



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: OCTOBER 10, 2016
MEETING DATE: OCTOBER 17, 2016

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

APPLICANT: CATHEDRAL VOICES CHAMBER CHOIR-ALICE WIDDESS

SUBJECT: TEMPORARY SIGN PERMIT –Cathedral Voices Chamber Choir

STATEMENT/PURPOSE

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

BACKGROUND/ALTERNATIVES

The applicant has requested one (1) temporary banner to be located at 105 Buffalo Way (Albertsons). The display dates will be December 12, 2016 through December 18, 2016.

Section 5.6.1.4 of the Town’s Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

ALIGNMENT WITH COUNCIL’S STRATEGIC INTENT

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

ATTACHMENTS

Applicant Submittal

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

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

1. The use of the site shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The signs may be installed on December 12, 2016 and shall be removed on December 18, 2016.

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Cathedral Voices, subject to three (3) conditions of approval.

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



SIGN PERMIT (SGN) 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

<i>For Office Use Only</i>			
Fees Paid _____	Date _____		Sign District: _____
Check # _____	Application # _____	Amount of Signage Allowed _____	Town Sq Sign District _____
Credit Card _____	Approved By _____	Amount of Signage Proposed _____	General Sign District _____
Cash _____	Public Works Review _____	Amount of Signage Remaining _____	Master Sign Plan _____
	Structural Review _____		

PROJECT.

Name/Business/Description: Cathedral Voices Chamber Choir banner to hang at Albertson's
 Physical Address: Albertson's - 105 Buffalo Way, Jackson, WY
 Lot, Subdivision: _____ PIDN: _____

OWNER.

Name: Cathedral Voices Chamber Choir/Albertson's Phone: 307-690-5015
 Mailing Address: PO Box 13067, Jackson/105 Buffalo Way, Jackson ZIP: 83002
 E-mail: music@cathedralvoices.org

APPLICANT/AGENT.

Name, Agency: Alice Widdess Phone: 307-690-5015
 Mailing Address: PO Box 13067, Jackson, WY ZIP: 83002
 E-mail: music@cathedralvoices.org

DESIGNATED PRIMARY CONTACT.

____ Owner Applicant/Agent

GENERAL INFORMATION.

Yes _____ Is this a multi-tenant building? Name of Building: _____
 2-3 _____ Number of Tenants.
 60' _____ Length of building frontage in linear feet (1st frontage)
 _____ Length of building frontage in linear feet (2nd frontage if applicable)
 1 _____ How many signs are you planning to install/erect?
 Yes _____ Is the sign associated with a temporary use or grand opening event? Dates of Display (2 weeks max): 12/12-18/2016

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant.

Have you attached the following?

- _____ **Application 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.
- _____ **Proposed Signs.** Please provide the information requested for each sign.
- _____ **Required Drawings.** Please provide the following drawings as part of your application.
 - _____ A site plan, drawn to a recognized engineering scale, which depicts the property boundaries, building footprints, access and circulation, and the location of each proposed sign and any existing signs that will remain.
 - _____ Description of the dimensions, colors, materials and types of any existing signs that will remain.
 - _____ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
 - _____ Installation specifications, and any structural details or specifications required for freestanding signs.
 - _____ Specifications for proposed lighting.

PROPOSED SIGNS. Please fill out the following information for each sign as applicable. If you are proposing more than two signs, you may provide this information on an additional sheet. Refer to Section 5.6.1.C, Allowable Signage, for an explanation of the sign requirements below.

	SIGN 1		SIGN 2
Type:	<u>Banner</u>	Type:	_____
Dimensions:	<u>5' X 10'</u>	Dimensions:	_____
Area (square feet):	<u>50 sq. ft.</u>	Area (square feet):	_____
Height:	_____	Height:	_____
Clearance:	_____	Clearance:	_____
Setback property line:	_____	Setback property line:	_____
Sign color:	<u>White</u>	Sign color:	_____
Sign material:	<u>Vinyl</u>	Sign material:	_____
Lighting proposed:	_____	Lighting proposed:	_____

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.

Alice Widdess

 Signature of Owner or Authorized Applicant/Agent
Alice Widdess

 Name Printed

9/28/16

 Date
Administrative Manager

 Title