Special Joint Information Meeting

TOWN COUNCIL & COUNTY COMMISSIONER MEETING

May 26, 2020
9:30 AM
Teton County Chambers
Chair: Natalia Macker

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES.

I. ZOOM LINK FOR PUBLIC PARTICIPATION

Zoom Webinar ID: **834 0373 1396**
Dial **1.699.900.6833** or Link: https://us02web.zoom.us/j/83403731396

II. CALL TO ORDER AND ROLL CALL

III. 9:30 - Noon...Joint Department Budget Review and Discussion

Parks and Recreation
START
Victim Services / Animal Shelter
Dispatch
Pathways
Fire/EMS
Housing

IV. 1:30 - 3:30 pm...Growth Management Plan

Updates to the 2012 Comprehensive Plan
Comprehensive Plan Work Plan
Housing Nexus Study

V. ADJOURN

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.

PARKS & REC FUND EXPENDITURE DESCRIPTION		FY2020 BUDGET	FY2021 REQUEST	FY2021 RECOMMEND	FY2021 `Flat Salaries 20% reduce	
100- 002	Administration Salaries	215,527.40	268,593.90	268,593.90	228,603.00	
100- 003	Rec Center Salaries	813,615.00	891,867.93	891,867.93	792,726.68	
100- 004	Parks Salaries	845,672.30	907,314.27	907,314.27	842,358.00	
100- 005	Programs Salaries	894,994.10	720,569.39	720,569.39	674,621.30	
100- 006	BLM Parcel Salaries	92,178.90	93,184.00	93,184.00	70,941.00	
151- 000	FICA/Medicare	218,234.50	219,785.00	219,785.00	147,554.45	
152- 000	Health Insurance	531,264.00	581,292.00	581,292.00	529,572.00	
153- 000	Retirement	310,484.90	325,547.00	325,547.00	286,814.99	
154- 000	Workers Comp	86,330.00	92,755.00	92,755.00	60,611.44	
155- 000	Employers Share Voluntary	2,500.00	4,297.00	2,400.00	3,857.63	
200- 000	Administration	50,131.00	46,973.00	31,473.00	24,775.00	
200- 310	Admin Travel	2,525.00	2,560.00	2,304.00	0.00	
200- 320	Admin Training	1,175.00	1,175.00	1,057.50	500.00	
200- 330	Admin Dues	1,320.00	1,320.00	1,320.00	820.00	
200- 400	Admin Maint	15,974.00	21,239.00	21,239.00	21,239.00	
200- 500	Admin Supplies	12,936.00	12,892.00	12,142.00	11,992.00	
200- 800	Admin Small Capital	6,000.00	13,450.00	5,700.00	2,200.00	
230- 000	Bank Charges	55,443.00	66,446.00	59,801.40	59,801.40	
250- 000	River Management	47,835.00	40,791.00	38,751.45	32,931.00	
250- 310	River Management Travel		650.00	650.00	0.00	
250- 320	River Management Training	800.00	350.00	350.00	0.00	
250- 330	River Management Dues	50.00	50.00	50.00	50.00	
250- 400	River Management Maint	1,704.00	1,500.00	1,500.00	1,500.00	
250- 500	River Management Supplies	4,053.00	4,255.00	2,553.00	3,355.00	
250- 800	River Management Sm Cap	300.00	0.00	-	0.00	
300- 000	Rec Center	340,060.00	378,641.20	378,641.20	362,103.00	
300- 310	Rec Center Travel	4,770.00	4,400.00	3,960.00	1,200.00	
300- 320	Rec Center Training	3,434.00	3,420.00	3,078.00	2,020.00	
300- 330	Rec Center Dues	100.00	100.00	100.00	100.00	
300- 400	Rec Center Maint	54,420.00	58,700.00	58,700.00	48,410.00	
300- 500	Rec Center Supplies	75,335.00	78,925.00	77,125.00	77,425.00	
300- 800	Rec Center Small Capital	10,185.00	23,045.00	20,045.00	15,100.00	
400- 000	Parks	350,205.00	375,059.00	375,059.00	310,428.00	added 4600 RR Sanitizer
400- 310	Parks Travel	4,497.00	5,780.00	1,920.00	500.00	
400- 320	Parks Training	5,290.00	6,985.00	3,225.00	500.00	
400- 330	Parks Dues	900.00	900.00	900.00	900.00	
400- 400	Parks Maint	223,302.00	253,730.00	236,130.00	168,685.00	
400- 500	Parks Supplies	34,290.00	35,740.00	33,953.00	26,205.00	
400- 800	Parks Small Capitl	27,290.00	6,090.00	4,950.00	2,500.00	
500- 000	Programs	280,884.00	269,543.00	269,543.00	58,893.00	
500- 310	Programs Travel	8,132.00	8,550.00	3,150.00	0.00	
500- 320	Programs Training	4,774.00	3,940.00	1,955.00	0.00	
500- 330	Programs Dues	1,250.00	1,385.00	1,385.00	1,385.00	
500- 400	Programs Maint	16,564.00	18,372.00	16,372.00	14,000.00	
500- 500	Programs Supplies	38,659.00	38,445.00	30,756.00	30,250.00	
500- 800	Programs Small Capital	5,200.00	0.00	-	0.00	
600- 000	Capital Projects	207,000.00	225,000.00	85,000.00	55,000.00	
600- 001	Energy Mitigation Prjt-SPET		0.00	-	0.00	
700- 000	General Projects	2,595,048.00	205,000.00	80,000.00	-	
701- 000	SPET Construction		0.00	-	0.00	
800- 000	Capital Equipment	201,600.00	229,000.00	138,000.00	-	removed v-blade
900- 000	Lodging Tax Cap - TC Only		0.00	-		
903- 000	Cafeteria Plan/Admin Fee		0.00	-		
950- 000	Grants		0.00	-		
950- 001	LWCF Grants		0.00	-		
950- 002	State Trails Grant		0.00	-		
990- 000	Donated Funds		0.00	-		
990- 001	Donated Funds - PAWS		0.00	-		
990- 002	Donated Funds - Rec Dst O		0.00	-		
990- 003	Donated Funds - Rec Dst C		0.00	-		
995- 001	Escrowed Funds - Exaction		0.00	-		
995- 002	Escrowed Funds - Melody		0.00	-		
997- 001	Use of Reserve		0.00	-		
998- 000	Insurance Claims		0.00	-		
	New Accounts		0.00	-		
	Total Parks & Rec Fund	**8,704,236.10**	6,549,606.69	6,106,147.04	**4,972,427.89**	

FY2021 BUDGET - REVENUE
DEPARTMENT: FUND 19 - PARKS & RECREATION

Account Description	FY2020 BUDGET	FY2021 REQUEST	FY2021 RECOMMEND	FY2021 ADJUSTED	
RESIDENT ID CARDS	0	0.00	0	0	
MONTHLY PASSES	16,000	23,394.00	18715.2	18715	
DAY USE FEES	190,000	207,462.00	186715.8	186716	
PUNCH CARDS	70,000	83,686.00	75317.4	75317	
PARK FACILITY RENTALS-SHELT	33,615	33,615.00	30253.5	30254	
REC CENTER FACILITY FEES	42,000	29,530.00	29,530	29,530	
EQUIPMENT RENTAL	800	986.00	986	986	
RETAIL SALES	28,370	26,540.00	25213	25213	
VENDING SALES	0	0.00	0	0	
CONCESSION SALES	5,265	3,035.00	2,883	2,883	
FIELD/PARK RENTALS/ICE RENT	49,770	57,733.00	57,733	57,733	
REIMBURSEMENT - PARKS	4,000	2,500.00	2,500	2,500	
IRRIGATION REIMBURSEMENTS	3,000	3,000.00	3,000	3,000	
GRANTS - Misc.	800	800.00	800	800	
GRANT-REIMBURSE-STATE TRAI	25,000	25,000.00	25,000	25,000	
DONATED FUNDS/PARK DEPT.	0	0.00	0	0	
DONATED FUNDS/REC CENTER	3,500	0.00	0	0	
DONATED FUNDS-MISCELLANE(	0	0.00	0	0	
DONATED FUNDS-PROGRAMS	13,000	7,000.00	7,000	7,000	
LEAGUE FEES	62,805	60,000.00	45000	45000	
PROGRAM FEES	797,275	611,075.00	611,075	571,075	Revise to 571075 Due to decreased programming
SPONSORSHIPS	20,500	22,000.00	20900	20900	
USER/PLAYER FEES	0	0.00	0	0	
MISCELLANEOUS FEES	60	0.00	0	0	
SALE OF SURPLUS PROPERTY	0	0.00	0	0	
DEFERRED ACCOUNT/PERMIT F	4,500	0.00	0	0	
RIVER PERMITS - ANNUAL	6,000	14,000.00	8400	8400	
RIVER PERMITS - POOL	196,000	181,050.00	135787.5	135788	
RIVER FINES - MISC REVENUE	280	280.00	280	280	
INTEREST INCOME	2,500	750.00	750	750	
LEASES	12,500	12,500.00	12,500	12,500	
TOWN REIMBURSE-OPERATION:	1,596,822	1,908,997.00	1693712	1,579,990	
TOWN REIMBURSE-CAPITAL	1,351,642	296,550.00	138600	24750	
COUNTY REIMBURSE-OPERATIC	1,596,672	1,978,219.00	2070092	1,931,098	
COUNTY REIMBURSE-CAPITAL	1,652,006	362,450.00	169400	30250	
TCSD#1 REC DISTRICT - OPERAT	276,308	236,000.00	0	146,000	Pending approval on June 10th
30% LODGING TAX TRANSFER-TI	355,000	355,000.00	?		
ENERGY MITIGATION AWARD-SF	0		0		
MISCELLANEOUS REVENUE	0		0		
SUNDRY REVENUE	0		0		
TOTAL	**$8,415,990.00**	6,543,152.69	$5,372,143.85	**$4,972,428.00**	

	FY20 Approved Budget	FY21 Budget Request	$ Reduction	% Reduction	
Ops w/out Salaries and Benefits	$1,689,787	$1,275,167	$414,620	**25%**	
			[337,957]	[20%]	**Note: 787,761 reflects 47% reduction**
Salaries and Benefits	$4,010,801	$3,637,660	$373,141	10%	
Total Ops	**$5,700,588**	**$4,912,827**	**$787,761**	**16.00%**	
					Note: 1,303,361 reflects 31% reduction
Capital w/out Park Shop	$578,600	**$63,000**	**$515,600**	80%	

Requested Budget Highlights-

Reduction in Staff-
5 Full-time postions have been suspended from the FY21 Budget which include the following:
1 - Park Maintenance Technician (lay-off, 4/8/20)
1- Recreation Center Maintenance Technician (lay-off, 4/8/20)
1- Office Assistant (Re-assigned to vacant postions upon re-opening of Recreation Center)
1- Head Lifeguard (lay-off, 4/8/20)
1- Recreation Programmer (Not filling vacant Youth Programming postion, vacant since 3/27/20)

$201,590 reduction in Contracted services for staffing support in afterschool programming

Travel and Training-
Staff travel and training has been suspended with the exception of required on-site or on-line certification requirements for safety and licenses.

Administration Division-
In the current requested budget we are proposing the re-clasification of a Senior Recreation Leader position, as well as the removal of the Office Assistant above in lieu of an Accounting Specialist.

River Management-
The river management division reflects a reduction in 1 seasonal staff member, and has set a budget based upon expense/revenue neutral.

Recreation Center Division-
The Recreation Center Manager position is currently vacant. The presented budget anticipates filling this position In July. Recruiting, including interviews have taken place and anticipate second interview with top candidate early June. This position is critical for ongoing operations of the facility and its programs.

Recreation Center maintenance, supplies and small capital comprise minimum elements to maintain the building and its operations. Items have been removed that forcast repair and replacement, and assume no unexpected equipment failures.

Recreation Center general operations is is up from last year primarily in cusotodial services. This is based on the recent low bid, as well as additional cleaning requirements.

We have held some travel and training funding in this area to provide required lifeguard training and re-certifications. This area also has our Aquatic Programmer being certified to trainy swim instructors. This is important to meet the ongoing demand for community swim lessons with limited qualified instructors.

Parks Division-
The current budget aims to maintain current level of service standards to the public. With that said, the budget has been significanly reduced in preventative care and maitnenance. Areas that will be impacted are government grounds, turf care, landscaping, athletic fields and infrastructure maintenance.

The department has suspended our tree replacement program in parks and ROW's for FY21.

Restroom facilities will continue to remain open, however cleaning costs have increased due to new cleaning standards.

The TCSD Recreation district has recommended the reduction in the mil to .25. With this recommendation, there is ongoing discussion about stopping funding support for P&R. Currently we spend approx. $315,000/year on school district field maintenance and field scheduling of which we receive a $125,000 reimbursement through a Rec. district grant.

Programming Division-
Youth summer camp will be reduced in capacity for summer 2020. Camps are anticipated to be spread throughout community utilizing parks and school. Our previous staff to student ratio was 1/10 for yough childern and 1/12 for older kids. This will be modified to 1/8 for all children. Additionally, site will be limited to two staff mambers per site, thus 16 children.

Afterschool program will be modified to eliminate outside curriculum contracts. All curriculum, teaching and facilitating will be completed by existing program staff.

In all youtth programs, food will be reduced to pre-packaged items. Programs will eliminate food prep and handling.

Staff will continue the utilization of online and remote interactive programming throught the year. This is a trend in the industry, and will compliment ongoing health guidelines. The online programs will begin to introduce subscriptions or memberships for services to begin recapturing revenue.

In general, the programming division will re-focus on core programming, stay local and eliminate department transportation of participants, and utilize creative techniques to provide safe, enjoyable and healthy activities for all ages.

Capital Projects-
(Recreation Center R&M)
Smoke Detector Replacements [$15,000]- postpone
Fire Sprinkler Replacements [$15,000]- postpone
Lap Pool Heat Exchanger Replacement [$30,000]
ADA Pool Lift Replacement [$30,000]- postpone
Liesure Pool Sand Filter Replacement [$25,000]

(New Capital)
Park Shop/Housing Landscape and Fencing [$55,000]- postpone

(Equipment R&M)
Cat 906 V-Blade Replacement [$8,000]- postpone, will re-weld to make last for next year
Holder Tractor Replacement [$130,000]*** Cracked Frame, need replacement for current level of service maintenance

Potential Reductions

Pathways and Sidewalk Maintenance- Program Cost Detail ($546,357.30)								
Pathway Snow Plowing	Toolcat w/ plow & blo	Plowing contractors		$15,000.00	$71,512.56	964	0.51	$86,512.56
Sidewalk Snowplowing	Toolcat; Holder; Ventrac; Loader			$45,000.00	$154,883.60	2340	1.23	$199,883.60
START Bus Stops (906)				$12,000.00	$48,427.12	728	0.38	$60,427.12
Pathway Nordic Grooming	Groomer		$2,750.00		$6,954.00	100	0.05	$9,704.00
Trail Nordic Grooming	Groomer	Grooming contractors		$22,250.00	$56,442.40	660	0.35	$78,692.40
Pathway Asphalt Crack Repair	Hand tools				$2,991.60	40	0.02	$2,991.60
Pathway Asphalt Sealing							0	
Sidewalk Concrete Repair							0	
Boardwalk Cleaning/Sweeping and Repair							0	
Pathway Painting/Striping							0	
Cycletrack Painting/Striping							0	
ROW Painting/Striping							0	
TOJ ROW Bollards Maintenance	Hand tools; air compressor; generator					0	0	$0.00
TOJ ROW Bollards Installation/Removal	Truck/Hand tools				$988.64	12		
ROW Bike Rack Installation- Seasonal	Hand tools				$2,478.80	40	0.02	$2,478.80
ROW Bike Rack Maintenance	Hand tools				$2,478.80	40	0.02	$2,478.80
ROW/Sidewalk Forestry Triming/Removal	Chainsaw;Pole saw;Ch	Arborist/Tree Service		$2,500.00	$6,359.12	104	0.05	$8,859.12
								$546,357.30

Snowplowing
$346,823.28

50% Reduction in Pathway Plowing, maintain south 89 and safe routes
$39,006

Westbank Pathway Plowing
$8,500

Upper Cache
$9,460

Govt. Grounds Maintenance- Program Cost ($112,059.54)					
[TOJ]		[TC]		[JOINT]	
Aspen Cemetery	$3,625.91	Fair Grounds	$3,939.96	Fire Admin.	$2,688.57
Home Ranch	$16,580.08	Adams Can. Hous	$6,112.96	Senior center	$2,965.33
Deloney RR	$4,828.60	Wilson Fire	$1,206.16	Start	$2,914.86
Parking Garage	$4,331.88	County Admin	$4,716.09	Center for the Arts	$1,801.35
Historical Society	$2,319.11	Courthouse	$4,223.73		
West Deloney Lot	$1,355.08	Jail	$718.78		**$10,370.11**
East Deloney Lot	$1,819.19	Gen. Serv. Bldg.	$1,129.78		
Public Works	$3,513.06	Victim Services	$451.78		
Town Hall	$3,625.91	Engineering	$2,947.44		
Animal Shelter	$1,261.34	Public health	$4,892.51		
		Learning center	$1,887.55		
	$43,260.16	Rafter J Daycare	$5,996.56		
		Emerg. Ops fire	$771.17		
		ISWR	$1,951.94		
		Trash Transfer	$1,818.62		
		Library	$5,917.69		
		SAR	$965.06		
		4H Building	$3,331.91		
		Simpson Parking	$1,251.46		
		Hoback	$4,198.12		
			$58,429.27		

****Outside Orginizations** **$20,887.59**

Teton County School District Property Maintenance- Program Cost ($179,381.67)		
Field Maintenance and Services	$307,749.67	
Scheduling and Administration	$14,632.00	
Bank charges and fee collection	$7,000.00	
Revenue- Fees	-$25,000.00	
Revenue- Rec district*	-$120,000.00	[Grant pending approval on June 10, 2020.]
	$184,381.67	Note: Complete this summer and suspend services November 1, 2020, only 50% savings in FY21 with full savings in FY22

$92,190.50

[Elimination of TCSD Fields & Winter Plowing includes 2.25 FTE Effective November 1, 2020]

$170,044.09

START – Additional Information on Ski Pass
May 26, 2020 – JIM Discussion

Introduction

As part of the budget adoption each year the Town and County are to set the appropriate contribution from the Jackson Hole Mountain Resort for the upcoming Winter Season for annual employee and ski pass holders.

Below staff has provided the START Board recommendation for FY21 for Council and Commission consideration and discussion. The Council and Commission should come prepared to discuss whether they support this recommendation or whether they would like to propose any changes to it prior to incorporation into FY21 Budget.

In addition, staff has provided below a comparison of FY20 to FY21 Level of Service for all START routes recommended by the START Board for consideration of the overall START budget and funding levels for FY21. These level of service changes were previously included as part of our Operations Plan submitted with the Recommended Budget for the Joint Department Budget hearing on May 7, 2020. The Council and Commission should come prepared to discuss any proposed changes to the recommended level of service or proposed FY 21 funding at the meeting.

START Board Recommendation – FY 21 JHMR Ski Pass Holders START Contribution

The Town of Jackson, the START Board and START staff are very proud of the partnership we have experienced for many years with the Jackson Hole Mountain resort and Teton Village Association in providing alternative transportation between the Town of Jackson and Teton Village. This relationship has reduced the number of vehicles on our community roads and helps the Village meet Transportation Demand Management requirements. The provision of allowing JHMR ski pass holders riding privileges for START service between Town of Jackson and Teton Village, with no additional cost to the passenger, has been a main factor in achieving this success. The START Board believes this policy should continue.

The START Board also believes there should be a fair, transparent method for calculating the subsidy required from JHMR to provide those riding privileges. The START board has recommended the following formula for determining a fair cost to JHMR to allow their ski pass holders to utilize Teton Village Winter service. The formula was based on a cost of service approach approved in September 2019 for the employee portion.

The START Board recommends Ski Pass Contribution ratio for FY2021 as noted below.

START Board Recommendation for Employee and Ski Pass

FY21 Contribution Rate: Teton Village Association (TVA) & Jackson Hole Mountain Resort (JHMR)

Operation$:	**$ 2,134,703**	Total annual operating cost of Teton Village (TV) Service	
Revenues:	$ (1,040,304)	% of WYDOT grant based on Hours & Miles allocation	
	$ (180,000)	Estimated Passenger fares collected on TV service	
	$ (450,000)	Area 2 estimation based on 5 Yr. avg.	
	$ (9,930)	Miscellaneous	
	$ (1,680,234)	**Sub-Total**	
	$ 454,469	**Net unfunded total**	
Employee:	65%	JHMR & TVA employees % of ridership	
	$ 186,105	63%	JHMR
	$ 109,300	37%	TVA
	$ 295,405	Sub-Total JHMR/TVA contribution	
	$ 159,064	**Net unfunded total**	
Ski Pass:	15%	Ski Pass % Usage of TV ridership	
	$ 68,170	Total	
	$ 34,085	50%	Community Benefit Recognition
	$ 17,043	50%	FY21 JHMR 1st Yr. Phase-in Cost
Local Match:	**$ 142,022**	**Net unfunded total TOJ-45% /TC-55% portion**	

Note: All financial figures are utilizing FY21 Recommended Budget as of 5/21/20

Note: Yellow highlighted sections is START Board Recommendation of 2/20/20

Note: Cost and revenues exclude capital

START Program Service Costs

TOWN OF JACKSON, WYOMING RECOMMENDED BUDGET FOR FISCAL YEAR 2021 START FUND	Teton Village	Town Shuttle	Commuter	ADA	Total:
Program Operations Costs	2,134,703	1,486,466	614,227	291,915	**4,527,311**
Federal Funds	1,040,304	785,326	323,175	154,195	**2,303,000**
Fare Box Recovery	180,000		221,127		**401,127**
Teton Village Area - II	450,000				**450,000**
JH Mountain Resort	186,105				**186,105**
Ski Pass cost share 50%	17,043				**17,043**
Teton Village Association	109,300				**109,300**
Miscellaneous	9,930	6,808	2,925	1,337	**21,000**
Total Cost Recovery	**1,992,681**	**792,134**	**547,227**	**155,532**	**3,487,574**
Net Cost Split - TC / TOJ	142,022	694,332	67,000	136,384	1,039,738

Note: Cost and revenues exclude capital

Federal Funds

- Allocated based on hours and miles per each program service.

Fares

- Village program service – all farebox revenue collected on this route is allocated to this program service.
- Commuter program service – all farebox revenue collected on this route is allocated to this program service, which is comprised of monthly commuter passes and tickets.

Teton Village Association / Jackson Hole Mountain Resort / Area 2 Fees

- Village program services - all revenues collected from these entities go to this program service.

Miscellaneous

- Advertising, Old Bill's Donations and Interest

Teton County/Town of Jackson

- Split the funding short fall 55% County and 45% Town pursuant to the Joint Powers Agreement

START Board Recommendation - FY21 START Budget Proposed Level of Service Reductions

START – TETON VILLAGE ROUTE

FY20 - Current LOS: 28,857 service hours – Spring 2 Buses per day / 7-days week at 90 Minute Frequency/ Summer 4 Buses per day /7-days week at 30 Minute Frequency/ Fall 2 Buses per day /7-days week at 90 Minute Frequency/ Winter 21 (Peak) Buses per day /7-days week at 15 Minute Frequency or 98 daily round trips.

FY21 - Reduced LOS: 22,095 service hours – Spring 2 Buses per day /7-days week at 90 Minute Frequency/ Summer 2 Buses per day /7-days week at 90 Minute Frequency/ Fall 2 Buses per day /7-days week at 90 Minute Frequency/ Winter 15 (Peak) Buses per day/7 days week at 15 (Peak)-45 (Non-Peak)Minute Frequencies or 76 daily round trips.

START TOWN SHUTTLE PROGRAM:

FY20 - Current LOS: 24,895 service hours - 4 Buses per day, 7-days week at 30 Minute Frequency

FY21 - Reduced LOS: 18,359 service hours - 3 Buses per day, 7-days week at 45 Minute Frequency

START COMMUTER PROGRAM:

FY20 - Current LOS: 7,753 service hours- 8 Buses (4 for Star Valley & 4 for Teton Valley) per day /5-days week at 4 AM & 4 PM trips

FY21 - Reduced LOS: 4,742 service hours - 6 Buses (3 for Star Valley & 3 for Teton Valley) per day /5-days week at 3 AM & 3 PM trips

START – ADA PROGRAM:

FY20 - Current LOS: 3,650 service hours - 1-2 Buses (depending on demand) transporting on demand scheduled trips - 7-days week.

FY21 - Reduced LOS: Unless we no longer receive Federal funding for operations and capital, we are unable to reduce LOS due to federal mandates.

START BIKE PROGRAM:

FY20 - Current LOS: 55 Bikes/7-days week within TOJ limits per contract.

FY21 - Reduced LOS: No change unless contract eliminated.

TOWN COUNCIL

BOARD OF COUNTY COMMISSIONERS

JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

UPDATED 5/15/2020 at 2:30pm for formatting and to include tracked changes where indicated

PREPARATION DATE: May 14, 2020
MEETING DATE: May 18, 2020

SUBMITTING DEPARTMENT: Long-Range Planning
DEPT DIRECTORS: Tyler Sinclair & Chris Neubecker
PRESENTER: Tyler Sinclair

SUBJECT: Draft Update to the 2012 Jackson/Teton County Comprehensive Plan: A Review of Proposed Updates and Request to Initiate Public Review Period (AMD2019-0008/P19-129)—CONTINUED FROM MAY 4, 2020

PURPOSE/REQUESTED ACTION

The purpose of this joint meeting between the Board of County Commissioners and Town Council is to resume the presentation and discussion of the May 4, 2020 JIM from which this item was continued. Planning Staff will present the additional information on proposed updates to the 2012 Comprehensive Plan requested by Commissioners and Councilors. Next, the Council and Board will jointly make any edits to the draft Comp Plan Update prior to beginning the public comment period. The requested action for this meeting is to set dates for the public comment period, the joint Planning Commission public hearing, and the joint Council and Board public hearing to consider adoption of the amendments to the 2012 Jackson/Teton County Comprehensive Plan, as presented by Staff with the edits made by Council and Board at this May 18, 2020 meeting.

BACKGROUND

At the May 4, 2020 JIM, Staff presented an overview of the update process to date for the 2012 Jackson/Teton County Comprehensive Plan, including:

- The Plan's Vision, three Common Values, and foundational growth management concepts of limited ***amount***, directed ***location***, and incentivized ***type*** of growth remain unchanged in the draft Comp Plan Update
- How growth in the community over the past seven years and review of our Growth Management Program prompted us to update the 2012 Comprehensive Plan with a focus on corrective actions and enhancements that better align the Plan's Principles, Policies, and Strategies with the community's Vision and Common Values.
- The Growth Management Program Review and Comp Plan Update process that has taken place over the last year to inform the draft Comp Plan Update
- Review by chapter of primary Plan enhancements and corrective actions that are proposed in the draft Comp Plan Update

The video of the May 4, 2020 JIM presentation can be viewed here: http://jacksonwy.swagit.com/play/05042020-651

At the May 4, 2020 JIM, the Board and Council also engaged in joint discussion on potential edits necessary to the draft before beginning the public comment period and before consideration of adoption. As a result of this discussion, Board and Council directed Staff to prepare and present additional information on the following components of the draft Comp Plan Update:

1. **Subarea 5.6 Northern South Park revised enhancements for consideration:** When the Board and Council analyzed differences between the future desired character of Subarea 5.6 as represented in the 2012 Comp Plan compared to the proposed Comp Plan update, there was some discrepancy in interpretation of language. As a result, it was suggested that Planning Staff further refine the language proposed in the draft Comp Plan update. The following alternatives are offered as starting points for the Board and Council to direct edits on Subarea 5.6 and Strategy 3.3.S.5 updated text prior to initiating the Comp Plan update public comment period. Red strikethrough indicates text to be removed from the draft Comp Plan update released March 20, 2020. Red underline indicates text to be added to the draft Comp Plan update released March 20, 2020.

5.6: Northern South Park:

This TRANSITIONAL Subarea is identified as a ~~possible~~ location for future residential development at a similar density to the adjacent West Jackson Residential (Subarea 5.5) neighborhoods. While the priority of the community is to ~~first~~ infill and redevelop other already developed Stable/Transitional Subareas to meet the Growth Management goals of the Plan~~; if necessary~~, this subarea is also a suitable location to meet those goals due to its close proximity to many Complete Neighborhood amenities. The subarea will ~~would not~~ be zoned and developed consistent with ~~in this manner until~~ a neighborhood plan (referenced in Strategy 3.3.S.5)~~,~~ completed by the County and Town ~~through a partnership of the landowners and the community, is adopted~~ to comprehensively lay out the development of the entire Subarea. An exception to ~~this~~ the neighborhood plan requirement ~~would be~~is the allowance for development when associated with ~~an opportunity to provide~~provision of meaningful permanent open space by clustering development into the subarea from a Conservation or Preservation Subarea~~. Should development of the area be needed in the future, it should be subject of a neighborhood planning effort~~. One ~~possible~~ option to be considered is an ~~future~~ east-west connector road between South Park Loop Road and Highway 89. An appropriate Flat Creek buffer will also need to be established to ensure the wildlife, natural and scenic values associated with this community resource are maintained.

Strategy 3.3.S.5: Begin ~~the concurrent~~ neighborhood planning (see Policy 3.3.c) ~~of~~ Northern South Park and the current Fairgrounds. The ~~master planning~~neighborhood plans should include:

- An analysis of appropriate amount of development (if any) at each location, given the impact such development will have on existing infill opportunities elsewhere in Town because of the overall cap on additional residential units (see Policy 3.1.a);
- Discussion of the future location of the Teton County Fair; and

- ~~A r~~Resulting plans with enough detail to demonstrate and define how future development will optimize all 8 Chapter goals.

2. **Cap on maximum commercial floor area:** A "cap" on residential units and commercial floor area is a fundamental component of the 2012 Comp Plan regarding growth management. This component is detailed in the following 2012 Comp Plan policy:

   "Policy 3.1.a: Limit development potential to protect community character
   Ecosystem Stewardship and rural character preservation should extend beyond protecting resources and open space on individual lots to managing growth on a communitywide scale. While development potential should decrease in Rural subareas and may increase in certain Complete Neighborhood subareas, community character will be preserved by ***limiting overall development in the community to the amount that has been allowed and planned for since 1994*** *(see Appendix B). By not increasing the amount of potential development beyond this level, and better locating and designing development that does occur, we can decrease our impacts to the ecosystem while respecting property rights and preserving our rural character."*(Emphasis added)

   Prior to this Comp Plan update process, the "cap" on growth and related details were most recently discussed in depth at several Joint Information Meetings at the center of the Town District 2 zoning update in 2015 and 2016. These discussions resulted in policy direction provided at the January 12, 2016 Special JIM. Town Councilors present were Sara Flitner, Jim Stanford, Don Frank, and Bob Lenz. County Commissioners present were Barbara Allen, Mark Newcomb, Paul Vogelheim, Smokey Rhea, and Natalia Macker. The Staff Report for the meeting can be accessed here: https://wy-jackson.civicplus.com/AgendaCenter/ViewFile/Item/435?fileID=1240. The minutes for the meeting can be accessed here: http://www.tetoncountywy.gov/AgendaCenter/ViewFile/Minutes/_01122016-349.
   In summary, on policy direction regarding the nonresidential floor area cap,
   - A motion was made by Jim Stanford and seconded by Bob Lenz to direct staff that no nonresidential potential should be added, except for institutional uses, with some allowance for minor increases to fix broken LDRs. Mayor Flitner called for the vote. The vote showed all in favor. The motion carried on behalf of the Town Council.
   - A motion was made by Mark Newcomb and seconded by Natalia Macker to direct staff that no nonresidential potential should be added, except for institutional uses, with some allowance for minor increases to fix broken LDRs. Chair Allen called for the vote. The vote showed all in favor. The motion carried on behalf of the County Commission.

   In summary, on policy direction regarding the residential unit cap,
   - A motion was made by Jim Stanford and seconded by Bob Lenz to direct staff to monitor incentive residential units against a set cap, so that incentives are based on achieving community goals but will terminate once the buildout limit (maximum number of units) is reached. Mayor Flitner called for the vote. The vote showed all in favor. The motion carried on behalf of the Town Council.
   - A motion was made by Smokey Rhea and seconded by Paul Vogelheim to direct staff to monitor incentive residential units against a set cap, so that incentives are based on achieving community goals but will terminate once the buildout limit (maximum number of units) is reached. Chair Allen called for the vote. The vote showed all in favor. The motion carried on behalf of the County Commission.

   This policy direction is proposed to be codified in the Comp Plan Update through amendment to Policy 3.1.a:

"*Policy 3.1.a: Ensure there is no net increase in development potential*

Ecosystem Stewardship and rural character preservation should extend beyond protecting resources and open space on individual lots to managing growth on a communitywide scale. Development potential should decrease in Rural subareas and increase in appropriate Complete Neighborhood subareas, but our Vision will be adhered to by ensuring there is no net increase in overall development potential. Beginning in 2012, increases and decreases in allowed residential and nonresidential development were annually tracked and reported. By not increasing potential more than it is decreased, and better locating and designing development that does occur, we can decrease our impacts to the ecosystem while respecting property rights, preserving our rural character, and providing opportunities for increased quality of life."

3. **Workforce Housing tools in the County:** Currently, the Workforce Housing Incentive Program is only available within Town. Density bonus tools for the County focus on permanent deed restriction of open space and conservation areas through Rural or Complete Neighborhood Planned Residential Developments (PRDs). At the May 4, 2020 JIM, there was some question of appropriateness of workforce housing incentives in the County, specifically at Stilson and the perimeter of the Business Park area. In Phase Two of this Comp Plan update project (meetings in December 2019 and February 2020), Key Enhancement Topic E addressed growth management using existing tools and the potential need for adding tools. Adding workforce housing incentive tools in the County was not proposed or discussed and the focus of proposed updates was on removing barriers and catalyzing use of workforce housing tools already in place in Town. Further direction on this topic should be considered within the context of the residential cap system knowing that our excess or "pooled" residential units are already earmarked for use in the Town's workforce housing incentive program or the County's Complete Neighborhood PRD to incentivize conservation. The thought here is that using them for new workforce or affordable housing, or new open space aligns us with all three of our Comprehensive Plan common values of Ecosystem Stewardship and Quality of Life through Growth Management.

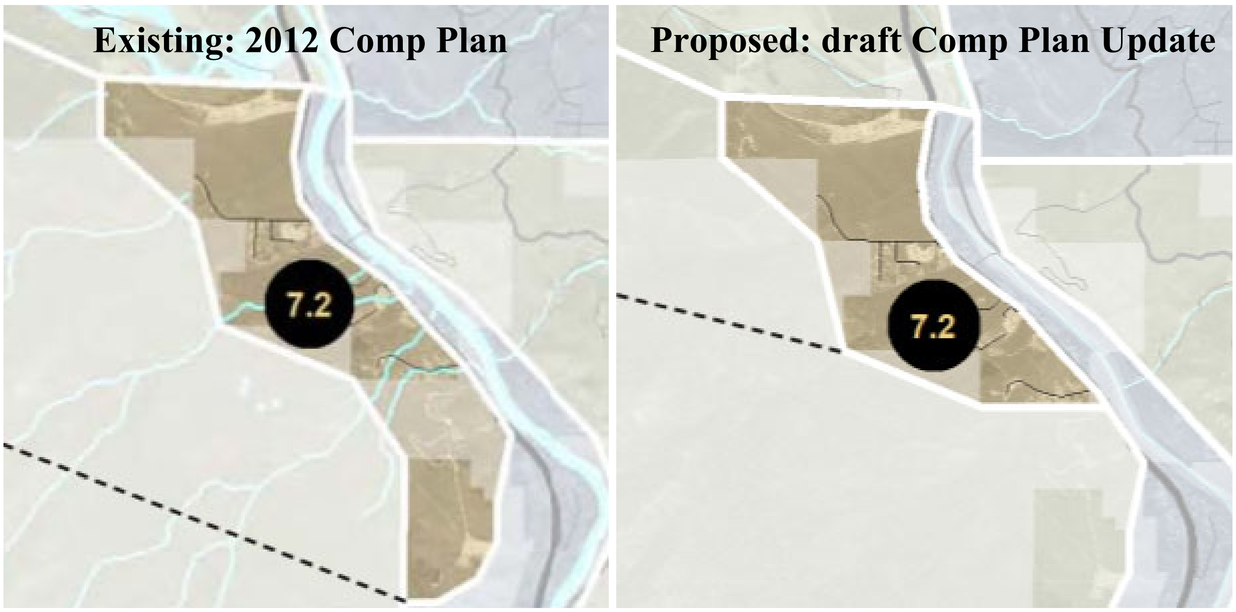
   Building those units in the County by developing a County workforce housing incentive tool may result in more options for development of workforce residential units, but ultimately will reduce the number of units available for development in Town, effectively transferring density potential from the Town to Complete Neighborhoods in the County. Options for discussion and further direction on this topic include, but are not limited to:

   - Affirming direction previously provided to facilitate infill and redevelopment in Town using the workforce housing incentive tools already in place; no County workforce housing tool would be developed.
   - Identifying specific areas of the County where higher density zoning allowances are appropriate when units are deed restricted for affordability or workforce occupancy; the text in the future desired characteristics of the Subareas identified would be changed to clarify under what circumstances increased density should be allowed in exchange for workforce units.
   - Adding a policy to create a floating workforce housing incentive tool that is available in County Complete Neighborhoods.

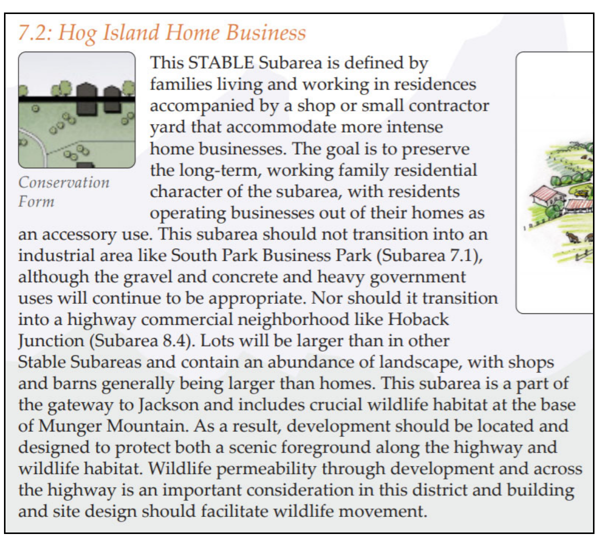
4. **Water quality enhancements:** The "Are We on Track?" analysis from Phase One of this Comp Plan update project identified decreasing water quality as a negative trend in ecosystem and human health in the community. Proposed updates respond to that trend and are influenced by input from the Teton Conservation District. The following proposed updates, on improving water quality, are included in the draft Comp Plan update presented by Planning Staff:
   - Principle 1.2 specifies that both *surface* and *groundwater* quality are to be preserved and enhanced.

- Policy 1.2.c specifies that water quality monitoring should be coordinated with Teton Conservation District and other partners.
- Added a new Strategy 1.2.S.3: Develop a water quality enhancement plan that includes consideration of additional County funding for water quality.
- Added a new Strategy 1.2.S.4: Update the Flat Creek Watershed Management Plan

5. **Subarea 7.2 Hog Island Home Business proposed enhancements:** The only update to this Subarea included in the draft Comp Plan update is to move the large parcels south of the Bridger Teton National Forest from District 7: South Highway 89 (Complete Neighborhood) to District 15: County Periphery (Rural Area) removing these areas from the Complete Neighborhood designation. This update was proposed at the Board and Council joint meetings on December 11th and 12th, 2019 and was supported by a majority vote of both Town and County bodies.



No changes to the text describing the future desired character of the Hog Island Subarea are proposed. This means that when the existing legacy zoning in the area is updated, new zones will be designed to implement the following character within a Conservation neighborhood form (1-5 acre parcels, one and two-story structures, primary residential uses, and design for wildlife and/or scenery, predominance of landscape over built form). If the future character of this subarea desired by the Board and Council is different than represented below, proposed changes should be discussed now in the context of this update to the 2012 Comp Plan.



7.2: Hog Island Home Business

Conservation Form

This STABLE Subarea is defined by families living and working in residences accompanied by a shop or small contractor yard that accommodate more intense home businesses. The goal is to preserve the long-term, working family residential character of the subarea, with residents operating businesses out of their homes as an accessory use. This subarea should not transition into an industrial area like South Park Business Park (Subarea 7.1), although the gravel and concrete and heavy government uses will continue to be appropriate. Nor should it transition into a highway commercial neighborhood like Hoback Junction (Subarea 8.4). Lots will be larger than in other Stable Subareas and contain an abundance of landscape, with shops and barns generally being larger than homes. This subarea is a part of the gateway to Jackson and includes crucial wildlife habitat at the base of Munger Mountain. As a result, development should be located and designed to protect both a scenic foreground along the highway and wildlife habitat. Wildlife permeability through development and across the highway is an important consideration in this district and building and site design should facilitate wildlife movement.

Next Steps

Balancing continued momentum of the process conducted so far and the unforeseen limitations imposed by the COVID-19 pandemic, Board and Council should consider and set a revised review schedule for completion of this project. Staff proposes the following dates for consideration:

- May 27, 2020: Public comment period begins; legal notice placed in the Jackson Hole News & Guide weekly newspaper
- July 13, 2020: Joint Planning Commission meeting to make recommendation on adoption of proposed updates to the 2012 Comprehensive Plan
- August 3, 2020: Board of County Commissioners and Town Council Joint Information Meeting to consider adoption of proposed updates to the 2012 Comprehensive Plan

Staff notes that when considering the schedule, the Boards may want to consider what meeting formats and public gathering allowances should be in place during the review period. For example, should the Planning Commissions and Elected Officials have returned to in-person meetings? Should recommendations/restrictions limiting gatherings of more than 10 people be lifted to allow for in person public comment? Etc.

STAFF ANALYSIS

Staff's role in this meeting is to provide information on the draft review documents previously released and take direction from the Council and Board. No further analysis has been performed beyond the documents previously provided and the additional information presented in the "Background" section above.

RECOMMENDATION:

Staff recommends that the Board of County Commissioners and Town Council provide direction on changes to the proposed draft updates to the 2012 Comprehensive Plan that are necessary before releasing the document for public comment. Staff also recommends that the Board of County Commissioners and Town Council initiate the public comment period for review of the proposed draft update to the 2012 Comprehensive Plan starting on May 27, 2020 and set the public hearing schedule to consider adoption of the draft Update.

ATTACHMENTS

Previously released review materials on the proposed updates to the 2012 Comprehensive Plan can be viewed at Jacksontetonplan.com including:

- A Guide to reviewing the Draft with explanation of proposed changes
- A Draft with annotations correlated to the Guide
- A redline of the Draft documenting proposed changes

STAKEHOLDER ANALYSIS

The entire Town of Jackson/Teton County community is a stakeholder and staff invites feedback from any community member or organization. Notice of the 45-day public comment period will be placed in the Jackson Hole News & Guide weekly newspaper on May 27, 2020 (subject to direction from the Board and Council) with press releases made on Town and County websites and social media outlets. Prior to the joint Planning Commission hearing and joint Town Council and Board of County Commissioners hearing to consider adoption of the Comp Plan update, all written public comment received up to that point will be gathered and presented as attachments to the staff reports.

PUBLIC COMMENT

All written public comment can be sent to Kristi Malone at kmalone@tetoncountywy.gov or PO Box 1727 Jackson, WY 83001.

FISCAL IMPACT

Contract with Logan Simpson not to exceed $156,222 for entire project. Costs specific to the action requested to be taken at this meeting are advertising costs for legal notice to be posted in the newspaper and work time for Logan Simpson to incorporate any requested edits into the draft Comp Plan update prior to initiating the public comment period.

STAFF IMPACT

Staff is serving in informational, facilitation, and support roles for this meeting. Work on this project will proceed based on Board and Council direction.

LEGAL REVIEW

County: Gingery.
Town: Not required.

SUGGESTED MOTIONS

Town Council:
I move to begin the public comment period of the Proposed Amendments to the 2012 Jackson/Teton County Comprehensive Plan on May 27, 2020, to direct staff to advertise in the official newspaper of the town our intent to adopt amendments to the 2012 Jackson/Teton County Comprehensive Plan, to set a July 13, 2020 hearing date before the Jackson Planning Commission and an August 3, 2020 hearing date before the Town Council with the following changes to the proposed amendments to the 2012 Jackson/Teton County Comprehensive Plan directed at this meeting:

Board of County Commissioners:
I move to begin the public comment period pursuant to Wyoming Statute §16-3-103 of the Proposed Amendments to the 2012 Jackson/Teton County Comprehensive Plan on May 27, 2020, to direct staff to advertise in the official newspaper of the county our intent to adopt amendments to the 2012 Jackson/Teton County Comprehensive Plan, to set a July 13, 2020 hearing date before the Teton County Planning Commission and an August 3, 2020 hearing date before the Board of County Commissioners with notice as required by Wyoming Statute §18-5-202 with the following changes to the proposed amendments to the 2012 Jackson/Teton County Comprehensive Plan directed at this meeting:

Town Council & Board of County Commissioners

JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

PREPARATION DATE: April 30, 2020
MEETING DATE: May 18, 2020

SUBMITTING DEPARTMENT: Long-Range Planning
DEPT DIRECTORS: Tyler Sinclair & Chris Neubecker
PRESENTER: Kristi Malone

SUBJECT: 2020 Annual Indicator Report and Fiscal Year 2021 Implementation Work Plan (MSC2020-0005/P19-020) --CONTINUED FROM MAY 4, 2020

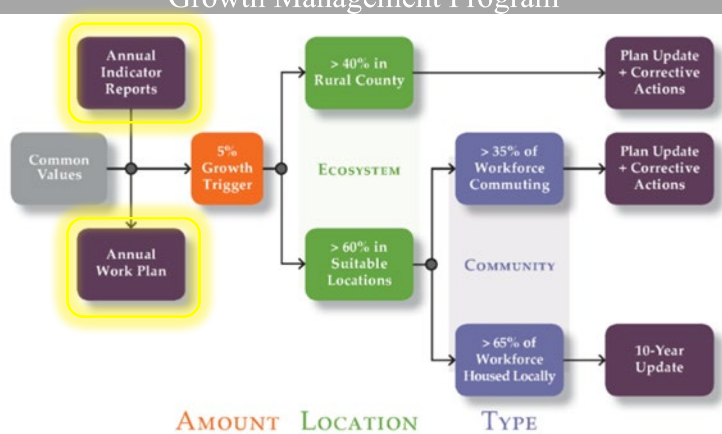
PURPOSE/REQUESTED ACTION

Board of County Commissioners and Town Council are requested to review the proposed Fiscal Year 2021 Work Plan, make changes or amendments based upon priorities for July 2020 to June 2021, and approve a defined Fiscal Year 2021 Work Plan.

BACKGROUND

The Annual Indicator Report and Work Plan operate in conjunction with the Growth Management Program to implement the Comprehensive Plan. The Work Plan identifies and prioritizes the Comprehensive Plan implementation efforts to be undertaken in the next fiscal year. Long-Range Planning presents a Work Plan for consideration and approval jointly by the Board of County Commissioners and Town Council every spring in conjunction with review of the Annual Indicator Report. The 2020 Indicator Report was already presented to Board and Council for review at the April 6, 2020 JIM.

Growth Management Program

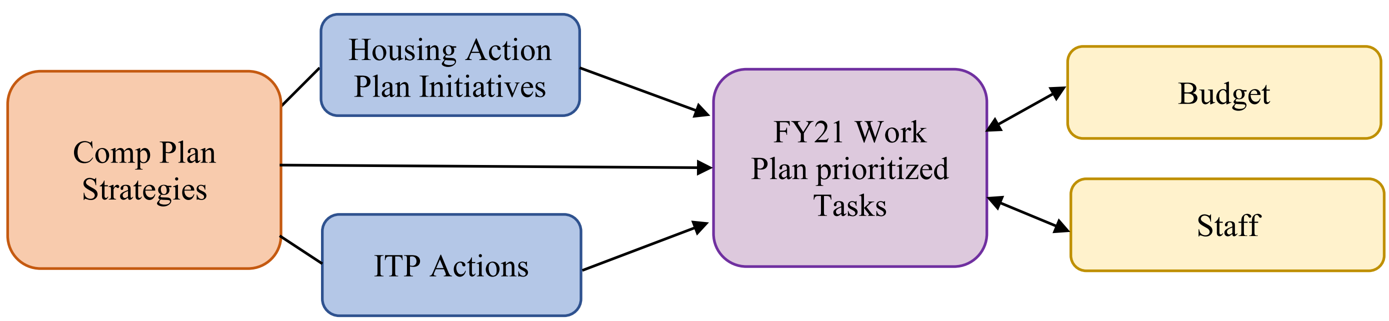


Purpose:
The purpose of this item is to prioritize LDR Updates, Comprehensive Plan administration, transportation projects and Housing Department projects for fiscal year 2021. Staff uses the approved Work Plan to allocate fiscal and staff resources toward those priorities. This is the opportunity for the Board of County Commissioners and Town Council to direct staff efforts and set public expectation for implementation projects that will occur from July 2020 to June 2021.

Initially this Work Plan was scheduled to be discussed after approval of the Update to the 2012 Jackson/Teton County Comprehensive Plan so that revised or added Comp Plan Strategies could be considered for implementation this year. Since the Comp Plan Update schedule is in the process of being revised, those timelines no longer line up. As a result, the FY 21 Work Plan presented by Staff only includes implementation tasks from the 2012 Comp Plan that were on previous Work Plans with the exception of the Neighborhood Plans task which was requested to be included for discussion and consideration by the Board of County Commissioners and Town Council.

Scope of Work Plan:

- Generated by the Comprehensive Plan (Comp Plan), Integrated Transportation Plan (ITP), and Housing Action Plan (HAP) strategies to be the focus of work over the next fiscal year
- Includes Town, County and joint tasks
- Allocates all Long-Range Planning staff and fiscal resources, some of the Housing Department staff and fiscal resources, some of the Town and County Planning staff resources, and some of Town and County Public Works Departments staff and fiscal resources
- Considers capacity of public, stakeholders, Planning Commissions, Board of County Commissioners, and Town Council in meaningful engagement with Work Plan tasks in addition to regular Town and County business.
- Fiscal Year 2021 runs from July 2020 through June 2021



Joint Coordination:
The Town of Jackson and Teton County have formally engaged in joint land use planning since 1994. While each jurisdiction has its own version of the LDRs, there is only one Jackson/Teton County Comprehensive Plan, one joint Annual Indicator Report, and one joint Annual Work Plan. As a result, the FY 21 Work Plan must be approved by both jurisdictions for it to be adopted. While in the past, County-only or Town-only tasks have been prioritized by each jurisdiction respectively, identifying the benefits of coordinating timing and shared resources required of those tasks has been an important component of setting the Work Plan. Tasks identified as "joint" are those designed for cooperative and balanced resource sharing and oversight to advance common or interdependent strategies included in the Comp Plan, ITP or Housing Action Plan. Agreement of both the Board and Council toward joint tasks in the Work Plan has historically resulted from collaboration with a focus on the efficiency of community, staff and decision-maker efforts toward achieving joint goals; these achievements have been accomplished by planning and working jointly to achieve them. Joint tasks also provide a balance of jurisdictional oversight on issues that bridge legal boundaries to affect the community valley-wide.

The 2012 Comprehensive Plan and the Update underway were designed for joint investment and joint implementation through coordinated planning efforts between the County and Town. Through the ongoing Growth Management Program review and Comprehensive Plan Update, we assessed that over 60% of the 2012 Comp Plan implementation Strategies have been achieved. As joint Planning staffing levels have decreased from three positions (Transportation Planner, Principal Long-Range Planner, and Senior Long-Range Planner) to one (Senior Long-Range Planner) over the past year and a half, coordination among the Board and Council to carefully direct staff resources is more important than ever to ensure consistent and integrated attention to community-wide planning issues.

STAFF ANALYSIS

Based on the Growth Management Program review, direction provided by Town and County officials on the Comp Plan Update so far, and data presented in the 2020 Indicator Report, staff has identified these Comprehensive Plan implementation projects as the top priorities for FY 21 (July 2020 – June 2021):

JOINT:

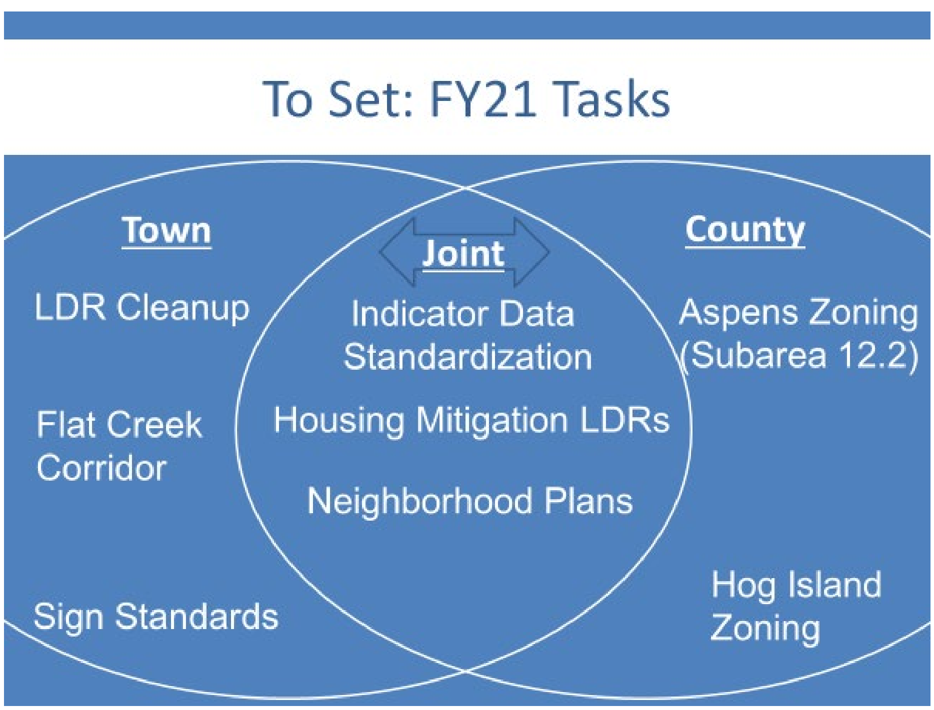
- Revisit Workforce Housing Mitigation LDRs
- Town & County Neighborhood Plans within joint context of community-wide density allocation: Northern South Park (Subarea 5.6), Fairgrounds (Subarea 3.3), and MidTown (Subarea 4.3)
- Indicator Data Standardization

TOWN:

- Flat Creek Corridor
- LDR Cleanup
- Sign Standards

COUNTY:

- Update Aspens Subarea 12.2 Zoning
- Update Hog Island Subarea 7.2 Zoning



PLANNING COMMISSION ANALYSIS

The Town and County Planning Commissions met jointly on April 27, 2020 to review the FY21 Work Plan presented by staff, discuss necessary changes, and make a recommendation to the Board of County Commissioners and Town Council.

The County Planning Commission voted 4:0 with Commissioner Mateosky absent to recommend **approval** of the proposed FY 21 Implementation Work Plan dated April 23, 2020 as presented by staff.

The Town Planning Commission voted 4:1 with Commissioner Gale opposing to recommend **approval** of the proposed FY21 Implementation Work Plan dated April 23, 2020 as presented by staff.

Discussion among Planning Commissioners included the following proposed FY21 tasks:

- Revisit Workforce Housing Mitigation LDRs: Planning Commissioners were concerned about advancing this task prior to updating the Housing Nexus Study. Staff explained that this task acknowledges that no new data will be available until the Housing Nexus Study is completed which limits the task to a policy discussion.
- Neighborhood Plans: County Planning Commissioners examined options for decoupling Town and County neighborhood plans with the objective of further prioritizing the Northern South Park Neighborhood Plan. There also was discussion of pairing planning of Northern South Park with the Hog Island Zoning Update task. Staff explained that the Neighborhood Plans task was designed considering the community's overall cap on residential density by examining multiple neighborhood plans for density allocation throughout the community.
- Transportation tasks: Planning Commissioners were interested in advancing more transportation planning items but recognized limitations in budget and staffing. Staff replied that the Transportation Advisory Committee's priority is increasing capacity for transportation tasks by securing the ITP Lead position should funding be available. 202
- County Aspens and Hog Island Zoning: Planning Commissioners agreed that updating the legacy zones in the Aspens and Hog Island should remain a priority. Deputy County Attorney Keith Gingery explained the importance of updating County legacy zones, especially in the Aspens residential area.
- Town Sign Standards: Town Planning Commissioners discussed whether this task should be a priority for FY21. Staff explained that the objective is to update and align sign standards with federal law.

Public comment was given by Susan Johnson by phone as a representative of the Gill family on development of Northern South Park.

STAKEHOLDER ANALYSIS

The entire Town of Jackson/Teton County community is a stakeholder and staff invites feedback from any community member or organization.

PUBLIC COMMENT

No written public comment has been received by Planning Staff up to the date this staff report was released.

FISCAL IMPACT

Fiscal impacts associated with each identified project have been provided in the proposed Work Plan. Actual financial commitments will be considered by the elected officials and as part of adoption of the Town and County budgets.

STAFF IMPACT

The FY 21 Implementation Work Plan accounts for all the Joint Long-Range Planning Department's time. It also requires time from Town Planning Staff, County Planning Staff as well as other Town and County Departments. Current planning issues taking precedent over long-range planning efforts has been, and will remain, the biggest challenge in completing Comprehensive Plan Implementation Work Plans.

COUNTY LEGAL REVIEW

Gingery.

TOWN LEGAL REVIEW

Not required at this time.

ATTACHMENTS

- Draft FY 21 Implementation Work Plan

RECOMMENDATIONS

The Town Community Development Director and the County Planning Director recommend **approval** of the FY 21 Implementation Work Plan dated April 23, 2020.

The Town and County Planning Commissions recommend **approval** of the FY 21 Implementation Work Plan dated April 23, 2020.

SUGGESTED MOTIONS

Town Council: I move to **approve** the proposed FY 21 Implementation Work Plan dated April 23, 2020.

Board of County Commissioners: I move to **approve** the proposed FY 21 Implementation Work Plan dated April 23, 2020.

FY 21 Comprehensive Plan Work Plan

Comp Plan | ITP | Housing Action Plan DRAFT: 4/23/2020

FY 21 Work Plan Introduction

Since 2012, the Jackson/Teton County Comprehensive Plan (Comp Plan), Integrated Transportation Plan (ITP), and Housing Action Plan (HAP) have been adopted and staff structures have been created specifically to implement each plan. Implementation of the ambitious policies and strategies in the three plans is a fulltime workload for the individual departments and advisory boards responsible for each plan. The Comprehensive Plan Work Plan for the 2021 fiscal year (FY 21 Work Plan) presents projects from all three plans that require coordination between departments together to illustrate the workload on those responsible for them all – the public, Town and County Planners, the Board of County Commissioners, and Town Council.

Purpose

The purpose of the FY 21 Work Plan is to present all the community's upcoming coordinated planning projects for land use, transportation, and housing in one place so that the Board of County Commissioners and Town Council can prioritize their efforts, direct staff and fiscal resources, and set expectations for the public on upcoming projects.

Each of the following FY 21 Work Plan tasks are generated by one or more "Strategies" in the Jackson/Teton County Comprehensive Plan, Integrated Transportation Plan, or Housing Action Plan. Strategies represented in the Comprehensive Plan are the actions necessary to align our community with the Plan's Goals, Principles and Policies. Each Task in this Work Plan is analogous to achieving one or more Strategy(ies) in the Comprehensive Plan, Integrated Transportation Plan or Housing Action Plan. The strategy numbers listed throughout this Work Plan reference the strategies enumerated in the 2012 Comp Plan.

Scope

This FY21 Work Plan identifies tasks from the Comprehensive Plan, Integrated Transportation Plan, and Housing Action Plan that rely on coordinated planning resources through fiscal year 2021 (ending June 2021) and beyond. Tasks contributing to the Integrated Transportation Plan and Housing Action Plan carried out by Public Works or the Housing Department beyond the coordinated planning stages are not included in this Work Plan but are represented in Work Plans for those departments. This Work Plan proposal was developed by Staff to reflect interests of the Board of County Commissioners and Town Council, but is presented as a draft with the expectation that joint discussion between the Board and Council may result in amendment of the Plan prior to approval. Work on this Plan started prior to the COVID-19 pandemic but has been adjusted to reflect recent guidance on fiscal considerations for continued Town and County operations and enable discussion of alternative resource allocations. The timeline objective for setting this Work Plan is prior to annual budget approval for fiscal year 2021. This Work Plan can be revisited jointly throughout FY21 as necessary if availability of staff or fiscal resources change.

Planning Staff Capacity

This proposed FY 21 Work Plan is designed to accommodate current Long-Range staffing levels which are limited to the Joint Senior Long-range Planner and the County Associate Long-Range Planner. Two important positions yet to be filled are the Joint Principal Long-Range Planner and the Joint Principal Transportation Planner. Without these positions, some tasks outlined in this Work Plan are delayed to future years. The Joint Principle Long-Range Planner position has been vacant since January 2019 and the Joint Principal Transportation Planner position has been vacant since March 2018. If these positions are filled in the coming year, this Work Plan can be revisited and amended to reflect increased staff capacity. Additionally, an integral capacity consideration is the availability of the public, Planning Commissions, supporting Boards, and elected officials to engage in and direct the processes for all of the tasks under consideration.

FY21 Long-Range Planning Priorities

Staff recommends that in addition to annual and ongoing tasks listed in this Work Plan, the Town and County work together to prioritize joint long-range planning tasks for the 2021 fiscal year. The Town and County will also each individually prioritize Town-only and County-only long-range planning tasks. The following joint, Town-only, and County-only tasks are recommended for prioritization by Staff for the coming fiscal year.

JOINT:

- **Town & County Neighborhood Plans within joint context of community-wide density allocation: Northern South Park, Fairgrounds, and MidTown**
- **Revisit Workforce Housing Mitigation LDRs**

TOWN:

- **Flat Creek Corridor**
- **Sign Standards**

COUNTY:

- **Update Aspens Subarea 12.2 Zoning**
- **Update Hog Island Zoning**

Table of Overall Tasks & Timeframes

Task	FY 20	FY 21
Comp Plan Implementation		
County LDR Cleanup		
County Cell Standards Update		
Town Hillside LDRs		
Town Square Zoning and Historic Preservation LDRs		
Revisit Workforce Housing Mitigation LDRs		
County Aspens Zoning Update: Subarea 12.2		
Town Sign Standards Update		
Town & County Neighborhood Plans		
Town Flat Creek Corridor		
County Hog Island Zoning		
LDR and Zoning Map Amendments		
Joint GMP Review & Comp Plan Update		
Joint Standardized Indicator Data Collection		
Joint Annual Indicator Report		
Joint Annual Work Plan		
LDR and Comp Plan Education and Outreach		
Data Requests		
Other Comp Plan Coordination		
Integrated Transportation Plan Implementation		
Joint ITP Technical Update		
Joint ITP Implementation Lead		
Town Road/Utility LDRs		
County WY22 Capital Project Group 1 Charter/Concept Design		
Joint Local East-West Connection Capital Project Group 4 Charter/Concept Design		
Wildlife Crossings Master Plan Implementation		
ITP Education and Outreach		
Housing Action Plan Implementation		
Joint Annual Housing Supply Plan		
Housing Education and Outreach		
Housing Data Collection & Maintenance		
Housing Capital Projects		

Ecosystem Stewardship   Growth Management   Quality of Life

FY 21 Work Plan Tasks

The tasks in this section are not ordered by priority but are organized chronologically based on anticipated completion date and are color-coded by the representative Comprehensive Plan Common Value each task implements. Tasks below are based on strategies from the approved 2012 Comp Plan, but the Joint task of creating Neighborhood Plans has been added at the request of Town and County officials as part of the GMP/2020 Comp Plan Update.

Ecosystem Stewardship	Growth Management	Quality of Life	Achieving Our Vision

Fiscal Year 2020 to Complete

Joint GMP Review & Comp Plan Update			
Progress	80%		
Timeframe	May 2019 – July 2020		
Task Lead	Long-Range Planning		
Resources	***FY19***	***FY20***	***Total***
Consulting Services (joint)	*$ 0*	*$ 156,222*	*$ 156,222*
Long-Range Planning	*100 hrs.*	*900 hrs.*	*1000 hrs.*
County Planning Director	*160 hrs.*	*160 hrs.*	*320 hrs.*
County Planning	*20 hrs.*	*20 hrs.*	*40 hrs.*
Town Dev. Director	*160 hrs.*	*160 hrs.*	*320 hrs.*
Town Planning	*20 hrs.*	*20 hrs.*	*40 hrs.*

Task: This task is two-part: determine if the community is meeting Comprehensive Plan targets for location and type of growth by reviewing the Growth Management Program; then, update the 2012 Comprehensive Plan with corrective actions and enhancements to better achieve the community vision and goals. The Growth Management Program review was triggered in 2017 upon hitting the 5% growth trigger built into the Comprehensive Plan update process when it was adopted in 2012.

Comp Plan Strategies:
Principle 9.1: Implement the Growth Management Program

Status: This task was originally identified in 2017 when the Growth Management Program was triggered. It was not begun in 2017 in order to allow for completion of the Engage 2017 projects prior to review of the Comprehensive Plan. This task is close to completion in its third and final project phase with a draft of the 2020 Update to the 2012 Comp Plan released on March 20, 2020. The Scope of Work and Schedule approved at the initiation of this project in June 2019 was expedited at the request of Town Council and Board of County Commissioners with a February 2020 anticipated completion date. To accommodate scheduling of multiple joint Planning Commission and elected official public meetings, the anticipated completion date was pushed back to May 2020. Taking prioritization of COVID-19 impacts into account, the anticipated completion date for this task is July 2020.

County LDR Cleanup			
Progress	75%		
Timeframe	July 2018 – July 2020		
Task Lead	Long-Range Planning		
Resources	***FY 19***	***FY20***	***Total***

Long-Range Planning	*10 hrs.*	*90 hrs.*	*100 hrs.*
County Planning Director	*0 hrs.*	*10 hrs.*	*10 hrs.*
County Planning	*0 hrs.*	*20 hrs.*	*20 hrs.*
Town Planning Director	*10 hrs.*	*0 hrs.*	*10 hrs.*
Town Planning	*20 hrs.*	*0 hrs.*	*20 hrs.*

Task: Revisit LDR updates that have been made in the recent past to cleanup errors and address unintended consequences. Ensure the LDRs are kept current, unlike the period from 1994-2015 when they were largely unattended and became unmanageable. Major unintended consequences that merit more specific review will be addressed as separate tasks.

Comp Plan Strategies:
3.3.S.2: Evaluate and update base allowances to predictably allow development that is consistent with our Vision.
3.3.S.3: Evaluate and update incentives so that they are performance based, tied to measurable community benefits, limited, and more consistent with base allowances.

Status: The County Planning Department has initiated their cleanup with projected adoption in July 2020. Specific County clean-up items will include campground standards and levee standards.

County Cell Standards Update

Progress	50%		
Timeframe	July 2019 – July 2020		
Task Lead	Long-Range Planning		
Resources	***FY 19***	***FY 20***	***Total***
Consulting Services (County)	*$ 0*	*$ 7,250*	*$ 7,250*
Long-Range Planning	*30 hrs.*	*90 hrs.*	*100 hrs.*

Task: Update wireless cellular facility standards for Town and County rights-of way as well as County private land based on Federal Communications Commission changes, specifically to small wireless facilities.

Comp Plan Strategies:
3.2.S.6: Evaluate and update design regulations to encourage quality public space.

Status: Standards within Town and County rights-of-way have been adopted. County Staff worked with Cityscape Consultants to prepare a Scope of Work and cost estimate to write updated standards for wireless cell facilities on private land.

Town Hillside LDRs

Progress	75%				
Timeframe	July 2018 – July 2020				
Task Lead	Long-Range Planning				
Resources	***FY 17***	***FY18***	***FY 19***	***FY20***	***Total***

Consulting Services (Town)	*$ 0*	*$ 0*	*$ 0*	*$53,095*	*$53,095*
Long-Range Planning	*20 hrs.*	*40 hrs.*	*110 hrs.*	*100 hrs.*	*270 hrs.*
Town Planning Director	*0 hrs.*	*0 hrs.*	*20 hrs.*	*20 hrs.*	*40 hrs.*
Town Planning	*0 hrs.*	*0 hrs.*	*20 hrs.*	*20 hrs.*	*40 hrs.*

Task: Update Town hillside regulations to incorporate improved landside, rockfall, liquefaction, seismic, and avalanche hazard information and implement best practices for identifying, avoiding, and mitigating risks of development in hazardous areas.

Comp Plan Strategies:
3.4.S.1: Study and map avalanche and landslide areas.
3.4.S.3: Evaluate and update development regulations for naturally hazardous areas based on mapping.

Status: Originally identified in the FY16 Work Plan as a subtask of a greater set of miscellaneous amendments; begun in June 2017 but put on hold because of the prioritization of the Engage 2017 projects; taken up again following the conclusion of the Engage 2017 projects. The project is nearing completion with the consultant group drafting hillside development regulations and a hazard map for consideration.

Town Square Zoning and Historic Preservation LDRs

Progress	75%		
Timeframe	March 2019 – July 2020		
Task Lead	Town Planning		
Resources	***FY 19***	***FY 20***	***Total***
Consulting Services (Town)	*$0*	*$ 130,435.92*	*$ 130,435.92*
Consulting Services (County)	*$0*	*$ 8,399.08*	*$ 8,399.08*
Town Planning	*50 hrs.*	*450 hrs.*	*500 hrs.*
Long-Range Planning	*10 hrs.*	*40 hrs.*	*50 hrs.*
Town Planning Director	*50 hrs.*	*450 hrs.*	*500 hrs.*
Town CD Director	*50 hrs.*	*150 hrs.*	*200 hrs.*

Task: Update the zoning in the Town Square Character District to implement the desired future character of the Comprehensive Plan. Town Square zoning may include specific design requirements not included in other zones. Because of the number of historic structures in this area, creation of allowances and incentives for the preservation of historically significant structures will be a part of this project. The historic preservation standards created may then be applied elsewhere in the Town and County. As a result, while the Town will take the lead on the project the County will contribute staff and fiscal resources.

Comp Plan Strategies:

4.1.S.1: Evaluate and update base zoning requirements and performance tools consistent with principles, polices and Character Districts.

4.2.S.1: Complete a neighborhood plan for the Town Square Character District. The plan should include design standards and use descriptions.

4.2.S.4: Update land development regulations for mixed use subareas to encourage ground floor vitality and flexible upper floor mixed use.

4.4.S.3: Evaluate and update design regulations to encourage quality public spaces.

4.5.S.1: Define criteria to identify historic buildings and sites.

Status: The project is nearing completion with the consultant group drafting development regulations for consideration and approval.

Joint ITP Technical Update

Progress	80%		
Timeframe	Jul. 2019 – July 2020		
Task Lead	Transportation Advisory Committee (TAC)		
Resources	***FY 19***	***FY 20***	***Total***
Consulting Services (joint)		*$ 59,265*	*$ 59,265*
Town CD Director	*20 hrs.*	*60 hrs.*	*80 hrs.*
County Planning Director	*20 hrs.*	*20 hrs.*	*40 hrs.*
Public Works	*20 hrs.*	*60 hrs.*	*80 hrs.*

Task: Perform the 2019 technical update called for in the Integrated Transportation Plan (ITP) to incorporate better data and recalibrate the baseline indicators, forecasts and other data components of the ITP, including recalibrating the model used to estimate countywide Vehicle Miles of Travel (VMT) and Person Miles of Travel (PMT). With discontinuing the search for a transportation planner, consultant staff will lead this project.

ITP Action Items: Chapter 6, Regional Transportation Planning Organization (RTPO), Prepare a technical update (data only) of the ITP

Status: Staff is working with Charlier Associates to complete this project by the end of this fiscal year.

FY21 Recommended Tasks

Joint Standardized Indicator Data Collection				
Progress	70%			
Timeframe	Aug. 2012 – Dec. 2020			
Task Lead	Long-Range Planning, Town Planning			
Resources	***FY19***	***FY20***	***FY21***	***Total***
Consulting Services (County)	*$ 0*	*$18,500*	*$0*	*$ 18,500*
Consulting Services (Town)	*$ 0*	*$34,000*	*$46,000*	*$80,000*
Long-Range Planning	*55 hrs.*	*145 hrs.*	*40 hrs.*	*240 hrs.*
County Planning Director	*10 hrs.*	*10 hrs.*	*0 hrs.*	*20 hrs.*
County Planning	*40 hrs.*	*40 hrs.*	*0 hrs.*	*80 hrs.*
Town Planning Director	*10 hrs.*	*80 hrs.*	*40 hrs.*	*130 hrs.*
Town Planning	*40 hrs.*	*0 hrs.*	*40 hrs.*	*80 hrs.*

Task: With methodologies established for calculation of annual indicators, coordinate the data collection system that will allow annual production of indicator reports to be more efficient. Update Town and County tracking databases to facilitate data collection and organize application processing based on amendments to the administrative LDRs.

Comp Plan Strategies:
Policy 9.2.a: Monitor indicators annually

Status: This task was identified in the original FY13 Work Plan. Efforts to establish and document indicator methodology have been completed. The GMP/Comp Plan Update allows for indicators to be refined and amended. Consulting services for the 2020 Annual Indicator Report allowed for current methodologies to be analyzed and standardized in preparation for the amended indicator report to be produced in 2021. Upgrades to the County's permit tracking software (CityView) are currently in the testing phase with a release date in the coming weeks. These updates will allow planners to digitally review applications by entering review data directly into a database that can be queried and eliminating the need for extensive data cleaning and processing. The Town is switching from the current permit tracking software (Trackit) and implementing similar standardization measures as the County.

Revisit Workforce Housing Mitigation LDRs		
Progress	0%	
Timeframe	Jul. 2020 – Dec. 2020	
Task Lead	Long-Range Planning	
Resources	***FY 21***	***Total***
Long-Range Planning	*100 hrs.*	*100 hrs.*
Town Planning Director	*60 hrs.*	*60 hrs.*
Town CD Director	*60 hrs.*	*60 hrs.*
County Planning Director	*30 hrs.*	*30 hrs.*
Housing Department	*60 hrs.*	*60 hrs.*

Task: Town and County will work jointly to revisit the current structure and rates for workforce housing mitigation required by the LDRs. Without the benefit of an updated nexus study, work will focus on either adjusting or reaffirming the percentage of employees generated by new development or use for which housing mitigation is required.

Comp Plan Strategies:
5.3.5.2: Update current mitigation requirements as necessary.

Status: This Task has not yet begun.

Town LDR Cleanup

Progress	0%		
Timeframe	July 2020 - December 2020		
Task Lead	Town Planning Director		
Resources	***FY21***	***[delete column]***	***Total***
Long-Range Planning	*10 hrs.*		*10 hrs.*
County Planning Director	*5 hrs.*		*5 hrs.*
County Planning	*0 hrs.*		*0 hrs.*
Town Planning Director	*100 hrs.*		*100 hrs.*
Town Planning	*50 hrs.*		*50 hrs.*

Task: Revisit LDR updates that have been made in the recent past to cleanup errors and address unintended consequences. Ensure the LDRs are kept current, unlike the period from 1994-2015 when they were largely unattended and became unmanageable. Major unintended consequences that merit more specific review will be addressed as separate tasks.

Comp Plan Strategies:
3.3.S.2: Evaluate and update base allowances to predictably allow development that is consistent with our Vision.
3.3.S.3: Evaluate and update incentives so that they are performance based, tied to measurable community benefits, limited, and more consistent with base allowances.

Status: The Town of Jackson Planning Department has completed one LDR cleanup in January 2019. A second, and more comprehensive, cleanup is needed to keep the Town LDRs updated.

County Aspens Zoning Update: Subarea 12.2

Progress	0%	
Timeframe	July 2020-December 2020	
Task Lead	Long-Range Planning	
Resources	***FY21***	***Total***
Consulting Services (County)	*$10,000*	*$ 10,000*
Long-Range Planning	*500 hrs.*	*500 hrs.*

County Planning Director	*80 hrs.*	*80 hrs.*
County Planning	*80 hrs.*	*80 hrs.*

Task: Update the zoning in the Aspens Character District to implement the desired future character for the area as described in the Comprehensive Plan. Use applicable Town zoning as a starting point to create new County zones that preserve and enhance the character of the Subarea. Rezoning District 12 Aspens/Pines will be split into two separate tasks: 12.2 390 Residential Subarea, then the PUD updates to the Aspens and Teton Pines Master Plans.

Comp Plan Strategies:
3.2.S.1: Update zoning and land development regulations within Complete Neighborhoods to achieve the desired character for Complete Neighborhoods as established in Character Districts
3.2.S.2: Identify locations for locally-oriented and visitor-oriented nonresidential uses within Complete Neighborhoods based on the Character Districts.
3.2.S.3: Update land development regulations for nonresidential areas within Complete Neighborhoods to encourage ground floor vitality and flexible mixed use
3.2.S.5: Evaluate and update regulations in Complete Neighborhoods to allow and promote the appropriate variety of housing types identified through the Character Districts.
3.2.S.6: Evaluate and update design regulations to encourage quality public space.

Status: This Task is predicated on completion of the GMP first in case any changes to the Aspens/Pines Character District are made. Staff and County officials have discussed phasing this task into a rezone of the eastern side of Moose-Wilson Road and updating the Master Plans on the western side of Moose-Wilson Road (i.e. separating out Aspens and Teton Pines as specially recognized areas). This task represents phase one of the District rezone.

Town Sign Standards Update

Progress	0%	
Timeframe	July 2020 – December 2020	
Task Lead	Town Planning	
Resources	***FY 21***	***Total***
Consulting Services (Town)	*$ 0*	*$ 0*
Long-Range Planning	*20 hrs.*	*20 hrs.*
Town Planning	*20 hrs.*	*20 hrs.*
Town Planning Director	*100 hrs.*	*100 hrs.*

Task: Update Town sign standards specific to design, materials and permitting procedures.

Comp Plan Strategies:
3.2.S.6: Evaluate and update design regulations to encourage quality public space.

Status: This task has not yet been started but will begin when Town Square zoning & Historic Preservation LDRs have been completed.

Town & County Neighborhood Plans

Progress	0%	
Timeframe	July 2020-June 2021	
Task Lead	Long-Range Planning	
Resources	***FY21***	***Total***
Consulting Services (joint)	*$500,000*	*$500,000*
Long-Range Planning	*960 hrs.*	*960 hrs.*
County Planning Director	*100 hrs.*	*100 hrs.*
Town Planning Director	*100 hrs.*	*100 hrs.*
Town Dev. Director	*200 hrs.*	*200 hrs.*
County Planning	*40 hrs.*	*40 hrs.*
Town Planning	*40 hrs.*	*40 hrs.*

Task: Prepare conceptual neighborhood plans for Northern South Park, the Fairgrounds site, and Midtown and other applicable Transitional areas of Town to best allocate the community's remaining residential density within the overall cap in a manner that optimizes balanced Comprehensive Plan goals and informs future zoning decisions and development patterns. Although this task is identified as joint under the organizing principle of community-wide allocation of density, plans for each area can be led by either Town or County staff. Although a formal Request for Proposals and bidding process has not yet been undertaken, neighborhood planning could begin in fiscal year 2021 and could take a year to 18 months to complete, depending on the detail of the plan and the level of community involvement. From a land use perspective, it is important for neighborhood plans in our community to address:

- Density and land use
- Affordability – Housing – Job Generation
- Project Goals and Objectives
- Market Analysis and Projected Population
- Fiscal Impacts
- Site design and general bulk and scale characteristics
- Multi-modal transportation connectivity and traffic impacts
- Community amenities and services (parks, schools, playgrounds, open space, etc.)
- Infrastructure (drinking water, sewer, drainage, electricity, etc.)
- Environmental impacts
- Implementation of Comprehensive Plan values
- Community and stakeholder engagement and participation

Comp Plan Strategies:

2012 Comp Plan:

3.1.S.4: Explore growth boundaries and associated expansion regulations and criteria for Complete Neighborhoods in the Town and County

3.2.S.2: Identify locations for locally-oriented and visitor-oriented nonresidential uses within Complete Neighborhoods based on the Character Districts.

3.2.S.5: Evaluate and update regulations in Complete Neighborhoods to allow and promote the appropriate variety of housing types identified through the Character Districts.

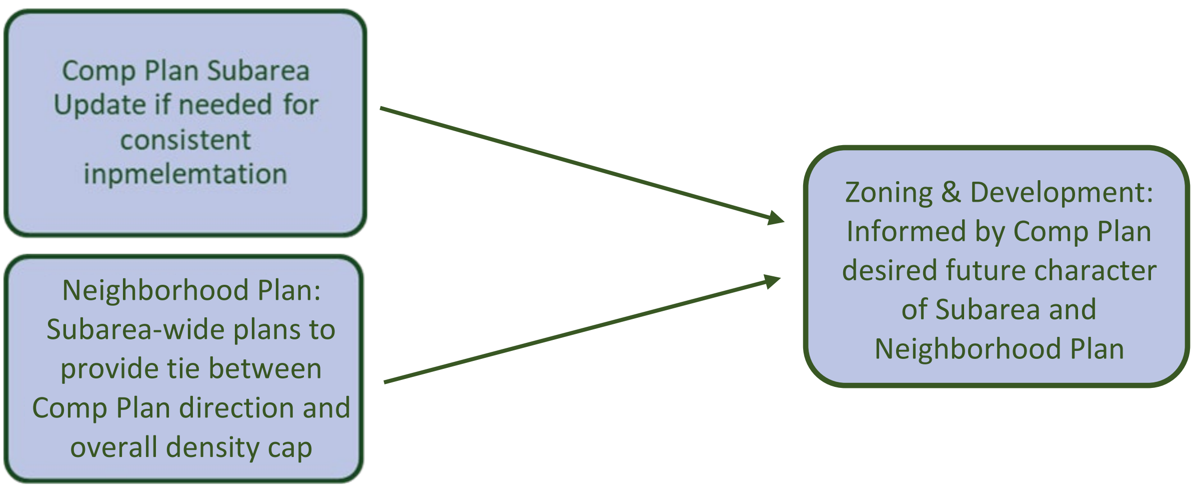
3.2.S.8: Explore opportunities to enhance the ecological value, recreational value, and mobility opportunities associated with natural features within Complete Neighborhoods.
3.3.S.4: Develop neighborhood plans for specific areas within Character Districts as necessary.
4.2.S.3: Initiate neighborhood plans for specific mixed-use subareas.
4.3.S.1: Initiate neighborhood plans for Transitional Subareas.

As proposed in 2020 Comp Plan Update:

3.3.S.5: Begin the concurrent neighborhood planning (see Policy 3.3.c) of Northern South Park and the current Fairgrounds. The master planning should include:

- An analysis of the appropriate amount of development (if any) at each location, given the impact such development will have on existing infill opportunities elsewhere in Town because of the overall cap on additional residential units (see Policy 3.1.a);
- Discussion of the future location of the Teton County Fair; and
- A resulting plan with enough detail to demonstrate and define how future development will optimize all 8 Chapter goals.

Status: Plans will inform design and implementation of zoning consistent with the community's vision.



At the February 2020 GMP Review and Comp Plan Update joint meeting, Town and County Officials requested that this neighborhood planning task be represented on the FY21 Long-Range Planning Work Plan for discussion of prioritization. Based on recent direction regarding budgetary constraints in light of expected COVID-19 impacts, the projected consulting fees associated with this task (listed above) may exceed allocation allowance. Options for this task include reconsideration of scope and consultant services or postponement to a future Work Plan.

Town Flat Creek Corridor			
Progress	5%		
Timeframe	July 2020 – June 2021		
Task Lead	Town Planning		
Resources	*FY 20*	*FY 21*	*Total*
Long-Range Planning	*0 hrs.*	*80 hrs.*	*80 hrs.*
Town Planning Director	*0 hrs.*	*150 hrs.*	*150 hrs.*

Town Planning	*0 hrs.*	*80 hrs.*	*80 hrs.*
Town CD Director	*0 hrs.*	*40 hrs.*	*40 hrs.*

Task: Develop a Flat Creek Corridor Overlay to address the ecological, recreational, and aesthetic values of the corridor while respecting property rights and public access.

Comp Plan Strategies:

4.4.S.5. Develop a Flat Creek Corridor Overlay to address the ecological, recreational, and aesthetic values of the corridor, while respecting the existing uses and/or property rights along the corridor.

Status: This task is scheduled to begin upon completion of the GMP/Comp Plan Update and the Town Hillside LDRs and will likely require significant public outreach in its initial phase.

County Hog Island Zoning

Progress	0%		
Timeframe	January 2021-June 2021		
Task Lead	Long-Range Planning		
Resources	***FY 20***	***FY21***	***Total***
Consulting Services (County)	*$0*	*$10,000*	*$10,000*
Long-Range Planning	*0 hrs.*	*300 hrs.*	*300 hrs.*
County Planning Director	*0 hrs.*	*50 hrs.*	*50 hrs.*
County Planning	*0 hrs.*	*50 hrs.*	*50 hrs.*

Task: Update the zoning for the Hog Island Home Business area (Subarea 7.2).

Comp Plan Strategies:

3.2.S.1: Evaluate and update land development regulations in Rural Areas to better protect wildlife habitat, habitat connections, scenic vistas and rural character.

3.2.S.2: Identify locations for locally-oriented and visitor-oriented nonresidential uses within Complete Neighborhoods based on the Character Districts.

3.2.S.3: Update land development regulations for nonresidential areas within Complete Neighborhoods to encourage ground floor vitality and flexible mixed use

3.2.S.5: Evaluate and update regulations in Complete Neighborhoods to allow and promote the appropriate variety of housing types identified through the Character Districts.

6.2.S.3: Maintain locations for light industry, and evaluate and update regulations relating to live-work light industry opportunities.

6.3.S.2: Evaluate and update land use regulations to foster a positive atmosphere and attract appropriate types of business to the community. Promote the types of uses that provide middle income jobs and promote entrepreneurship.

Status: This Task is predicated on completion of the GMP first in case any changes to the character district are made. This task will begin immediately after Aspens rezone has been completed.

Town Streetscapes/Right of Way

Progress	5%			
Timeframe	July 2020-June 2021			
Task Lead	Pathways			
Resources	***FY 19***	***FY20***	***FY21***	***Total***
Pathways			*40 hrs.*	*40 hrs.*
Long-Range Planning			*20 hrs.*	*20 hrs.*
Town CD Director			*140 hrs.*	*140 hrs.*
Town Planning Director			*40 hrs.*	*40 hrs.*

Task: Town updates for bike parking LDRs and utility/construction standard details, details for driveway crossings on attached and detached sidewalks details, and curb ramps. This would need a moderate amount of consultant time but probably would not require any public outreach. ***Comp Plan Strategies:***

7.2.S.1: Develop a Countywide Integrated Transportation Plan

7.3.S.2: Consider specific provisions for current planning review to require alternative transportation components in new development.

Status: These are seen as minor amendments that can be achieved with current staff in Pathways, Community Development and Engineering as time allows.

County WY22 Capital Project Group 1 Charter/Concept Design

Progress	35%
Timeframe	Mar. 2018 – Jan. 2024
Task Lead	Transportation Advisory Committee (TAC)

Resources	FY 19	FY20	FY21	Total
County Pro. Services	$ 30,000	$300,000	$1,000,000	$1,330,000
Transport Planning			0	
Long-Range Planning	40 hrs.	30 hrs.	20 hrs.	70 hrs.
County Planning Director	40 hrs.	60 hrs.	40 hrs.	100 hrs.
Town CD Director	20 hrs.	30 hrs.	40 hrs.	50 hrs.
County Engineering	160 hrs.	800 hrs.	800 hrs.	1760 hrs.

Task: Concurrently plan for and design the following five projects to account for the impacts and overlapping design details within the groups and that part of the regional network.

ITP Action Items: Chapter 5- Major Capital Projects: Coordinate with WYDOT to initiate concept planning and design of the southern section of Capital Group 2.

Status: This task is comprised of the following five projects:

- Reconstruction of the Y Intersection. ***Status:*** Complete.
- Tribal Trails Connector, New Roadway. ***Status:*** 20% Complete—initial design phase.
- WY22 Multilane, Multimodal Improvements, BRT/HOV, Jackson to WY390. ***Status:*** Initiated and ongoing. WYDoT is project lead.
- WY22 Pathway, Wilson to Jackson. ***Status:*** Continuing planning and design to prepare construction documents for Segment 2 (Raptor Center to Hardeman) and Segment 3 (Hardeman to Stilson Connection). This project is being included in the 2020 Teton County BUILD grant application. Expect planning for this project to be complete in 2020-2021 (full construction documents, easement acquisition, and permitting). Construction timeline is now uncertain—it will be delayed due to the decline in the economy and the BUILD grant application, so no construction in 2020, and beyond that is not determined. If this funding is awarded, it will help define the construction timeline.
- WY22 Wildlife Permeability, Jackson to WY390. ***Status:*** 10% Complete. Wildlife Crossings Master Plan has been completed. Implementation is in initial stages. See Wildlife Crossings Master Plan Implementation for more details.

Joint Local East-West Connection Capital Project Group 4 Charter/Concept Design

Progress	20%		
Timeframe	Jul. 2019 – Jan. 2024		
Task Lead	Transportation Planning		
Resources	**FY 20**	**FY21**	**Total**
County Pro. Services	$ 20,000		$ 20,000
ToJ Pro. Services	$ 10,000		$ 10,000
Transport Planning			
Long-Range Planning	30 hrs.		30 hrs.
County Planning Director	40 hrs.		40 hrs.
Town CD Director	20 hrs.		20 hrs.
County Engineering	300 hrs.		300 hrs.

Task: These projects will be planned and designed to serve travel to, from and within Jackson Hole and to improve connectivity between local neighborhoods. Design measures will be applied to discourage use of these connections by the pass-through and regional bypass traffic that should remain on the state highway system.

ITP Action Items: Chapter 5- Major Capital Projects: Initiate concept planning and design for the Tribal Trails Connector and South Park Loop Road intersection.

Status: Tribal Trails design phase is underway. Modeling completed by Cambridge Systematics; additional modeling work may be completed as part of Neighborhood Plan for Northern South Park.

Wildlife Crossings Master Plan Implementation

Progress	15%		
Timeframe	Jan. 2019 – Jan. 2025		
Task Lead	Transportation Planning		
Resources	***FY 20***	***FY21***	***Total***
County Pro. Services	*$50,000*	*$650,000 (SPET)*	*$700,000*
ToJ Pro. Services	*TBD*		*TBD*
Transport Planning	*Ongoing*		*Ongoing*
County Planning Director	*Ongoing*		*Ongoing*
Town Planning Director	*Ongoing*		*Ongoing*
County Engineering	*Ongoing*		*Ongoing*

Task: Developing safe wildlife crossings benefits wildlife and human safety and welfare. The Wildlife Crossings Master Plan was completed in May 2018. Implementing its recommendations will be an ongoing project over the next 5-10 years.

ITP Action Items: Chapter 5- Major Capital Projects: Wildlife Protection

Status: Wildlife Crossings Master Plan has been completed. Implementation is in initial stages with SPET funding approved. County Public Works is continuing work on the crossings at the 22-390 intersection and beginning work on the Bar Y crossing, all in cooperation with WYDoT.

FY 22 and Beyond Unscheduled Tasks

The following tasks have been included in previous Work Plans but have not been prioritized for Fiscal Year 21.

Town Stormwater Quality LDRs			
Progress	5%		
Timeframe	December 2021-June 2022		
Task Lead	Long-Range Planning		
Resources	***FY 20***	***FY 21***	***Total***
Long-Range Planning	*0 hrs.*	*10 hrs.*	*10 hrs.*
Town Public Works	*0 hrs.*	*20 hrs.*	*20 hrs.*
Town Planning	*0 hrs.*	*20 hrs.*	*20 hrs.*
Town Planning Director		*20 hrs.*	*20 hrs.*

Task: Maintain water quality essential to both the ecosystem and human health. The Town and the County will strive to exceed state and federal standards for water quality.

Comp Plan Strategies:
1.2.S.1: Evaluate and update natural resource protection standards for waterbodies, wetlands and riparian areas.
1.2.S.2: Evaluate and update surface water filtration standards, focusing on developed areas near important waterbodies.

Status: This task may be addressed by each jurisdiction separately, or it may be addressed through each jurisdiction's natural resource standards update.

ITP Transportation Demand Management Plan	
Progress	0%
Timeframe	To be determined prior to FY22
Task Lead	Transportation Advisory Committee (TAC)
Resources	
Consulting Services (joint)	
Transport. Planning	
Long-Range Planning	
Town CD Director	
START	

Task: Complete the 2016 Parking Study Charter by studying regional park 'n ride needs. Develop and implement a Transportation Demand Management program to help achieve the community goal meeting future transportation demand with alternative modes. TDM strategies will complement START operations and will manage performance monitoring and reporting system.

ITP Action Items: Chapter 4, Transportation Demand Management: Establish a TDM Program

Status: The managed parking programs completed by Town for residential and downtown areas are seen as the first phase of the TDM program. The next phase will develop TDM strategies tailored to commuters, new development, residents and visitors. With no Transportation Planner on staff, the TAC does not recommend moving forward with this project even if the majority of work will be via consulting services.

Joint Housing Study Nexus Update

Progress	10%
Timeframe	To be determined prior to FY22
Task Lead	Housing Department
Resources	
Consulting Services (housing)	
Housing Department	
Long-Range Planning	
County Planning Director	
Town Planning Director	
Town Dev Director	.

Task: Update the Housing Nexus Study to inform mitigation requirements.

Comp Plan Strategies:
Policy 5.3.a: Mitigate the impacts of growth on housing

Status: A Request for Proposals from interested consultants has been completed with three consulting groups responding. This task has been put on hold in consideration of anticipated budget constraints.

County Aspens Zoning Update: Subarea 12.1 & 12.3

Progress	0%
Timeframe	To be determined prior to FY22
Task Lead	Long-Range Planning
Resources	
Consulting Services (County)	
Long-Range Planning	
County Planning Director	
County Planning	

Task: Update the zoning in the Aspens Character District to implement the desired future character for the area as described in the Comprehensive Plan. Use applicable Town zoning as a starting point to create new County zones that preserve and enhance the character of the Subarea. Rezoning District 12 Aspens/Pines will be split into two separate tasks: 12.2 390 Residential Subarea, then the PUD updates to the Aspens and Teton Pines Master Plans.

Comp Plan Strategies:

3.2.S.1: Update zoning and land development regulations within Complete Neighborhoods to achieve the desired character for Complete Neighborhoods as established in Character Districts

3.2.S.2: Identify locations for locally-oriented and visitor-oriented nonresidential uses within Complete Neighborhoods based on the Character Districts.

3.2.S.3: Update land development regulations for nonresidential areas within Complete Neighborhoods to encourage ground floor vitality and flexible mixed use

3.2.S.5: Evaluate and update regulations in Complete Neighborhoods to allow and promote the appropriate variety of housing types identified through the Character Districts.

3.2.S.6: Evaluate and update design regulations to encourage quality public space.

Status: This Task is predicated on completion of the GMP first in case any changes to the Aspens/Pines Character District are made. Staff and County officials have discussed phasing this task into a rezone of the eastern side of Moose-Wilson Road and updating the Master Plans on the western side of Moose-Wilson Road (i.e. separating out Aspens and Teton Pines as specially recognized areas). This task represents phase two of the District rezone.

County Natural Resource LDRs						
Progress	80%					
Timeframe	To be determined prior to FY22					
Task Lead	County Planning					
Resources	***FY 17***	***FY 18***	***FY 19***	***FY 20***	***FY21***	***Total***
Consulting Services (Town)	*$ 3,000*	*$7,000*	*$0*	*$0*	*$0*	*$ 10,000*
Consulting Services (County)	*$ 22,000*	*$ 43,000*	*$0*	*$0*	*$0*	*$ 65,000*
Long-Range Planning	*100 hrs.*	*200 hrs.*	*200 hrs.*	*0 hrs.*	*0 hrs.*	*500 hrs.*
Planning Director	*20 hrs.*	*80 hrs.*	*80 hrs.*	*0 hrs.*	*0 hrs.*	*180 hrs.*
County Planning	*100 hrs.*	*400 hrs.*	*400 hrs.*	*0 hrs.*	*0 hrs.*	*900 hrs.*

Task: Utilize the vegetation mapping (completed in 2013) and focal habitat study (completed in 2017) to update the Natural Resources Overlay (NRO) and other natural resource protection standards. Habitat protection will be updated to be a tiered system that is based on relative critical value. Standards and review requirements applicable in various areas will relate to the relative habitat value of the area to contribute to the short and long-term protection of the health of the habitat network. The County will take the lead on this effort as it has broader applicability in the County. The Town will ultimately adopt those portions relevant in Town but may do so through a later, separate process once the County has refined the standards through its adoption process.

Comp Plan Strategies:

1.1.S.3: Establish a monitoring system for assessing the impacts of growth and development on wildlife and natural resources. Implement actions in response to what is learned to provide better habitat and movement corridor protection.

1.1.S.4: Evaluate and amend wildlife protection standards for development density, intensity, location, clustering, permeability and wildlife-human conflict.

1.1.S.5: Evaluate mitigation standards for impacts to critical habitat and habitat connections and update as needed.

1.1.S.6: Identify areas for appropriate ecological restoration efforts.

1.1.S.7: Identify areas appropriate for underpasses, overpasses, speed reductions, or other wildlife protection measures in heavy volume wildlife-crossing areas.

1.2.S.1: Evaluate and update natural resource protection standards for waterbodies, wetlands and riparian areas.

1.2.S.2: Evaluate and update surface water filtration standards, focusing on developed areas near important waterbodies.

Status: A draft of the Natural Resource Protection amendments was presented for public review on September 28, 2018. The draft amendments were the product of a significant amount of work completed by the Natural Resources Stakeholder Group and five months of public outreach. Additionally, the Focal Species Habitat Map model was completed in 2017. This task has been placed on hold until the BCC provides further direction.

Town Natural Resource LDRs			
Progress	0%		
Timeframe	To be determined prior to FY22		
Task Lead	Long-Range Planning		
Resources	***FY 20***	***FY 21***	***Total***
Long-Range Planning	*0 hrs.*	*0 hrs.*	*0 hrs.*
Town Planning Director	*0 hrs.*	*0 hrs.*	*0 hrs.*
Town Planning	*0 hrs.*	*0 hrs.*	*0 hrs.*

Task: Update Town natural resource protection LDRs based on the update to the County natural resource protections update. Utilize a series of small projects, such as stormwater quality regulations, Flat Creek protections, etc. to update the Town's natural resource protections.

Comp Plan Strategies:

1.1.S.3: Establish a monitoring system for assessing the impacts of growth and development on wildlife and natural resources. Implement actions in response to what is learned to provide better habitat and movement corridor protection.
1.1.S.4: Evaluate and amend wildlife protection standards for development density, intensity, location, clustering, permeability and wildlife-human conflict.
1.1.S.5: Evaluate mitigation standards for impacts to critical habitat and habitat connections and update as needed.
1.1.S.6: Identify areas for appropriate ecological restoration efforts.
1.2.S.1: Evaluate and update natural resource protection standards for waterbodies, wetlands and riparian areas.
1.2.S.2: Evaluate and update surface water filtration standards, focusing on developed areas near important waterbodies.
4.4.S.5: Develop a Flat Creek Corridor Overlay to addresses the ecological, recreational, and aesthetic values of the corridor, while respecting the existing uses and/or property rights along the corridor.

Status: This task will begin when the County Natural Resource Regulations have been completed. It may alternatively be addressed through corridor plans and water resource protections.

Joint Business Park Zoning

Progress	0%		
Timeframe	To be determined prior to FY22		
Task Lead	Long-Range Planning		
Resources	***FY 20***	***FY21***	***Total***
County Pro. Services	*$0*	*$0*	*$0*
Long-Range Planning	*0 hrs.*	*0 hrs.*	*0 hrs.*
County Planning Director	*0 hrs.*	*0 hrs.*	*0 hrs.*
County Planning	*0 hrs.*	*0 hrs.*	*0 hrs.*

Task: Update zoning allowing light industrial uses. This area specifically includes South Park Business Park (Subarea 7.1).

Comp Plan Strategies:

3.2.S.1: Update zoning and land development regulations within Complete Neighborhoods to achieve the desired character for Complete Neighborhoods as established in Character Districts

3.2.S.2: Identify locations for locally-oriented and visitor-oriented nonresidential uses within Complete Neighborhoods based on the Character Districts.

3.2.S.3: Update land development regulations for nonresidential areas within Complete Neighborhoods to encourage ground floor vitality and flexible mixed use.

3.2.S.5: Evaluate and update regulations in Complete Neighborhoods to allow and promote the appropriate variety of housing types identified through the Character Districts.

3.2.S.6: Evaluate and update design regulations to encourage quality public space.

6.2.S.3: Maintain locations for light industry, and evaluate and update regulations relating to live-work light industry opportunities.

6.3.S.2: Evaluate and update land use regulations to foster a positive atmosphere and attract appropriate types of business to the community. Promote the types of uses that provide middle income jobs and promote entrepreneurship.

Status: This Task will begin after the GMP, Aspens and Hog Island zoning updates are completed.

County Road/Utility LDRs

Progress	10%			
Timeframe	To be determined prior to FY22			
Task Lead	Transportation Planning			
Resources				
Pathways				
Long-Range Planning				
County Planning Director				
County Engineering				

Task: Utilizing the Town Community Streets Plan for guidance, the County will work with road, pathway, and utility designers to update the County road, utility, and easement standards. Updating the County road standards and LDRs would require more time and probably some public outreach and coordinated planning and would probably cost accordingly more.

Comp Plan Strategies:

7.2.S.1: Develop a Countywide Integrated Transportation Plan

7.2.S.5: Discuss with neighboring jurisdictions and State and Federal officials the costs and benefits of funding sources and planning options, such as a Regional Transportation Authority.

7.3.S.2: Consider specific provisions for current planning review to require alternative transportation components in new development.

Status: This Task was identified as a priority task by the Transportation Advisory Committee upon the hiring of a Transportation Coordinator. Work will begin when the Joint Transportation Planner position is filled or when contracted with a consultant.

ITP Implementation Lead

Progress	5%		
Timeframe	TBD prior to FY22		
Task Lead	Transportation Advisory Committee (TAC)		
Resources	***FY 21***	***FY 22***	***Total***
Consulting Services (joint)			
Town CD Director			
County Planning Director			
Public Works			

Task: Issue an RFP for consulting services to complete the following initial ITP implementation steps:

- coordinate Town, County, WYDOT work on WY-22 planning & design
- develop a charter for stage 2 and 3 RTPO
- provide coordination & support to START, pathways & TDM programs
- take charge of performance monitoring and reporting

ITP Action Items: Chapter 6, Regional Transportation Planning Organization (RTPO), Prepare a technical update (data only) of the ITP

Status: This item has been recommended for approval as part of the ITP Technical Update scheduled to be completed in June 2020. This project is the #1 priority of the TAC should there be any funding available in FY21. This project may be able to be scaled back with a more limited scope depending on funding availability.

Ongoing Tasks

The following tasks are projects completed annually or on an ongoing basis. Resource allocation to these tasks may be seasonal, as in the case of Indicator Report preparation, or unplanned, as in the case of LDR or Zoning Map Amendment applications made by the public.

Joint Annual Indicator Report	
Progress	Annual
Timeframe	Dec.--Mar. Annually
Task Lead	Long Range Planning
Resources	***FY 21***
Long-Range Planning	*200 hrs.*
County Planning Director	*10 hrs.*
Town CD Director	*20 hrs.*
Town Planning Director	*10 hrs.*

Task: Compile and publish annual indicator data. Analyze indicator data and execution of the past year's Implementation Work Plan to inform an Implementation Work Plan for the following year. Constantly monitor community trends and understand how to best achieve the vision of the Comprehensive Plan. Additional hours may be necessary for next year's Indicator Report since the GMP/Comp Plan Update and Data Standardization are underway and will require adjustments to the Indicator Report.

Comp Plan Strategies:
Policy 9.2.a: Monitor indicators annually

Status: This task occurs annually and is a part of every year's work plan.

Joint Annual Work Plan	
Progress	Annual
Timeframe	Dec. – Mar. Annually
Task Lead	Long Range Planning
Resources	***FY 21***
Long-Range Planning	*60 hrs.*
County Planning Director	*20 hrs.*
Town CD Director	*20 hrs.*
Town Planning Director	*10 hrs.*

Task: Analyze indicator data and execution of the past year's Implementation Work Plan to establish an Implementation Work Plan for the upcoming year.

Comp Plan Strategies:
Policy 9.2.b: Establish an implementation work plan annually

Status: This task occurs annually and is a part of every year's work plan.

Joint Annual Housing Supply Plan	
Progress	Annual

Timeframe	Dec. – Mar. Annually
Task Lead	Housing Department
Resources	***FY21***
Housing Department	*80 hrs.*
Long-Range Planning	*10 hrs.*

Task: Annually update the 5-Year Housing Supply Plan to inform the public about trends related to workforce housing and the steps being taken to address workforce housing supply and preservation.

HAP Strategies: Chapter 2: Update the 5-year Housing Supply Program annually

Status: This task occurs annually and is a part of every year's work plan.

LDR and Zoning Map Amendments

Progress	Ongoing
Timeframe	As Requested
Task Lead	Various
Resources	***FY 21***
Long-Range Planning	*400 hrs.*
County Planning Director	*80 hrs.*
Town Planning Director	*40 hrs.*
Town CD Director	*40 hrs.*

Task: Acknowledge the time and resources required for the various LDR and zoning map amendments that are proposed by the public or other departments that are not otherwise a part of this work plan. In recent years, LDR amendments and rezones have required significant staff, public, and elected official resources. For this task, it should be noted that the time estimates provided in the chart represent the typical amount of time available to spend on these projects, but that the resources required are variable depending on the number and complexity of applications made by the public or requested by other departments and elected officials. Projects under this task may be recategorized as separate projects in this work plan if they represent a greater priority.

Comp Plan Strategies: variable depending on the amendment proposed by the public, other department, or elected officials.

Status: This is an ongoing task that is a part of every year's work plan.

LDR and Comp Plan Education and Outreach

Progress	Ongoing
Timeframe	Ongoing
Task Lead	Long-Range Planning
Resources	***FY 21***
Long-Range Planning	*40 hrs.*
County Planning Director	*20 hrs.*
County Planning	*20 hrs.*

Town Planning Director	*20 hrs.*
Town CD Director	*40 hrs.*
Town Planning	*20 hrs.*

Task: Ensure the public is engaged in the implementation of the Comp Plan. Coordinate the public engagement requirements of the tasks in this Work Plan. Communicate the community vision, where it came from, and how it is being achieved. This task includes regularly updating the Long-Range Planning website, emailing subscribers to planning updates, coordinating with other departments and local or regional agencies, and providing funding and staffing to public workshops, charrettes and stakeholder meetings.

Comp Plan Strategies:

3.3.S.1: Consider a joint Town and County staff person to execute the Growth Management Program and otherwise implement the Comprehensive Plan.

Status: This is an ongoing task that evolves with different projects.

ITP Education and Outreach

Progress	Ongoing
Timeframe	Ongoing
Task Lead	Transportation Planning
Resources	***FY 21***
County Pro. Services	
ToJ Pro. Services	
Transport Planning	
Long-Range Planning	
County Planning Director	
Town Planning Director	

Task: Ensure the public is engaged in the implementation of the ITP. Coordinate the public engagement requirements of the tasks in this Work Plan. Communicate the ITP goals, where they came from, and how they are being achieved.

Comp Plan Strategies:

3.3.S.1: Consider a joint Town and County staff person to execute the Growth Management Program and otherwise implement the Comprehensive Plan.

Status: This is an ongoing task that evolves with different projects. No specific time or funding has been requested for FY21 due to budget constraints and lack of transportation staff.

Housing Education and Outreach

Progress	Ongoing
Timeframe	Ongoing
Task Lead	Housing Department
Resources	***FY21***
Housing Department	*272 hrs.*

Task: Provide the public with a comprehensive educational experience about the location and types of existing restricted housing stock, the process to purchase or rent a restricted home, data, and the reason the housing programs exist. Work includes public engagement, presentations, and events, homeowner spotlights, quarterly e-newsletters, monthly newspaper ads, and annual housing reports.

Comp Plan Strategies:
3.3.S.1: Consider a joint Town and County staff person to execute the Growth Management Program and otherwise implement the Comprehensive Plan.

HAP Strategies: 2F

Status: This is an ongoing task that evolves with different projects.

Data Requests

Progress	Ongoing
Timeframe	As needed
Task Lead	Long Range Planning
Resources	***FY 21***
Long-Range Planning	*100 hrs.*

Task: As government and non-government organizations plan for service delivery, Long Range Planning Staff can provide consistent data and projections on the population and demographics of the community, limiting consultant fees and standardizing level of service planning across the community.

Comp Plan Strategies:
Policy 8.1.a: Maintain current, coordinated plans for delivery of desired service levels

Status: This Task is an annual task that is a part of every year's work plan.

Housing Data Collection and Maintenance

Progress	Ongoing
Timeframe	Ongoing
Task Lead	Housing Department
Resources	***FY21***
Housing Department	*276 hrs.*

Task: Streamline the application process to decrease human error and collect annual demographic and housing demand data. Full on-line applicant "status" e.g. what categories an applicant qualifies for, what paperwork still needs to be uploaded, what data needs to be completed or updated. Work includes development and maintenance of weighted drawing online tools, and data development/analysis,

HAP Strategies: 2C, 2F, 3C, 4B

Status: This work is continuous.

Other Comp Plan Coordination

Progress	Ongoing
Timeframe	Annually
Task Lead	Long Range Planning
Resources	***FY 21***

Long-Range Planning	*100 hrs.*
County Planning Director	*75 hrs*
Town Planning Director	*75 hrs.*

Task: In addition to the specific tasks described above, Long Range Planning will provide assistance to other departments and agencies to coordinate consistency with the Comp Plan.

Comp Plan Strategies: throughout

Status: This Task is an annual task that is a part of every year's work plan.

Housing Capital Programs

Progress	Ongoing
Timeframe	Ongoing
Task Lead	Housing Department
Resources	***FY21***
Housing Department	*825 hrs.*
Town Planning Director	*80 hrs.*
Town CD Director	*40 hrs.*

Task: Create assistance programs to catalyze private development of workforce housing.

HAP Strategies: 2C, 2D, 5B

Status: Developing programs with the Housing Supply Board. Ongoing work for FY21 include new Capital Partnership with Teton Habitat, new LIHTC Project, First/Last/Deposit Program, Restriction Fund, Funding for Housing, Land Acquisition & PPP Development.

Completed Work Plan Tasks

Below is a list of the implementation work completed or substantially completed since Comp Plan adoption in 2012 to date.

Comprehensive Plan Implementation		
Task	Date Complete	Comp Plan Strategies Implemented
Land Development Regulation Updates/Studies		
Housing Nexus Study	October 2013	5.3.S.1
Vegetation Mapping	December 2013	1.1.S.1
Joint LDR Restructure	December 2014	3.3.S.2, 3.3.S.3
County Rural LDRs Updates	December 2015	1.4.S.1, 1.4.S.2, 1.4.S.3, 3.1.S.1, 3.1.S.2, 3.3.S.2, 3.3.S.3
Town District 2 and LO Zoning	November 2016	4.1.S.1, 4.2.S.2, 4.2.S.4, 4.2.S.6, 4.4.S.3, 4.4.S.4
Focal Species Study	April 2017	1.1.S.2
Nonconformities LDRs Cleanup	May 2016	3.3.S.2, 3.3.S.3
County Nuisance LDRs	July 2016	3.1.S.1, 3.2.S.2
Town Adult Entertainment LDRs	March 2017	3.2.S.1
Exterior Lighting LDRs Update	September 2016	1.3.S.2
Town ARU Allowance	November 2016	5.2.S.2
Wildland Urban Interface LDRs	December 2016	3.4.S.2, 3.4.S.3
2016 LDR Cleanup	January 2017	3.3.S.2, 3.3.S.3
Housing Mitigation LDRs	July 2018	5.1.S.1, 5.2.S.2, 5.3.S.2, 5.4.S.3, 5.4.S.4
Town District 3-6 Zoning	July 2018	4.1.S.1, 4.1.S.2, 4.2.S.4, 4.3.S.1, 4.4.S.3, 5.2.S.1, 5.4.S.3, 5.4.S.4
County Natural Resource LDRs	75% complete	1.1.S.3, 1.1.S.4, 1.1.S.5, 1.1.S.6, 1.1.S.7, 1.2.S.1, 1.2.S.2
Joint Comprehensive Plan Review (GMP)	90% complete	Policy 9.1.a and 9.1.d
LDR Cleanup	75% complete	3.3.S.2, 3.3.S.3
Comprehensive Plan Administration		
2012 Work Plan	June 2012	Principle 9.2
2013 Indicator Report & Work Plan	May 2013	Principle 9.2
Standardize Data Collection	70% complete	Policy 9.2.a
2014 Indicator Report & Work Plan	May 2014	Principle 9.2
2015 Indicator Report & Work Plan	August 2015	Principle 9.2
2016 Indicator Report & Work Plan	April 2016	Principle 9.2
2017 Indicator Report & Work Plan	April 2017	Principle 9.2

Comprehensive Plan Implementation		
Task	Date Complete	Comp Plan Strategies Implemented
2018 Indicator Report & Work Plan	April 2018	Principle 9.2
2019 Indicator Report & Work Plan	April 2019	Principle 9.2
Joint Comprehensive Plan Review (GMP)	90% complete	Policy 9.1.a and 9.1.d
Joint Public Engagement	Continuous	3.3.S.1
Other Coordination	Continuous	
Integrated Transportation Plan (ITP) Implementation		
ITP	September 2015	7.1.S.1, 7.1.S.4, 7.1.S.6, 7.1.S.8, 7.1.S.9
Town Community Streets Plan	April 2015	7.2.S.1
Town District 3-6 Parking Study	December 2017	4.1.S.1, 4.1.S.2, 5.4.S.3, 7.3.S.1
Joint Regional Traffic Model	January 2019	7.2.S.6
Downtown Parking Study	July 2019	4.1.S.1, 4.1.S.2, 5.4.S.3, 7.3.S.1
ITP Update	75% complete	7.1.S.1, 7.1.S.4, 7.1.S.6, 7.1.S.8, 7.1.S.9
Housing Action Plan Implementation		
Housing Action Plan (HAP)	November 2015	5.4.S.1, 5.4.S.2
Housing Authority Restructure	December 2016	HAP: 1
2016 Housing Supply Plan	October 2016	HAP: 2
Housing Rules and Regulations	July 2018	HAP: 3B
2017 Housing Supply Plan	November 2017	HAP: 2
2018 Housing Stock Portfolio	75% complete	HAP: 2F
Online Intake Form	February 2018	HAP: 2F, 3C, 4B
2018 Housing Supply Plan	June 2018	HAP: 2
2019 Housing Supply Plan	April 2019	5.4.S.1
2020 Housing Supply Plan	January 2020	5.4.S.1

TETON COUNTY WYOMING

BOARD OF COUNTY COMMISSIONERS

TOWN OF JACKSON WYOMING

TOWN COUNCIL

JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

PREPARATION DATE: April 30, 2020
MEETING DATE: May 4, 2020

SUBMITTING DEPARTMENT: Affordable Housing
DEPARTMENT DIRECTOR: April Norton
PRESENTER: Tyler Sinclair, Com. Development Director

SUBJECT: Award of Housing Nexus Study Contract

At the April 6, 2020, Joint Information Meeting after discussion on this item both the Town and County approved a motion to continue this item to an appropriate time as determined by Mayor and Chair. Staff has made no changes to the below staff report since April 6, 2020. Staff anticipates that this item will be discussed as part of the 2021 Implementation Work Plan item also scheduled for the May 4 JIM and that based upon the outcome of that discussion the Board and Council may choose to act on this item or not.

STATEMENT/PURPOSE

To consider approving the award of the Housing Nexus Study.

BACKGROUND/ALTERNATIVES

As detailed in the January 28, 2020 staff report, the Town of Jackson and Teton County are preparing to conduct a new Housing Nexus Study. The purpose of this study is to update the 2013 Housing Nexus Study and provide accurate data about employee generation in Teton County. As discussed at the prior Joint Information Meeting, this study will not mandate specific mitigation rates. Instead, it will provide data about the number of employees generated by new business and residential development, total employment rates by job sector, and outline the maximum, legally defensible limits of any mitigation program. The Teton County Board of County Commissioners and the Jackson Town Council approved a request for qualifications (RFQ) for a consultant to conduct this study at the January 28, 2020 Joint Information Meeting.

Three entities submitted responses: Raftelis, Clarion Associates, and Place Dynamics

After reviewing these three proposals, it became apparent that the Housing Director had a conflict of interest under Teton County policy 2-6-3 because an immediate family member was part of the Raftelis team. As a result, the County Attorney's Office facilitated the stakeholder group evaluation of the RFQ responses.

The stakeholder group included:

- Chris Neubecker, Teton County Planning Director
- Paul Anthony, Town of Jackson Planning Director

- Tyler Sinclair, Town of Jackson Community Development Director
- Anna Olson, Jackson Hole Chamber of Commerce
- Anne Schuler, Town of Jackson Planning Commission
- Elizabeth Hutchings, Housing Advocate
- Eric Steinmann, Statistician
- Glen Esnard, Teton County Planning Commission
- Laura Bonich, Jackson/Teton County Housing Supply Board
- Rob DesLauries, Developer
- Skye Schell, Jackson Hole Conservation Alliance
- Tyler Davis, Jackson Hole Working

The stakeholder group voted unanimously, with the Town and County staff members on the stakeholder group abstaining from voting for either proposal, to recommend awarding the Nexus Study to Raftelis, with the conditions that any final contract 1) provide more details on the methodology that will be used to calculate employee generation, 2) finalize anticipated staffing hours with an emphasis on reducing hours by transferring more hours to consultants that have specific experience with mitigation studies, and 3) provides more detail on how the consultant will engage with the local business community.

Staff concurs with the first two conditions from the stakeholders. Regarding the third condition staff notes that it was anticipated that the stakeholder group would provide public oversight of this largely data driven study with no significant general public engagement occurring during the study itself. Instead general public engagement would largely occur during the policy discussion on potential changes to the overall housing strategy and mitigation rates coming out of the study. Staff is seeking direction on this point as it will affect the scope of work and timing of the study.

Staff has identified the following options for consideration:

1) **Proceed with the recommendation of the Stakeholder group described above.**
2) **Add the Housing Nexus Study to the 2021 Comprehensive Plan Work Plan for consideration.**
   Due to the delay in presenting this report as a result of COVID-19 pandemic, the 2021 Comprehensive Plan Work Plan is scheduled to be presented at the next JIM on May 4, 2020. Staff finds that by adding this project to the Work Plan it could be looked at comprehensively in the context of all other projects identified to be completed, prioritized and funded during the next fiscal year. This could include placing the completion of this study in a future year to address some of the considerations below.
3) **Consider a Phased/Reduced Scope of Work.**
   Due to possible concerns over the estimated budget to complete the overall study and timing of the study at this time staff has discussed considering a phased/reduced scope of work as follows:
   - Phase 1: Reduce the scope to only include data desired to move forward with discussing our housing mitigation program and approach as follows:
     - # of employees generated by bricks and mortar and non-brick and mortar businesses
     - Wages earned by employment type compared to affordability of housing
     - Do not calculate the % of workforce living locally at this time due to uncertainty and changing circumstances related to COVID-19.
   - Phase 2: Complete the necessary additional legal work and data analysis to update the nexus study to serve as the basis for updating the Land Development Regulations to reflect desired amendments to the housing mitigation program determined in phase 1. In addition, calculating and determining a methodology for determining what % of work force is living locally would be completed.

Staff has also considered whether this is the appropriate time to conduct a largely data-based study in this time of uncertainty and offer the following thoughts for consideration:

- The study will allow the community to better understand our housing costs, affordability and economy over the past decade to make data-based decisions going forward; there have been many questions raised regarding job growth and affordability over past Comp Plan indicator reports with little data to support any conclusions

- COVID-19 is not unique to Jackson, it is a global pandemic with global impacts that will be felt locally
- The long-term trends and drivers to be analyzed in the study will not be largely affected
- Setting mitigation rates based upon true costs will largely not be affected by the pace of development
- There may be difficulty discussing long term data trends in a short term environment that looks different
- Overall uncertainty may lead to lack of confidence in the study and direction

ATTACHMENTS

- Raftelis response to the RFQ
- Clarion Associates response to the RFQ
- Place Dynamics response to the RFQ
- JIM staff report dated January 28, 2020

FISCAL IMPACT

- Raftelis has estimated that the cost of the nexus study would be $172,986, for 860 hours of work ($201 an hour).
- Typically, the Town and County split contracts of this nature 50/50
- The Town has not budgeted for this expense in the current fiscal year and thus a budget amendment would be required to fund the project.
- The County has not budgeted for this expense in the current fiscal year and thus a budget amendment would be required to fund the project.

STAFF IMPACT

This project will require significant staff time from multiple departments across the Town and County. While staff anticipated that this project would be managed by the Housing Department, if the Raftelis team is selected, a conflict of interest will require assigning the project to the Board of County Commissioners' Administrator, Alyssa Watkins, on a temporary basis. It is anticipated that the County or Town Planning Director or Town Community Development Director will ultimately need to be the Project Manager.

STAKEHOLDER ANALYSIS

Stakeholders include Town and County taxpayers, local working families, business owners, developers, and visitors. Input has been solicitated through the stakeholder group.

LEGAL REVIEW

Graham

RECOMMENDATION

The Stakeholder group recommends awarding the housing nexus study to Raftelis subject to satisfactory resolution of the three conditions discussed above.

Staff recommend continuing this item to the May 4, 2020 JIM when it can be considered as part of the 2021 Comprehensive Plan Work Plan.

SUGGESTED MOTIONS

Option 1

County

I move to continue the award of the Housing Nexus Study to the May 4, 2020 Joint Information Meeting to be presented along with the 2021 Comprehensive Plan workplan.

Town

I move to continue the award of the Housing Nexus Study to the May 4, 2020 Joint Information Meeting to be presented along with the 2021 Comprehensive Plan workplan.

Option2

County

I move to award the Housing Nexus Study to Raftelis and direct staff to negotiate and draft a contract with Raftelis, with a not to exceed amount incorporating the three conditions of approval of the stakeholder group, and as directed at this meeting for the Teton County Board of County Commissioners, as the contracting entity, to review and consider approval at a later meeting.

Town

I move to award the Housing Nexus Study to Raftelis, provided any final contract includes a not to exceed amount incorporating the three conditions of approval of the stakeholder group and as directed at this meeting and agree to reimburse Teton County 50% of all project costs.