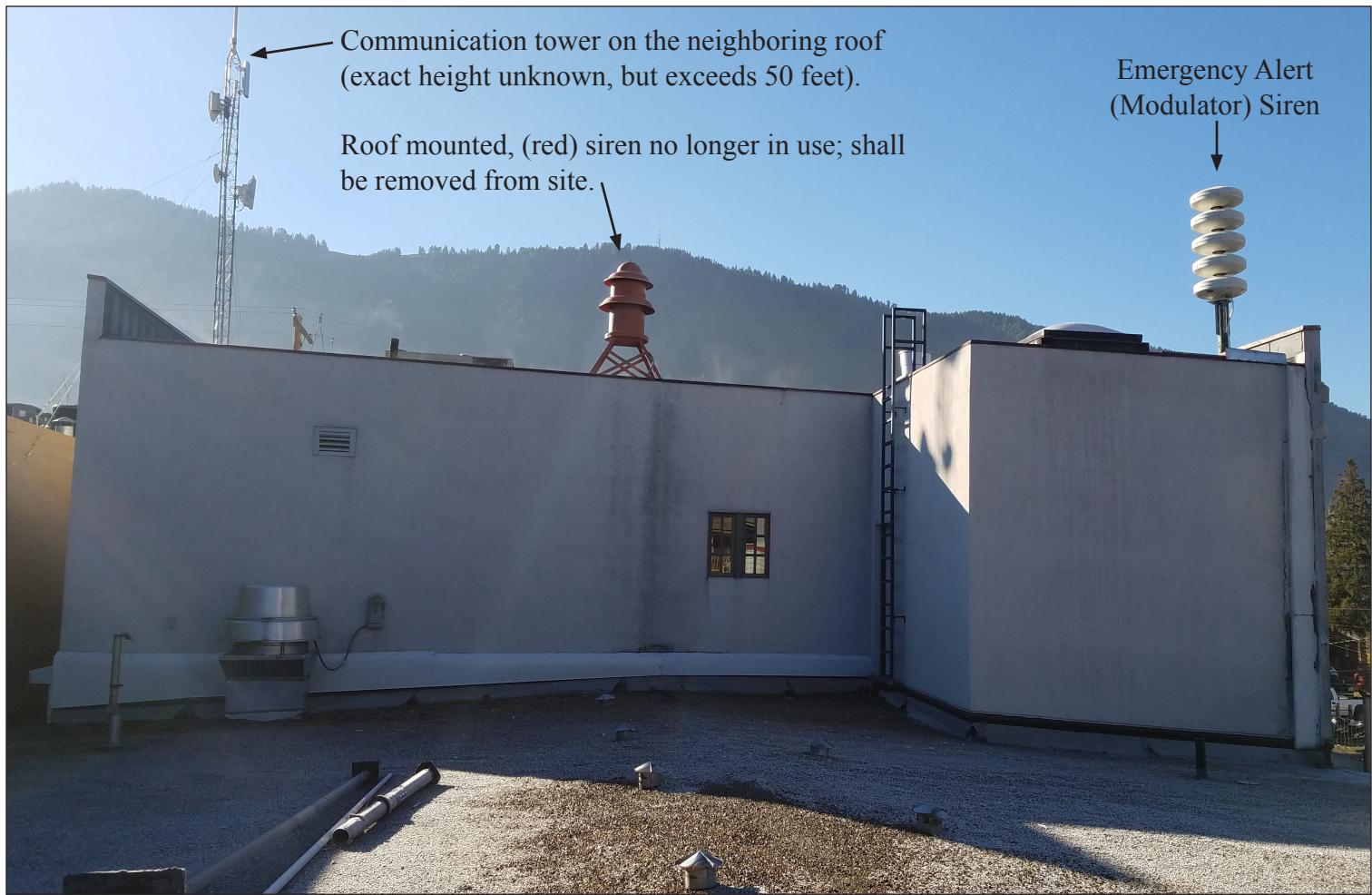
 DUBBE MOULDER
ARCHITECTS
JIM Presentation - March 6, 2017








Photos of existing whip antenna and small dish, currently side mounted on the north communications tower.





EXISTING SITE PLAN

1/8"=1'-0"

NOT FOR CONSTRUCTION PROGRESS SHEET

JH FIRE / E STATION EXPANSION

<p>MS 1 ON</p>	 <p>DUBBE MOULDE A R C H I T E C T S</p> <table border="0"> <tr> <td data-bbox="3612 5212 3919 5333"> <p>JACKSON 1160 Alpine Lane, STE 2A PO BOX 9227 Jackson, WY 83002 PHONE: (307) 733-9551 </p></td><td data-bbox="3919 5212 4112 5333"> <p>DRIGGS 37 North First East PO BOX 169 Driggs, ID 83422 PHONE: (208) 354-0100 </p></td></tr> </table>	<p>JACKSON 1160 Alpine Lane, STE 2A PO BOX 9227 Jackson, WY 83002 PHONE: (307) 733-9551 </p>	<p>DRIGGS 37 North First East PO BOX 169 Driggs, ID 83422 PHONE: (208) 354-0100 </p>
<p>JACKSON 1160 Alpine Lane, STE 2A PO BOX 9227 Jackson, WY 83002 PHONE: (307) 733-9551 </p>	<p>DRIGGS 37 North First East PO BOX 169 Driggs, ID 83422 PHONE: (208) 354-0100 </p>		
<p>OWNERSHIP & USE OF DOCUMENTS</p> <p>DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR WRITTEN CONSENT OF THE ARCHITECT.</p>			

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FOR ANY
SPECIFIC

GENERAL CONTRACTOR
T.B.D.

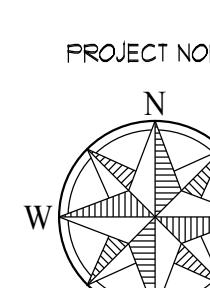
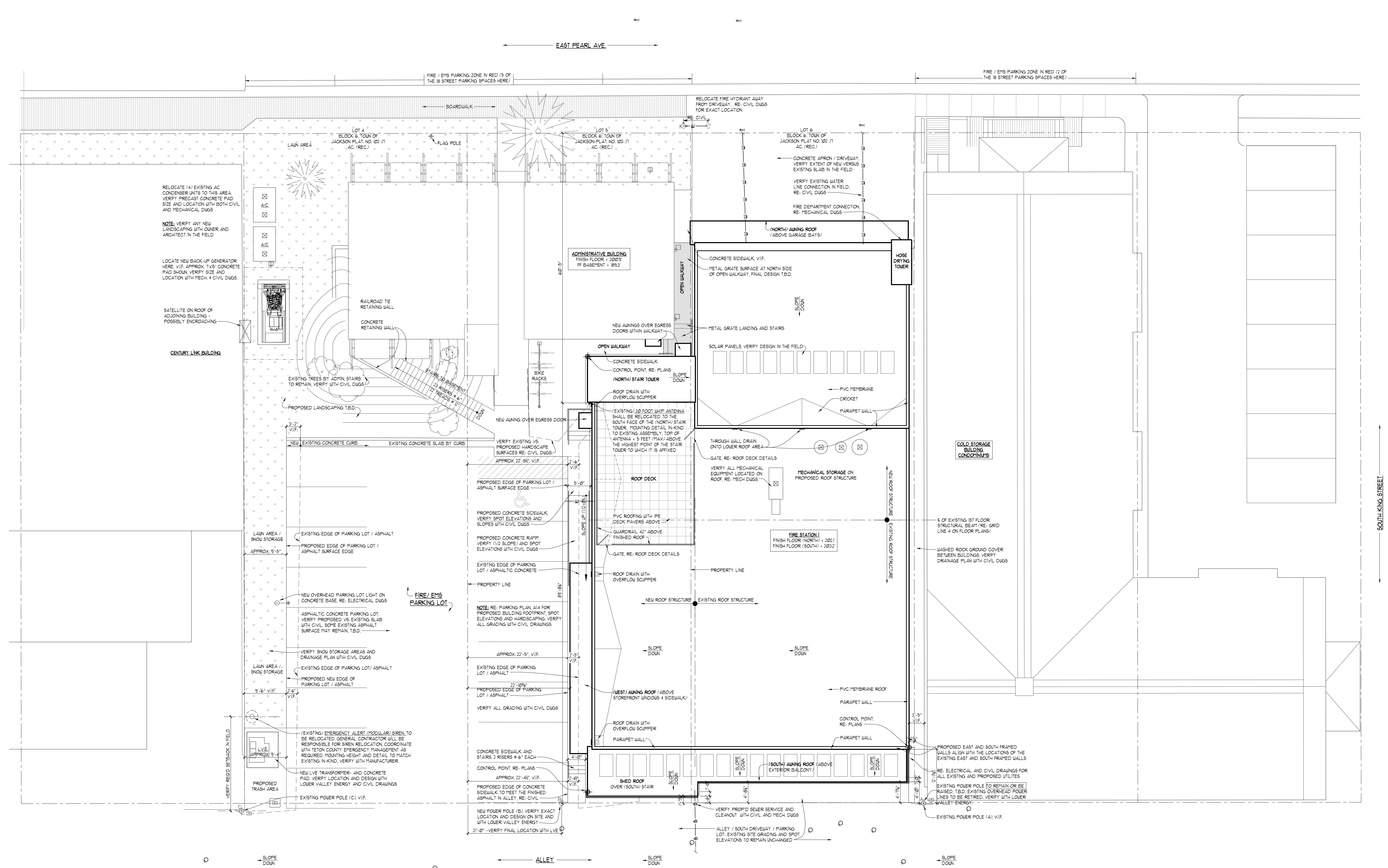
SURVEY
PIERSON LAND WORKERS
P.O. BOX 1143
JACKSON, WY 83001
307.733.5429

ACTOR	CIVIL ENGINEER Y2 CONSULTANTS P.O. BOX 2674 215 E. SIMPSON AVE JACKSON, WY 83001 307.733.2999	MECHANICAL CN ENGINEER P.O. BOX 410 410 CACHET JACKSON 307.733.8711
WORKS 1	STRUCTURAL ENGINEER Y2 CONSULTANTS P.O. BOX 2674 215 E. SIMPSON AVE JACKSON, WY 83001 307.733.2999	ELECTRICAL BRADLEY P.O. BOX 382 382 WALNUT IDAHO FALLS 208.523.2811

<p>ICAL ENGINEER NEERS 4195 IE STREET J, WY 83001 765</p> <hr/>	<p>OWNERS TETON COUNTY BOARD OF COUNTY COMMISSIONERS</p>
<p>ICAL ENGINEER Y ENGINEERING 2556 NUT ST ALLS, ID 83403 362</p>	<p>JH FIRE / EMS STATION 1 60 EAST PEARL AVENUE P.O. BOX 901 JACKSON, WY 83001</p> <p>MATT REDWINE BATTALION CH</p>

Set Title: PERMIT SET	
Set Title	Set Issue Date
PRELIMINARY SET	FEBRUARY 25, 2016
PROGRESS SET	JUNE 17, 2016
PROGRESS SET	JANUARY 6, 2017
PROGRESS SET	APRIL 3, 2017
PROGRESS SET	JULY 18, 2017
DEV / CUP SET	SEPTEMBER 19, 2017
PERMIT SET	T.B.D.

Drawing Title	
EXISTING SITE PLAN	
Drawn By:	Checked By:
Plot Date: DECEMBER 5, 2017	Sheet Number:
Scale: AS NOTED	A1.1
Project Number: 1507	



PROPOSED SITE PLAN

**NOT FOR
CONSTRUCTION
PROGRESS
SET**

JH FIRE / EM STATION 1 EXPANSION



JACKSON 1160 Alpine Lane, STE 2A PO BOX 9227 Jackson, WY 83002 PHONE: (307) 733-9551	DRIGGS 37 North First Ea PO BOX 169 Driggs, ID 83422 PHONE: (208) 354-0
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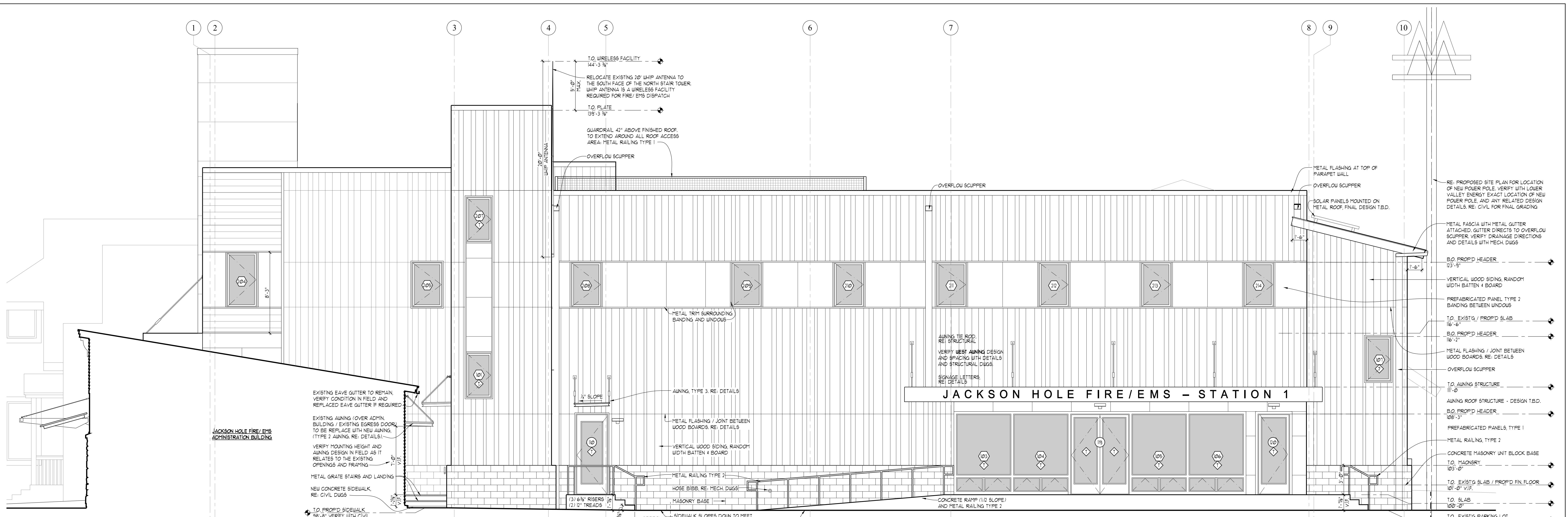
GENERAL CONTRACTOR
T.B.D.

CIVIL ENGINEER Y2 CONSULTANTS P.O. BOX 2674 215 E. SIMPSON AVE JACKSON, WY 83001 307.733.2999	MECHANICAL ENGINEER CN ENGINEERS P.O. BOX 4195 410 CACHE STREET JACKSON, WY 83001 307.733.8765
STRUCTURAL ENGINEER	ELECTRICAL ENGINEER

**ER OWNERS
TETON COUNTY
BOARD OF COUNTY COMMISSIONERS**

Set Title:	PERMIT SET
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PROGRESS SET	JUNE 17, 2
PROGRESS SET	JANUARY
PROGRESS SET	APRIL 3, 2

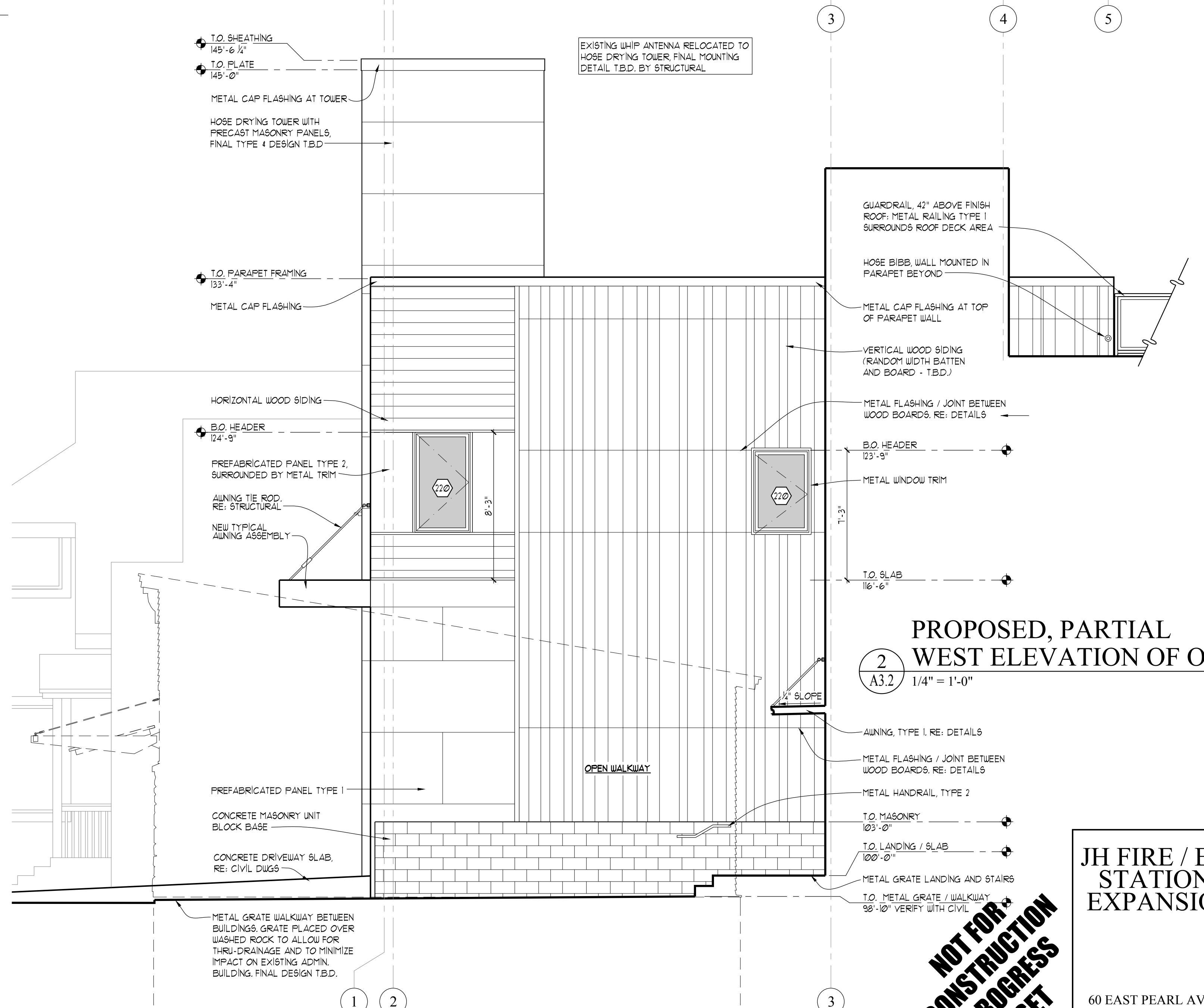
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2016	
6, 2017	
2017	Drawn By:
2017	Checked By:
ER 19, 2017	Plot Date: DECEMBER 5, 2017
	Sheet Number: A1.3
	Scale: AS NOTED
	Project Number: 1507



PROPOSED
WEST ELEVATION

A3.2

1/4" = 1'-0"



PROPOSED, PARTIAL
WEST ELEVATION OF OPEN WALKWAY

A3.2

1/4" = 1'-0"

NOT FOR
CONSTRUCTION
PROGRESS
SET

JH FIRE / EMS
STATION 1
EXPANSION
60 EAST PEARL AVENUE
JACKSON, WYOMING

DUBBE MOULDER
ARCHITECTS

DRUGGS
1160 Alpine Lane, Ste 2
PO Box 9224
Jackson, WY 83002
Phone: (307) 733-9551
Fax: (307) 733-8542
Phone: (208) 354-0151

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WRITTEN AUTHORIZATION OF DUBBE-MOULDER ARCHITECTS, P.C.

GENERAL CONTRACTOR
T.B.D.

CIVIL ENGINEER
Y2 CONSULTANTS
P.O. BOX 2674
215 E. SIMPSON AVE
JACKSON, WY 83001
307.733.2999

MECHANICAL ENGINEER
CN ENGINEERS
P.O. BOX 4195
410 CACHE STREET
JACKSON, WY 83001
307.733.8765

OWNERS
TETON COUNTY
BOARD OF COUNTY COMMISSIONERS
JH FIRE / EMS STATION 1
60 EAST PEARL AVENUE
P.O. BOX 901
JACKSON, WY 83001
MATT REDWINE, BATTALION CHIEF

STRUCTURAL ENGINEER
PIERSON LAND WORKS
P.O. BOX 1143
JACKSON, WY 83001
307.733.5429

ELECTRICAL ENGINEER
BRADLEY ENGINEERING
P.O. BOX 2556
215 E. SIMPSON AVE
JACKSON, WY 83001
307.733.2999

PERMIT SET
PRELIMINARY SET
FEBRUARY 25, 2016
PROGRESS SET
JUNE 17, 2016
PROGRESS SET
JANUARY 6, 2017
PROGRESS SET
APRIL 3, 2017
PROGRESS SET
JULY 18, 2017
DEV / CUP SET
SEPTEMBER 19, 2017
PERMIT SET
T.B.D.

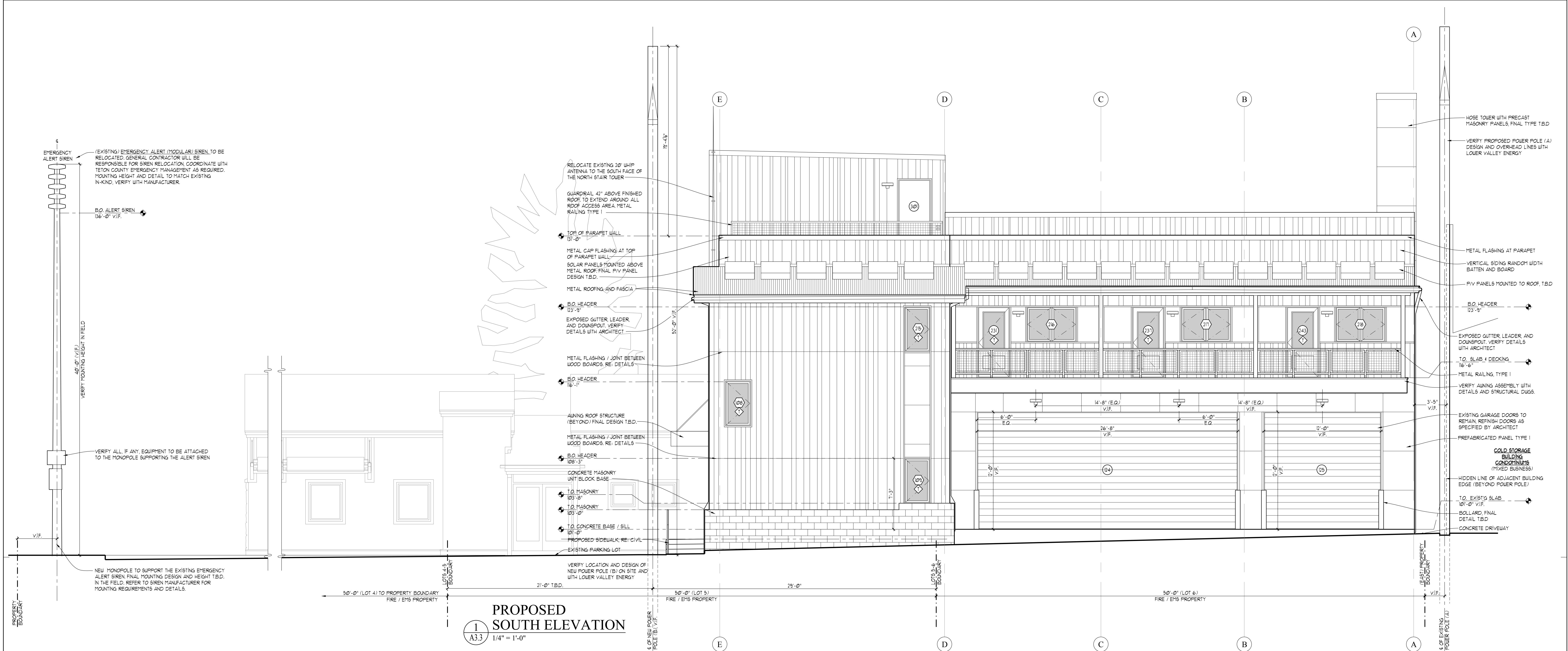
PERMIT SET
T.B.D.

PERMIT SET
T.B.D.

REFERENCE NOTES
REFERENCE SHEET A3.2 FOR EXTERIOR MATERIALS SCHEDULE AND EXTERIOR ELEVATION LEGEND.

PROPOSED EXTERIOR ELEVATIONS	
Set Title	Set Issue Date
PRELIMINARY SET	FEBRUARY 25, 2016
PROGRESS SET	JUNE 17, 2016
PROGRESS SET	JANUARY 6, 2017
PROGRESS SET	APRIL 3, 2017
PROGRESS SET	JULY 18, 2017
DEV / CUP SET	SEPTEMBER 19, 2017
PERMIT SET	T.B.D.
Drawn By:	Checked By:
Plan Date: DECEMBER 5, 2017	Sheet Number:
Scale: 1/4" = 1'-0"	Project Number: 1507

A3.2



REFERENCE NOTES

REFERENCE SHEET A3.3 FOR EXTERIOR MATERIALS SCHEDULE AND EXTERIOR ELEVATION LEGEND.

NOT FOR
CONSTRUCTION
PROGRESS
SET

JH FIRE / EMS
STATION 1
EXPANSION
60 EAST PEARL AVENUE
JACKSON, WYOMING

DUBBE MOULDER
ARCHITECTS
1160 Alpine Lane, Ste 2
PO Box 9226
Jackson, WY 83002
Phone: (307) 733-9551
DRE009
37 North Fire East
PO Box 2556
Driggs, ID 83422
Phone: (208) 354-0151

GENERAL CONTRACTOR
T.B.D.

CIVIL ENGINEER
Y2 CONSULTANTS
P.O. BOX 2674
215 E. SIMPSON AVE
JACKSON, WY 83001
307.733.2999

MECHANICAL ENGINEER
CN ENGINEERS
P.O. BOX 4195
410 CACHE STREET
JACKSON, WY 83001
307.733.8765

OWNERS
TETON COUNTY
BOARD OF COUNTY COMMISSIONERS
JH FIRE / EMS STATION 1
60 EAST PEARL AVENUE
P.O. BOX 901
JACKSON, WY 83001
MATT REDWINE BATTALION CHIEF

Set Title: **PERMIT SET**
Set Title: PRELIMINARY SET
Set Issue Date: FEBRUARY 25, 2016
PROGRESS SET: JUNE 17, 2016
PROGRESS SET: JANUARY 6, 2017
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PROGRESS SET: SEPTEMBER 19, 2017
PERMIT SET: T.B.D.

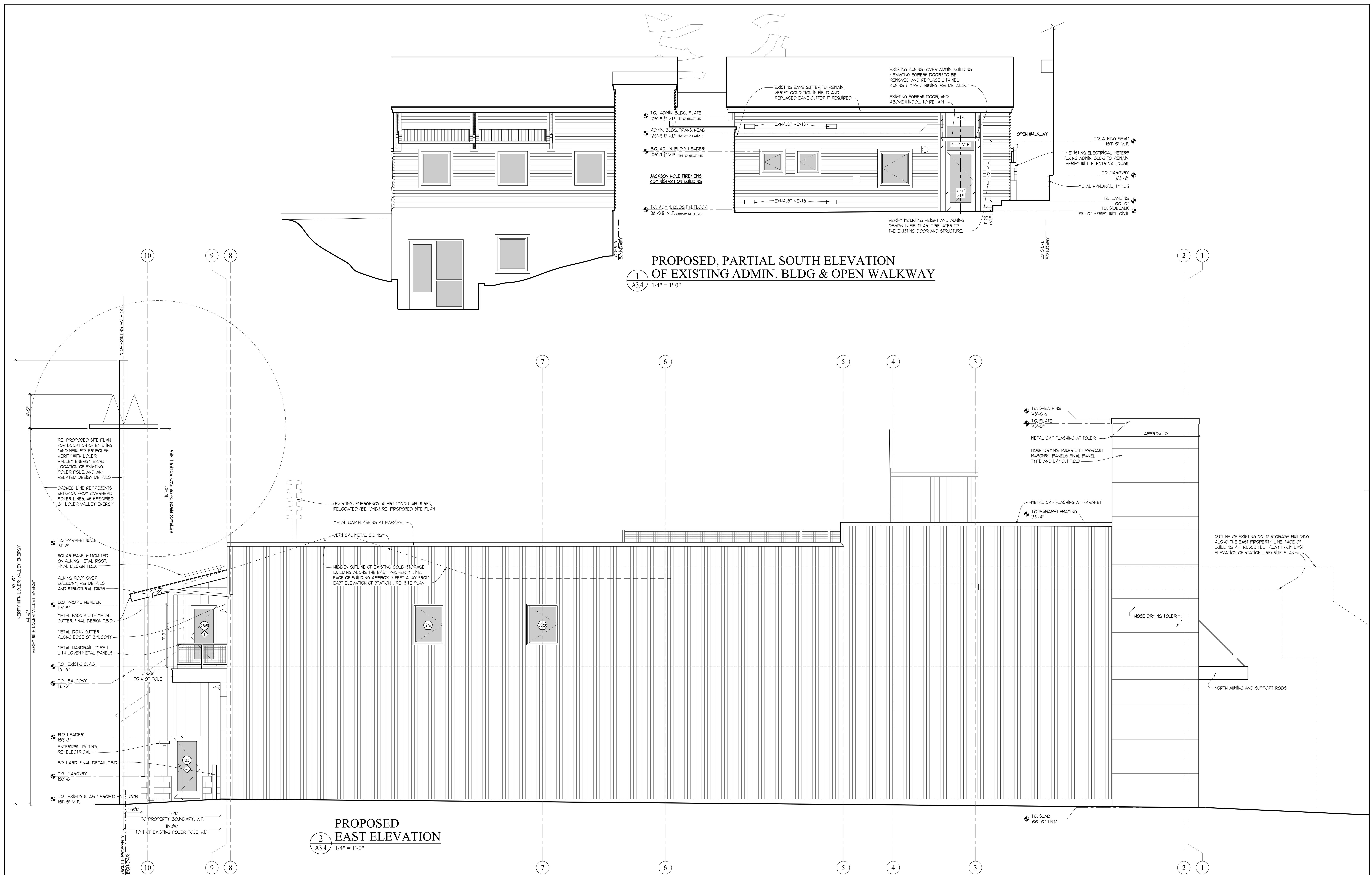
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Drawn By: _____
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Plan Date: DECEMBER 5, 2017
Sheet Number: A3.3
Scale: 1/4" = 1'-0"
Project Number: 1507

PROPOSED PARTIAL SOUTH ELEVATION

SURVEY
PIERSON LAND WORKS
P.O. BOX 1143
JACKSON, WY 83001
307.733.5429

STRUCTURAL ENGINEER
Y2 CONSULTANTS
P.O. BOX 2674
215 E. SIMPSON AVE
JACKSON, WY 83001
307.733.2999

ELECTRICAL ENGINEER
BRADLEY ENGINEERING
P.O. BOX 2556
382 WALNUT ST
IDAHO FALLS, ID 83403
208.523.2862



NOT FOR
CONSTRUCTION
PROGRESS
SET

REFERENCE NOTES
REFERENCE SHEET A3.4 FOR EXTERIOR MATERIALS SCHEDULE AND EXTERIOR ELEVATION LEGEND.

**JH FIRE / EMS
STATION 1
EXPANSION**
60 EAST PEARL AVENUE
JACKSON, WYOMING

**DUBBE MOULDER
ARCHITECTS**
1160 Alpine Lane, Ste 2
JACKSON, WY 83002
PHONE: (307) 733-9551
DUBBE MOULDER
37 North Fire East
PO Box 85422
Driggs, ID 83422
PHONE: (208) 354-0151

GENERAL CONTRACTOR
T.B.D.

STRUCTURAL ENGINEER
PIERSON LAND WORKS
P.O. BOX 1143
JACKSON, WY 83001
307.733.5429

CIVIL ENGINEER
Y2 CONSULTANTS
P.O. BOX 2674
215 E. SIMPSON AVE
JACKSON, WY 83001
307.733.2999

MECHANICAL ENGINEER
CN ENGINEERS
P.O. BOX 4195
410 CACHE STREET
JACKSON, WY 83001
307.733.2999

MECHANICAL ENGINEER
ELECTRICAL ENGINEER
BRADLEY ENGINEERING
P.O. BOX 2556
382 WALNUT ST
IDAHO FALLS, ID 83403
208.523.2862

OWNERS
TETON COUNTY
BOARD OF COUNTY COMMISSIONERS
JH FIRE / EMS STATION 1
60 EAST PEARL AVENUE
P.O. BOX 901
JACKSON, WY 83001
MATT REDWINE BATTALION CHIEF

Set Title: PERMIT SET	Set Issue Date
PRELIMINARY SET	FEBRUARY 25, 2016
PROGRESS SET	JUNE 17, 2016
PROGRESS SET	JANUARY 6, 2017
PROGRESS SET	APRIL 3, 2017
PROGRESS SET	JULY 18, 2017
DEV / CUP SET	SEPTEMBER 19, 2017
PERMIT SET	T.B.D.

Drawing Title
**PROPOSED
EXTERIOR ELEVATIONS**

Drawn By: **Checked By:**

Plan Date: **Sheet Number:**

DECEMBER 5, 2017 **A3.4**

Scale: **Project Number:**

1/4" = 1'-0" **1507**

PLANNING

Project Number	P17-166	Applied	9/28/2017	STOL
Project Name	Fire Station #1 - Dev Plan	Approved		
Type	DEVPLAN	Closed		
Subtype	PHYSICAL DEVELOPMENT	Expired		
Status	STAFF REVIEW	Status		
Applicant	Mackenzie King	Owner	Teton County Board of Commissioners	
Site Address	60 E PEARL AVENUE	City	State	Zip
		JACKSON	WY	83001
Subdivision		Parcel No	General Plan	
CACHE CREEK		22411634206008.02		

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
Building	NO COMMENT	9/27/2017	10/19/2017		
Jim Green					

 Fire APPROVED W/CONDITI 9/27/2017 10/19/2017 10/23/2017
 Kathy Clay

Type of Review	Status	Dates				Remarks
		Sent	Due	Received		
Contact						
Notes						
(10/10/2017 10:17 AM STOL)						
FIRE REVIEW						
TO:	Tyler Valentine, Senior Planner Tiffany Stolte, Office Manager					
FROM:	Kathy Clay, Fire Marshal					
DATE:	October 3, 2017					
SUBJECT:	Station 1 Renovation 40 E Pearl P17-166, 167, 168					

This office has received the request for renovation 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. 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. Requirements for carbon monoxide detection shall be followed. (IFC 908.7)
9. Final fire inspection shall be required before certificate of occupancy is released.

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, as this is mixed use, NFPA 13. (IFC 903.2.7)
2. Fire Department Connection (FDC) location shall be determined by the AHJ and noted in the fire sprinkler plan review.
3. 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)
4. Fire flow requirements shall meet Appendix B of the International Fire Code.
5. 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)
6. Horn/strobe shall be installed above the fire department connection. (IFC 912.2.2.1)
7. Room which houses fire sprinkler riser shall be no less than 5' x 7' in dimension.
8. Concealed spaces within NFPA 13 protected structures having combustible materials shall comply with the requirements and may require additional protection. (IFC 903.3)
9. Exterior overhangs exceeding 4 feet shall be protected using fire sprinklers when combustible construction is used (NFPA 13).
10. Exterior egress stairways built of combustible construction shall be protected with fire sprinklers (NFPA 13).

Alarms

11. 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)
12. Tactile appliances shall be installed where needed to notify occupants unable to see or hear emergency alarms, per most current edition of NFPA 72.
13. Audible appliances provided for the sleeping areas to awaken occupants shall produce a low frequency alarm signal per most current edition of NFPA 72.
14. Any structure with Group R occupancy shall have required carbon monoxide detection as required. (IFC 915.1)

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
Elevator					
15. 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					
16. 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)					
17. The automatic fire extinguishing system for commercial cooking systems shall be tested in accordance with UL300. (IFC 904.1)					
18. 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 Kathy Clay at kclay@tetonwyo.org 307-733-4732.					
Legal	DENIED	9/27/2017	10/19/2017	10/23/2017	
A Cohen-Davis					
Parks and Rec	NO COMMENT	9/27/2017	10/19/2017		
Steve Ashworth					
Pathways	NO COMMENT	9/27/2017	10/19/2017		
Brian Schilling					
Planning	NO COMMENT	9/27/2017	10/19/2017		
Tyler Valentine					
Police	APPROVED	9/27/2017	10/19/2017	10/23/2017	
Todd Smith (10/19/2017 4:47 PM STOL)					
One of the most thorough projects I have seen presented. They covered all the bases. I have no concerns for law enforcement.					
Public Works	APPROVED W/CONDITI	9/27/2017	10/19/2017	10/25/2017	
Jeremy Parker					

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes (10/25/2017 12:24 PM JP)					

Plan Review Comments – Approved w/ Conditions

P17-166, 167, 168

Final Development Plan, CUP (heavy retail/service), CUP (wireless tower)

Mackenzie King – Dubbe Moulder Architects (Owner: Teton County)

60 East Pearl Avenue

October 25, 2017

Jeremy Parker, (307)733-3079

Prior to Building Permit approval, the applicant shall be required to submit for Town Engineer and Planning Director approval a detailed construction staging/phasing plan and narrative on the expected public impact. This plan will likely also require discussion and review by the Town Council prior to the start of construction activities on-site.

Prior to Building Permit approval, a potable water system plan shall be provided on the plans for review consistent with the LDR's. This plan shall include backflow prevention device and meter locations. Please be advised that reduced pressure principal assemblies (RPZ) are required to be installed on all fire suppression systems, and a testable double check assembly is required on the potable system at a minimum. Inspection and sign-off for occupancy will require that all backflow prevention devices on the property be tested and tagged by a certified third-party testing company. Additionally,

Prior to Building Permit approval, a sanitary sewer system plan shall be provided on the plans for review consistent with the LDR's. This plan shall include locations of grease mitigation measures, cleanout locations, and connection points. Please be advised that there is currently a minimum of three service connections to the subject property and that no additional connections will be allowed as part of this project. Please coordinate to connect to one of the existing sanitary sewer service lines within the property boundaries. Additionally, if possible, the Town of Jackson would like to explore abandonment and elimination of extra service connections to the property during the demolition phase of construction.

Please be advised that the proposed development and expansion of existing facilities and additional/changes of use on the property may result in additional water and sanitary sewer capacity fees. Assessment and payment of these fees shall be required prior to issuance of the Building Permit.

Prior to Building Permit approval, a storm-water management plan for the site shall be provided on the plans for review consistent with the LDR's. Calculations for pre- and post-development runoff volumes shall be provided for review as well. The plans shall include proposed locations of storm-water retention areas/structures, run-off water quality mitigation measures (sand/oil separator), snow storage areas, conveyance piping, relevant details, etc.

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 Building Permit approval, a complete grading and erosion control plan shall be provided on the plans for review consistent with the LDR's. The plans shall include locations of all proposed erosion control/mitigation measures as well as all relevant details.

Prior to Building Permit approval, 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 Building Permit approval, 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 Building Permit approval, all work to be completed within the Town's right-of-way shall be specifically addressed. This information shall include all relevant and necessary details associated with the proposed work and repairs to be completed.

Please be advised that a Public Right-of-Way permit is required for any and all work occurring within and usage of the Town's

Type of Review	Status	Dates				Remarks
		Sent	Due	Received		
Contact						
Notes						
right-of-way.						
All onsite power shall be shown as underground and location(s) of transformers indicated.						
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	9/27/2017	10/19/2017			
<none>						

TC Housing Authority APPROVED W/CONDITI 9/27/2017 10/19/2017 10/23/2017

Stacy Stoker

(10/23/2017 11:05 AM STOL)

Hi Tyler,

Happy Monday! Attached are my comments for P17-166, 167, 168.

Just a reminder, even though they are exempt from a housing requirement, they should still have a section for a Housing Mitigation Plan. They would just need to state that they are exempt because they are Institutional Use.

Thanks!

Stacy

Stacy Stoker

Housing Manager

Tyler Valentine

From: Terrence Whitaker <terry@terrywhitaker.net>
Sent: Friday, January 26, 2018 3:40 PM
To: Tyler Valentine
Subject: New Firestation

Tyler,

Re: New Firestation

As we discussed on the phone, I live at 47 east Simpson. It is within a 100 feet of the back door of the fire department. Several years ago Century Link put a new roof on their building across the alley from me and next to the fire department. It was an awful experience.

They began work at 6am working until dark, sometimes 7 days a week. They put a tar roof on the building, which meant they were using hot oil with thick, smelly fumes. I complained to the contractor, Century Link, the town and anyone else that might have some influence. It turns out there are no laws, ordinances or other restrictions and they told me to just get lost. I also rent my front house and it was very hard on my tenants.

I fully support the fire department and want them to have everything they need for their work. I am concerned that the construction of the building, because it will be so big, will have a huge negative influence on my life and health. I am in California getting medical treatment this winter. I have Leukemia and the stress from living near the construction could have a significant effect on my health. In the permitting process there should be a lot of opportunities to put in place reasonable restrictions that will make living near the project easier for the neighborhood. I have tried to be brief because I know the volume of material that you must get through to do your job. Thank you for your consideration.

Terry Whitaker

45 and 47 E. Simpson

Jackson, Wyoming



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: April 11, 2018
MEETING DATE: April 16, 2018

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

SUBJECT: Electric Bicycle and Pathway Regulation Ordinances

STATEMENT/PURPOSE

The purpose of this item is to discuss two ordinances:

1. A new ordinance allowing and regulating electric bicycles (“e-bikes”) on Town of Jackson on-street bike lanes and Pathways; and
2. A new ordinance setting forth Pathway and Pathway user regulations.

BACKGROUND/ALTERNATIVES

Given the prevalence of electric bicycles in the Town, their availability at local bike shops, and, in general, their increasing use throughout Teton County for both transportation and recreation, the Pathways Director Brian Schilling presented Council varies options for regulating e-bikes in the Town. When the JIM considered the item, a motion was made and passed directing staff to prepare ordinances to allow e-bikes on Town of Jackson pathways and bike lanes.

The Legal Department, the Police Department, and the Pathways Coordinator have diligently worked to develop ordinances in accordance with Council direction and have crafted new provisions within Title 10 and Title 12 of the Code to achieve Council’s policy goals.

Title 10:

This Title of the Jackson Municipal Code is the Traffic and Vehicle section, which currently includes pedal bicycles, making it the appropriate location to add regulations for e-bikes. Staff drafted a new chapter within the Title that includes:

- A definition of an e-bike and a division of classes;
- A permitting system to enable the Town to enforce the rules regarding the limited classes of e-bike allowed in the Town;
- A restatement of the current rules for bicycles that apply specifically to e-bikes; and
- A set of prohibitions on modifying or tampering with any e-bike to affect its class, falsifying permit documentation, and/or transfer permits between e-bikes.

Title 12:

Title 12 deals with Streets and Other Public Places, making it the appropriate location to add a section for the Pathways in the Town. This new chapter in Title 12 includes:

- Setting forth what types of devices can and cannot be used on the Pathways and prohibitions constructing any obstacles, jumps, etc. on or along the Pathway;
- Setting forth user rules for traveling on the right-hand side and overtaking other users; and
- Requiring the user employing the higher-speed mode of travel to avoid slower mode-of-travel users.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

This item aligns with Council's goal to timely, efficiently, and safely deliver quality services and facilities in a fiscally responsible and coordinated manner; to move residents and visitors safely, efficiently, and economically within our community and throughout the region using alternative transportation; to keep Town as Heart by implementing growth management policies and keep the Town as a center of the regional community; and to be responsible stewards of natural resources by encouraging pathway use by the public.

ATTACHMENTS

- Ordinance E
- Ordinance F

FISCAL IMPACT

This item will have various fiscal impacts.

The Cost of Permitting: By implementing a permitting system, the Town will purchase permits to affix to e-bikes. Furthermore, this will require coordination with the local bike shops to assess the class of e-bike being permitted.

The Cost of Ordinance Passage: The fiscal impact of passage of an ordinance varies between \$250.00 and \$700.00, depending on the length of the ordinance. Ordinances appear in the paper the Wednesday following Council's action on third reading. Should Council make material changes to the ordinance on third reading, the ordinance needs to be re-advertised in its final form.

The Cost of Enforcement: If Council enacts the Pathway rules in conjunction with passage of the e-bike ordinance (as recommended) police services on the pathways would need to be available and, potentially, increased.

STAFF IMPACT

The staff impact of this item has been significant. The Police Chief, Pathways Coordinator, and the Assistant Town Attorney met regularly and worked collaboratively over email and the phone to hash out a variety of enforcement issues, understand the intended and unintended consequences of changes to law and policy on the Town pathways and on-street bike lanes, developed a permitting system for e-bikes, considered how to work with and utilize local bike shops regarding the selling, registering, and permitting of e-bikes. The Assistant Town Attorney spent substantial time evaluating state law, local law and LDRs, and crafted ordinances throughout the Code for e-bikes.

LEGAL REVIEW

Complete.

RECOMMENDATION

Staff recommends enacting the ordinances.

SUGGESTED MOTIONS

If Council seeks to enact only the e-bike ordinance:

- ✓ I move to approve Ordinance F on first reading to second reading.

If Council seeks to enact only the Pathways ordinance:

- ✓ I move to approve Ordinance E on first reading to second reading.

If Council seeks to enact both the e-bike and the Pathway ordinance:

- ✓ I move to approve Ordinance E and Ordinance F on first reading to second reading.

ORDINANCE E

AN ORDINANCE ADDING CHAPTER 12.32 TO THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGULATING USE OF AND ON THE PATHWAYS IN THE TOWN OF JACKSON, AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

There is hereby added Chapter 12.32 of Title 12 Pathways of the Municipal Code of the Town of Jackson as follows:

Chapter 12.32 PATHWAYS

Sections:

- 12.32.010 General Regulations**
- 12.32.020 Pathway Use Regulations**
- 12.32.030 Minors**
- 12.32.040 Penalty**

12.32.010 General Regulations

It shall be unlawful for any person within or on the Pathways in the Town of Jackson to:

- A. Ride, operate or use any device other than Bicycles, Electric Bicycles (as defined in this Code), pedestrian travel, cross country skis, or horses.
- B. Place or utilize additional obstacles or other material (including but not limited to ramps or jumps) that are not expressly authorized by the Jackson/Teton County Pathways Coordinator.
- C. Fail to obey any rule or regulation posted on or at the entrance to the Pathway at the direction of the Town Council, his or her designee, or the Jackson/Teton County Pathways Coordinator.

12.32.020 Pathway Use Regulations

- A. Pathway users proceeding in opposite directions shall pass each other to the right and each user shall give to the other at least one-half (1/2) of the main-traveled portion of the Pathway as nearly as possible.

- B. All Pathway users shall travel upon the right half of the Pathway, except as follows:
 - i. When overtaking and passing another Pathway user proceeding in the same direction; or
 - ii. When a stationary obstruction or hazard exists making it necessary to operate left of the center of the Pathway, but any user doing so shall yield the right-of-way to all users traveling in the proper direction upon the unobstructed portion of the Pathway within such distance as to constitute an immediate hazard.
- C. Overtaking:
 - i. The overtaking user has the duty to do so with safety and caution.
 - ii. The user overtaking another user proceeding in the same direction shall pass to the left thereof at a safe distance and shall not return to the right side of the pathway until safely clear of the overtaken user.
 - iii. No Pathway user shall overtake another user proceeding in the same direction by utilizing the left side of the center of the Pathway unless the left side is clearly visible and free of oncoming users for a sufficient distance ahead to permit the overtaking and passing to be completely made without interfering with any user approaching from the opposite direction. In every event the overtaking user must return to the right side of the Pathway as soon as practicable.
 - iv. Every Pathway user overtaking another shall announce their presence before overtaking such that the user being overtaken can hear the announcement and have sufficient time to acknowledge and prepare for the overtaking user.
 - v. If a group of more than one Pathway user is overtaking one or more Pathway users, said overtaking shall be done in a single-file line.
- D. The Pathway user employing the higher-speed mode of travel has the duty to avoid slower mode-of-travel users.

12.32.030 Minors

All minors riding, operating or using the devices authorized in Sec. 12.32.010 within or on the Pathways in the Town of Jackson must:

- A. If using an Electric Bicycle, follow the provisions of the laws of the state applicable to drivers of motor-driven cycles, as set forth in Wyo. Stat. Ann. § 31-5-101 *et seq.* as amended, and all provisions of the ordinances of the Town.

12.32.040 Penalty.

A violation of any provision of this Chapter is an infraction punishable as provided by Section 1.12.010 of this Code.

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE ____ DAY OF _____, 2018.

PASSED 2ND READING THE ____ DAY OF _____, 2018.

PASSED AND APPROVED THE ____ DAY OF _____, 2018.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandy P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2018.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandy P. Birdyshaw
Town Clerk

ORDINANCE F

AN ORDINANCE ADDING CHAPTER 10.13 TO THE MUNICIPAL CODE OF THE TOWN OF JACKSON PROVIDING FOR THE USE AND REGULATION OF ELECTRIC BICYCLES ON THE STREETS AND PATHWAYS OF THE TOWN OF JACKSON, AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

There is hereby added Chapter 10.13 of Title 10 Vehicles and Traffic of the Municipal Code of the Town of Jackson as follows:

Chapter 10.13 ELECTRIC BICYCLES

Sections:

- 10.13.010 Definitions.**
- 10.13.020 Laws Applicable; Prohibited Acts.**
- 10.13.030 Classes of Electric Bicycles Permitted and Prohibited; Where Permitted and Prohibited.**
- 10.13.040 Label and Permit Required; Tampering Prohibited.**
- 10.13.050 Right of Way to an Electric Bicycle on Left or Right Turn.**
- 10.13.060 Overtaking an Electric Bicycle**
- 10.13.070 Riding with two (2) or more persons on Electric Bicycle**
- 10.13.080 Towing**
- 10.13.090 Riding on Sidewalks**
- 10.13.100 Position on Roadway**
- 10.13.110 Riding Two Abreast**
- 10.13.120 Racing**
- 10.13.130 Prohibitions**
- 10.13.140 Penalty**

10.13.010 Definitions.

For the purposes of this Chapter, the following definitions apply:

- A. “Electric Bicycle” means a bicycle or tricycle equipped with fully operable pedals and an electric motor of less than seven hundred and fifty (750) watts.
- B. “Class 1 Electric Bicycle” or “Low Speed Pedal Assisted Electric Bicycle” means a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of twenty (20) miles per hour.
- C. “Class 2 Electric Bicycle” or “Low Speed Throttle Assisted Electric Bicycle” means a bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of twenty (20) miles per hour.
- D. “Class 3 Electric Bicycle” or “Speed Pedal Assisted Electric Bicycle” means a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of twenty-eight (28) miles per hour.
- E. “Electric Vehicle” means any two or more wheeled device with electric power that does not meet one of the definitions above and is not a Pedestrian Vehicle as defined in Wyo. Stat. Ann. § 31-5-102, as amended.

10.13.020 Classes of Electric Bicycles Permitted and Prohibited; Where Permitted and Prohibited.

- A. Class 1 Electric Bicycles, Class 2 Electric Bicycles and Class 3 Electric Bicycles are permitted on Town of Jackson public streets, bike lanes, pathways, and alleys.
- B. All Electric Vehicles are prohibited on all Town of Jackson pathways, bike lanes, skateparks or other bicycle facilities including natural surface trails. Emergency response vehicles, maintenance vehicles, and Pedestrian Vehicles for the exclusive use of persons with a physical disability as those terms are defined in Wyo. Stat. Ann. § 31-5-102, as amended, are exempt from this prohibition.
- C. The use of Electric Bicycles outside Town of Jackson city limits is regulated separately by the Federal Government, Wyoming Department of Transportation and the Teton County Board of County Commissioners, and this ordinance has no applicability to roads and pathways under those respective jurisdictions.

10.13.030 Laws Applicable; Prohibited Acts.

- A. All Electric Bicycles operated within the Town of Jackson shall comply with the manufacturing requirements for bicycles adopted by the United States Consumer Product Safety Commission (16 C.F.R. part 1512).

- B. Every person riding or operating an Electric Bicycle on any street, alley or public place in the Town shall be subject to all provisions of the laws of the state applicable to drivers of motor-driven cycles, as set forth in Wyo. Stat. Ann. § 31-5-101 *et seq.* as amended, and all provisions of the ordinances of the Town.
- C. The parent of any child, the guardian of any ward, or a person assuming responsibility for a child or ward shall not authorize or knowingly permit any such child or ward to violate any of the provisions of this Chapter.

10.13.040 Inspection and Permit Required.

- A. Every Electric Bicycle within thirty (30) days of purchase, whether purchased new or used, must be presented at the Jackson Police Department for:
 - i. Inspection: All Electric Bicycles shall be presented to an authorized inspection agent within the Town with a certified form completed and attested to by a bike technician employed as such at a Teton County bike shop stating the classification, top assisted speed, and motor wattage of the Electric Bicycle.
 - ii. Permitting: All Electric Bicycles must get a permit permanently affixed by the Jackson Police Department stating the classification number, top assisted speed, and motor wattage of the Electric Bicycle.
- B. Every person riding or operating an Electric Bicycle on any street, alley or public place in the Town must carry a document showing the purchase date until the Electric Bicycle is permitted in accordance with provision A of this subsection.
- C. Every Electric Bicycle must have a valid permit affixed to it in a conspicuous location within thirty (30) days of purchase, whether used or new.

10.13.050 Right of Way to an Electric Bicycle on Left or Right Turn.

- A. The driver of a vehicle within an intersection or entering any alley or driveway intending to turn to the left or right so close thereto so as to constitute an immediate hazard, shall yield the right of way to an Electric Bicycle approaching on a parallel Shared Use Pathway or bicycle pathway.

10.13.060 Overtaking an Electric Bicycle.

- A. The operator of a vehicle overtaking an Electric Bicycle proceeding in the same direction shall leave a safe distance, but not less than three (3) feet, when passing the Electric Bicycle and shall maintain a safe distance until safely clear of the overtaken bicycle.

10.13.070 Riding with two (2) or more persons on Electric Bicycle.

- A. No person shall operate or ride any Electric Bicycle upon the streets, pathways, alleys or public highways in the Town with two (2) or more persons upon the same Electric Bicycle, provided, however, that this restriction shall not apply to:
 - i. Tandem or Cargo Electric Bicycles equipped for two (2) or more riders;
 - ii. A baby or child seat attached to the Electric Bicycle, provided that the seat is equipped with a harness to hold the baby or child securely in the seat and that protection is provided against the baby or child's feet hitting the spokes of the wheel; and
 - iii. A child attached to an adult Electric Bicycle operator in a backpack or sling.

10.13.080 Towing.

- A. No Electric Bicycle shall pull any skier, sled, or other combination vehicle by rope, or flexible coupling. All sleds, trailers, or other combination vehicle shall be safely and securely affixed to the Electric Bicycle by direct coupling, solid tongue, or triangular shaped tow-bar not to exceed forty (40) inches in length, being securely affixed to two (2) points on the sled, trailer, or other combination vehicle.

10.13.090 Riding on Sidewalks.

- A. No person shall operate or ride an Electric Bicycle upon any sidewalk within the Town of Jackson.

10.13.100 Position on Roadway.

- A. Every person riding or operating an Electric Bicycle upon any street, roadway, alley or public place at less than the normal speed of traffic shall ride as close as practicable to the right-hand curb or edge of the roadway except under any of the following situations:
 - i. When overtaking and passing another Electric Bicycle, bicycle or vehicle proceeding in the same direction.
 - ii. When preparing for a left turn at an intersection or into a private road or driveway.
 - iii. When reasonably necessary to avoid obstructions and hazards.
 - iv. When riding in the right-turn only lane.
- B. Every person riding or operating an Electric Bicycle upon a one-way street or roadway with two (2) or more marked traffic lanes may ride as near the left-hand curb or edge of such roadway as practicable.

10.13.110 Riding Two Abreast.

- A. Electric Bicyclists are permitted to ride two (2) abreast within the same lane. Persons riding two (2) abreast shall not impede the normal and reasonable movement of traffic, and when being overtaken by other vehicles using the same lane shall ride single file.

10.13.120 Racing.

- A. It is unlawful for any person or persons to run, engage, or cause to run or to be engaged in any Electric Bicycle race on any street, alley, or public place within the corporate limits of the Town without apply for and obtaining a permit from the Town.

10.13.130 Prohibitions.

- A. A device shall no longer be considered a Class 1, Class 2 or Class 3 Electric Bicycle if the wattage, the speedometer, or any other mechanical element of the Electric Bicycle that affects its classification is modified or tampered with after manufacture and it shall be unlawful to use such a device on Town of Jackson public streets, bike lanes, pathways, or alleys.
- B. Obtaining a permit required by this Chapter by fraud, deceit or misrepresentation is unlawful.
- C. Tampering with or falsifying the certified form provided by a bike technician in accordance with this Chapter so as to falsify any information therein or to forge such a document is unlawful.
- D. Tampering so as to falsify any information in the permit affixed on an Electric Bicycle by the Town or to forge such is unlawful.
- E. Town of Jackson Electric Bicycle permits are non-transferable, and it is unlawful to transfer permit(s) from one Electric Bicycle to another.

10.13.140 Penalty

- A. Any person or persons found guilty of violating any of the provisions of this Chapter shall be fined and punished in accordance with Sec. 1.12.010 of this Code, to which may be added costs.

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE _____ DAY OF _____, 2018.
PASSED 2ND READING THE _____ DAY OF _____, 2018.
PASSED AND APPROVED THE _____ DAY OF _____, 2018.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandy P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____, 2018.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandy P. Birdyshaw
Town Clerk



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 11, 2018
MEETING DATE: April 16, 2018

SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Kelly Thompson
PRESENTER: Kelly Thompson, Finance Director

SUBJECT: Amendment #3 to Fiscal Year 2018 Budget

STATEMENT/PURPOSE

A resolution adopting amendments to the Town of Jackson's fiscal year 2018 budget.

BACKGROUND/ALTERNATIVES

The attached resolution proposes modifications to the Town's current FY 2018 budget. The resolution represents the 2018 amended budget divided into budget divisions (Mayor & Council, Municipal Judge, Town Attorney, etc.). Significant items include budget amendment of \$125,325 for county transportation engineer and planning professional service contracts, \$23,414 in street signage, \$45,000 Town parking study, \$90,000 for sidewalk projects, \$150,000 increase to sewer replacement project, \$339,500 for 2010 SPET energy efficiency projects, \$140,625 for school sewer easement, \$233,470 for police department replacement vehicles.

ATTACHMENTS

- Resolution 18-08 adopting amendments to the Fiscal Year 2018 Budget.
- Exhibit A – Schedule of Increases/Decreases.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

The annual adoption of the fiscal year budget, and subsequent amendments, are critical to the Town's ability to accomplish its purpose and mission. The budget is a vehicle for the Council to address each Strategic Intent.

FISCAL IMPACT

The proposed budget adjustments in the attached resolution include only the updates where current division estimates vary *significantly* from current budget. The proposed budget adjustments do not address small and relatively immaterial variances between expectations and budget.

STAFF IMPACT

The staff impact of the Council's adoption of this amendment is positive, in that it will allow staff to continue with the work programs requested by Council during the formulation of the budget.

LEGAL REVIEW

N/A

RECOMMENDATION

Staff recommends that the Mayor & Council approve the attached resolution.

SUGGESTED MOTION

I move to approve the resolution adopting amendments to the fiscal year 2018 budget.

Purpose:

To amend the 2018 amended budget.

Background:

The Town Council amends the adopted budget as needed during the fiscal year. The first amendment typically occurs in late September or early October, with the last amendment occurring in June before adoption of the following year's budget.

Fiscal Impact:

Amendments are funded through available fund balances or with adjustments to revenue projections.

RESOLUTION 18-08

A RESOLUTION ADOPTING AMENDMENTS TO THE FISCAL YEAR 2018 BUDGET OF THE TOWN OF JACKSON.

WHEREAS, pursuant to Wyoming Statutes, the governing body of the Town of Jackson is empowered to control the finances of the Town including adopting and amending the annual budget; and

WHEREAS, the specific statutory requirements for budgeting procedures are stipulated in the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 16-4-124); and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Jackson that the fiscal year 2018 budget is hereby amended as follows:

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Mayor & Town Council	303,908	-	303,908
Town Attorney	421,796	-	421,796
Municipal Judge	262,218	-	262,218
Administration	324,654	-	324,654
Town Clerk & Personnel	577,807	-	577,807
Finance	548,832	-	548,832
Information Technology	508,781	(7,400)	501,381
Planning	920,802	125,325	1,046,127
Town-Wide Services	218,347	-	218,347
Town Hall Building	178,049	-	178,049
PD Administration	519,835	-	519,835
PD Investigation	396,665	-	396,665
PD Patrol	2,895,322	-	2,895,322
PD Community Service	518,074	-	518,074
PD Special Operations	21,706	-	21,706
Victim Services	239,960	-	239,960
Animal Shelter/Control	258,378	5,000	263,378
Building Inspections	366,635	7,400	374,035
Public Works Administration	257,645	-	257,645
Streets	1,691,453	23,414	1,714,867
Town Engineer	473,667	(50,000)	423,667
Public Works Yard Operations	180,734	-	180,734
Public garage Operations	88,410	-	88,410
Cemetery	41,570	-	41,570
Social Services	675,838	-	675,838
Sports and Events Center	114,763	-	114,763
Public Amenities	101,080	-	101,080
Community Promotions	246,825	-	246,825
County-Budgeted Joint Programs	2,884,218	-	2,884,218
Transfers Out	4,633,415	-	4,633,415
Total General Fund	<u>20,871,387</u>	<u>103,739</u>	<u>20,975,126</u>
Affordable Housing	1,207,409		1,207,409
Total Affordable Housing Fund	<u>1,207,409</u>	<u>-</u>	<u>1,207,409</u>
Parking Exactions Fund	-	45,000	45,000
Total Parking Exactions Fund	<u>-</u>	<u>45,000</u>	<u>45,000</u>
Parks Exactions	9,706	-	9,706
Total Park Exactions	<u>9,706</u>	<u>-</u>	<u>9,706</u>
Employee Housing Fund	901,197	10,000	911,197
Total Employee Housing Fund	<u>901,197</u>	<u>10,000</u>	<u>911,197</u>
Animal Care Fund	35,500	3,000	38,500
Transfers Out	60,000	-	60,000
Total Animal Care Fund	<u>95,500</u>	<u>3,000</u>	<u>98,500</u>
Lodging Tax Fund	354,002		354,002
Transfers Out	377,801		377,801
Total Lodging Tax Fund	<u>731,803</u>	<u>-</u>	<u>731,803</u>

Expenditures and Other Uses	Approved Budget	Increase (Decrease)	Amended Budget
Vertical Harvest Fund	15,000		15,000
Total Vertical Harvest Fund	<u><u>15,000</u></u>	<u><u>-</u></u>	<u><u>15,000</u></u>
 Snow King-Snow Making Fund	 52,552	 	 52,552
Total Snow King-Snow Making Fund	<u><u>52,552</u></u>	<u><u>-</u></u>	<u><u>52,552</u></u>
 START Administration	 598,556	 -	 598,556
START Operations	3,458,493	-	3,458,493
START Capital	2,401,250	-	2,401,250
START Indirect Cost Allocations	52,617	-	52,617
Total START Fund Expenditures	<u><u>6,510,916</u></u>	<u><u>-</u></u>	<u><u>6,510,916</u></u>
 Capital Outlay	 5,812,287	 165,000	 5,977,287
Total Capital Projects Fund	<u><u>5,812,287</u></u>	<u><u>165,000</u></u>	<u><u>5,977,287</u></u>
 Capital Outlay	 35,000	 -	 35,000
Total 2006 SPET	<u><u>35,000</u></u>	<u><u>-</u></u>	<u><u>35,000</u></u>
 Capital Outlay	 1,525,601	 -	 1,525,601
Total 2010 SPET	<u><u>1,525,601</u></u>	<u><u>-</u></u>	<u><u>1,525,601</u></u>
 Capital Outlay	 1,365,000	 -	 1,365,000
Total 2014 SPET	<u><u>1,365,000</u></u>	<u><u>-</u></u>	<u><u>1,365,000</u></u>
 Capital Outlay	 7,478,268	 -	 7,478,268
Total 2016 SPET	<u><u>7,478,268</u></u>	<u><u>-</u></u>	<u><u>7,478,268</u></u>
 Capital Outlay	 2,901,000	 -	 2,901,000
Total 2017 SPET	<u><u>2,901,000</u></u>	<u><u>-</u></u>	<u><u>2,901,000</u></u>
 Water Maintenance & Operation	 743,642	 -	 743,642
Water Wells	249,135	-	249,135
Water Billing & Accounting	165,148	-	165,148
Water Capital Outlay & Improvements	1,043,977	-	1,043,977
Water Loan Expenditures	108,220	-	108,220
Water Transfers Out	488,734	-	488,734
Sewage Plant Operations	835,875	-	835,875
Sewage Maint. & Operations	348,791	-	348,791
Sewage Billing & Accounting	164,640	-	164,640
Sewage Capital Outlay & Improvements	3,518,856	215,625	3,734,481
Sewage Transfers Out	488,734	-	488,734
Total Enterprise Funds	<u><u>8,155,752</u></u>	<u><u>215,625</u></u>	<u><u>8,371,377</u></u>
 Employee Insurance	 2,308,300	 -	 2,308,300
Total Insurance Fund	<u><u>2,308,300</u></u>	<u><u>-</u></u>	<u><u>2,308,300</u></u>
 Fleet Expenditures	 1,933,122	 -	 1,933,122
Total Fleet Management Fund	<u><u>1,933,122</u></u>	<u><u>-</u></u>	<u><u>1,933,122</u></u>
 Central Equipment Expenses	 971,629	 233,470	 1,205,099
Total Central Equipment Fund	<u><u>971,629</u></u>	<u><u>233,470</u></u>	<u><u>1,205,099</u></u>
 IT Services	 824,677	 -	 824,677
Total IT Service Fund	<u><u>824,677</u></u>	<u><u>-</u></u>	<u><u>824,677</u></u>

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Taxes	7,121,392	-	7,121,392
Licenses & Permits	888,600	-	888,600
Intergovernmental Revenue	9,751,432	-	9,751,432
Charges for Services	641,273	-	641,273
Fines & Forfeitures	403,194	-	403,194
Miscellaneous Revenue	145,757	-	145,757
Transfers In	1,090,085	-	1,090,085
Total General Fund	<u><u>20,041,733</u></u>	<u><u>-</u></u>	<u><u>20,041,733</u></u>
Licenses & Permits	30,000	-	30,000
Miscellaneous Revenue	10,000	-	10,000
Transfers In	1,182,409	-	1,182,409
Total Affordable Housing Fund	<u><u>1,222,409</u></u>	<u><u>-</u></u>	<u><u>1,222,409</u></u>
Licenses & Permits	1,000	-	1,000
Miscellaneous Revenue	200	-	200
Total Parking Exactions	<u><u>1,200</u></u>	<u><u>-</u></u>	<u><u>1,200</u></u>
Licenses & Permits	10,000	-	10,000
Miscellaneous Revenue	100	-	100
Total Park Exactions	<u><u>10,100</u></u>	<u><u>-</u></u>	<u><u>10,100</u></u>
Miscellaneous Revenue	200,860	10,000	210,860
Transfers In	300,000	-	300,000
Total Employee Housing Fund	<u><u>500,860</u></u>	<u><u>10,000</u></u>	<u><u>510,860</u></u>
Miscellaneous Revenue	70,600	-	70,600
Total Animal Care Fund	<u><u>70,600</u></u>	<u><u>-</u></u>	<u><u>70,600</u></u>
Taxes	731,603	-	731,603
Miscellaneous Revenue	200	-	200
Total Lodging Tax Fund	<u><u>731,803</u></u>	<u><u>-</u></u>	<u><u>731,803</u></u>
Contributions & Donations	27,200	-	27,200
Total Vertical Harvest Fund	<u><u>27,200</u></u>	<u><u>-</u></u>	<u><u>27,200</u></u>
Contributions & Donations	52,752	-	52,752
Total Snow King Snow Making Fund	<u><u>52,752</u></u>	<u><u>-</u></u>	<u><u>52,752</u></u>
Intergovernmental Revenue	4,385,326	-	4,385,326
Charges for Services	1,278,376	-	1,278,376
Miscellaneous Revenue	4,500	-	4,500
Transfers In	377,801	-	377,801
Total START Fund Revenues	<u><u>6,046,003</u></u>	<u><u>-</u></u>	<u><u>6,046,003</u></u>
Intergovernmental	1,928,424	-	1,928,424
Miscellaneous Revenue	27,200	-	27,200
Transfers In	3,151,006	-	3,151,006
Total Capital Projects Fund	<u><u>5,106,630</u></u>	<u><u>-</u></u>	<u><u>5,106,630</u></u>
Miscellaneous Revenue	1,100	-	1,100
Total 2006 SPET	<u><u>1,100</u></u>	<u><u>-</u></u>	<u><u>1,100</u></u>
Miscellaneous Revenue	5,200	-	5,200
Total 2010 SPET	<u><u>5,200</u></u>	<u><u>-</u></u>	<u><u>5,200</u></u>
Taxes	-	-	-
Miscellaneous	13,800	-	13,800
Total 2014 SPET	<u><u>13,800</u></u>	<u><u>-</u></u>	<u><u>13,800</u></u>
Taxes	2,154,000	-	2,154,000
Miscellaneous	30,000	-	30,000
Total 2016 SPET	<u><u>2,184,000</u></u>	<u><u>-</u></u>	<u><u>2,184,000</u></u>
Taxes	2,900,000	-	2,900,000
Miscellaneous	1,000	-	1,000
Total 2017 SPET	<u><u>2,901,000</u></u>	<u><u>-</u></u>	<u><u>2,901,000</u></u>

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Water Charges for Services	2,425,759	-	2,425,759
Water Miscellaneous	21,000	-	21,000
Sewage Charges for Services	3,632,069	-	3,632,069
Sewage Miscellaneous	20,000	-	20,000
Total Enterprise Funds	6,098,828	-	6,098,828
Charges for Services	2,507,117	-	2,507,117
Miscellaneous Revenue	2,500	-	2,500
Total Employee Insurance Fund	2,509,617	-	2,509,617
Charges for Services	1,981,120	-	1,981,120
Miscellaneous Revenue	500	-	500
Transfers In	-	-	-
Total Fleet Management Fund	1,981,620	-	1,981,620
Charges for Services	433,700	-	433,700
Miscellaneous Revenue	129,500	-	129,500
Total Central Equipment Fund	563,200	-	563,200
Charges for Services	680,757	-	680,757
Miscellaneous Revenue	200	-	200
Transfers In	-	-	-
Total IT Service Fund	680,957	-	680,957
CHANGE OF FUND BALANCE	Approved Budget	Increase (Decrease)	Amended Budget
General Fund	(829,654)	(103,739)	(933,393)
Affordable Housing	15,000	-	15,000
Parking Exactions Fund	1,200	(45,000)	(43,800)
Park Exactions Fund	394	-	394
Employee Housing Fund	(400,337)	-	(400,337)
Vertical Harvest Fund	12,200	-	12,200
Snow Making Fund	200	-	200
Animal Care Fund	(24,900)	(3,000)	(27,900)
Lodging Tax Fund	-	-	-
Start Fund	(464,913)	-	(464,913)
Capital Projects	(705,657)	(165,000)	(870,657)
2006 SPET	(33,900)	-	(33,900)
2010 SPET	(1,520,401)	-	(1,520,401)
2014 SPET	(1,351,200)	-	(1,351,200)
2016 SPET	(5,294,268)	-	(5,294,268)
2017 SPET	-	-	-
Enterprise Funds	(2,056,924)	(215,625)	(2,272,549)
Employee Insurance Fund	201,317	-	201,317
Fleet Management Fund	48,498	-	48,498
Central Equipment Fund	(408,429)	(233,470)	(641,899)
IT Services Fund	(143,720)	-	(143,720)

PASSED, APPROVED, & ADOPTED this 16th day of April , 2018

Town of Jackson

By: _____
Pete Muldoon
Mayor

ATTEST:

By: _____
Sandy Birdyshaw
Town Clerk

Exhibit A -Schedule of Increases|Decreases

General Fund Expenditures and Other Uses

Information Technology

Central Equipment Fund Rental	(7,400)	Post Vehicle Charges to Correct Department
Planning		
Professional Services	125,325	County Transportation Coordinator & Professional Service Contracts Approved at Council Meetings
Animal Shelter/Control		
Salaries & Wages - Part-Time	5,000	Additional Part-Time Wages
Building Inspections		
Central Equipment Fund Rental	7,400	Post Vehicle Charges to Correct Department
Streets		
R & M - Signs	13,854	West Broadway Speed, Wildlife & Radar Signs Approved at November 20, 2017
R & M - Signs	9,560	Redmond Street Stop & Radar Signs Approved at December 18, 2017 Council Meeting
Engineering		
Professional Services	(50,000)	County Transportation Coordinator Budgeted in Engineering but Paid Thru Planning
Total General Fund	<u>103,739</u>	

Special Revenue Fund Expenditures and Other Uses

Employee Housing Fund

Rent - Wildflower Court	10,000	Approved at February 5, 2018 Council Meeting
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Parking Exactions Fund

Town Parking Study	45,000	Contract Approved at December 18, 2017 Council Meeting
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Animal Care Fund

Operating Supplies	3,000	Replace Pressure Washer
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Total Special Revenue Fund

58,000

Capital Project Fund Expenditures and Other Uses

Capital Projects Fund

S. Milward St - Sidewalk	20,000	Sidewalk Project Approved at February 5, 2018 Council Meeting
W. Kelly Ave - Sidewalk	70,000	Sidewalk Project Approved at February 5, 2018 Council Meeting
Smith/Simon/May Storm Drainage	75,000	Sewer Replacement Project Approved at February 20, 2018 Council Meeting

2010 SPET Fund

Energy Efficiency Projects	(298,940)	2010 SPET Adjustments
Town of Jackson WWTP Solar	250,000	Shared Solar Project Approved at February 20, 2018 Council Meeting
St John's EVSE	(18,310)	Project no longer planned
Aspens WWTP Projects	(15,625)	Project no longer planned
Install Old TH PV Sys at PW	(6,625)	Adjustment to contract amount
TOJ Public Works Heat Controls	89,500	Project Approved at March 5, 2018 Council Meeting
Total Capital Projects Fund	<u>165,000</u>	

Sewer Fund Expenditures and Other Uses

Sewer Capital Outlay

Smith/Simon/May Way Sewer Improvement	75,000	Sewer Replacement Project Approved at February 20, 2018 Council Meeting
High School Sewer Easement	140,625	Sewer Easement Approved at April 9, 2018 Council Meeting
Total Sewage Fund	<u>215,625</u>	

Internal Service Fund Expenditures and Other Uses

Central Equipment Fund

Vehicle - Patrol	145,500	Shift Police Department Vehicle Replacement Program Ahead One Fiscal Year
Vehicle - Police Investigation	45,970	Shift Police Department Vehicle Replacement Program Ahead One Fiscal Year
Vehicle - Police Administratio	42,000	Shift Police Department Vehicle Replacement Program Ahead One Fiscal Year
Total Internal Service Fund	<u>233,470</u>	

Total Expenditures and Other Uses

775,834

Special Revenue Fund

Employee Housing Fund

Rents - Wildflower Court	10,000	Approved at February 5, 2018 Council Meeting
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Total Special Revenue Fund

10,000

Total Revenues and Other Sources

10,000

**TOWN OF JACKSON RESOLUTION 18-09
FOR WAM CONSIDERATION**

**A RESOLUTION REQUESTING WAM SUPPORT FOR LEGISLATION
INCREASING THE KILOWATT THRESHOLD FOR NET METERING**

WHEREAS, current statutory language in §37-16-101(a)(viii)(B) in the Wyoming Statutes allows net metering for facilities with electrical generating capacities of not more than 25 kilowatts; and

WHEREAS, municipalities may have the land and rooftops available on which to develop solar facilities much larger than 25 kilowatts; and

WHEREAS, allowing municipalities the opportunity to employ generation systems greater than 25 kilowatts in size would provide a means to offset larger amounts of energy for municipal purposes and may provide substantial savings; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Jackson supports, and urges WAM and WCCA to support, an amendment to the Wyoming Statutes to allow municipalities and other governmental entities a higher threshold of kilowatts for solar net metering than is currently allowed.

APPROVED ON THE 16TH DAY OF APRIL, 2018.

TOWN OF JACKSON

By: _____
Mayor Pete Muldoon

ATTEST:

Sandra P. Birdyshaw, Town Clerk



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: April 12, 2018
MEETING DATE: April 16, 2018

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

SUBJECT: Resolution 18-09, A Resolution Requesting WAM Support for Legislation Increasing the Kilowatt Threshold for Net Metering

STATEMENT/PURPOSE

The Town Council approves all resolutions on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The Wyoming Association of Municipalities (WAM) is requesting resolutions for member communities in order to assist with defining the legislative priorities for the organization representing cities and towns in the state.

A proposal was made several years back to the Joint Corporations Interim Committee to increase the threshold so that facilities generating power through solar, wind, geothermal, biomass or hydropower could take advantage of net metering even if they generated more than the currently allowed 25 kilowatt hours. This proposal did not receive support at that time. With passage of this resolution, the Town of Jackson would be seeking support from WAM for legislative changes. The proposed resolution is attached to the staff report along with the original information provided to the Joint Corporations Interim Committee. Larry Pardee, Public Works Director, may have additional information to present regarding the specific situation for the Town of Jackson and what had been proposed in the past. The Town Council may want to discuss amendments that would address entities other than governmental entities as well.

Staff recommends the Council adopt the resolution as proposed and direct staff to provide a signed version of the resolution to WAM.

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

1. Approve the resolution for net metering as presented and direct staff to provide a signed version of it to WAM.
2. Discuss the resolution, make changes to it, and approve a revised version to be signed and submitted to WAM.
3. Take no action at this time.
4. Other.

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include governmental entities with electrical facilities utilizing solar, wind, geothermal, biomass or hydropower that generate more than 25 kilowatt hours. Other stakeholders may include utility companies that may not be interested in alternative power generation to offset costs.

ATTACHMENTS

Resolution 18-09, Original legislation proposed several years back.

FISCAL IMPACT

Resolutions are published as part of the minutes. Minutes cost between \$200 - \$1000 depending on the length.

STAFF IMPACT

The staff impact of passage of this resolution will include printing on permanent record books, converting to digital format, obtaining signatures and submitting a finalized version to WAM for consideration.

LEGAL REVIEW

This resolution has not yet been provided to the Town Attorney for review. The Resolution does not amend the Municipal Code.

RECOMMENDATION

Staff recommends the Council approve the resolution for net metering as presented and direct staff to provide a signed version of it to WAM.

SUGGESTED MOTION

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

I move to approve the resolution for net metering as presented and direct staff to provide a signed version of it to WAM.

Synopsis for PowerPoint (120 words max):

Background:

A proposal was made several years back to the Joint Corporations Interim Committee to increase the threshold so that facilities generating power through solar, wind, geothermal, biomass or hydropower could take advantage of net metering even if they generated more than the currently allowed 25 kilowatt hours. This proposal did not receive support at that time. With passage of this resolution, the Town of Jackson would be seeking support from WAM for legislative changes.

**RESOLUTION 18-09
FOR WAM CONSIDERATION**

**A RESOLUTION REQUESTING WAM SUPPORT FOR LEGISLATION
INCREASING THE KILOWATT THRESHOLD FOR NET METERING**

WHEREAS, current statutory language in §37-16-101(a)(viii)(B) in the Wyoming Statutes allows net metering for facilities with electrical generating capacities of not more than 25 Kilowatt hours; and

WHEREAS, municipalities may have the land and resources available to develop larger solar facilities generating higher levels of kilowatt hours; and

WHEREAS, allowing municipalities the opportunity to sell back additional kilowatt hours over and above the 25 currently allowed would provide an additional way to offset energy use for municipal purposes and may provide a revenue stream; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Jackson supports, and urges WAM and WCCA to support, an amendment to the Wyoming Statutes to allow municipalities and other governmental entities a higher threshold of kilowatt hours for solar net metering than is currently allowed.

APPROVED ON THE 16th DAY OF APRIL, 2018.

TOWN OF JACKSON

By: _____
Mayor Pete Muldoon

ATTEST:

Sandra P. Birdyshaw, Town Clerk

Draft version for your consideration, 7/19/16:

Adds in provisions to 1) change billing date to start on April 1 so that energy credits earned in summer months can be used during winter; 2) allows for larger systems for non-residential facilities; and 3) allows for aggregation of meters on same premises.

CHAPTER 16 ELECTRIC UTILITIES

ARTICLE 1 NET METERING

37-16-101. Definitions.

(a) As used in this chapter unless the context or a specific article otherwise requires:

(i) "Annualized billing period" means a 12-month billing cycle beginning on April 1 of one year and ending on March 31 of the following year.

(ii) "Commission" means public service commission of Wyoming;

(iii) "Customer-generator" means a user of a net metering system;

(iv) "Electrical company" means any person, corporation or governmental subdivision, excluding municipalities, authorized and operating under the constitution and laws of the state of Wyoming which is primarily engaged in the generation or sale of electric energy;

(v) "Electric cooperative" means any nonprofit, member-owned cooperative organized under the laws of the state of Wyoming and engaged in the business of distributing electric energy in the state of Wyoming;

(vi) "Electric utility" means any electrical company, irrigation district or electric cooperative that is engaged in the business of distributing electricity to retail electric customers in the state;

(vii) "Irrigation district" means an irrigation district under W.S. 41-7-201;

(viii) "Net metering" means measuring the difference between the electricity supplied by an electric utility and the electricity generated by a customer-generator that is fed back to the electric utility over the applicable billing period;

(viiix) "Net metering system" means a facility for the production of electrical energy that:

(A) Uses as its fuel either solar, wind, **geothermal**, biomass, or hydropower;

(B) Has a generating capacity of ~~not more than twenty-five (25) kilowatts;~~

(i) not more than twenty-five (25) kilowatts for a residential facility; or

(ii) not more than **five hundred (500)** kilowatts for a non-residential facility.

(C) Is located on the customer-generator's premises;

(D) Operates in parallel with the electric utility's transmission and distribution facilities; and

(E) Is intended primarily to offset part or all of the customer-generator's requirements for electricity.

(F) May be comprised of one or more meters that are aggregated for billing purposes as long as the additional meters are located on the customer-generator's premises.

(xi) "Premises" means all contiguous property owned or leased by the customer without regard to interruptions in contiguity caused by easements, public thoroughfares, transportation rights-of-way, or utility rights-of-way.

(b) A person acting as a customer-generator under this act shall not be considered a "public utility" as defined by W.S. 37-1-101.

37-16-102. Electric utility requirements.

(a) An electric utility:

(i) Shall offer to make available to each of its eligible customer-generators that has installed a net metering system an energy meter that is capable of registering the flow of electricity in two (2) directions;

(ii) May, at its own expense and with the written consent of the customer-generator, install one (1) or more additional meters to monitor the flow of electricity in each direction;

(iii) Shall not charge a customer-generator any fee or charge that would increase the customer-generator's minimum monthly charge to an amount greater than that of other customers of the electric utility in the same rate class as the customer-generator.

37-16-103. Calculation requirements.

(a) Consistent with other provisions of this chapter, the net energy measurement shall be calculated in the following manner:

(i) The electric utility shall measure the net electricity produced or consumed during the billing period, in accordance with normal metering practices;

(ii) If the electricity supplied by the electric utility exceeds the electricity generated by the customer generator, the customer-generator shall be billed for the appropriate customer charges for that month, in accordance with W.S. 37-16-102;

(iii) If the electricity supplied by the customer-generator exceeds that supplied by the electric utility, the customer-generator shall be credited or compensated for the excess kilowatt-hours generated during the month with the kilowatt-hour credit or compensation appearing on the bill for the following month for all metered locations of customer-generators supplied by the electric utility.

(b) At the beginning of each **annualized billing period** ~~calendar year~~, any remaining unused kilowatt-hour credit accumulated during the previous year shall be sold to the electric utility, at the electric utility's filed avoided cost.

37-16-104. Safety and performance requirements.

(a) A net metering system used by a customer-generator shall meet all applicable safety and performance standards established by the national electrical code, the institute of electrical and electronics engineers and underwriters laboratories.

(b) The customer-generator shall at its expense provide lockable, switching equipment capable of isolating the net metering facility from the electric utility's system. Such equipment shall be approved by the electric utility and shall be accessible by the electric utility at all times.

(c) The electric utility shall not be liable directly or indirectly for permitting or continuing to allow an attachment of a net metering facility, or for acts or omissions of the customer-generator that cause loss or injury, including death, to any third party.

(d) The customer-generator is responsible for all costs associated with its facility and is also responsible for all costs related to any modifications to the facility that may be required by the electric utility for purposes of safety and reliability.

(e) The commission, after appropriate notice and opportunity for comment, may adopt by regulation additional control and testing requirements, for customer-generators that the commission determines are necessary to protect public safety and system reliability.

Possible other amendments:

Aggregate capacity cap

- *If utilities express concern about negative impacts from too much solar, include a total aggregate capacity cap:*

Under 37-16-104. Safety and performance requirements., insert:

"An electrical utility may discontinue making a net metering program available to customers not already participating in the program if the cumulative generating capacity of its customer-generators equals at least 1 % of the electrical utility's peak demand during 2016."

Cleanup of unnecessary safety language

- *Maybe suggest this to Rep. Tyler Lindholm since he's an electrician?*

Under 37-16-104. Safety and performance requirements, delete paragraph (b) and modify paragraph (e) to read: The commission, after appropriate notice and opportunity for comment, may adopt by regulation additional control and testing requirements, **including the use of external safety disconnects** for customer-generators that the commission determines are necessary to protect public safety and system reliability.

Further concessions on aggregated meters if needed

- *Make it simpler by requiring the same rate class for all meters:*

(F) May be comprised of one or more meters that are aggregated for billing purposes as long as the additional meters are located on the customer-generator's premises **and have the same rate schedule.**

- *Or allow for a one-time set up fee:*

(iii) Shall not charge a customer-generator any fee or charge that would increase the customer-generator's minimum monthly charge to an amount greater than that of other customers of the electric utility in the same rate class as the customer-generator, except for a one-time fee to cover set up costs for aggregating more than one meter on the customer-generator's premises.

Further concessions if needed for rural coops

- *Give them a lower aggregate peak demand cap.*

- *Give them a lower system size for non-residential facilities.*

Add other generation sources? Geothermal, waste to energy?



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: April 12, 2018

MEETING DATE: April 16, 2018

SUBMITTING DEPARTMENT: Administration

DEPARTMENT DIRECTOR: Bob McLaurin

PRESENTER: Roxanne Robinson, Assistant Town Manager

SUBJECT: **Resolution 18-10, A Resolution Requesting WAM Support for Legislation Allowing the Creation of a Stormwater Utility**

STATEMENT/PURPOSE

The Town Council approves all resolutions on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The Wyoming Association of Municipalities (WAM) is requesting resolutions for member communities in order to assist with defining the legislative priorities for the organization representing cities and towns in the state.

Chapter 7 of Title 15 of the Wyoming Statutes addresses public improvements and provides authority for cities and towns to create enterprise funds to address water and sewer. Only one community in the state of Wyoming currently operates a stormwater utility and there is some question as to whether it is allowed by statute. The Town of Jackson is interested in pursuing the creation of a stormwater utility to better manage our stormwater issues. Commercial businesses in the community create significant amounts of stormwater runoff. The Council saw this when we were discussing upgrades to the Gregory Lane area of the Town of Jackson with all of the paved areas in this part of Town. With passage of this resolution, the Town of Jackson would be seeking support from WAM for legislative changes to allow the creation of a stormwater utility. The proposed resolution is attached to the staff report. However, we do not have any draft legislation at this time. Larry Pardee, Public Works Director, may have additional information to present.

Staff recommends the Council adopt the resolution as proposed and direct staff to provide a signed version of the resolution to WAM.

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

1. Approve the resolution for stormwater utilities as presented and direct staff to provide a signed version of it to WAM.
2. Discuss the resolution, make changes to it, and approve a revised version to be signed and submitted to WAM.
3. Take no action at this time.
4. Other.

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include governmental entities trying to address stormwater in their communities with limited or shrinking revenues. Other stakeholders include citizens in the community that may have homes, personal property or commercial businesses that are affected by storms producing significant amounts of runoff without a sufficient stormwater collection system in place. Stormwater runoff can also have

environmental impacts that may affect the viability of the streams and creeks as well as negative impacts to our sewer system.

ATTACHMENTS

Resolution 18-10.

FISCAL IMPACT

Resolutions are published as part of the minutes. Minutes cost between \$200 - \$1000 depending on the length. The fiscal impact of creating a stormwater utility in the Town of Jackson would be positive in that it would create a revenue stream to assist the Town with addressing stormwater for all of the citizens.

STAFF IMPACT

The staff impact of passage of this resolution will include printing on permanent record books, converting to digital format, obtaining signatures and submitting a finalized version to WAM for consideration. The staff impact of creating a stormwater utility in the Town of Jackson would ultimately include creation of ordinances to create a new section in the municipal code establishing this enterprise fund. It would also have impacts on the engineering and water teams in Public Works and it would provide revenue to offset the cost of potential employees dedicated to this utility.

LEGAL REVIEW

This resolution has not yet been provided to the Town Attorney for review. The Resolution does not amend the Municipal Code.

RECOMMENDATION

Staff recommends the Council approve the resolution for stormwater utilities as presented and direct staff to provide a signed version of it to WAM.

SUGGESTED MOTION

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

I move to approve the resolution for stormwater utilities as presented and direct staff to provide a signed version of it to WAM.

Synopsis for PowerPoint (120 words max):

Background:

Chapter 7 of Title 15 of the Wyoming Statutes addresses public improvements and provides authority for cities and towns to create enterprise funds to address water and sewer. Only one community in the state of Wyoming currently operates a stormwater utility and there is some question as to whether it is allowed by statute. The Town of Jackson is interested in pursuing the creation of a stormwater utility to better manage our stormwater issues. Commercial businesses in the community create significant amounts of stormwater runoff. The Council saw this when we were discussing upgrades to the Gregory Lane area of the Town of Jackson with all of the paved areas in this part of Town. With passage of this resolution, the Town of Jackson would be seeking support from WAM for legislative changes to allow the creation of a stormwater utility.

**RESOLUTION 18-10
FOR WAM CONSIDERATION**

**A RESOLUTION REQUESTING WAM SUPPORT FOR LEGISLATION
ALLOWING CREATION OF STORM WATER UTILITIES AS ENTERPRISE
FUNDS**

WHEREAS, many municipalities in Wyoming face challenges addressing stormwater runoff and securing necessary funds to adequately address stormwater to protect the health, safety and welfare of citizens in our communities; ting taxing methods; and

WHEREAS, under Chapter 7 of Title 15 in the Wyoming Statutes, municipalities are provided authority to create water and sewer utilities that operate as enterprise funds; and

WHEREAS, allowing municipalities the ability to operate stormwater systems in a similar manner such that commercial and residential properties can be evaluated and appropriate fees assessed to allow the proper creation and maintenance of stormwater systems would be beneficial to municipalities and it would also protect our streams, rivers, and waterways as well as our sewer collection systems;

NOW, THEREFORE, BE IT RESOLVED that the Town of Jackson supports, and urges WAM to support, amendments to Chapter 7 of Title 15 of the Wyoming Statutes to add language to allow municipalities to create stormwater utilities as enterprise funds in their communities to better protect the health, safety, and welfare of its citizens and the environments in which we exist.

APPROVED ON THE 16th DAY OF APRIL, 2018.

TOWN OF JACKSON

By: _____
Mayor Pete Muldoon

ATTEST:

Sandra P. Birdyshaw, Town Clerk

MEMORANDUM

TO: Mayor and Town Council

FR: Bob McLaurin, Town Manager

DT: April 16, 2018

RE: Town Manager's Report

Sales and Lodging Tax

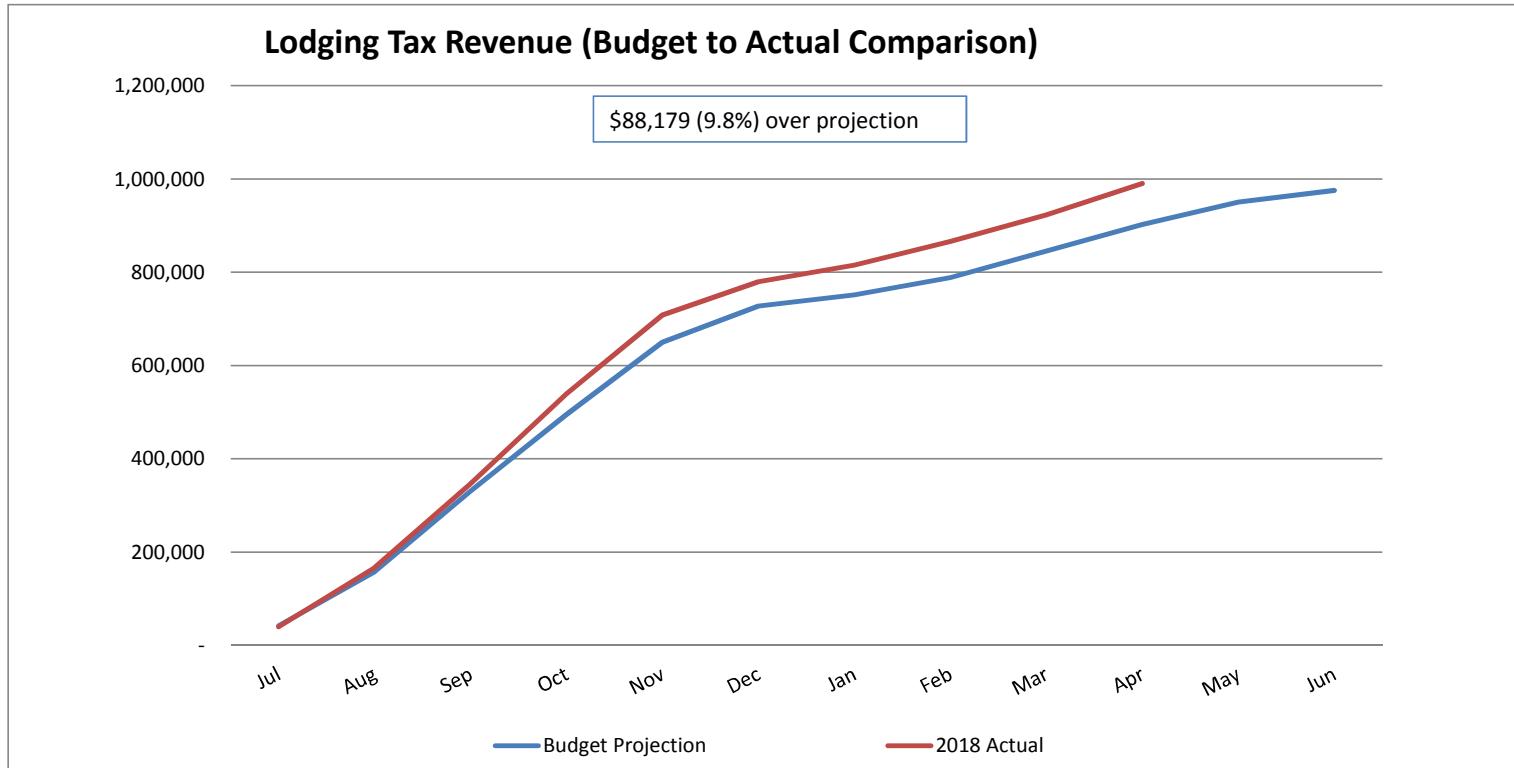
The Town budgeted a total of \$975,471 in lodging tax revenues for the entire fiscal year from the 30% visitor impact portion combined with the 10% general fund portion. We have collected \$990,340 to date which is 101.5% of total projected collections. April 2018 revenue represents collections from February 2018. These amounts are tracked through the Special Revenue Fund for the Lodging Tax.

Sales tax collections year to date are 10.2% over last year. Collections are currently tracking at \$760,593 more than budgeted. However we still have May 2018 through June 2018 collections to account for before realizing any unanticipated revenue. April 2018 revenue represents collections from February 2018. As you can see, collections from April 2018 were up 21.2% over the same time last year. However, please note that February of 2017 was when the village was shut down due to the power outage and so the 21.2% increase over last year is due to the low amount of collections last February and not necessarily an accurate reflection of a regular year over year comparison.

TOWN OF JACKSON, WYOMING
LODGING TAX REPORT
April-18

Month Received (2 mos. lag)	Lodging Tax - Total				Town				County			
	Total	Promotion T&T Board	Visitor Impact	General Fund	Visitor Impact	General Fund	Total	T/C Split Percent	Visitor Impact	General Fund	Total	T/C Split Percent
July	\$ 267,774	\$ 160,664	\$ 80,332	\$ 26,777	\$ 29,779	\$ 9,926	\$ 39,705	37.1%	\$ 50,553	\$ 16,851	\$ 67,404	62.9%
August	922,122	553,273	276,637	92,212	94,748	31,583	126,331	34.3%	181,889	60,630	242,518	65.7%
September	1,226,220	735,732	367,866	122,622	134,860	44,953	179,813	36.7%	233,006	77,669	310,675	63.3%
October	1,302,107	781,264	390,632	130,211	145,276	48,425	193,702	37.2%	245,356	81,785	327,141	62.8%
November	1,097,089	658,253	329,127	109,709	126,319	42,106	168,425	38.4%	202,808	67,603	270,410	61.6%
December	416,786	250,072	125,036	41,679	53,853	17,951	71,804	43.1%	71,183	23,728	94,911	56.9%
January	130,949	78,569	39,285	13,095	26,859	8,953	35,812	68.4%	12,426	4,142	16,568	31.6%
February	387,166	232,299	116,150	38,717	37,993	12,664	50,657	32.7%	78,157	26,052	104,210	67.3%
March	482,771	289,662	144,831	48,277	42,667	14,222	56,890	29.5%	102,164	34,055	136,219	70.5%
April	518,856	311,314	155,657	51,886	50,402	16,801	67,202	32.4%	105,255	35,085	140,340	67.6%
May	-	-	-	-	-	-	-	---	-	-	-	---
June	-	-	-	-	-	-	-	---	-	-	-	---
Totals	\$ 6,751,839	\$ 4,051,104	\$ 2,025,552	\$ 675,184	\$ 742,755	\$ 247,585	\$ 990,340	36.7%	\$ 1,282,797	\$ 427,599	\$ 1,710,396	63.3%

	Visitor Impact	General Fund	Total		12 Month Rolling Avg		FY2017 Year-to-Date	FY2018 Year-to-Date	Increase (Decrease)
TOJ Budget	\$ 731,603	\$ 243,868	\$ 975,471				\$ 3,507,516	\$ 4,051,104	\$ 543,588
Budget Remain	\$ (11,152)	\$ (3,717)	\$ (14,869)				641,110	742,755	101,645
Earned Remaining				101.5%			213,703	247,585	33,882
				-1.5%					



TOWN OF JACKSON, WYOMING
SALES TAX COLLECTIONS (4% and 1%)
April-18

Receipt Month	14/15					15/16					16/17					17/18		
	FY2014	FY2015	14/15 Change	Percent Change	FY2016	15/16 Change	Percent Change	FY2017	16/17 Change	Percent Change	FY2018	17/18 Change	Percent Change	Avg	Month			
Jul	\$ 545,714	\$ 621,792	\$ 76,079	13.9%	\$ 713,141	\$ 91,349	14.7%	\$ 807,564	\$ 94,423	13.2%	\$ 807,972	\$ 408	0.1%	6.3%	May			
Aug	1,127,554	1,249,588	122,034	10.8%	1,287,639	38,051	3.0%	1,411,501	123,863	9.6%	1,551,376	139,875	9.9%	6.3%	Jun			
Sep	1,365,422	1,488,138	122,716	9.0%	1,705,468	217,330	14.6%	1,920,244	214,777	12.6%	1,971,647	51,402	2.7%	5.0%	Jul			
Oct	1,385,078	1,513,838	128,760	9.3%	1,750,353	236,515	15.6%	1,665,117	(85,236)	-4.9%	1,897,973	232,856	14.0%	7.5%	Aug			
Nov	1,408,973	1,523,192	114,219	8.1%	1,420,820	(102,372)	-6.7%	1,533,746	112,925	7.9%	1,850,527	316,781	20.7%	9.0%	Sep			
Dec	767,015	826,299	59,285	7.7%	1,002,143	175,844	21.3%	1,046,289	44,146	4.4%	1,054,095	7,806	0.7%	8.7%	Oct			
Jan	521,354	587,477	66,123	12.7%	600,037	12,560	2.1%	655,026	54,989	9.2%	680,672	25,645	3.9%	8.4%	Nov			
Feb	761,420	822,382	60,962	8.0%	831,587	9,205	1.1%	1,032,128	200,542	24.1%	1,166,026	133,898	13.0%	7.8%	Dec			
Mar	750,117	683,968	(66,148)	-8.8%	850,550	166,581	24.4%	947,188	96,639	11.4%	1,066,105	118,917	12.6%	7.9%	Jan			
Apr	759,626	712,992	(46,633)	-6.1%	915,256	202,263	28.4%	859,580	(55,676)	-6.1%	1,041,459	181,879	21.2%	9.7%	Feb			
May	790,246	815,782	25,536	3.2%	842,792	27,010	3.3%	874,371	31,579	3.7%	-	---	---	---	Mar			
Jun	549,857	544,020	(5,837)	-1.1%	610,312	66,292	12.2%	660,771	50,459	8.3%	-	---	---	---	Apr			
Totals	\$ 10,732,374	\$ 11,389,469	\$ 657,096	6.1%	\$ 12,530,098	\$ 1,140,628	10.0%	\$ 13,413,526	\$ 883,428	7.1%	\$ 13,087,852	\$ 1,209,468	10.2%					

Budgeted Sales Tax for FY 2018 3.75% \$ 13,954,375
 Budgeted Sales Tax Year-to-Date 3.75% 12,327,260
 Actual Sales Tax Collected Year-to-Date 13,087,852
 Leading (Lagging) Budget - through April \$ 760,593

