Joint Information Meeting

TOWN COUNCIL & COUNTY COMMISSIONER MEETING

November 4, 2019
3:00 PM
Teton County Commissioners Chambers
Chair: Natalia Macker

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. CALL TO ORDER, ROLL CALL, AND ANNOUNCEMENTS

II. PUBLIC COMMENT

This section of the agenda is reserved for public comments on items that are not on today's agenda.

III. CONSENT CALENDAR

A. Meeting Minutes
   1. October 7, 2019 regular JIM
   2. October 24, 2019 special JIM

IV. DISCUSSION/ACTION ITEMS

A. Integrated Transportation Plan (ITP) Technical Update (Tyler Sinclair, 90 Minutes)

B. Strategic Plan for Pathways Taskforce (30 Minutes)

C. Comprehensive Plan Growth Management Plan Phase 2 Meeting Schedule (Tyler Sinclair, 10 Minutes)

V. MATTERS FROM COUNCIL, COMMISSIONERS AND STAFF

VI. PROPOSED ITEMS FOR FUTURE JOINT INFORMATION MEETINGS

VII. ADJOURN

County Commissioners adjourn.
Town Council adjourns to executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii)(x). Executive session will be held at Town Hall.

Please note that at any point during the meeting, the Chairman or Mayor 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.

SPECIAL JOINT INFORMATION PROCEEDINGS -UNAPPROVED
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING

OCTOBER 7, 2019 **JACKSON, WYOMING**

The Jackson Town Council met in conjunction with the Teton County Commission in a Joint Information Meeting (JIM) located in the County Commissioner's Chambers located at 200 S. Willow St. at 1:00 P.M. Upon roll call the following were present:

COUNTY COMMISSIONERS: Natalia Macker Chair, Vice-Chair Greg Epstein, Mark Newcomb, and Luther Propst. Mark Barron joined the meeting at 1:15pm.

TOWN COUNCIL: Mayor Pete Muldoon, Hailey Morton Levinson, Arne Jorgensen, Jim Stanford, and Jonathan Schechter.

COUNTY PLANNING COMMISSION: Glen Esnard and Sue Lurie

TOWN PLANNING COMMISSION: Katie Wilson

STAFF: Alyssa Watkins, Larry Pardee, Sherry Daigle, Keith Gingery, Lea Colasuonno, Roxanne Robinson, Tyler Sinclair, April Norton, Kristi Malone, Angie Martell, Keith Sbiral, Kristen Waters, Amy Ramage, Heather Overholser, John Graham, and Shelley Fairbanks.

Growth Management Plan.

Tyler Sinclair, Town Community Development Director, presented to the Joint Board the Joint Growth Management Program review and to discuss the results of Phase 1: Our 5-Year Audit of the Joint Growth Management Program.

At the May 6, 2019, Joint Information Meeting the Boards approved the Fiscal Year 2020 Comprehensive Plan Implementation Work Plan. The approved Work Plan identified this project as the priority joint task for the upcoming year as follows:

1. ***Joint Comprehensive Plan Review (Growth Management Program):*** *The Growth Management Program is a systematic review of the Comprehensive Plan principles, policies, strategies, and indicators to identify corrective actions that are needed before it is too late to make the corrections. The Growth Management Program was triggered in 2016 upon hitting 5% growth in residential units since adoption of the Comprehensive Plan. In 2017 the Board and Council chose to delay the Growth Management Program because the Engage 2017: Housing, Parking, and Natural Resource Updates needed to be complete, especially the Town District 3-6 Zoning Updates and Housing Mitigation Requirements Update, before the community could accurately reflect on and adapt the Comprehensive Plan principles, policies, and strategies. The Council and Board requested that this task be prioritized and achieved as expediently as possible with a primary focus on locational density preference and allocation.*

On June 3, 2019, the Town and County entered into a contract with Logan Simpson Design to complete the Joint Growth Management Program review and Comprehensive Plan update. The approved Scope of Work included a 3-phase schedule as follows:

Phase 1: Our 5-Year Audit
Phase 2: Augmenting Our GMP Amendment
Phase 3: Creating our GMP Amendment

<u>Phase 1: Our 5% Audit</u>

The purpose of phase 1 is to examine the implementation efforts of 2012-2019 and provide insight as to whether the community has been moving toward its aspirations. The task included an audit of the vision, policies, strategies, and indicators, because we hit the 5% residential unit trigger, met our 60/40 locational goal but did not meet our 65% workforce housing goal. As well as evaluation of new opportunities, additions, deletions, and clarifications to the Plan.

Staff and the consultant have completed phase 1 of the project including the following tasks:

- Task 1A: GMP Amendment Audit
- Task 1b: The Last 5 Years
    - Stakeholder Interviews
    - Community Survey
    - GMP White Paper

Commissioner Barron joined the meeting at 1:15pm.

Bruce Meighen from Logan Simpson addressed the Board regarding 1) Stewardship of Wildlife, natural Resources and Scenery, 2) Climate Sustainability through Energy Conservation, 3) Responsible Growth Management, 4) The Town as the Heart of the Region – The Central Complete Neighborhood, 5) Local Workforce Housing, 6) A Diverse and Balanced Economy, 7) Multimodal Transportation, 8) Quality Community Service Provision, 9) Growth Management Program, and 10) Administration.

The meeting was recessed at 1:47pm and reconvened at 1:52pm.

There was discussion between the Joint Board, Tyler Sinclair, Bruce Meighen, and Alex Norton – OPS Strategies.

The meeting was recessed at 2:44pm and reconvened at 2:59pm.

Public Comment. There was no public comment.

Consent Calendar. On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Barron to approve consent calendar item A. On behalf of the Town, a motion was made by Councilwoman Morton Levinson and seconded by Councilman Jorgensen to approve consent calendar item A.

A. **Meeting Minutes**. To approve the meeting minutes as presented for the September 9, 2019 regular JIM meeting and the September 16, 2019 special JIM meeting as presented.

The vote showed all in favor and the motion carried for the County. The vote showed all in favor and the motion carried for the Town.

Teton County Adoption of Housing Rules & Regulations.

Stacy Stoker, Housing Manager, presented to the Joint Board for consideration the Third Reading of the Town of Jackson Ordinance J, Housing Rules and Regulations, and the Board of County Commissioners will vote to approve the updates to the Jackson/Teton County Housing Department Rules and Regulations.

In June of 2018, the Jackson Town Council ("Council") and Teton County Board of County Commissioners ("Board") adopted the Jackson/Teton County Housing Department Rules and Regulations ("Rules and Regulations"). After working with the Rules and Regulations for the past year, staff recognized several necessary changes and brought them to the Council and Board for direction. On July 23, 2019, the Council and Board directed staff to make the following changes and to bring the updated Ordinance for the Three Readings to the Council along with posting the updated Rules and Regulations for the required 45-day public Comment Period. The Town Council heard and approved the First Reading on August 19 and the Second Reading on September 3.

There was no public comment.

On behalf of the County a motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to approve the Jackson/Teton County Housing Department Rules and Regulations as posted for the required 45-day public comment period. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

On behalf of the Town a motion was made by Councilwoman Morton Levinson and seconded by Councilman Stanford to approve Ordinance J on third reading. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Town Ordinance. Town Attorney Lea Colasuonno read Ordinance J in Short Title.

ORDINANCE J

AN ORDINANCE AMENDING AND REENACTING THE TOWN OF JACKSON MUNICIPAL CODE TITLE 16 REGARDING HOUSING RULES AND REGULATIONS; 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:

On behalf of the Town, a motion was made by Councilwoman Morton Levinson and seconded by Councilman Stanford to approve Ordinance J at Third Reading and designate it Ordinance 1242. Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried.

Melody Ranch Townhomes Roof.

April Norton, Housing Director, presented to the Joint Board seeking direction from the Town Council ("Council") and Board of County Commissioners ("Board") on what new actions, if any, they would like staff to take related to the roof challenges faced by owners of deed restricted homes in the Melody Ranch Townhome neighborhood.

First, what is the policy direction – are the Council and Board interested in protecting the permanently deed restricted homes and are the boards also interested in ensuring the HOA can obtain financing to complete the project, knowing that it will involve significant cost and/or potentially require some homeowners to sell their homes?

Second, staff provides the Board and Council with seven options. Based on feedback from the HOA, if an option to provide financing for any homeowner who needs it – restricted or not – is not provided, the HOA will not move forward with an assessment and the roofs will not be fixed. Therefore, options one through five pursued alone may not be enough to protect the existing eight owners of permanently deed restricted units. Options one through five pursued in conjunction with option six may ensure that the HOA assesses itself to fix the roofs.

1. <u>Stay the course.</u> Once the HOA has approved an assessment for the roof project (anticipated to be $160,000 per unit), strip the Affordable restrictions and record a Workforce restriction with a maximum resale value $160,000 higher than the existing Affordable maximum resale value. This places the cost to fix the roof on a future homeowner and allows owners who cannot secure financing the opportunity to sell their homes without bearing the cost to fix the roofs.
2. <u>Sell the Affordable restrictions to the HOA</u>. The Board and Council will set a price for the Affordable restrictions and allow the HOA to purchase the restrictions, thus allowing the entire neighborhood to become free market and removing financing barriers. Right now, a two-bedroom 80-120% Affordable restriction is valued at $208,316 based on current fee-in-lieu rates. Sales proceeds will be placed into the Supply Program account at JTCHA to be utilized to build permanently deed restricted housing.
3. <u>Direct JTCHA to give the Affordable owners funds up to the cost to fix the roofs + moving costs</u>. The Affordable restrictions would remain in place and funds will only be provided after the HOA assessment. $160,000 x 8 units = $1,280,000. Fee-in-lieu funds may be used to pay for this so long as the Affordable restrictions remain in place.
4. <u>Direct JTCHA to loan the Affordable owners funds up to the cost to fix the roofs + moving costs and require that the owners pay JTCHA back upon the sale of their home or the roof fix, whichever comes first</u>. Once the roofs are fixed or the home is listed for sale, JTCHA will strip the Affordable restriction and record a Workforce restriction with a maximum sales price that is increased by the amount loaned per unit. If the owner cannot afford to pay JTCHA back once the roof has been fixed, that owner will be required to sell their home at which time JTCHA will be paid back. Fee-in-lieu funds may not be utilized for this option. This option may result in forced sales.
5. <u>Direct JTCHA to guarantee the loan to the HOA</u>. If an owner cannot pay the mortgage, then JTCHA will force that person to sell their home and utilize the proceeds from the sale of said home to pay the bank. This option may result in forced sales.

6. Direct JTCHA to purchase permanent deed restrictions on those units that do not currently have one and whose owners cannot otherwise obtain financing to pay the assessment to fix the roof. The Council and Board would need to set a maximum amount that JTCHA can offer to purchase permanent Workforce Ownership restrictions. Recently, a Workforce Ownership restriction was purchased for $75,000 on a 2-bedroom, 1-bathroom, 1,036-square-foot, single-family home in the Sage Meadows neighborhood. The homes in the Melody Ranch Townhome neighborhood are all 2-bedroom, 2-bathroom, approximately 1,400-square-feet, attached units. Fee-in-lieu funds cannot be used to purchase Workforce restrictions.
7. Direct JTCHA to pursue a combination of the options listed above, or an option not presented by staff today.

Public comment was given by Brian Modena.

Adam Meyer and Brian Modena addressed the Joint Board on behalf of the Melody Ranch Homeowners Association.

On behalf of the County a motion was made by Commissioner Barron and seconded by Commissioner Epstein to direct the Jackson/Teton County Housing Authority to 1) provide a construction loan to the permanently Affordable owners of the Melody Ranch Townhomes Subdivision that will cover the costs to fix the roofs, plus displacement costs, up to $160,000; to record a Workforce Ownership restriction on the units once the roof has been fixed; and to require full repayment for said loan once the roof is fixed; if an owner provides sufficient evidence of an inability to service the additional debt per the Housing Department requirements, construction loan repayment will be deferred until the sale of the unit, and the unit will be kept at an affordable category 2 restriction; and 2) offer to purchase a permanent deed restriction on any home that is not permanently deed restricted, spending no more than $100,000 for a Workforce Ownership restriction and no more than $160,000 for an Affordable Ownership restriction and further would require that staff bring any subsequent documents back to these Board for final approval. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

On behalf of the Town a motion was made by Councilwoman Morton Levinson and seconded by Councilman Jorgensen to direct the Jackson/Teton County Housing Authority to 1) provide a construction loan to the permanently Affordable owners of the Melody Ranch Townhomes Subdivision that will cover the costs to fix the roofs, plus displacement costs, up to $160,000; to record a Workforce Ownership restriction on the units once the roof has been fixed; and to require full repayment for said loan once the roof is fixed; if an owner provides sufficient evidence of an inability to service the additional debt per the Housing Department requirements, construction loan repayment will be deferred until the sale of the unit, and the unit will be kept at an affordable category 2 restriction; and 2) offer to purchase a permanent deed restriction on any home that is not permanently deed restricted, spending no more than $100,000 for a Workforce Ownership restriction and no more than $160,000 for an Affordable Ownership restriction and further would require that staff bring any subsequent documents back to these Board for final approval. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

The meeting was recessed at 3:54pm and reconvened at 4:00pm.

430 and 440 West Kelly Avenue Housing Development.

This item continued with discussion among the Joint Board. April Norton, Housing Director, presented a staff report to the Joint Board seeking direction on how to move forward and lays forth several options in this staff report. Time is of the essence if we are to break ground on a project next year and, with over 1,000 households representing almost 2,300 people on the Intake Form, the demand for safe, stable housing persists for many of our working households. The Board of County Commissioners (“Board”) and Town Council (“Council”) have chosen a development partner who has a strong team and is ready to get started on the project.

At the September 9 meeting the Board voted to move forward with a 12-unit project proposed by Commissioner Barron (“Barron’s 12-units”); the Council, however, did not approve the same motion and no action was taken. Today staff seeks direction on how to move forward and provides several options for consideration, below, including a new option that would allow the Council to determine how to move forward with the project because of its location in Town, which is the Council's jurisdiction.

Option 1: Council and Board vote to allow the Council to determine how to develop 430 and 440 West Kelly Avenue because of its location in the Town of Jackson and to allow the Board to determine how to develop the 5-acre Rains Property because of its location in the County, which is the Board's jurisdiction. A summary of these two parcels is attached to the staff report.

Option 2: Vote to build one of the five options previously discussed and summarized, below. Site plans for the first three options are provided as an attachment to this staff report. A site context picture is also provided, showing what the revised 16 units, 12 units, and two buildings built to LDRs would look like on the two lots.

	Original 16 units	**Revised 16 units**	**12 units**	**Revised 12 units**
# Units	16	16	12	12
# Bedrooms	24	24	14	24
# Parking spaces	18	20	14	18
Affordability	12 @ 80-120 4 @ 120-200	8 @ 80-120 8 @ 120-200	10 @ 80-120 2 @ 120-200	3 @ 80-120 9 @ 120-200
Height	Max @ 35'3" Side @ 21'6"	Max @ 32'6" Side @ 22'6"	Max @ 36'1-3/8" Side @ 12'8"	Unknown. Will meet LDRs.
Additional Public $ Required	$0	$150,000	$325,000	$175,000

Option 3: Council and Board direct staff to sell the property and to utilize the sales proceeds to develop permanently deed restricted housing for the workforce at a different location.

On behalf of the County, a motion was made by Commissioner Propst and seconded by Commissioner Epstein to continue consideration of this item to the November 4, 2019 Joint Information Meeting. Chair Macker called for the vote. The vote showed 1-4 in favor with Commissioners Macker, Epstein, Barron, and Newcomb opposed, and the motion failed for the County.

On behalf of the County, a motion was made by Commissioner Barron and seconded by Commissioner Epstein to direct and authorize the Jackson Teton County Housing Authority to execute a Ground Lease and Development Agreement with Roller Development and Tack Development to build permanently deed restricted housing at 430 and 440 West Kelly Avenue that is consistent with the of the 12-unit proposal in our staff report. Chair Macker called for the vote. The vote showed 4-1 in favor with Commissioner Newcomb opposed and the motion carried for the County.

On behalf of the Town, a motion was made by Councilman Stanford and seconded by Councilman Schechter to direct and authorize the Jackson Teton County Housing Authority to execute a Ground Lease and Development Agreement with Roller Development and Tack Development to build permanently deed restricted housing at 430 and 440 West Kelly Avenue that is consistent with the of the 12-unit proposal in our staff report. Mayor Muldoon called for the vote. The vote showed 2-3 in favor with Mayor Muldoon, Councilman Jorgensen and Councilwoman Morton Levinson opposed and the motion failed for the Town.

On behalf of the Town, a motion was made by Mayor Muldoon and seconded by Councilwoman Morton Levinson to direct and authorize the Jackson Teton County Housing Authority to transfer the title of 3590 North Kennel Lane to Teton County and 430 and 440 West Kelly Avenue to the Town of Jackson and these parcels are restricted for use of affordable housing. Mayor Muldoon called for the vote. The vote showed 3-2 in favor with Councilmen Stanford and Schechter opposed and the motion carried for the Town.

On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Propst to direct and authorize the Jackson Teton County Housing Authority to transfer the title of 3590 North Kennel Lane to Teton County and 430 and 440 West Kelly Avenue to the Town of Jackson and these parcels are restricted for use of affordable housing. Chair Macker called for the vote. The vote showed 2-3 in favor with Commissioners Barron, Newcomb and Propst opposed and the motion failed for the County.

Chair Macker brought up discussion to have a special Joint Information Meeting on October 21, 2019 regarding the Melody Ranch Townhomes Roof. The time will be determined later.

On behalf of the Town, a motion was made by Mayor Muldoon and seconded by Councilman Schechter to direct staff to bring us back an update on the potential sale of the property to a third party as well as the information that will assist the Boards in making a decision regarding the transfer as previously discussed. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried for the Town.

On behalf of the County, a motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to direct staff to bring us back an update on the potential sale of the property to a third party as well as the information that will assist the Boards in making a decision regarding the transfer as previously discussed. Chair Macker called for the vote. The vote showed all in favor and the motion carried for the County.

Adjourn. On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Barron to adjourn the meeting. The vote showed all in favor and the motion carried for the County.

On behalf of the Town, a motion was made by Councilwoman Morton Levinson and seconded by Councilman Schechter to adjourn to executive session to discuss personnel matters, to consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price, and matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(ii)(iii)(vii)(x). Executive session will be held at Town Hall.

The meeting adjourned at 4:58pm.

minutes:sdf

TETON COUNTY

ATTEST:

Natalia D. Macker, Chairwoman

Sherry L. Daigle, County Clerk

SPECIAL JOINT INFORMATION PROCEEDINGS -UNAPPROVED
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING

OCTOBER 24, 2019 **JACKSON, WYOMING**

The Jackson Town Council met in conjunction with the Teton County Commission in a Joint Information Meeting (JIM) located in the County Commissioner's Chambers located at 200 S. Willow St. at 3:30 P.M. Upon roll call the following were present:

COUNTY COMMISSIONERS: Chair Natalia Macker, Greg Epstein, Mark Newcomb, and Mark Barron. Luther Propst was absent.

TOWN COUNCIL: Hailey Morton Levinson, Arne Jorgensen, and Jonathan Schechter. Pete Muldoon joined the meeting at 3:34pm. Jim Stanford joined the meeting at 3:41pm.

STAFF: Larry Pardee, Roxanne Robinson, Tyler Sinclair, John Graham, Alyssa Watkins, April Norton, Stacy Stoker, Kelly Thompson, Kristen Waters, and Shelley Fairbanks.

Melody Ranch Townhomes Roof Replacement.

April Norton, Housing Director, presented to the Council and the Board to consider legal documents and terms for loans to owners of permanently deed restricted units in the Melody Ranch Townhome Subdivision who are fixing their roofs. The Council and Board will also consider what public funds will be used for the loans and for the potential permanent deed restriction purchases on the homes that are not currently permanently deed restricted.

Specifically, staff seeks direction on the following key issues:
1. Will permanently deed restricted owners who borrow money for the roof repair be allowed to defer payment? If so, for how long?
2. A third party will administer the loan for the Housing Authority. Should the Housing Authority pay the administration fee or should the HOA be responsible for it?
3. How do the two boards want to pay for the loans to the permanently deed restricted owners?
4. How do the two boards want to pay for the purchase of Affordable Ownership and Workforce Ownership restrictions on the non-permanently deed restricted units?
5. How do the two boards want to prioritize the expenditure of funds? Do the two boards want to provide a maximum amount of funds available for the project?

Key Issue One: Repayment Terms for Permanently Affordable Owners
At the October 7 JIM the Board and Council agreed to loan the owners of the eight permanently deed restricted units up to $160,000 to fix the roofs. The Board and Council requested two options for repayment: 1) a short-term option that would require repayment of the loan once the roofs are fixed and would include stripping the Affordable Ownership restriction and replacing it with a Workforce Ownership restriction with a maximum sales price set at $160,000 higher than the existing Affordable maximum sales price, and 2) a longer-term option that would allow owners to defer payment for a set number of years and would preserve the Affordable Ownership restriction in perpetuity.

Today staff provides two promissory note options for the Council and Board's consideration based on Council and Board's discussion at the October 7 JIM.

Both options limit the release of any public funds for the project until the HOA has provided sufficient documentation ensuring the project will be completed within a specific timeframe, the contractors are bonded, and lien waivers are provided by all contractors to preclude the placement of a lien on the property that could take priority of the note. To be eligible for the loan, households may not earn more than 200% of Median Family Income.

- Option 1: This "short-term" note requires the borrower to repay the loan in full by December 1, 2022 (no deferred payment option). This note allows the Affordable Ownership restriction to be stripped and replaced with a Workforce Ownership restriction once the roof is fixed and the loan is repaid.
    - Staff recommends this note. Substantial public funds are being loaned to fix the roofs. Once the roofs are fixed, it is reasonable that the owners should be

required to repay the loan so that those public funds can be utilized to create more permanently deed restricted housing for the local workforce. If a household cannot afford to repay the loan once the roofs are fixed based on a determination by the Housing Authority, then the homeowner may either sell his/her home to repay the loan or execute the “long-term” note described below.

- Option 2: The “long-term” note requires the borrower to repay the loan in full by December 1, 2029 with a 3% compounding interest rate. If the borrower is unable to repay the loan once it becomes due, then s/he will be required to sell her/his house. This note preserves the Affordable Ownership restriction currently recorded.
  - Staff does not recommend pursing this note because it ties up significant public funds allocated for community workforce housing for a long period of time.

Key Issue Two: Administration of the Loan
The Housing Department does not currently have the capacity to administer the loan.

Town and County staff met with representatives from First Interstate Bank to discuss administration of the loan. The Bank indicated it would be willing to administer the loan for a 1% fee but would require that the entire project be administered through its institution.

Staff recommends allowing the HOA to identify a lending institution it is comfortable with managing the loan. Once the account has been set up, and the other conditions of distribution met, then the Housing Authority can transfer the money to the account, including up to a 1% fee for administering the loan on behalf of the Housing Authority.

Key Issue Three: How to Pay for the Loan to the Permanently Deed Restricted Units
The loan will cost $160,000 for each of the permanently deed restricted units, plus an administration fee up to 1% (First Interstate Bank stated it would charge a 1% admin fee).

- 8 Affordable units x $160,000 = $1,280,000 + ($1,280,000 x 1%) = **$1,292,800**
- If the Town and County split this cost 45%/55% then:
  - Town portion = **$581,760**
  - County portion = **$711,040**

Key Issue Four: How to Pay for the Purchase of Permanent Deed Restrictions
There are 16 units without permanent deed restrictions. Staff anticipates that some, but not all, of these owners will have a need to sell a permanent deed restriction on their unit to pay for the roof fix. Based on the motion made by the Council and Board October 7, 2019, the Housing Authority may purchase a Workforce Ownership restriction for up to $100,000 and an Affordable Ownership restriction for up to $160,000. (Without an option for homeowners to sell restrictions, the HOA has indicated they will not be able to approve the assessment.)

The Town and County can utilize Fee in Lieu funds and Housing Supply funds to purchase the restrictions.

Key questions:

1. Do the Town and County want to split the cost of the restriction purchase 45%/55%?
   a. If yes, does the Town want to contribute the balance of its housing funds (not including Town Employee Housing Funds).
      i. If yes, then the County should contribute $573,793 which would represent a 45%/55% split. The total amount of $1,043,260 could be used to purchase six Affordable Ownership restrictions or 10 Workforce Ownership restrictions or some combination of the two.
      ii. If no, how much money does the Town want to contribute? The County should then contribute an amount based on the Town’s contribution.
   b. If no, how do the two boards wish to purchase the restrictions?
      i. The County could agree to pay 100% of the purchase price of the restrictions based on their location in the County.
      ii. The Town could agree to pay up to a certain amount and then the County could agree to cover all costs above that amount.
      iii. The Town and County could come up with another way share the costs to purchase the deed restrictions.
2. Do the Council and Board want to prioritize fund utilization?

a. Once loans are paid, Affordable Ownership restrictions will receive priority because they provide the most affordability and benefit to the public, then Workforce Ownership restrictions will be purchased until funds are expended or the assessment is paid, whichever is first. These could be prioritized based on a “first come, first served” basis.
b. Once loans are paid, restrictions will be purchased on a “first come, first served” basis, regardless of restriction type, until all funds are expended or the assessment is paid, whichever is first.

Public comment was made by Brian Modena – Melody Ranch HOA.

On behalf of the County a motion was made by Commissioner Barron and seconded by Commissioner Epstein to direct and authorize the Jackson/Teton County Housing Authority Board to spend up to **$1,292,800** to assist with the Melody Ranch Townhomes Roof Repair for loans to the eight permanently deed restricted homeowners, so long as those homeowners do not earn more than 200% of Median Family Income, and as discussed in this staff report and the Loan Documents.

I further move to direct and authorize the Jackson/Teton County Housing Authority Board to spend up to **$1,043,260** to purchase permanent deed restrictions on the non-permanently deed restricted units as described, prioritized with the Affordable Ownership Deed Restrictions over the Workforce Ownership Deed Restrictions as described in this staff report.

I further move to direct and authorize the Jackson/Teton County Housing Authority Board to voucher Teton County for up to **$1,284,833** to assist with the Melody Ranch Townhomes Roof Repair for loans to the eight permanently deed restricted homes and to purchase permanent deed restrictions on the non-permanently deed restricted units as described, prioritized with the Affordable Ownership Deed Restrictions over the Workforce Ownership Deed Restrictions as described in this staff report.

I further move to direct and authorize the Jackson/Teton County Housing Authority Board to execute the attached three-year loan and mortgage agreements with any of the eight deed restricted homeowners who apply and who earn less than 200% of Median Family Income. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

On behalf of the Town a motion was made by Councilwoman Morton Levinson and seconded by Councilman Jorgensen to direct and authorize the Jackson/Teton County Housing Authority Board to spend up to **$1,292,800** to assist with the Melody Ranch Townhomes Roof Repair for loans to the eight permanently deed restricted homeowners, so long as those homeowners do not earn more than 200% of Median Family Income, and as discussed in this staff report and the Loan Documents.

I further move to direct and authorize the Jackson/Teton County Housing Authority Board to spend up to **$1,043,260** to purchase permanent deed restrictions on the non-permanently deed restricted units as discussed today.

I further move to direct and authorize the Jackson/Teton County Housing Authority Board to voucher Town of Jackson for up to **$1,051,227** to assist with the Melody Ranch Townhomes Roof Repair for loans to the eight permanently deed restricted homes and to purchase permanent deed restrictions on the non-permanently deed restricted units as discussed today.

I further move to direct and authorize the Jackson/Teton County Housing Authority Board to execute the attached three-year loan and mortgage agreements with any of the eight deed restricted homeowners who apply and who earn less than 200% of Median Family Income. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. On behalf of the County, a motion was made by Commissioner Barron and seconded by Commissioner Epstein to adjourn the meeting. The vote showed all in favor and the motion carried for the County.

On behalf of the Town, a motion was made by Councilwoman Morton Levinson and seconded by Councilman Jorgensen to adjourn. The vote showed all in favor and the motion carried for the Town.

The meeting adjourned at 4:11pm.

minutes:sdf

TETON COUNTY

ATTEST:

Natalia D. Macker, Chairwoman

Sherry L. Daigle, County Clerk

Staff Report

Subject: Integrated Transportation Plan – Technical Update

Presenters: Tyler Sinclair and Jim Charlier

STATEMENT/PURPOSE

The purpose of this item is to provide a presentation and opportunity for questions and feedback from the Town Council and Board of County Commissioners on the Integrated Transportation Plan (ITP) – Technical Update, as well as to review and refine the underlying policies, objectives and strategic direction set forth in the ITP. Jim Charlier of Charlier Associates will be in attendance to make a presentation and lead the discussion on this item.

BACKGROUND/DESCRIPTION

PROJECT DESCRIPTION

The existing Integrated Transportation Plan was jointly adopted in September 2015 by the Town of Jackson and Teton County. The Action Plan in Chapter 7 of the ITP calls for a "technical update" of the ITP within five years following adoption. At the September 4, 2019 JIM, the Town Council and Board of County Commissioners approved a Scope of Services with Charlier Associates to complete a Jackson/Teton Integrated Transportation Plan – Technical Update. The approved Scope of Services is consistent with Policy 7.1.a of the Jackson/Teton Comprehensive Plan which states:

> *Policy 7.1.a: Develop a communitywide integrated transportation plan*
>
> *The Town and County will develop an integrated transportation plan to achieve our goals for the enhancement of transit opportunities, complete streets and pathways. The plan should evaluate the long-term costs and benefits of various transportation strategies and provide a detailed transportation implementation program. The Plan should identify metrics and baseline numbers, including measurement of both local and visitor traffic. The Town and County will explore the establishment of a joint Transportation Planning Department to lead this joint Transportation Planning Department effort in cooperation with the existing Transportation Advisory Committee (TAC).*

The approved Scope of Services is proposed to be completed over a 12-month period beginning in September 2019. Technical work will be completed by the end of calendar year 2019 with a final document ready for review and adoption early in 2020. The Scope of Services is broken into six key tasks as follows:

Task 1: Communication and Engagement
Task 2: Data Development and Research
Task 3: Action Plan Status Report and Update
Task 4: Major Capital Project Update
Task 5: Regional Planning and Coordination Update
Task 6: Other ITP Technical Updates

The presentation will include a brief refresher of the ITP as a whole, review major trends since 2015, review the Action Plan progress, and provide discussion topics in relation to the overall direction of the ITP. Provided discussion topics will include the Level of Service D highway capacity, WY-22 Bus Rapid Transit, transit funding, and ITP implementation. In preparation for the meeting, Mr. Charlier and staff request that members review

Section Seven: Multimodal Transportation of the Comprehensive Plan. The Integrated Transportation Plan is being developed to implement the vision established in this chapter of the Comprehensive Plan and it will be important to understand the vision and goals established in the Comprehensive Plan as we work to develop strategies for implementation.

ATTACHMENTS

- Chapter 3, Section 7: Multimodal Transportation, of the Comprehensive Plan; available at: http://jacksontetonplan.com/270/Comprehensive-Plan
- Jackson/Teton Integrated Transportation Plan, September 2015; available at: http://jacksontetonplan.com/239/Integrated-Transportation-Plan

SUGGESTED MOTION

None.

October 28, 2019

Jackson Town Council & Mayor
Teton County Board of County Commissioners

Re: Integrated Transportation Plan update

Dear Mayor, Councilors, and Commissioners,

Thank you for the opportunity to comment on the Integrated Transportation Plan (ITP). At the Jackson Hole Conservation Alliance, we believe that our community should invest in a better transportation future that aligns with our values of protecting wildlife and community character; provides everyone with the freedom to safely and conveniently get where they need to go on foot, bike, or transit; and prioritizes alternatives to expanding roads and highways.

According to the Growth Management Program / Comprehensive Plan (Comp Plan) update, transportation and climate are the most pressing issues we need to address as a community. We have already blown past the vehicle miles traveled target for 2035 in the ITP, and the majority of our climate pollution comes from transportation. Moreover, our community suffers from a dangerous misperception that we are achieving our multimodal transportation and climate sustainability goals, when in fact we are falling short. This does not mean that "the ITP has failed," but rather that *we* have failed to fund and implement its transit/walk/bike elements. Now more than ever, we need to redouble our efforts to make it easier to use alternatives to single-occupancy vehicles, instead of building more roads and making it even easier to drive.

Our 2012 Comprehensive Plan has an excellent vision for a lower-carbon transportation future. Unfortunately, the ITP includes a number of road-building projects that were not called for in the Comp Plan. Decades of research into road expansions and induced demand show that "if you build it, they will come" – if you make it easier to drive, more people will drive. Conversely, if we make it easier to take transit or walk or bike to nearby destinations, more people will be able to leave their cars at home.

The ITP includes a suite of policies to make it easier to walk/bike/ride transit, like better funding START, hiring a transportation planner, charging for downtown parking, getting all employers involved in transportation demand management (TDM), and giving buses signal priority through intersections. Please start implementing these policies effectively.

And please clarify the unwritten understanding that the ITP implicitly calls for doing all of this work *first*, before building more roads. Please add language to the front of the ITP such as:

> "Our community vision, as stated in the Comprehensive Plan, is to decrease growth of vehicle miles traveled and climate pollution. In order to achieve this vision, we and our partners will not build new roads or new lanes on existing roads *until after* we fully implement the transit/walk/bike tools in this document and can measure the success of those efforts."

Thank you for your work for our community,

Skye Schell
Executive Director
Jackson Hole Conservation Alliance

Brooke Sausser
Community Planning Manager

BOARD OF COUNTY COMMISSIONERS

TOWN COUNCIL

JOINT INFORMATION MEETING
AGENDA DOCUMENTATION

PREPARATION DATE: October 30, 2019
MEETING DATE: November 4, 2019

SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Tyler Sinclair
PRESENTER: Tyler Sinclair

SUBJECT: Next Steps: Growth Management Program Review and Comp Plan Update

PURPOSE

The purpose of this item is to update the Teton County Board of County Commissioners and the Jackson Town Council on the status of the Growth Management Program Review and Comp Plan Update and to get feedback on scheduling hearing dates for Phase 2 of the project.

BACKGROUND

The Jackson/Teton County Joint Long-Range Planning Department is currently working on a Growth Management Program Review and Comp Plan Update triggered by a 5% increase in residential growth since adoption of the Comp Plan in 2012. Phase 1 of the project included a Comprehensive Plan audit, in-person stakeholder interviews, an online community survey and a public workshop. A summary of Phase 1 was presented at the October 7th JIM Meeting and the Phase 1 Summary Report was released to conclude those efforts. Completing a thorough review and analysis of the Phase 1 material is foundational to the next steps in the process.

As we enter Phase 2 of our GMP review process, we are asking each of you to provide your ideas for corrective actions and enhancements to the Comp Plan that you would like to be considered for integration into the Plan moving forward. You can do this in one of three ways: 1) complete our Phase 2 online survey, 2) send an email to staff summarizing your ideas by chapter, or 3) schedule a time to meet with staff to discuss. The deadline to complete this assignment is **November 7**. We are also asking the public and planning commissioners to complete this assignment at the same time.

The purpose of this pre-work is to allow first the Planning Commissions the opportunity to review and consider all ideas from planning commissioners, elected officials and the public at the same time, allowing for an efficient and effective process that does not require going back to the planning commission when new ideas are brought up (by the elected officials or public) later in the process. All proposed corrective actions and enhancements will be reviewed by staff and considered by Planning Commissioners at a Joint Planning Commission meeting on November 20th starting at 5:30PM in the Commissioners Chambers at the County Admin Building. It is recommended that you attend or watch the Joint Planning Commission meeting to better understand their discussion and recommendations prior to consideration by the Elected Officials.

ALTERNATIVES

The GMP schedule calls for two, Joint Information Meetings prior to the New Year to complete Phase 2 and stay on track with the expedited schedule approved in the FY20 Work Plan. Staff is recommending the first meeting the week of December 2 and the second meeting the week of December 16. The first meeting will be consideration and discussion of proposed Comp Plan amendments and the second meeting will be to confirm the Comp Plan amendments to be integrated into the draft text amendment that will be reviewed for adoption in the New Year. Alternatively, one meeting could be held in December and in the New Year.

ATTACHMENTS

None

FISCAL IMPACT

The number of meetings and consultant trips were integrated in the budget for this project and cost is not expected to vary based on meeting time.

STAFF IMPACT

The amount of Staff involvement was approved in the Scope of Work.

LEGAL REVIEW

Legal has not been asked to review.

RECOMMENDATION

Staff recommends that Council and the Board schedule the Phase 2 JIM Hearings.

SUGGESTED MOTIONS

I move to direct staff to schedule the Phase 2 JIM Hearing #1 on ________________________ and the Phase 2 JIM Hearing #2 on _____________________________.