

Jackson Town Council Workshop

August 17, 2020

3:00 PM

Town Council Chambers

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

I. WEBEX LINK FOR PUBLIC PARTICIPATION

To join, click on the link or copy it to your browser:

<https://townofjacksonwy.webex.com/townofjacksonwy/onstage/g.php?MTID=e304ff775696ab728c2fec6b416340f79>

If the link does not work, join at [webex.com](https://www.webex.com) with Meeting ID **146 500 8577** Password: **toj**

II. CALL TO ORDER AND ROLL CALL

III. WORKSHOP ITEMS

- A. Town Council Mid-Year Check-In (Tyler Sinclair, 60 minutes)
- B. JH Mountain Resort Ski Pass Contribution for START (Darren Brugmann, 30 minutes)
- C. Northern South Park Neighborhood Plan-Next Steps (Tyler Sinclair, 30 minutes)

IV. PROPOSED ITEMS FOR FUTURE WORKSHOPS

- A. 9/21 Updates to Water and Sewer System Rates
- B. 9/21 Budget Check -In
- C. 10/12 *date pending* Town Square & Historic Preservation LDR Update
- D. 10/19 Review Proposed Ordinance Changes related to Rates
- E. 10/19 Advertising on Public Property
- F. 10/19 Budget Check-In
- G. *Upcoming* Continuing Legal Review of JMC
- H. *Upcoming* Special Event Requirements (Non-Alcoholic options and Sustainability Efforts)
- I. *Upcoming* One Percent for Art
- J. *Upcoming* St. John's Hospital Memorandum of Understanding

V. ADJOURN

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



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT

PRESENTER: TYLER SINCLAIR

MEETING DATE: August 17, 2020

SUBJECT: Item C20-002 | Mid-Year Check-In

STATEMENT/PURPOSE:

Discussion about priorities, what Council wants to make sure is accomplished before the end of the calendar year, and what staff has the capacity to ensure is done well within that timeframe.

BACKGROUND/ALTERNATIVES:

So much has changed since Council and staff met at the retreat last January, and because the current Council's term will expire in just five months, we believe a Mid-Year Check-In and discussion about priorities is needed. By the end of the meeting, we hope to have a clearer, shared understanding of Council's priorities for the next five months and beyond.

The Community Development department works to help keep Town Council out of the weeds and progressing to achieve its highest priorities. The COVID-19 pandemic has made that a harder challenge than ever. With this workshop item, we hope to help our entire team 'right-size' expectations and be realistic about what can be accomplished in the next five months. Ideally, we will be able to complete as many items as possible so the Council starting in 2021 will not be facing a backlog of items that are half or partially done.

Looking ahead, there are 20 weeks left in the year, which means there are 9 regular meetings, 5 workshops, and 4 Joint Information Meetings with the County scheduled before January of 2021. With this in mind, we would like Council to discuss what its priorities are and if they are relatively new, to please share what expectations are for such items. Ideally, this discussion will establish a foundation for further dialogue about how to better structure meetings and communication to achieve Council's highest priorities.

When reviewing the Council priority scores exercise a couple items and questions stood out for consideration and discussion:

- Only a quarter of the projects prioritized by Council are "current efforts" that we are presently working on or that have been previously identified by Council. This may be because Council thought the "current efforts" were already identified and did not need to be prioritized, or it is because what Council is interested in doing and what the town is actually doing are disconnected.
 - Council should consider the Gant Chart provided by staff listing existing projects along with their own priorities for discussion.
- There are also a lot of projects on the provided Gant Chart with far too many hours assigned to staff to complete and Council to review, consider and give direction on in a timely manner, effectively showing how much staff and Council are overloaded.
- Please consider these questions.
 - What is realistic to consider finishing this calendar year?
 - How do you want to work (consider what you want to accomplish and how you want to get it done)?

- Do we have the expertise to do the things on your lists? With the time we have, can we do them well?
- Are we content to take on more than we can do, with the net result being not finishing things (whether at all or in a timely fashion)?

COMPREHENSIVE PLAN ALIGNMENT:

This entire discussion is about Council's priorities.

STAKEHOLDER ANALYSIS:

See staff impact section.

FISCAL IMPACT:

NA

STAFF IMPACT:

Due to the COVID-19 pandemic and realities staff faced even before this crisis, town staff is dealing with considerable overallocation of time and resources as priorities shift and items are added to plates that are already full in terms of capacity. We are working hard to be the most efficient and functional team as possible and may need to spend targeted staff time addressing workloads and the reality of what is possible for any given staff member. Staff would like to discuss with whether Council whether this exercise of determining our organizational capacity is something staff should spend time on between now and January to be better able to prioritize projects and set realistic timelines along with identification of the associated resources at the FY22 Retreat.

LEGAL REVIEW:

NA

ATTACHMENTS:

Town Projects Gant Chart. August 2020

RECOMMENDATION:

None

SUGGESTED MOTION:

NA/ - Workshop item.

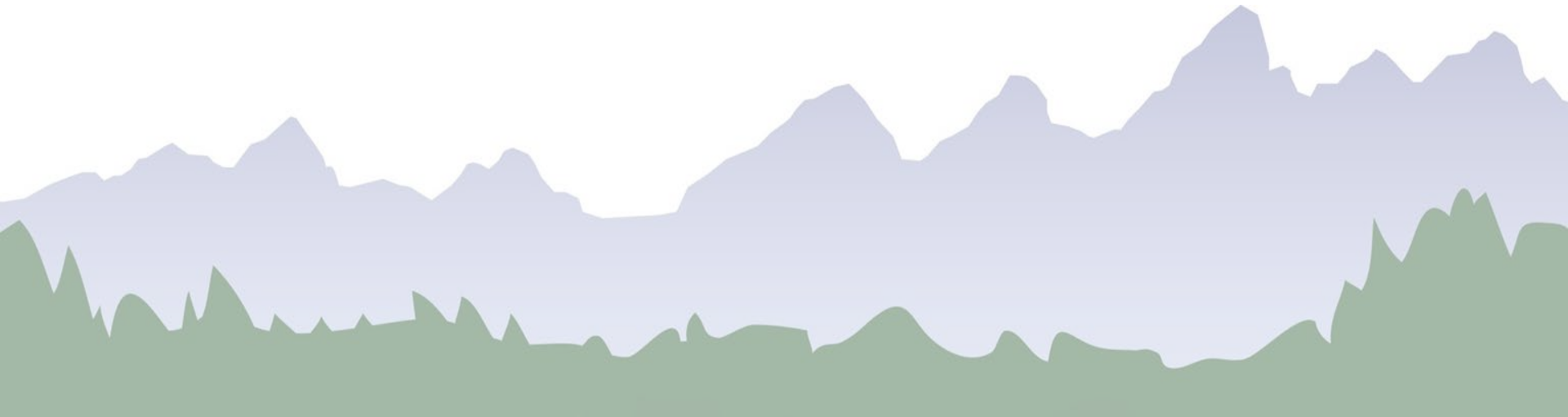
TOWN COUNCIL WORK PLAN AUGUST 2020 - JANUARY 2021									
PROJECT	STAFF HOURS	ESTIMATED COUNCIL MTGS.	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		
430/440 W. Kelly	100	2							
Additional Cent Education	40	2							
Future Funding of Local Government	250	2							
Growth Management Plan	250	3							
Northern South Park NP	100	2							
Human Services Funding Plan	40	2							
Hillside Regulations	50	2							
Snow King Leases	100	2							
Integrated Transportation Plan	100	3							
2021 Legislative Session	100	2							
START Funding	80	2							
Municipal Code Update & Legal Review	480	2							
Vaping Ordinance	20	2							
Historic Pres. and TS Regulations	40	3							
Water & Sewer Utility Rate Study	300	4							
Community Childcare Study	40	2							
FY21 FY22Budget/Priority Based	100	2							
Percent for Art	45	2							
Housing Mitigation Rates	250	4							
Housing Nexus Study	250	4							
Stormwater Master Plan	65	2							
Updated Fee Schedule	80	4							
Lawsuit Briefings	50	4							
Unanticipated Items	200	10							
TOTALS	1810	29							
Election Season									



Council Priorities

Continuing the Conversation
Item C20-002 | Mid-Year Check-In

August 17, 2020



Statement/Purpose

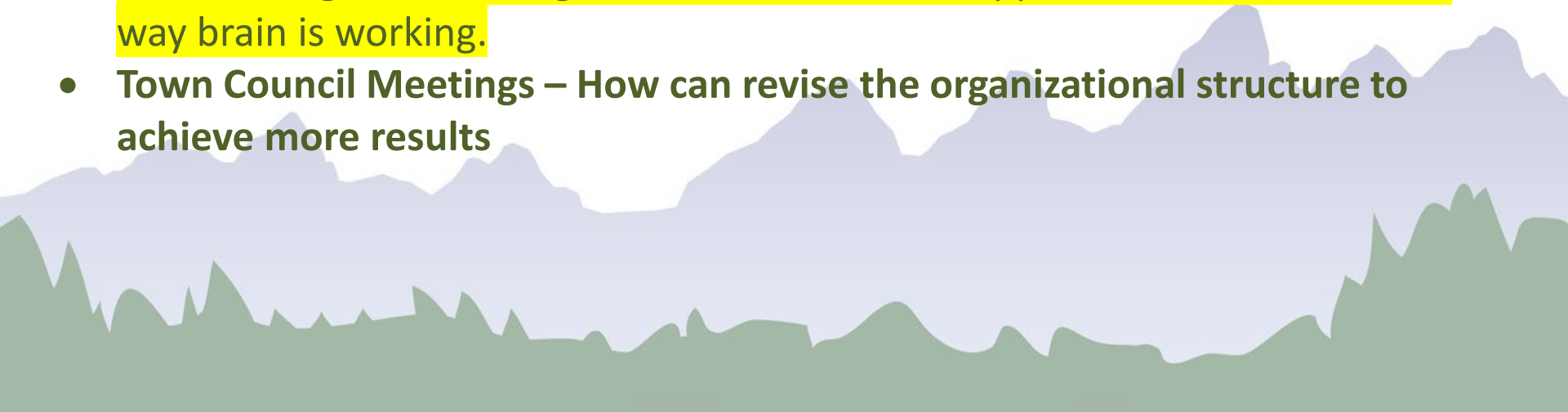
- Discussion about priorities, what Council wants to make sure is accomplished before the end of the calendar year, and what staff has the capacity to ensure is done well within that timeframe.



Context

- 20 weeks left in the year,
 - 9 Regular Town Council meetings,
 - 5 Town Council workshops, and
 - 4 Joint Information Meetings with the County
-
- Short Term - With this in mind, we would like Council to discuss what its priorities are
 - Long Term - Ideally, this discussion will establish a foundation for further dialogue about how to better structure meetings and communication to achieve Council's highest priorities.
- 

Annual Retreat - Governance & Leadership

- **Future Funding of Local Government – Additional Penny Direction**
 - **Community well-being and Equity** as lens to see everything through.
 - What can we do in terms of **childcare and housing** to maintain a **diverse demographic of people**?
 - **How can staff maintain its current level of service without burning out?**
 - Transportation Demand Management staff.
 - Need capacity to assess decisions for **carbon impact**, staff member who could assess the climate/carbon impact on everything to include in staff reports.
 - How can we capture revenue from non-brick-&-mortar businesses?
 - Add WYO Link update for possible future SPET funding.
 - **When change is occurring, listen with an ear for opportunities, which shifts way brain is working.**
 - **Town Council Meetings – How can revise the organizational structure to achieve more results**
- 

TOWN COUNCIL WORK PLAN 2020															
PROJECT	STAFF HOURS	ESTIMATE D COUNCIL	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
430/440 W. Kelly	100	2													
SPET Bonding/Project Implementation	40	2													
Future Funding of Local Government	250	5													
Growth Management Plan	250	3													
Human Services Funding Plan	40	2													
Housing Plan Adoption	60	2													
2020 Legislative Session	100	2													
Hillside Regulations	50	4													
Snow King	100	4													
Integrated Transportation Plan	100	3													
START Route Updates & Plan	80	2													
Municipal Code Update & Legal Review	480	6													
FY21 Budget/Priority Based Budgeting	2,250	9													
Virginian Redevelopment	55	3													
Historic Downtown Regulations	40	2													
Water & Sewer Utility Rate Study	300	9													
Community Childcare Study	40	2													
Percent for Art	45	2													
Housing Supply Plan	1000	2													
Stormwater Master Plan	65	2													
Updated Fee Schedule	80	4													
Housing Nexus Study	250	4													
Lawsuit Briefings	50	4													
Unanticipated Items	200	10													

Town Council Work Plan - Current

430/440 W. Kelly	100	2
Additional Cent Education	40	2
Future Funding of Local Government	250	2
Growth Management Plan	250	3
Northern South Park NP	100	2
Human Services Funding Plan	40	2
Hillside Regulations	50	2
Snow King Leases	100	2
Integrated Transportation Plan	100	3
2021 Legislative Session	100	2
START Funding	80	2

Municipal Code Update & Legal Review	480	2
Vaping Ordinance	20	2
Historic Pres. and TS Regulations	40	3
Water & Sewer Utility Rate Study	300	4
Community Childcare Study	40	2
FY21 FY22Budget/Priority Based	100	2
Percent for Art	45	2
Housing Mitigation Rates	250	4
Housing Nexus Study	250	4
Stormwater Master Plan	65	2
Updated Fee Schedule	80	4
Lawsuit Briefings	50	4
Unanticipated Items	200	10
TOTALS	1810	29

Priorities Discussion

CURRENT EFFORTS

2021 Legislative Session
430/440 W. Kelly
Childcare Study
FY21 & FY22 Budget / Priority Based Budgeting
General Penny Education
Growth Management Plan
Hillside Regulations
Historic Preservation and Town Square Regulations
Housing Mitigation Rates
Housing Nexus Study
Human Services Funding Plan
Integrated Transportation Plan
Lawsuit Briefings
Municipal Code Update & Legal Review
Northern South Park Neighborhood Plan
Percent for Art
Snow King Leases
START Funding
Stormwater Master Plan
Updating the Fee Schedule
Vaping Ordinance
Water and Sewer Rate and Capacity Study

PROPOSED EFFORTS

Affordable Housing
Carbon Footprint
Carrying Capacity Assessment
Configuration of downtown streets
Costs of Various Levels of Service
COVID Response & Recovery
Flat Creek
Improved Metrics
Organizational Capacity Assessment
Parking: Re.Permitting, Paid, and more START service
Permanent implementation of Parklets
Review of Police Department

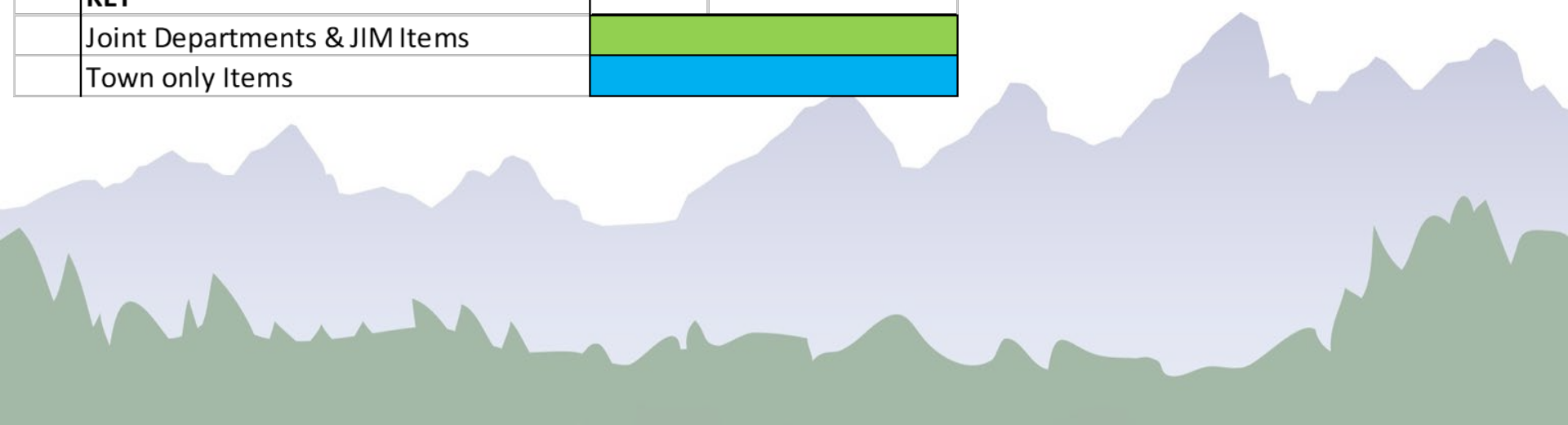
Council Priorities

- Flat Creek Corridor
- Community Carrying Capacity Assessment
- Affordable Housing
- Carbon Footprint
- Review of Police Department budget and structure
- COVID Response & Recovery
- Town of Jackson Organizational Capacity Assessment
- Child Care and Human Service



TOWN COUNCIL WORK PLAN

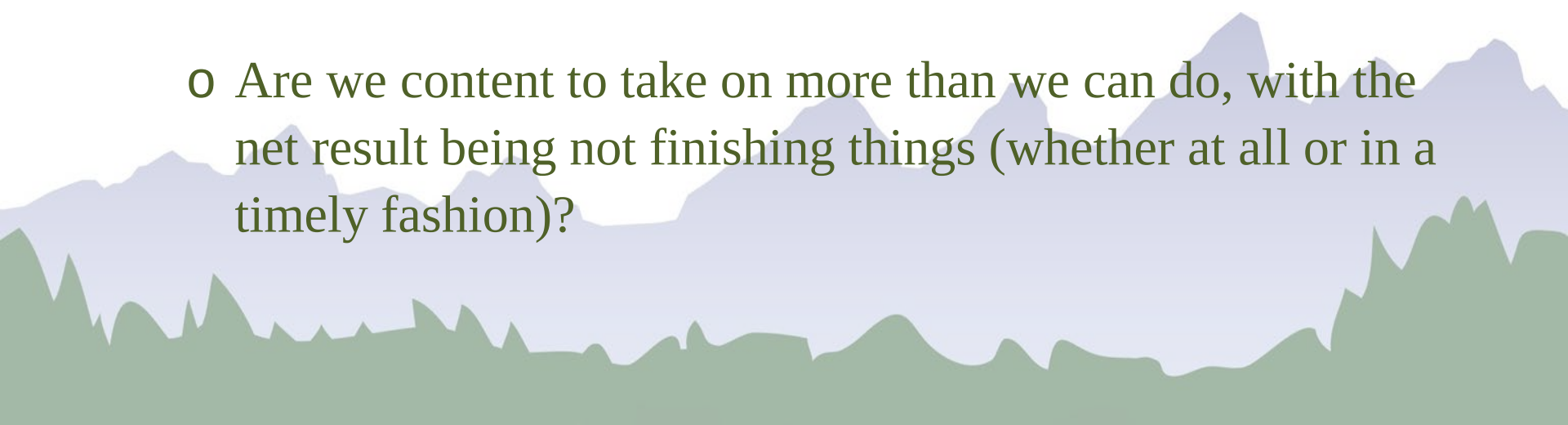
	PROJECT	STAFF HOURS	ESTIMATED COUNCIL
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Unantipcated Items		?
	TOTALS	?	?
	KEY		
	Joint Departments & JIM Items		
	Town only Items		



Staff Observations

- Only a quarter of the projects prioritized by Council are “current efforts” that we are presently working on or that have been previously identified by Council. This may be because Council thought the "current efforts" were already identified and did not need to be prioritized, or it is because what Council is interested in doing and what the town is actually doing are disconnected.
 - Council should consider the Gant Chart provided by staff listing existing projects along with their own priorities for discussion.
 - There are also a lot of projects on the provided Gant Chart with far too many hours assigned to staff to complete and Council to review, consider and give direction on in a timely manner, effectively showing how much staff and Council are overloaded.
- 
- A decorative graphic at the bottom of the slide featuring a range of stylized mountains. The mountains are rendered in shades of light blue and green, with some peaks appearing as dark green silhouettes against a lighter background.

Questions for Consideration

- o What is realistic to consider finishing this calendar year?
 - o How do you want to work (consider what you want to accomplish and how you want to get it done)?
 - o Do we have the expertise to do the things on your lists?
With the time we have, can we do them well?
 - o Are we content to take on more than we can do, with the net result being not finishing things (whether at all or in a timely fashion)?
- 

Discussion - Outline

- **Council Priorities**
- **Short Term – Next 5 Months**
- **Longer Term**
- **Other**





TOWN OF JACKSON

WORKSHOP DOCUMENTATION

SUBMITTING DEPARTMENT: START

PRESENTER: Darren Brugmann

WORKSHOP DATE: August 17, 2020

SUBJECT: JHMR Ski Pass Contribution for START

PURPOSE OF WORKSHOP ITEM

The purpose of this item is to:

1. Confirm that JHMR ski season passholders (Ski Passholders) should not pay to ride START on the Teton Village Routes; and
2. Confirm the Cost of Service Model for determining costs to JHMR for JHMR Ski Passholder ridership; and
3. Confirm the FY21 START Board recommendation for JHMR contribution for Ski Passholder ridership on the Teton Village Routes using the Cost of Service Model.

DESIRED OUTCOME

The Board of County Commissioners (BOCC) on August 3, 2020 has formally confirmed the above-mentioned purpose items (1-3), including the START Board recommendation for JHMR contribution for Ski Passholders. Both the employee and ski pass contribution are based on projected levels of service, cost of that service and related revenues.

Following the BOCC action, START now requests Council direction on the Ski Pass Contribution and the above-mentioned purpose items (1-3).

BACKGROUND/ALTERNATIVES

Town of Jackson and START care about the environment, and the exhaust from idling and running single occupancy vehicles to and from Teton Village. We care about the wildlife and getting more cars off the road. – that is why we are willing to contribute the infrastructure, fixed asset and overhead cost of the service. Addressing the increasing levels of emissions into our community is central to START's core mission and values.

Town of Jackson and START recognize our partners, JHMR has been a partner since the beginning of the START system.

As part of the budget adoption each year the Town and County set the appropriate contribution from JHMR for the upcoming START winter season for employee ridership and Ski Passholders. While these elected bodies approved the Cost of Service Model for employee ridership and the annual employee ridership portion has been included in the FY21 Adopted Budget, the Ski Passholder portion was discussed at budget hearings for both Town and County, but no formal adoption of the Ski Passholder portion was included in the FY21 Adopted Budget. This item seeks direction from the electeds on the three specific issues listed in the purpose statement above.

Issue 1: JHMR Ski Passholder Ride START Bus at No Charge to the Ski Passholder

For as long as can be documented, START has allowed JHMR ski passholders to board Teton Village Routes without paying the standard fare of \$3.00/one-way trip. The JHMR ski passes that have historically provided START access at no charge include: Rendezvous Peak Pass (unlimited skiing), The Grand Pass (unlimited

skiing), 10-Day Plus Pass and 7-Day Plus Pass. Each one of these JHMR ski passes allow the holder unlimited rides on START Teton Village Routes from JHMR opening day until the last day of the JHMR winter season.

Staff and the START Board recommend continuing to allow JHMR ski passholders to board Teton Village Routes without the individual Passholder paying.

Issue 2: Overall Cost of Service Model the START Board and Staff Recommend:

The START Board recommends the Cost of Service Model to pay for the Teton Village Routes. This model is as follows:

1. The total cost of the service for the Teton Village Routes is determined.
2. Revenues from **a)** federal grants applicable to the Teton Village Routes, **b)** passenger fares of the Teton Village Routes, **c)** Teton Village Area 2 fees, and **d)** miscellaneous revenue are deducted from the total cost of service.
3. The remaining unfunded portion of the cost of the Teton Village Routes is thus determined.
4. JHMR and TVA pay the proportional share of the cost of the Teton Village Routes that is directly attributable to their employee ridership on the Teton Village Routes (currently 65% of the Route ridership).
5. JHMR pays the proportional share of the cost of the Teton Village Routes that is directly attributable to its Ski Passholder ridership on the Teton Village Routes (currently 15% of the Route ridership).
 - a. START Board Recommendation: The START Board recommends that this proportional share is reduced by 50% in recognition of the community benefit of Ski Passholders riding START to/from Teton Village.
 - b. Staff Recommendation: Staff does **not** recommend a 50% reduction for JHMR Ski Passholder ridership be added to the Cost of Service Model.
6. The Town & County pay the remaining unfunded portion of the cost of service for the Teton Village Routes, in accordance with a 45%/55% split, respectively.

Notably, each year the precise dollar amounts to be paid will vary depending on the service level, revenues and the percentage of ridership directly attributable to JHMR and TVA.

Staff and the START Board **both** recommend this Cost of Service Model be used to determine the appropriate payments from JHMR to START for its Ski Passholder ridership on the Teton Village Routes, with the caveat that the START Board would add the 50% community benefit reduction.

Issue 3: Cost of Service Model Applied in FY21 for Ski Passholders:

The Teton Village Routes service cost \$2,194,056. (Note: This is FY21 operational costs only, no capital costs are included at this time)

Federal grants pay for \$1,193,282 of this cost.

Passenger fares pay for \$180,000 of this cost.

The estimate for Teton Village Area 2 fees pays for \$485,099 of this cost.

Miscellaneous revenue pays for \$ 9,917 of this cost.

The FY21 unfunded portion of the cost for the Teton Village Routes is \$325,758.

To provide the level of service adopted in the FY21 budget and Operations Plan, this \$325,758 needs to be covered by:

1. JHMR exclusively; or
2. The Town & County pay jointly without JHMR contribution (split 45%/55% respectively);
3. Town or County pays individually; or
4. A combination of JHMR and the Town & County.

JHMR and TVA employee's make up 65% of the winter ridership on the Teton Village Routes. JHMR Passholders account for another 15% of the winter ridership on the Teton Village Routes.

For FY21, the elected bodies approved a cost of service funding model for how much of the \$325,758 JHMR and TVA will pay for employee ridership on the Teton Village Routes. For FY21, JHMR and TVA will pay \$211,742 for employee ridership (65% of the \$325,758).

Therefore, there remains \$114,015 unfunded in FY21 after accounting for JHMR and TVA's payment for employee ridership and before accounting for JHMR Ski Passholder ridership.

As noted, JHMR Ski Passholders account for 15% of the total START winter season ridership, which in monetary terms totals \$48,864 (15% of \$325,758).

The START Board is recommending that the remaining \$114,015 FY21 cost of service for the Teton Village Routes is paid for by a combination of the parties, with two (2) deductions applied for JHMR in FY21.

The START Board determined that there is a community benefit of Ski Passholders riding START to/from Teton Village, and the START Board recommends the Town and County pay 50% of the cost of carrying Ski Passholders in recognition of that community benefit.

For FY21 the cost of service model, augmented by the START Board's community benefit determination, results in JHMR paying \$24,432 for FY21 (50% of 48,864).

However, the START Board recommends the FY21 cost be further reduced by 50%, effectively resulting in a second 50/50 split with the Town and County, such that in FY21 JHMR will pay \$12,216 for Ski Passholders. In FY22 and beyond, the START Board recommends that JHMR not receive this second 50% reduction.

Beyond FY21, the START Board recommends using the Cost of Service Model (described in Issue 2) with the 50% community benefit deduction to determine the exact dollar amount due each fiscal year from JHMR for JHMR's Ski Passholder ridership.

COMPREHENSIVE PLAN ALIGNMENT

Multimodal transportation is a key component in the comprehensive plan in Section 7. The requirements for Teton Village to contribute to funding mass transit is part of implementing the Integrated Transportation Plan and Policy 7.1.b specifically speaks to implementing the transportation demand management program. Policy 7.1.g speaks to establishing a permanent funding source for an alternative transportation system and maintaining cooperative partners in funding the system is critically important for its future. The requirement for funding directly aligns with Policy 7.3.c, to require development to implement and fund alternative transportation.

Principle 2.3 of the Comprehensive Plan also speaks to reducing energy consumption through mass transportation. Principle 1.2, under Ecosystem Stewardship, also applies as bus service positively contributes to preserving air quality by removing single occupancy vehicles from the roads.

STAKEHOLDER ANALYSIS

Stakeholders include the START system, and thereby the general public paying taxes, and JHMR Ski passholders, as well as JHMR.

FISCAL IMPACT

Should the Council and Commission accept the START Board recommendation, START would allow JHMR Ski passholders to board Teton Village Routes at no cost to the respective Ski Passholder. START FY21 adopted budget would also be amended to include the additional \$12,216 additional revenue from JHMR for the START Winter Season 2020/21.

STAFF IMPACT

Significant.

Funding contribution from JHMR and TVA for the START system has been an annual discussion since 2016. Numerous meetings and discussions with JHMR and TVA have occurred. Several JIM discussions have occurred, specifically 4 separate JIM meetings in 2019 which cumulated in the employee pass portion being approved in September 2019.

The Ski Passholder has continued annually with significant amounts of staff time discussing with START Board, JHMR & TVA and appropriate Town and County Staff.

LEGAL ISSUES

Review is ongoing.

ATTACHMENTS

None

RECOMMENDATION

Issue 1: JHMR Ski Passholder Ride START Bus at No Charge to the Ski Passholder

- Staff and the START Board recommend continuing to allow JHMR ski passholders to board Teton Village Routes without the individual Passholder paying.

Issue 2: Cost of Service Model

- Staff and the START Board **both** recommend this Cost of Service Model be used to determine the appropriate payments from JHMR to START for its Ski Passholder ridership on the Teton Village Routes.

Issue 3: Specific Funding for FY21 and Years Beyond FY21

- Staff and the START Board Recommendations:
 - FY21: The START Board and staff recommends that JHMR pay \$12,216 in FY21.
 - Years Beyond FY21: The START Board recommends that the Cost of Service Model *inclusive of the community benefit recognition* be used to determine the final cost to JHMR of Ski Passholder ridership on the Teton Village Routes for years beyond FY21.

SUGGESTED MOTION

I move to direct START to allow JHMR Season Passholders to ride the START Teton Village Routes at no charge to the Passholder and implement START Board's recommendation.



TOWN OF JACKSON

WORKSHOP DOCUMENTATION

SUBMITTING DEPARTMENT: Community Development

PRESENTER: Tyler Sinclair

WORKSHOP DATE: August 17, 2020

SUBJECT: Item P20-156 | Northern South Park Neighborhood Plan, Next Steps

PURPOSE OF WORKSHOP ITEM

The purpose of this item is to continue to discuss and provide direction on a Neighborhood Plan for Northern South Park including a Scope of Work and Request for Proposals (RFP) and consideration of the desired process for review and implementation.

DESIRED OUTCOME

For the Town Council to discuss, consider and provide direction prior to consideration of this item at the September 14 Joint Information Meeting (JIM).

BACKGROUND/ANALYSIS

Comp Plan Update:

At the July 13, 2020 Special Joint Information Meeting (JIM) a motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen 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." (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."

6. Add a new bullet point to the Neighborhood Plan Strategy 3.3.S.5 stating “referencing Town zoning concepts for guidance and use Town infrastructure standards”

Based upon this direction the required Public Hearings for final consideration have been scheduled on September 14 for the Joint Planning Commissions and for the October 5 JIM for consideration by the elected officials.

FY21 Work Plan:

At the July 6, 2020 JIM, the Town Council approved the 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 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.

Northern South Park Neighborhood Plan:

At the July 20, 2020 Town Council workshop, Council directed staff to prepare a scope of work and request for proposals for a Neighborhood Plan for Northern South Park which 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

In addition, Council directed staff to prepare an outline of process for review and implementation of a Neighborhood Plan for Northern South Park including three options each with clear criteria:

- A planning effort managed by our joint long-range planning staff, Board of County Commissioners, and Jackson Town Council; similar to those done in the past
- A planning effort managed by Teton County planning staff and Board of County Commissioners in consultation with the Jackson Town Council as a recommending body
- A planning effort managed by Town of Jackson planning staff and Jackson Town Council in consultation with the Board of County Commissioners as a recommending body

In drafting a proposed scope of work and request for proposals staff has identified the following questions of discussion to assist staff in providing a draft document for review at the September JIM.

1. How should project oversight be handled for the project? Options include:
 - Staff Only

- Staff, along with both Elected Official bodies(y)
 - Staff, along with a representative of both Elected Official bodies(y)
 - Staff, along with a Stakeholders Committee which may or may not include Elected Officials
 - What if any role should the property owners play?
 - Other
2. What level of public engagement is desired?
 - **Option 1:** Limited engagement relying on the project oversight group, elected officials, and planning commission
 - **Option 2:** 1-2 public workshops to review draft alternative plans and analysis prior to finalization and presentation to elected officials and planning commission
 - **Option 3:** 3-4 public workshops to assist in 1) the development of and 2) to review draft alternative plans and analysis prior to finalization and presentation to elected officials and planning commission
 - **Option 4:** 4-6 public workshops to assist in 1) identifying issues, creating a vision statement 2) development of plan and 3) review of plan and analysis prior to finalization and presentation.
 - **Other**
 3. What is the desired timeline for the project?
 - Completed prior to January 1, 2020, with the current group of elected officials, this may limit the scope of the project and public engagement options
 - Completed within 12 months from issuance of contract
 - To be determined later, based upon the agreed upon scope of work and contract
 4. Other

In addition, staff has provided below an analysis of the three possible management options identified by Council previously for consideration and discussion. Staff notes this is not an exhaustive list of criteria and it should be added to by Council during their discussion.

Option 1: A planning effort managed by our joint long-range planning staff, Board of County Commissioners, and Jackson Town Council; similar to those done in the past

- Cost: shared 50/50 between the Town and County
- Timeline: potentially longer with Town and County coordination required
- Resources/Expertise: Town, County and Joint staff would all be available bringing extensive experience in rural and urban planning and project oversight
- Community Benefit: Cooperative effort of the Town and County consistent with the Comp Plan; future rezoning would be the sole responsibility of the County unless land was annexed into the Town

Option 2: A planning effort managed by Teton County planning staff and Board of County Commissioners in consultation with the Jackson Town Council as a recommending body

- Cost: paid for by the County
- Timeline: potentially shorter and more efficient with minimal town coordination required
- Resources/Expertise: County and Joint staff would be available, experience in Town zoning and more urban infrastructure and design would be affected
- Community Benefit: More efficient project possibly leading to rezoning and development of the area sooner

Option 3: A planning effort managed by Town of Jackson planning staff and Jackson Town Council in consultation with the Board of County Commissioners as a recommending body

- Cost: paid for by the Town
- Timeline: potentially shorter and more efficient with minimal county coordination required
- Resources/Expertise: Town and Joint staff would be available, experience in County zoning, environmental and open space would be affected

- Community Benefit: More efficient project possibly leading to rezoning and development of the area sooner

STAKEHOLDER ANALYSIS

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

FISCAL IMPACT

The Town has allocated \$150,000 and the County \$250,000 in the Planning Department FY21 Professional Services Budgets for this project. The actual project amount and cost share if any between the Town and County would be determined at the time of contract award.

STAFF IMPACT

Staff impact for this project will be substantial in terms of hours allocated as seen below from the FY21 Long Range Planning Work Plan. This information assumes a joint project; if the project is solely a Town or County project the hours and funding would need to be adjusted accordingly.

Progress	0%	
Timeframe	July 2020-June 2021	
Task Lead	Long-Range Planning	
Resources	FY21	Total
Consulting Services (County)	\$250,000	\$250,000
Consulting Services (Town)	\$150,000	\$150,000
Long-Range Planning	960 hrs.	960 hrs.
County Planning Director	200 hrs.	200 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.

LEGAL ISSUES

None at this time.

ATTACHMENTS

None

RECOMMENDATION

None at this time.

SUGGESTED MOTION

I direct staff to prepare a draft scope of work and request for proposals for a Neighborhood Plan for Northern South Park to be presented at the September 14 Joint Information Meeting based upon the discussion at this meeting including the following:

-
-
-
-