

Special Joint Information Meeting
TOWN COUNCIL & COUNTY COMMISSIONER MEETING

Monday, July 13, 2020

6:00 PM

Town Council Chambers

Chair: Mayor Muldoon

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

TO PARTICIPATE REMOTELY IN PUBLIC COMMENT DURING THIS MEETING, PLEASE GO TO [HTTP://WWW.WEBEX.COM](http://www.webex.com) AND CLICK "JOIN." THE MEETING NUMBER IS 146 215 7443, AND THE MEETING PASSWORD IS toj

I. ROLL CALL AND ANNOUNCEMENTS

II. DISCUSSION/ACTION ITEMS

- A. Comprehensive Plan (Chris Neubecker, Tyler Sinclair, Kristi Malone)
 - a) Comprehensive Plan Work Plan
 - b) 2012 Comprehensive Plan Update

III. ADJOURN COUNTY COMMISSIONER MEETING

IV. TOWN COUNCIL ACTION

- A. **Resolution 20-22:** A Resolution Authorizing a SLIB Grant Application for Coronavirus Relief for Town of Jackson (Roxanne Robinson)

V. ADJOURN TOWN COUNCIL MEETING

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



TOWN
COUNCIL



BOARD OF COUNTY
COMMISSIONERS

JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

PREPARATION DATE: July 10, 2020

MEETING DATE: July 13, 2020

SUBMITTING DEPARTMENT: Long-Range Planning

DEPARTMENT DIRECTORS: Tyler Sinclair & Chris Neubecker

PRESENTERS: Tyler Sinclair & Chris Neubecker

SUBJECT: Project Status and Next Steps: Draft Update to the 2012 Jackson/Teton County Comprehensive Plan (P19-129/AMD2019-0008), Fiscal Year 2021 Implementation Work Plan (MSC2020-0005/P19-020), and Northern South Park Neighborhood Plan

PURPOSE/REQUESTED ACTION

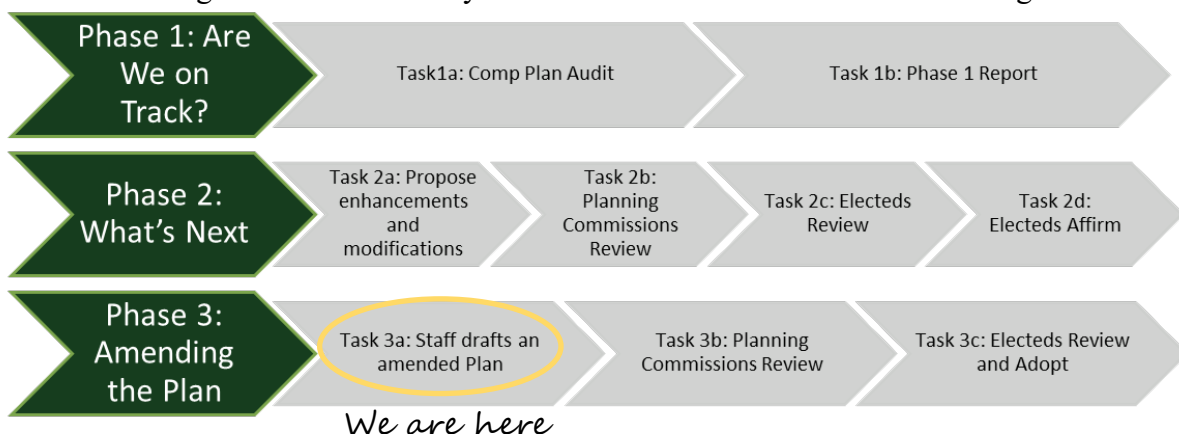
The purpose of this item is to jointly review the project status and take next steps on the following three prioritized long-range planning items:

- Update to the 2012 Jackson/Teton County Comprehensive Plan → release edited draft to public comment period and set hearing dates to consider adoption
- FY21 Long-range Work Plan → refine Northern South Park Neighborhood Plan task, make any other desired amendments, and approve the FY21 Work Plan
- Northern South Park Neighborhood Plan task → direct staff to prepare draft a Scope of Work and Request for Proposals

BACKGROUND/STAFF ANALYSIS

Comp Plan Update:

This project began in May 2019, was prompted by the Growth Management Program threshold for community growth, and is shared jointly between the Town of Jackson and Teton County. We are in the third and final phase of the Update to the 2012 Jackson/Teton County Comprehensive Plan with the goal of joint adoption of an updated Plan that recognizes the community's successes since 2012 and enhances our goals for the future.



Planning Staff and the consultant group for this project drafted an updated Plan based on community, stakeholder, Planning Commissions, Town Council and Board of County Commissioners direction provided in the first two phases of the project. The draft prepared by Planning Staff was released on March 20, 2020. In response to public meeting limitations due to COVID-19, the schedule for this project was revised to allow for a defined 45-day public comment period on the draft and an opportunity for Town Council and Board of County Commissioners to make edits to the draft prior to the public review period. The Town Council and County Commissioners have met jointly several times to discuss potential edits to be made, as applicants, to the draft prior to the public review period, but the project has not progressed since matching motions have not yet been made and approved.

June 2, 2020: Board of County Commissioners approved the following motion:

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, 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 hearing date before the Teton County Planning Commission and a 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:

- 1. Edit the draft to replace Subarea 5.6 with the text provided in the redline included in the May 18, 2020 Staff Report with the following sentence removed: "An exception to the neighborhood plan requirement is the allowance for development when associated with provision of meaningful permanent open space by clustering development into the subarea from a Conservation or Preservation Subarea." (from 5/26/2020 JIM suggested motion)*
- 2. Edit the draft to split Strategy 3.3.S.5 into two separate Strategies with one on Northern South Park and one on the Fairgrounds site. (from 5/26/2020 JIM suggested motion)*
- 3. Add a Strategy to identify locations in the County that may be appropriate for higher residential density to meet community-wide workforce housing goals. (from 5/26/2020 JIM suggested motion)*
- 4. Remove the following language from Subarea 5.6: "One possible option to be considered is a future east-west connector between South Park Loop Road and Highway 89" and replace with: "The neighborhood plan will include options to improve transportation, circulation and connectivity within and around the Subarea." (from 6/1/2020 BCC meeting)*
- 5. Change language in Subarea 5.6 to specify that the neighborhood plan will be "completed by the County in consultation with the Town as a recommending body." (from 6/1/2020 BCC meeting)*

July 6, 2020: Town Council approved the following motion:

I move to begin the public comment period of the Proposed Amendments to the 2012 Jackson/Teton County Comprehensive Plan, 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 hearing date before the Jackson Planning Commission and a 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:

- 1. Edit the draft to replace Subarea 5.6 with the text provided in the redline included in the May 18, 2020 Staff Report with the following sentence removed: "An exception to the neighborhood plan requirement is the allowance for development when associated with provision of meaningful permanent open space by clustering development into the subarea from a Conservation or Preservation Subarea."*
- 2. Edit the draft to split Strategy 3.3.S.5 into two separate Strategies with one on Northern South Park and one on the Fairgrounds site.*
- 3. Add a Strategy to identify locations in the County that may be appropriate for higher residential density to meet community-wide workforce housing goals.*
- 4. Remove the following language from Subarea 5.6: "One possible option to be considered is a future east-west connector between South Park Loop Road and Highway 89" and replace with: "The neighborhood plan will include options to improve transportation, circulation and connectivity within and around the Subarea."*

The substantive difference between the Board's June 2nd motion and the Council's July 6th motion is the Board's inclusion of requested edit #5 related to the proposed text of Subarea 5.6 Northern South Park. In the Subarea 5.6 text below, proposed changes agreed upon by both Council and Board have been incorporated while changes in blue are only proposed by the Board of County Commissioners at this point. Strategy 3.3.S.5 text is also included below to demonstrate how requested edit #2 has been incorporated.

5.6: Northern South Park:

This TRANSITIONAL Subarea is identified as a 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 infill and redevelop other already developed Stable/Transitional Subareas to meet the Growth Management goals of the Plan, this subarea is also a suitable location to meet those goals due to its close proximity to many Complete Neighborhood amenities. The subarea will be zoned and developed consistent with a neighborhood plan (referenced in Strategy 3.3.S.5) completed by the County and in consultation with the Town as a recommending body to comprehensively lay out the development of the entire Subarea. The neighborhood plan will include options to improve transportation, circulation and connectivity within and around the Subarea. 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 neighborhood planning (see Policy 3.3.c) Subarea 5.6 Northern South Park. The neighborhood plan should include:*

- *An analysis of appropriate amount of development, 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); and*
- *A resulting plan with enough detail to demonstrate and define how future development will optimize all 8 Chapter goals.*

Staff recommends that the Board and Council consider the following options:

Option 1: *Consider amending the previously approved but differing motions from Town Council and Board of County Commissioners to find consensus on the edits to be made to the draft prior to initiating the public comment period and on the hearing dates at which the draft will be considered for adoption.*

Option 2: *Consider releasing the draft Comp Plan update with two different versions of Sub-area 5.6 included.* This option could be considered if agreement on the proposed text for Subarea 5.6 cannot be made between Town and County. The draft Comp Plan update with two different options for Subarea 5.6 could be released for the 45-day public comment period with both proposed versions of Subarea 5.6 represented. Public feedback may shed light on the significance of the differences and provide more time to resolve the scope, design and process of the Northern South Park neighborhood plan prior to the Town and County taking final action at a later date.

Option 3: *Consider maintaining the 2012 Comp Plan language for Subarea 5.6 Northern South Park.* If agreement between Town and County on the proposed Comp Plan amendment for this Subarea cannot be achieved, no edits to the current language for the Subarea can be made. Maintaining the current Subarea 5.6 language means that the community's priority remains to first infill and redevelop other already developed Transitional/Stable Subareas to meet our Growth Management goals of the Comp Plan and that this Subarea would not be developed because the community did not determine it necessary in this Growth Management Program review.

As of now, the 45-day public comment period has not begun and hearing dates for consideration of adoption of an updated Comp Plan have not been set.

FY21 Work Plan:

Based on the Growth Management Program review, direction provided by Town and County officials on the Comp Plan Update so far, discussion during the FY21 Town and County Budget hearings and data presented in the 2020 Indicator Report, the following Comprehensive Plan implementation projects have been identified for the Long-Range Planning division FY 21 Work Plan (July 2020 – June 2021):

JOINT:

- Growth Management Program Review & Comp Plan Update (ongoing)
- Revisit Workforce Housing Mitigation LDRs
- Northern South Park Neighborhood Plan (Subarea 5.6)
- Indicator Data Standardization

TOWN:

- Town Square Zoning & Historic Preservation LDRs (ongoing)
- Hillside LDRs update (ongoing)
- Flat Creek Corridor
- LDR Cleanup
- Sign Standards

COUNTY:

- Cell Facility LDRs update (ongoing)
- Update Aspens Subarea 12.2 Zoning
- Update Hog Island Subarea 7.2 Zoning

At the July 6, 2020 JIM, Planning staff presented an overview of the draft FY21 Work Plan dated June 29, 2020. The Board and Council focused discussion of alternatives for the Northern South Park neighborhood plan task. The Town Council approved the following:

I move to approve the proposed FY 21 Implementation Work Plan dated June 29, 2020 with the following amendments:

- *To remove the Neighborhood Plans item for now and replace it with a Neighborhood Plan for Northern South Park only, with the details of process, timeframe and lead agency(ies) to be decided.*
- *Provide an update on the Sign Code amendment item including scope and number of staff hours involved for further direction by Town Council*

The Board of County Commissioners requested more time to discuss and refine the Northern South Park Neighborhood Plan task and continued this item to a Special JIM on July 13, 2020.

Town discussion focused on a desire to move the Comp Plan Update, FY21 Work Plan and Neighborhood Planning process for Northern South Park forward so more detailed work could be completed on all items in a timely manner. The Council found that the Neighborhood Planning process scope of work should be further discussed and decided separate from the Comp Plan Update and FY21 Work Plan as this is a more detailed discussion than is appropriate for the Comp Plan Update and is only one item included in the FY21 Work Plan.

As of now, the FY21 Work Plan has not been set.

Northern South Park Neighborhood Plan:

The Town Community Development Director and the County Planning Director recommend that refinements to the scope and process for a Northern South Park Neighborhood Plan be made jointly by the Board and Council at a separate meeting based upon the suggested motion below. Based upon joint priorities and direction, Planning staff is prepared to start the Northern South Park neighborhood planning process immediately.

At their July 6, 2020 Special Town Council meeting, the following was proposed for further discussion:

I move to direct town and county staff to prepare a scope of work and request for proposals for a Neighborhood Plan for Northern South Park to be individually presented to the Town Council and County Commission for review and comment, at the July 20th Town Council Workshop and at a time of the Commissioners choosing, and at the August 3 Joint Information Meeting for consideration. The proposed scope of work may include:

- *Defined Project Goals and Objectives*
- *Density and land use options with complete neighborhood zoning, such as the new Town zoning*
- *Affordability Options and Analysis*
- *Job Generation Analysis*
- *Market Analysis and Projected Population*
- *Fiscal Impacts to the County, Town, and future residents*
- *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*

Planning staff recommends that the Board and Council provide joint direction on preparation of a Scope of Work and Request for Proposals based on the relevant neighborhood planning needs for this subarea described above and as previously provided to the Town and County in a memorandum titled *Neighborhood Planning Process* dated April 17, 2020, attached.

ATTACHMENTS

Neighborhood Planning Process memo dated April 17, 2020 prepared for and distributed to the BCC.

STAKEHOLDER ANALYSIS

The entire Town of Jackson/Teton County community is a stakeholder of the Comp Plan and FY21 Work Plan. Staff invites feedback from any community member or organization.

PUBLIC COMMENT

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.

FISCAL IMPACT

Preparation of this report and facilitation of this meeting is performed by staff and does not incur additional costs.

STAFF IMPACT

Staff is serving in informational, facilitation, and support roles for this meeting.

LEGAL REVIEW

Town: None at this time.

County: Gingery

SUGGESTED MOTIONS

Comp Plan Update:

Town Council: The motion previously made by Town Council is listed below. Should Council choose to make a new motion based upon discussion at that meeting, that is possible.

I move to begin the public comment period of the Proposed Amendments to the 2012 Jackson/Teton County Comprehensive Plan, 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 hearing date before the Jackson Planning Commission and a 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:

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2. Edit the draft to split Strategy 3.3.S.5 into two separate Strategies with one on Northern South Park and one on the Fairgrounds site.
3. Add a Strategy to identify locations in the County that may be appropriate for higher residential density to meet community-wide workforce housing goals.
4. Remove the following language from Subarea 5.6: “One possible option to be considered is a future east-west connector between South Park Loop Road and Highway 89” and replace with: “The neighborhood plan will include options to improve transportation, circulation and connectivity within and around the Subarea.”

Board of County Commissioners (BCC): The motion previously made by the BCC is listed below. Should the BCC choose to make a new motion based upon discussion at that meeting, that is possible.

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, 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 hearing date before the Teton County Planning Commission and a 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:

1. Edit the draft to replace Subarea 5.6 with the text provided in the redline included in the May 18, 2020 Staff Report with the following sentence removed: “An exception to the neighborhood plan requirement is the allowance for development when associated with provision of meaningful permanent open space by clustering development into the subarea from a Conservation or Preservation Subarea.” (from 5/26/2020 JIM suggested motion)
2. Edit the draft to split Strategy 3.3.S.5 into two separate Strategies with one on Northern South Park and one on the Fairgrounds site. (from 5/26/2020 JIM suggested motion)
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4. Remove the following language from Subarea 5.6: “One possible option to be considered is a future east-west connector between South Park Loop Road and Highway 89” and replace with: “The neighborhood plan will include options to improve transportation, circulation and connectivity within and around the Subarea.” (from 6/1/2020 BCC meeting)
5. Change language in Subarea 5.6 to specify that the neighborhood plan will be “completed by the County in consultation with the Town as a recommending body.” (from 6/1/2020 BCC meeting)

FY21 Work Plan

Town Council: The motion previously made by Town Council is listed below. Should Council choose to make a new motion based upon discussion at that meeting that is possible.

I move to approve the proposed FY 21 Implementation Work Plan dated June 29, 2020 with the following amendments:

- To remove the Neighborhood Plans item for now and replace it with a Neighborhood Plan for Northern South Park only, with the details of process, timeframe and lead agency(ies) to be decided.
- Provide an update on the Sign Code amendment item including scope and number of staff hours involved for further direction by Town Council

Board of County Commissioners:

I move to **approve** the proposed FY 21 Implementation Work Plan dated June 29, 2020, with the amendments made jointly at this meeting.

Northern South Park Neighborhood Plan:

Town Council

I move to direct planning staff to prepare a scope of work and request for proposals for a Neighborhood Plan for Northern South Park to be individually presented to the Town Council at the July 20th Town Council Workshop and to the Board of County Commissioners at a time of the choosing for review and comment and at the August 3 Joint Information Meeting for consideration. The proposed scope of work may include:

- *Defined Project Goals and Objectives*
- *Density and land use options with complete neighborhood zoning, such as the new Town zoning*
- *Affordability Options and Analysis*
- *Job Generation Analysis*
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- *Infrastructure (drinking water, sewer, drainage, electricity, etc.)*
- *Environmental impacts*
- *Implementation of Comprehensive Plan values*
- *Community and stakeholder engagement and participation*

Board of County Commissioners

I move to direct planning staff to prepare a scope of work and request for proposals for a Neighborhood Plan for Northern South Park to be individually presented to the Town Council at the July 20th Town Council Workshop and to the Board of County Commissioners at a time of the choosing for review and comment and at the August 3 Joint Information Meeting for consideration. The proposed scope of work may include:

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- *Community and stakeholder engagement and participation*

ATTACHMENT 1:



PLANNING & BUILDING

Building Division
Code Enforcement
Long-Range Planning
Planning Division

April 17, 2020

Teton County Board of Commissioners
Delivered via Email

Re: Neighborhood Planning Process

Dear Commissioners,

At your April 13, 2020 Voucher Meeting, you requested that Planning Staff prepare an informational memo on the process of neighborhood planning. This memo analyzes neighborhood plans as they are defined and described in the 2012 Jackson/Teton County Comprehensive Plan, and also provides a more general scope and description of neighborhood planning within the professional discipline of land use planning.

2012 Comprehensive Plan: The following excerpts identify all references to “neighborhood plans” or “neighborhood planning” within the 2012 Jackson/Teton County Comprehensive Plan currently in effect. Emphasis has been added to highlight use of these terms within the surrounding text.

“Neighborhood plans” are introduced in Policy 3.3.d to support *Principle 3.3 Manage growth predictably and cooperatively*:

*“Policy 3.3.d: Develop **neighborhood plans***

*Focused **neighborhood plans** may be developed where additional detail is necessary to implement the desired future character in a specific subarea. The Illustration of Our Vision chapter generally describes the desired character for all Character Districts, but there may be instances where implementation of certain strategies requires a more detailed, design oriented planning process for a specific subarea in order to ensure the desired future character is achieved.”*

This Policy can be put into action through the following Strategy:

*“3.3.S.4: Develop **neighborhood plans** for specific areas within Character Districts as necessary.”*

Neighborhood plans are also included as Strategies to implement growth management values in Town:

*“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.3: Initiate **neighborhood plans** for specific mixed use subareas.”*

*“4.3.S.1: Initiate **neighborhood plans** for Transitional Subareas.”*

Neighborhood planning is also referenced in the *Illustration of Our Vision* chapter of the Comprehensive Plan for Subarea 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 in order to meet the Growth Management goals of the Plan; if necessary, this subarea is a suitable location to meet those goals due to its close proximity to many existing Complete Neighborhood amenities. The subarea would not be developed in this manner until determined necessary by the community during a Growth Management Program review. An exception to this requirement would be the allowance for development when associated with an opportunity to provide 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 the subject of a **neighborhood planning** effort that addresses traffic congestion along High School Road. One possible option to be considered is a future east-west connector road between South Park Loop Road and Highway 89. An appropriate Flat Creek buffer will also need to be established in order to ensure the wildlife, natural and scenic values associated with this community resource are maintained.”*

The introduction to the *Illustration of Our Vision* chapter provides some clarity on the intent and purpose of defining the future desired character of Subareas:

“Finally, for each subarea, Character Defining Features are described to ensure the desired character is illustrated. The Character Defining Features provide the greatest level of site specific detail; however the characteristics are still conceptual and will inform specific regulations, incentives and programs...”

In Land Use Planning: Within the general context of professional land use planning, neighborhood plans are broadly defined and may take various forms, processes and timelines. The American Planning Association provides the following policy guidance on neighborhood plans:

“The neighborhood plan is intended to provide more detailed goals, policies, and guidelines than those in the local comprehensive plan. Neighborhood plans often emphasize potential partnerships among government agencies, community groups, school boards, and the private sector—partnerships that can act to achieve neighborhood goals. These plans are often developed through highly

*collaborative processes involving citizens, businesses, nongovernmental organizations (NGOs), and the local government of the neighborhood” (Steiner, F. and K. Butler (2007). *Planning and Urban Design Standards*. John Wiley & Sons, Inc).*

“In many cases neighborhood plans function as extensions of an adopted local comprehensive plan. They refine the community’s vision for a subarea of the jurisdiction and provide more specific goals, policies, and implementation guidance. However, relatively few cities have a systematic neighborhood planning program that divides the entire geographic extent of the jurisdiction into neighborhood planning areas. Rather, most cities intermittently engage in neighborhood planning when particular areas are experiencing or anticipating dramatic changes” (Morley, D. (2016). “PAS Quick Notes: Neighborhood Planning”. American Planning Association).

Further direction on process indicates that neighborhood plans are most commonly completed prior to large rezones and manifest in zoning regulations tailored to implement the plan:

“The most common implementation tools for municipally adopted neighborhood plans are zoning codes and public investments. Cities often amend zoning regulations or design guidelines based on land-use and development recommendations in neighborhood plans. In some cases, cities translate these recommendations into new context-specific zoning districts. Similarly, cities often use neighborhood plan recommendations to guide infrastructure and programming investments” (Neighborhood Planning. (2020). Retrieved from <https://www.planning.org/knowledgebase/neighborhoods/>).

A brief summary of neighborhood planning published by the American Planning Association, is attached to this memo as a resource for further reading.

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

Although a formal Request for Proposals and bidding process has not yet been undertaken, Planning Staff has discussed general timeline and budget options for developing neighborhood plans for the following neighborhoods: Northern South Park, fairgrounds, and midtown. Estimated consultant fees would be around \$600,000 with over 800 work hours dedicated from Long-Range Planning Staff. Neighborhood planning could begin in fiscal year 2021 and could take a year or more to complete, depending on the detail of the plan and the level of community involvement. Discussion around options and alterations to this initial estimate can be focused on upcoming consideration of the Long-Range Fiscal Year 2021 Work Plan.

What is Zoning? In contrast to neighborhood plans which are advisory and help determine the desired vision for the future of the area, zoning is one of the legal tools to implement the plan. Zoning is the process of identifying the allowed uses, density, building size and location of structures within a designated area. Zoning is adopted through the Land Development Regulations (LDRs) and is the law that regulates land development (in addition to building and other safety codes). The LDRs (called a Zoning Code or Development Code in some communities) also specify the process that an applicant must follow to obtain permission (permit) to develop land or structures. Once adopted, zoning regulations must be followed to remain in compliance with local laws.

How do Neighborhood Plans and Zoning Work Together? In a timeline, neighborhood plans usually come before zoning. Once a neighborhood planning process is completed, zoning can be adopted to start the process of transforming or creating a neighborhood. The neighborhood plan may identify implementation steps necessary to change the zoning. For example, if multi-family dwellings are identified as a desired land use in a plan, but are not a permitted use, the zoning should be updated to add this as an allowed use. Similarly, if there are other uses currently allowed in a zone that are not desirable, such uses may be eliminated from the zoning. To ensure that the right mix of land uses is allowed in an area, a new zone district may need to be created. The new zone district could also include different building setbacks, heights and forms that are not standard in other zone districts. Zones can also be very specific to regulate the “form” of a structure, rather than the use inside, called Form Based Zoning.

The timeframe to adopt zoning will depend of the complexity of the new zone regulations and support from the community. Rezoning property to an existing zone with significant community support could take as little as to six (5-6) months, including Planning Commission and Board of County Commissioner hearings; creating a new zone and/or rezoning without community support would add time to the process.

I look forward to further discussion on these topics, and how they may be used to advance the future planning for the community.

Sincerely,

Chris Neubecker
Teton County Planning Director

Enclosed: Morley, D. (2016). "PAS Quick Notes: Neighborhood Planning". American Planning Association).ISSN 2169-1940

Cc: Keith Gingery, Deputy County Attorney

QUICKNOTES

Neighborhood Planning

Neighborhood plans present recommendations for a discrete, contiguous subarea of a city. Most neighborhood planning areas contain housing as well as commercial, institutional, and recreational uses that serve the local area. Some neighborhood plans cover a wide range of topics relevant to the plan area, while others focus more narrowly on topics of special opportunity or urgency.

Background

Planners have long viewed strong neighborhoods as the fundamental building blocks of healthy cities. Strong neighborhoods are not static. They are dynamic places where residents, institutions, and physical features all change over time. Strong neighborhoods are places where heritage and tradition are valued, and places where both new and long-term residents feel a collective sense of ownership and responsibility.

Neighborhood planning has its roots in the early 20th century concept of the neighborhood unit, popularized by Clarence Perry of the Regional Plan Association in 1929. In Perry's model the neighborhood unit was a predominantly residential district or section of a city centered on neighborhood institutions and ringed by neighborhood-serving shops and services. While few real-world neighborhoods match Perry's unit to a T, his idea influenced a wide range of neighborhood-scale planning initiatives in older cities across the United States in the second half of the 20th century, and has continued to provide inspiration for neighborhood-scale planning and development that aims to replicate traditional neighborhood design.

In many cases neighborhood plans function as extensions of an adopted local comprehensive plan. They refine the community's vision for a subarea of the jurisdiction and provide more specific goals, policies, and implementation guidance. However, relatively few cities have a systematic neighborhood planning program that divides the entire geographic extent of the jurisdiction into neighborhood planning areas. Rather, most cities intermittently engage in neighborhood planning when particular areas are experiencing or anticipating dramatic changes. Furthermore, many neighborhood planning initiatives are self-organized by residents and other neighborhood stakeholders, and the resulting plans may or may not have a formal relationship with the local comprehensive plan.

Defining the Neighborhood

While the term "neighborhood" is familiar to most people, it often takes on different meanings based on context. Planners and local officials may think of neighborhoods primarily as political subdivisions that make it easier to deliver services or analyze small-scale social or economic trends. And these neighborhoods may have relatively arbitrary boundaries (e.g., to ensure that all neighborhoods have roughly the same population), or their boundaries may be more "organic" (e.g., based on changes in land-use patterns, the character of the built environment, or demographic characteristics of residents).

In many cities, residents may have different ideas from local officials and from each other about what defines a neighborhood. They may think of their neighborhood primarily in terms of the spaces and institutions they visit or value the most. Alternately, they may be influenced by real-estate marketing or perceptions about cultural differences. Consequently, it's not uncommon for residents of the same block or even the same building to see different boundaries for their neighborhood.

For a neighborhood planning effort to be successful, all participants must first agree on neighborhood boundaries. Often the best ways to determine appropriate boundaries is to have residents as well as representatives from local government and social service providers draw their own boundaries on the same map. This can help identify areas of common, if not universal, agreement.

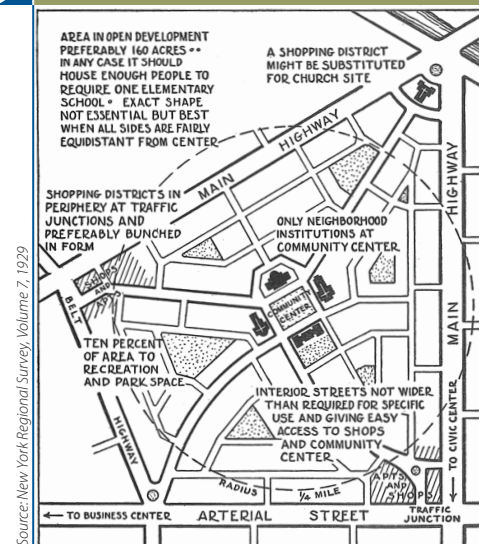


Diagram of Clarence Perry's neighborhood unit.



American Planning Association

Making Great Communities Happen

Defining the Scope

If the neighborhood plan is an extension of the local comprehensive plan, it makes sense to address all of the major functional elements or pertinent themes of the comprehensive plan in the neighborhood plan. In other cases, it may be beneficial to narrow the scope of the plan to a few topics or themes of special relevance or importance to the planning area.

The benefit of a more limited scope is that it can be easier to build support for action around a small set of pressing issues than it can be for a broad set of topics with varying levels of perceived neighborhood-level impacts. Another advantage of limiting the scope of the plan is that it generally makes it easier to go into greater depth on issues of top concern for residents and other stakeholders.

In addition to being more limited in geographic extent than the local comprehensive plan, neighborhood plans also typically have a shorter time horizon. While 20 to 30 years is common for a comprehensive plan, the implementation time frame for neighborhood plans is often between five and 10 years.

Setting Goals and Objectives

In the context of neighborhood planning, goals are general statements about desirable future conditions in the neighborhood, and objectives are measurable outcomes in furtherance of these goals. Often, planners, local officials, or neighborhood leaders use surveys and a combination of online and in-person visioning and goal-setting exercises to help identify potential goals for the planning area. Then, one or more stakeholder working groups may take on the task of refining these goals and establishing objectives. The most successful goals and objectives tend to be those with the broadest base of neighborhood support and the firmest grounding in economic reality.

Detailing Policies and Actions

Beyond goals and objectives, effective neighborhood plans typically include both specific policy statements and action steps. Policies are statements of intent with enough specificity to guide decision making, and actions are directives about capital investments, regulations, programs, or procedures intended to implement each policy. While goals and objectives may remain somewhat abstract, policy statements must suggest a specific course of action, and action steps should make it clear who will do what by when.

Conclusions

The limited geographic extent of a neighborhood plan has both advantages and disadvantages. The narrower focus of neighborhood planning and strong connections that many stakeholders feel to their neighborhoods can lead to a loss of objectivity in the neighborhood planning process. In these cases, neighborhood plans may make it difficult for cities to prioritize scarce resources. With that said, residents, business owners, and institutions may identify more with specific neighborhoods than with the city as a whole. For this reason, it can be easier to engage these stakeholders around planning initiatives that have obvious implications for their homes, businesses, and shared public spaces. Furthermore, neighborhood plans offer opportunities to be more specific about goals, objectives, policies, and actions to guide growth or change within a small area over a relatively short time period.

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FURTHER READING

1. Published by the American Planning Association

Gregory, Michelle. 1998. "Anatomy of a Neighborhood Plan: An Analysis of Current Practice." In *Modernizing State Planning Statutes*, Vol. 2. PAS Report No. 480/481. Chicago: American Planning Association. Available at planning.org/pas/reports/archive.htm.

Jones, Bernie. 1990. *Neighborhood Planning: A Guide for Citizens and Planners*. Chicago: American Planning Association. Available for purchase at planning.org/publications/book/9026753.

2. Other Resources

Colombo, Louis, and Ken Balizer. 2005. "Neighborhood Planning." Available at neighborhoodplanning.org.

Myerson, Deborah. 2004. *Involving the Community in Neighborhood Planning*. ULI Community Catalyst Report No. 1. Washington, D.C.: Urban Land Institute. Available at tinyurl.com/jug84mw.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT:

PRESENTER: Roxanne Robinson

MEETING DATE: July 6, 2020

SUBJECT: Resolution 20-22 Authorizing A State Grant Application for Coronavirus Relief

STATEMENT/PURPOSE

In order to be eligible to submit a Coronavirus Relief Grant application to the Office of State Lands and Investments (OSLI), a Resolution and a Certification Statement is required.

BACKGROUND/ALTERNATIVES

The Town of Jackson has expended funds not budgeted for since the beginning of the COVID-19 pandemic and will continue to expend funds through at least the end of 2020 if not farther into the future. This grant offering covers expenses incurred or expected to be incurred between March 1, 2020 and December 30, 2020. The Town has spent or will spend funds on payroll expenses for employees whose services were/are/will be substantially dedicated to mitigating or responding to the COVID-19 public health emergency, remote meeting infrastructure, public noticing, marketing support, PPE supplies, facility UV purification for HVAC systems, supplemental facility cleaning, portapotties, masks, sanitizer and related bottling supplies, gloves, downtown outdoor distancing infrastructure, posters and signage, barricades and floor markings, and reception area remodels to protect the health, safety, and welfare of employees and the public. To date, staff expenditures have been significant and by December 30, 2020 we project spending a total of \$750,000. Funds have been spent in response to this pandemic that could have otherwise been spent on core service provision. Significant cuts to the FY20 budget and the FY21 budget were made as a result of the economic recession resulting from the COVID-19 pandemic and any reimbursement of funds spent and yet to be spent in responding will allow the Town to better maintain core services. There may well likely be a second wave of infections impacting the Town of Jackson budget and our ability to provide core services.

Additional information is provided below.

- **Payroll Expenses:** For a period of time, the majority of law enforcement time was substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Moving forward, depending on public health orders, this could again be the case in Jackson, WY. Time tracking for time spent on COVID-19 was immediately instituted for sworn law enforcement and is tracked each pay period. Additionally during the initial stages of the pandemic, public information staff, IT staff, and Town leadership staff members were solely focused on responding to and mitigating impacts of the public health emergency.
- **Remote meeting infrastructure:** The Town has spent significant sums setting up remote meeting infrastructure to meet statutory requirements to allow public participation at Council meetings and Planning Commission meetings. Infrastructure includes additional conference telephones, microphones, laptops, software, additional cameras, additional workstation.
- **Public Noticing:** The Town conducted additional public meetings and press conferences related to COVID-19 and each of these meetings and briefings required public noticing.
- **Additional meeting minutes advertising and Streaming:** Numerous additional remote meetings were held and pursuant to statutory requirements those meetings required minutes to be advertised in the paper. The Town live streams and archives meetings on the Town website through a third party contractor and each additional meeting not already planned for will cause the Town to exhaust the number of meetings

included in the price paid and will result in the Town spending more funds later in the year for additional meeting time.

- Marketing support: The town created and printed banners asking people to "Hunker at Home" in English and Spanish, managed the creation and printing of information at ten a-frame into boards throughout town, and created and shared posters stating "It's No Big Ask to Wear a Mask" for all START Buses.
- PPE and Mask Supplies: The Police Department and START Bus staff required PPE to continue to provide services and protect the health safety and welfare of our employees as well as the public. In order to reopen facilities safely and provide a safe working environment the Town purchases disposable masks and provides those free of charge to the public upon entering our facilities.
- Facility UV Purification for HVAC: In order to more safely allow critical service providers to work in the Town Hall, Police Department, Public Works and START facilities, the Town needed to improve the air quality by installing UV lighting in the air handling units.
- Supplemental facility cleaning: In order to bring employees back into facilities to provide government services safely, the Town increased its cleaning of facilities through our contractor.
- Portapotties: Additional restroom facilities were needed to support the health safety and welfare of residents and guests.
- Sanitizer and Related Bottling Supplies: In order to protect the public and staff, the Town needs to continue to provide hand sanitizer at each location where employees work.
- Downtown Outdoor Distancing Infrastructure: In order to reopen the downtown safely, infrastructure is needed including hand wash/sanitizing stations, masks, portapotties, signage, additional benches and tables, barricades, cones, traffic signage, pedestrian signage, posters and signage.
- Office Remodel Expenses: In order to reopen government facilities to the public while protecting the health safety and welfare of employees and the public, adequate separation infrastructure needed to be installed on a temporary basis initially and on a permanent basis moving forward including glass/plastic sneeze shields, floor markings, and signage.

There will be four opportunities prior to December 30, 2020 to submit grant applications and they are as follows:

Coronavirus Relief Grants		
SLIB Meeting Date	Application Due Date	Council Meeting Prior to App Due
Thursday, August 06, 2020	Thursday, July 23, 2020	Monday, July 20, 2020
Thursday, October 01, 2020	Thursday, September 17, 2020	Tuesday, September 08, 2020
Thursday, November 05, 2020	Thursday, October 22, 2020	Monday, October 19, 2020
Thursday, December 03, 2020	Thursday, November 19, 2020	Monday, November 16, 2020

We do not have an estimate of when we would be informed of grant approval or how soon we can submit requests for reimbursement but we believe these will be accomplished in all due haste. There is no guarantee funding will be awarded but staff recommends the resolution be approved.

The Council has several options including:

1. Approve Resolution 20-22 as presented along with the certification statement subject to any corrections.
2. Discuss the resolution and postpone action to the Town Council meeting of July 20.
3. Take no action thereby indicating to the State of Wyoming that the Town of Jackson does not need reimbursement for direct expenses and payroll expenses incurred as a result of the pandemic and economic recession.
4. Other.

COMPREHENSIVE PLAN ALIGNMENT

Reimbursement of these funds from the State of Wyoming will allow the Town to continue to maintain current, coordinated service delivery and quality community service provision as set forth in Section 8 of Common Value 3, Quality of Life.

STAKEHOLDER ANALYSIS

The stakeholders involved in receiving this grant funding include the citizens and guests that are served by the Town of Jackson annual budget, the Town of Jackson organization, the employees of the Town of Jackson.

FISCAL IMPACT

The fiscal impact of a successful grant application that authorized funding at the requested level for the Town of Jackson would be up to \$750,000. In order to receive reimbursement, the Town Finance Department would need to submit detailed invoices and payroll information through grant reimbursement requests. Should the Town not spend that amount prior to December 30, 2020, the remaining funding would be retained by the State Land and Investment Board (SLIB).

STAFF IMPACT

Combined staff time spent on this grant application is approximately 25 hours. The staff impact of receipt of funding is positive in that it offsets some of the lost revenue due to the sharp decline in sales and lodging tax funding for Town operations.

LEGAL REVIEW

Ongoing.

ATTACHMENTS

Resolutions 20-22 and Certification Statement.

RECOMMENDATION

Staff recommends the Town Council approve Resolution 20-22 and the Certification Statement as presented, subject to any corrections, authorizing staff to submit a grant application to the Office of State Lands and Investment for Coronavirus Relief.

SUGGESTED MOTION

I move to approve Resolution 20-22 authorizing grant submission and the related Certification Statement as presented, subject to any corrections and authorize staff to submit a grant application to the Office of State Lands and Investment for Coronavirus Relief.

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A CORONAVIRUS RELIEF GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

TOWN OF JACKSON

FOR THE PURPOSE OF:

FUNDING PAYROLL EXPENSES, REMOTE MEETING INFRASTRUCTURE, PUBLIC NOTICING, MARKETING SUPPORT, PPE SUPPLIES, FACILITY UV PURIFICATION FOR HVAC, SUPPLEMENTAL FACILITY CLEANING, PORTAPOTTIES, MASKS, SANITIZER AND RELATED BOTTLING SUPPLIES, GLOVES, DOWNTOWN OUTDOOR DISTANCING INFRASTRUCTURE, POSTERS AND SIGNAGE, BARRICADES AND FLOOR MARKINGS, AND RECEPTION AREA REMODELS TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF EMPLOYEES AND THE PUBLIC.

(State Purpose of Project)

WITNESSETH

WHEREAS, the Governing Body for the TOWN OF JACKSON

desires to participate in the CORONAVIRUS RELIEF GRANT program to assist in financing this request; and

WHEREAS, the Governing Body of the TOWN OF JACKSON

recognizes the need for the request; and

WHEREAS, the Coronavirus Relief Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, if any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES Act, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF JACKSON

that a grant application in the amount of

\$750,000

(Amount being requested)

be submitted to the State Loan and Investment Board for consideration at the next Board meeting after application processing to assist in funding the

TOWN OF JACKSON COVID-19 RESPONSE

(Name of Funds Requested)

BE IT FURTHER RESOLVED, that

Larry Pardee, Town Manager, Roxanne Robinson, Assistant Town Manager, and Kelly Thompson, Finance Director

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

TOWN OF JACKSON

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

6th

(Date)

day of

July

(Month)

2020

(Year)

(Signature)

Pete Muldoon, Mayor

(Name and Title)

Attest:

(Signature)

Sandy Birdyshaw, Town Clerk

(Name and Title)

OFFICE OF STATE LANDS AND INVESTMENTS

Coronavirus Relief Grant Program

Certification Statement

WHEREAS, the Governing Body for the

TOWN OF JACKSON

Hereby Certifies that the funding being applied for under the WYOMING CORONAVIRUS RELIEF FUND GRANT program meets the requirements set forth under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). It is further certified that the funding being applied for meets the requirements of 2020 Spec. Session 1, SEA No. 001.

The CARES Act provides that payments from the Grant Fund may only be used to cover costs that:

- 1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019;
- 2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- 3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

If any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES Act, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

BE IT FURTHER RESOLVED, that

Larry Pardee, Town Mgr, Roxanne Robinson, Asst Town Mgr, and Kelly Thompson, Finance Director

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

Certification Statement

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

6th

(Date)

day of

July

(Month)

2020

(Year)

(Signature)

Pete Muldoon, Mayor

(Name and Title)

Attest:

(Signature)

Sandy Birdyshaw, Town Clerk

(Name and Title)

State of Wyoming
State Loan and Investment Board
Coronavirus Relief Grant Program

APPLICANT INFORMATION

Applicant CategoryGovernment Entity:

X

Medical Entity:Tribal Council:

Applicant

Town of Jackson

Mailing Address

P.O. Box 1687

City

Jackson

State

WY

Zip

83001

E-Mail Address

lpardee@jacksonwy.gov

Phone #

307-733-3932

Tax ID #:

83-6000069

Contact Person (Name and Title)

Larry Pardee, Town Manager

Phone #

307-733-3932

E-Mail Address

lpardee@jacksonwy.gov

WYOMING CORONAVIRUS RELIEF FUND INFORMATION

CRG Funding Name

TOWN OF JACKSON COVID-19 RESPONSE

Amount of Funding Requested

\$750,000

NOTE: This amount must match the amount on the submitted resolution

List all other funding sources for the project in the table below including the status and amount expended, if any.

Other Funding Source Description	Amount	Status*		Amount Expended	Funding Percentage
		Pending	Approved		
					0.00%
					0.00%
					0.00%
					0.00%
Total Other Funding	\$0			\$0	

*Documentation to support the status must be attached to the Application Packet.

Estimated Total Funding Request:

\$750,000

Balance of Request Unfunded:

750,000

Auto Calculated
(Estimated Project Costs less Amount Expended)

Estimated Funding Percentage:

100%

(Final Funding Percentage is Determined by Board Approved Amount)

% is auto calculated
(Amount Requested/Estimated Project Costs)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements, if approved.
To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.
I further certify by signing and submitting this application that all program eligibilty criteria have been reviewed and this application reflects the criteria.
I understand that if grant funds spent are later found to be ineligible, the applicant will be requested to pay back the ineligible funds within 15 days to the Office of State Lands and Investments.

SignatureDate

Larry Pardee, Town Manager

Name and Title (typed)

Applicant: Town of Jackson

CRG Request Type TOWN OF JACKSON COVID-19 RESPONSE

1. Are the funds being applied for to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19?

Yes	No
X	

2. Are the funds being applied for used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020?

Yes	No
X	

3. Are the funds being applied for used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020?

Yes	No
X	

4. Will the funds be fully expended (not just encumbered) by December 30, 2020?

Yes	No
X	

5. Will there be reporting requirements (in addition to SLIB's) related to the use of the funds, if any?
If yes, please explain below.

Yes	No
	X

N/A.

6. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity is eligible for.

Both WYDOT and Idaho Dept of Transportation received CARES funds and will provide Southern Teton Area Rapid Transit (START) bus system an estimated \$500,000. No transit expenditures are being applied for from SLIB.

The Town is eligible for \$750,000 in incurred to date and estimated expenses to get to 12/30/2020:

- \$300,000 payroll and FMLA
- \$200,000 telework capabilities, information technology cost
- \$100,000 public information, communications
- \$150,000 PPE, disinfection

7. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity has applied for.

None.

8. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity has received.

None.

Applicant: Town of Jackson

CRG Request Type TOWN OF JACKSON COVID-19 RESPONSE

1. Briefly describe the reason for which you are requesting funding. (Please attach extra pages if needed.)

The Town of Jackson is requesting funding to cover direct expenses incurred related to the COVID-19 response because 1) these funds were not anticipated, budgeted or authorized in the FY20 budget, 2) with the severe economic downturn in visitation, sales tax, lodging tax, disposable income for locally unemployed residents the Town had to quickly cut approximately 10% from the FY20 budget during the 4th quarter, 3) the Town needed to use all available fund reserves in FY20 and FY21 above recommended thresholds to offset revenue losses in sales and lodging tax and therefore could not utilize fund reserves to cover expenditures related to the provision of core services, 4) the Town reduced the revenue projections for sales and lodging tax by 50% for FY21, and 5) record high levels of overtime in law enforcement and fire safety were necessary and utilized funding.

2. Describe how the funds being applied for are to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. (Please attach extra pages if needed.)

Payroll Expenses: For a period of time, the majority of law enforcement time was substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Moving forward, depending on public health orders, this could again be the case in Jackson, WY. Time tracking for time spent on COVID-19 was immediately instituted for sworn law enforcement and is tracked each pay period. Additionally during the initial stages of the pandemic, public information staff, IT staff, and Town leadership staff members were solely focused on responding to and mitigating impacts of the public health emergency.

Remote meeting infrastructure: The Town has spent significant sums setting up remote meeting infrastructure to meet statutory requirements to allow public participation at Council meetings and Planning Commission meetings. Infrastructure includes additional conference telephones, microphones, laptops, software, additional cameras, additional workstation.

Public Noticing: The Town conducted additional public meetings and press conferences related to COVID-19 and each of these meetings and briefings required public noticing which resulted in additional expenses.

Additional meeting minutes advertising and Streaming: Numerous additional remote meetings were held and pursuant to statutory requirements those meetings required minutes to be advertised in the paper. The Town live streams and archives meetings on the Town website through a third party contractor and each additional meeting not already planned for will cause the Town to exhaust the number of meetings included in the price paid and will result in the Town spending more funds later in the year for additional meeting time.

Marketing support: The town created and printed banners asking people to "Hunker at Home" in English and Spanish, managed the creation and printing of information at ten a-frame boards throughout town, and created and shared posters stating "It's No Big Ask to Wear a Mask" for all START Buses.

PPE and Mask Supplies: The Police Department and START Bus staff required PPE to continue to provide services and protect the health safety and welfare of our employees as well as the public. In order to reopen facilities safely and provide a safe working environment the Town purchases disposable masks and provides those free of charge to the public upon entering our facilities.

Facility UV Purification for HVAC: In order to more safety allow critical service providers to work in the Town Hall, Police Department, Public Works and START facilities, the Town needed to improve the air quality by installing UV lighting in the air handling units and these expenses were not budgeted for in FY20.

Supplemental facility cleaning: In order to bring employees back into facilities to provide government services safely, the Town increased its cleaning and sanitizing of facilities through our contractor.

Portapotties: Additional restroom facilities were needed to support the health safety and welfare of residents and guests.

Sanitizer and Related Bottling Supplies: In order to protect the public and staff, the Town needs to continue to provide hand sanitizer at each location where employees work.

Downtown Outdoor Distancing Infrastructure: In order to reopen the downtown safely, infrastructure is needed including hand wash/sanitizing stations, sanitizer and bottling supplies, portapotties, signage, additional benches and tables, barricades, cones, traffic signage, pedestrian signage, instructional posters and signage.

Office Remodel Expenses: In order to reopen government facilities to the public while protecting the health safety and welfare of employees and the public, adequate separation infrastructure needed to be installed on a temporary basis initially and on a permanent basis moving forward including glass/plastic sneeze shields, floor markings, and signage.

3. Describe how the funds being applied for were used or are to be used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020 for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. (Please attach extra pages if needed.)

The major portion of the funds being applied for are to be used to cover costs that were not accounted for in the FY20 Town of Jackson budget. The monies spent by the Town of Jackson were necessary expenditures incurred due to the public health emergency with respect to the COVID-19 pandemic. These monies were necessary in order to protect the health, safety, and welfare of the residents, guests, employees and employers. Life/safety employees and critical workers were still required to perform their duties and provide for the continuity of government in order to serve the public and provide core services. The funds were used and will be used to fund the areas listed below:

Payroll Expenses: For a period of time, the majority of law enforcement time was substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Moving forward, depending on public health orders, this could again be the case in Jackson, WY. Time tracking for time spent on COVID-19 was immediately instituted for sworn law enforcement and is tracked each pay period. Additionally during the initial stages of the pandemic, public information staff, IT staff, and Town leadership staff members were solely focused on responding to and mitigating impacts of the public health emergency.

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