

Joint Information Meeting

TOWN COUNCIL & COUNTY COMMISSIONER MEETING

May 2, 2022

3:00 PM

COUNCIL CHAMBERS

Chair: Mayor Morton Levinson

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. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/81353482870?pwd=c0NtVitaQIR2c2lQUXB0ODYrSTRrUT09>

If the link does not work, join at zoom.com with Webinar ID **813 5348 2870** Password: **83001**

or join by phone **+1 669 900 9128** with Webinar ID **813 5348 2870** and Passcode **83001**

II. CALL TO ORDER, ROLL CALL, AND ANNOUNCEMENTS

III. PUBLIC COMMENT

This section is reserved for comments on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Electeds will not hold discussion or debate these comments. Nor will they make any decisions presented during this time, but rather refer to staff for follow-up. If you would like to communicate with the Electeds during the meeting, please address them during this open public comment, when public comment is called for on a specific agenda item or send an email to council@jacksonwy.gov and commissioners@tetoncountwy.gov.

IV. CONSENT CALENDAR

A. Meeting Minutes

1. April 11, 2022 Special JIM
2. April 25, 2022 Special JIM - 9:00am
3. April 25, 2022 Special JIM - 2:00pm
4. April 26, 2022 Special JIM

V. DISCUSSION/ACTION ITEMS

- A. Quartetly BUILD Grant Update (Heather Overholser)
- B. Housing Supply Plan, Housing Department Work Plan (April Norton)
- C. Housing Nexus Study, Needs Assessment Amended Contract (Sinclair, Neubecker & Norton)

VI. MATTERS FROM COUNCIL, COMMISSIONERS AND STAFF

VII. PROPOSED ITEMS FOR FUTURE JOINT INFORMATION MEETINGS

- 5/9 SPET Q & A, Public Comment, Elected Discussion (180 mins)
- 5/10 SPET Q & A, Public Comment, Elected Discussion Continued (180 mins)
- 5/10 Joint Budget Presentations for Dispatch, Animal Shelter, Victim Services, and E911 (60 mins)
- 5/23 SPET Discussion & Initial Ranking/Voting to Establish Finalist (60 mins)

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

6/6 SPET Discuss Finalist List and Select Ballot Items (120 mins)
6/6 JHMR & TVA Agreement (consent)
6/6 Northern South Park (120 mins)
6/13 Housing Department Rules & Regulations Annual Update (150 mins)
6/13 SPET Discussion (120 mins)
7/11 Quarterly Human Service Updates (90 mins)
7/11 Housing Mitigation Program Policy Direction (120 mins)
7/11 Housing Rules and Regulations (1st reading, consent)
8/1 Quarterly BUILD Grant Update (5 mins)

VIII. ADJOURN

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

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

APRIL 11, 2022

JACKSON, WYOMING

The Jackson Town Council and the Teton County Board of County Commissioners met in a special joint information meeting (JIM) in the Town Council Chambers located at 150 East Pearl Avenue in Jackson. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present at 2:00 p.m.:

TOWN COUNCIL: Vice-Mayor Arne Jorgensen, Jim Rooks, Jessica Sell Chambers, and Jonathan Schechter. Mayor Hailey Morton Levinson was absent.

COUNTY COMMISSIONERS: Vice-chairman Luther Propst, Greg Epstein, Mark Newcomb, and Mark Barron. Chairwomen Natalia Macker was absent.

STAFF: Larry Pardee, Roxanne Robinson, Lea Colasuonno, Tyler Sinclair, Johnny Ziem, Paul Anthony, Tyler Valentine, Floren Poliseo, Michelle Weber, April Norton, Carl Pelletier, Russ Ruschill, Susan Scarlata, Steve Ashworth, Michael Palazzolo, Lynsey Lenamond, Riley Taylor, Alyssa Watkins, and Maureen Murphy.

PUBLIC COMMENT. There was no public comment.

CONSENT CALENDAR. On behalf of the Town, a motion was made by Jonathan Schechter and seconded by Jim Rooks to approve consent calendar item A as presented with the following motion. On behalf of the County, a motion was made by Greg Epstein and seconded by Mark Newcomb to approve consent calendar item A as presented with the following motion. No public comment was given on the Consent Calendar.

A. **Meeting Minutes.** To approve Joint Information Meeting (JIM) minutes for the March 7, 2022 JIM and March 8, 2022 Special JIM/Retreat as presented.

Vice-Mayor Arne Jorgensen called for the vote. The vote showed all in favor with Mayor Morton Levinson absent and the motion carried for the Town.

Vice-chairman Luther Propst called for the vote. The vote showed all in favor with Chairwoman Natalia Macker absent and the motion carried County.

Housing Nexus Study. April Norton and Ashleigh Kanat, Economic & Planning Systems (EPS) Principal, made staff comment. Council and Commission held discussion with staff. There was no public comment.

No motion was made.

Council and Commission recessed at 3:41 p.m. and reconvened at 3:48 p.m.

Recreation Center Expansion. Steve Ashworth, Keith Gingery, and Larry Pardee made staff comment. Council and Commission held discussion with staff. Representatives from GE Johnson responded to questions from Council and Commission.

On behalf of the Town, a motion was made by Jessica Sell Chambers and seconded by Jim Rooks to continue the topic to the next available meeting date. Vice-Mayor Jorgensen called for the vote. The vote showed 4-0 in favor with Mayor Morton Levinson absent and the motion carried for the Town.

On behalf of the County, a motion was made by Mark Barron and seconded by Mark Newcomb to continue the topic to the next available meeting date. Vice-chairman Propst called for the vote. The vote showed 4-0 in favor with Chairwoman Macker absent and the motion carried for the County.

Adjourn. On behalf of the Town, a motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to adjourn. Vice-Mayor Jorgensen called for the vote. The vote showed 4-0 in favor with Mayor Morton Levinson absent and the motion carried for the Town.

On behalf of the County, a motion was made by Greg Epstein and seconded by Mark Barron to adjourn. Vice-chairman Propst called for the vote. The vote showed 4-0 in favor with Chairwoman Macker absent and the motion carried for the County.

The meeting adjourned at 5:00 p.m. Minutes:rt

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Natalia D. Macker, Chairwoman

ATTEST:

Maureen E. Murphy, County Clerk

Publish JH News & Guide: March 16, 2022

**JOINT INFORMATION PROCEEDINGS
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING**

APRIL 25, 2022

JACKSON, WYOMING

The Jackson Town Council met in conjunction with the Teton County Commission in a joint information meeting (JIM) located in the County Commissioner's Chambers located at 200 S. Willow St. at 9:02 A.M.

I. ROLL CALL. Upon roll call the following were present:

COUNTY COMMISSIONERS: Vice-Chairman Luther Propst, Mark Barron, Mark Newcomb, and Greg Epstein were present in-person. Chairwoman Natalia Macker was absent.

TOWN COUNCIL: Mayor Hailey Morton Levinson, Vice-Mayor Arne Jorgensen, Jim Rooks, Jonathan Schechter and Jessica Sell Chambers were present in-person.

STAFF: Larry Pardee, Maureen Murphy, Katie Smits, Keith Gingery, Chris Neubecker, Tyler Sinclair, Alyssa Watkins, Roxanne Robinson, Riley Taylor, and Chalice Weichman.

II. MATTERS FOR DISCUSSION

A. Overview. Maureen Murphy, Teton County Clerk, stood for questions.

B. New Applications. The following organizations gave short presentations:

- i. JH Community Housing Trust – Anne Cresswell
- ii. Legacy Philanthropy Works (LegacyWorks) – Alex Norton and Nancy Shea
- iii. Teton Trust for Historic Places – Susan Erickson-Meier

C. Organizations requested to be available for questions:

- iv. Teton Youth & Family Services – Chris Moll
- v. One22 – Sharel Lund
- vi. Community Entry Services – Carolyn Worth, Shawn Griffin and Frank Lane
- vii. Senior Center of JH – Becky Zaist

The meeting recessed at 10:03 A.M. and reconvened at 10:09 A.M.

- viii. Voices JH – Jordan Rich and Marion Morillon
- ix. JH Air – Kari Cooper and Pete Lawton
- x. JH Historical Society & Museum – Morgan Jaouen
- xi. JH Children's Museum – Ethan Lobdell
- xii. Teton County Historic & Preservation Board – Michael Stern

Adjourn/Recess. On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Barron to adjourn. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried for the County.

The meeting adjourned for the County at 11:01 A.M.

On behalf of the Town, a motion was made by Councilmember Sell-Chambers and seconded by Councilmember Schechter to adjourn to executive session pursuant to Wyoming Statute §16-4-405 (a)(iii). Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

Executive Session. On behalf of the Town, a motion was made by Councilmember Rooks and seconded by Councilmember Schechter to direct the Town Attorney to begin settlement discussions in *3 Creek Homeowner's Association v. Town of Jackson*. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

Adjourn. On behalf of the Town, a motion was made by Councilmember Schechter and seconded by Councilmember Rooks to adjourn. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Natalia D. Macker, Chairwoman

ATTEST:

Maureen E. Murphy, County Clerk

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Town Clerk

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

APRIL 25, 2022

JACKSON, WYOMING

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TOWN COUNCIL: Mayor Hailey Morton Levinson, Jim Rooks, Arne Jorgensen, Jessica Sell Chambers, and Jonathan Schechter.

COUNTY COMMISSIONERS: Vice-chairman Luther Propst, Greg Epstein, and Mark Newcomb. Natalia Macker was absent. Mark Barron joined at 2:16 p.m.

STAFF: Larry Pardee, Roxanne Robinson, Lea Colasuonno, Kelly Thompson, Tyler Sinclair, Russ Ruschill, Steve Ashworth, Riley Taylor, Alyssa Watkins, and Maureen Murphy.

Long Range Annual Indicator Report. Tyler Sinclair, Ryan Rooney, and Ryan Hostetter made staff comment. Council and Commission held discussion with staff. There was no public comment.

On behalf of the Town, a motion was made by Jonathan Schechter and seconded by Jim Rooks to approve the FY23 work plan and direct staff to develop and present a framework to mitigate wildfire, with timeline subject to staffing availability. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Jessica Sell Chambers opposed and the motion carried for the Town.

On behalf of the County, a motion was made by Mark Barron and seconded by Greg Epstein to approve the FY23 work plan and direct staff to develop and present a framework to mitigate wildfire, with timeline subject to staffing availability. Vice-chairman Propst called for the vote. The vote showed 3-1 in favor with Chairwoman Macker absent, Mark Barron opposed, and the motion carried for the County.

To direct staff to develop and present framework to mitigate wildfire with timeline subject to staffing availability

Council recessed at 3:58 p.m. and reconvened at 4:05 p.m.

Rec Center Expansion. Steve Ashworth made staff comment. Council and Commission held discussion with staff. There was no public comment.

On behalf of the Town, a motion was made by Jessica Sell Chambers and seconded by Jim Rooks to support the Guaranteed Maximum Price with GE Johnson Construction, Inc for the Recreation Center Renovation/Expansion Project in the amount not to exceed \$33,663,002 for base bid items and alternate bid items to include Splash pad, extension of the elevator to the roof, synthetic turf play court, asphalt paved multi-modal pathway, and facility monument sign, with the contribution of \$6,510,768.75 from the Town of Jackson General Fund, \$463,543 from the appropriate restricted utility funds, \$325,000 from the 2010 King Street Extension SPET Fund, and \$129,000 from the Town of Jackson Public Works Storm Water Treatment DEQ-319 Grant. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried for the Town. With Schechter opposed

On behalf of the County, a motion was made by Mark Newcomb and seconded by Greg Epstein to approve the Guaranteed Maximum Price Agreement with GE Johnson Construction, Inc. for the Recreation Center Renovation/Expansion Project in the amount not to exceed \$33,663,002 for base bid items and alternate bid items to include Splash pad, extension of the elevator to the roof, synthetic turf play court, asphalt paved multi-modal pathway, and facility monument sign, with the contribution of \$7,957,606.25 from the Teton County General Fund and \$1,080,000 from the Teton County Energy Mitigation Fund. Vice-chairman Propst called for the vote. The vote showed 4-0 in favor with Chairwoman Macker opposed and the motion carried for the County.

Adjourn. On behalf of the Town, a motion was made by Schechter and seconded by Chambers to adjourn. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried for the Town.

On behalf of the County, a motion was made by Epstein and seconded by Barron to adjourn. Vice-chairman Propst called for the vote. The vote showed 4-0 in favor with Chairwoman Macker opposed and the motion carried for the County.

The meeting adjourned at 4:21 p.m. Minutes:rt

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Natalia D. Macker, Chairwoman

ATTEST:

Maureen E. Murphy, County Clerk

Publish JH News & Guide: May 4, 2022

**JOINT INFORMATION PROCEEDINGS
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING**

APRIL 26, 2022

JACKSON, WYOMING

The Jackson Town Council met in conjunction with the Teton County Commission in a joint information meeting (JIM) located in the County Commissioner's Chambers located at 200 S. Willow St. at 9:00 A.M.

I. ROLL CALL. Upon roll call the following were present:

COUNTY COMMISSIONERS: Vice-Chairman Luther Propst, Mark Newcomb, and Greg Epstein were present in-person. Chairwoman Natalia Macker was absent. Mark Barron joined after roll-call at 9:10 A.M.

TOWN COUNCIL: Mayor Hailey Morton Levinson, Vice-Mayor Arne Jorgensen, Jim Rooks, Jonathan Schechter and Jessica Sell Chambers were present in-person.

STAFF: Maureen Murphy, Kelly Thompson, Amy Ramage, Bruce Abel, Brian Schilling, Heather Overholser, Alyssa Watkins, Roxanne Robinson, Katie Smits, and Chalice Weichman.

II. MATTERS FOR DISCUSSION. The following departments gave presentations and answered questions from the Town and County:

Pathways – Heather Overholser, Director of Public Works, and Brian Schilling, Pathways Coordinator

START – Bruce Abel, Interim START Director, and Ty Hoath of START Board

The meeting recessed at 10:39 A.M. and reconvened at 10:55 A.M.

Fire/EMS – Brady Hansen, Fire Chief, and Rich Ochs, Emergency Management Coordinator

The meeting recessed at 11:56 A.M. and reconvened at 1:33 P.M.

Housing – April Norton, Housing Director, and Stacy Stoker Housing Manager

Parks & Recreation – Steve Ashworth, Parks & Recreation Director

The meeting recessed at 3:01 P.M. and reconvened at 3:15 P.M.

JH Airport – Jim Elwood, Executive Director, and Michelle Anderson, Assistant Director

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

On behalf of the Town, a motion was made by Councilmember Sell-Chambers and seconded by Councilmember Rooks to adjourn. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

The meeting adjourned at 4:02 P.M.

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Natalia D. Macker, Chairwoman

ATTEST:

Maureen E. Murphy, County Clerk

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Town Clerk



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Joint Housing

PRESENTER: April Norton

MEETING DATE: May 2, 2021

SUBJECT: Housing Department Work Plan & Annual Housing Supply Plan

STATEMENT/PURPOSE

The Board of County Commissioners ("Board") and Town Council ("Council") will review the Housing Department's proposed Work Plan and the annual update to the Housing Supply Plan. Both plans include Town tasks, County tasks, and Joint tasks with the overall goal of providing housing for community members.

Staff requests that the Board and Council come prepared to discuss any items they would like to add or remove from the supply plan and/or the work plan.

BACKGROUND/ALTERNATIVES

In 2015, the Workforce Housing Action Plan (HAP) was adopted by the Council and Board. This plan set in motion corrective actions to regain our resident workforce goal, including creating the joint affordable housing department, hiring a housing director, addressing how housing units are managed, planning and zoning for housing, funding for housing, and drafting a 5-year workforce housing supply plan that is updated annually.

Today, the Board and Council will consider the Housing Department's Annual Work Plan for 2021-2022. This Work Plan includes Housing Management tasks, Housing Supply tasks, and Housing Department Administration tasks. The Board and Council will also consider the annual update to the Housing Supply Plan. This plan further explains and contextualizes the Housing Supply tasks in the Work Plan.

COMPREHENSIVE PLAN ALIGNMENT

- Jackson/Teton County Comprehensive Plan Common Value Three: Quality of Life
- Jackson/Teton County Workforce Housing Action Plan

STAKEHOLDER ANALYSIS

Stakeholders include Town and County taxpayers, local working families, business owners, developers, and visitors.

FISCAL IMPACT

The fiscal impact will vary depending on the direction provided today

STAFF IMPACT

In addition to the Housing Department's staff time, which is estimated as part of the Work Plan, other departments contributing to this work include: Town & County Legal, Town & County Planning, Town Community Development, Town Public Works, and the Town Manager and County Administrator.

LEGAL REVIEW

K. Gingery

ATTACHMENTS

- Housing Department Work Plan
- Housing Supply Plan

RECOMMENDATION

Staff recommends approval of the Work Plan and Housing Supply Plan.

SUGGESTED MOTION

I move to approve the Housing Department Work Plan for FY 23. I further move to approve the Housing Supply Plan for FY 23.



2022 Jackson & Teton County Annual Housing Supply Plan



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Introduction

In 2021 we saw the creation of 83 new deed restricted units. About 35% of all newly built residential units in the Town and County last year were deed restricted Affordable Workforce units. Since the adoption of the Housing Action Plan in 2015, 41% (411 of 966) of all homes created have been restricted for the local workforce and the percentage of the workforce living locally continues to remain stable around 60%. In early 2022, we learned that Flat Creek Apartments – a 48-unit low-income rental development – received Low Income Housing Tax Credits through the Wyoming Community Development Authority (WCDA). This was a tremendous win that built on years of engagement with WCDA and significant contributions from the Town of Jackson and will bring much-needed Affordable Rental homes to locals. Including Flat Creek Apartments, the Town and County, with their partners, will break ground on three public-private partnership developments this year – a record that represents 123 new homes.

Growing Demand, Retirement

The increasing creation of affordable workforce housing continues to be critical to our community's stated goals of stewarding our ecosystem, managing our growth, and enhancing our quality of life. In early 2022, the Teton Region Housing Needs Assessment stated Teton County, Wyoming needs to create at least 2,000 affordable workforce housing units by 2027 to maintain our 60% resident workforce. This represents a four-fold increase in current production. The demand for these units stems from job growth, increased global demand, and the anticipated retirement of 13% of the local workforce. Most of these units should be affordable to households earning less than 120% of median income or \$132,840 for a 3-person household. [Review the complete Teton Region Housing Needs Assessment.](#)

Supply Gap

Despite continued increases in the production levels of permanently deed restricted housing, we are severely behind the current demand for affordable workforce homes. Building at a rate of 100 permanently restricted homes per year, it will take us 20 years to meet the 2,000-unit goal in the Housing Needs Assessment.

Meanwhile, in 2021, the median sale price for a single-family home was \$2,912,500 and the median sale price for a townhome was \$1,166,500, virtually eliminating opportunities for local workers to acquire free market homes. This places increased pressure on the creation of deed restricted housing. To meet demand, production of affordable workforce units – through new construction and permanent protection of existing homes – must be increased dramatically.

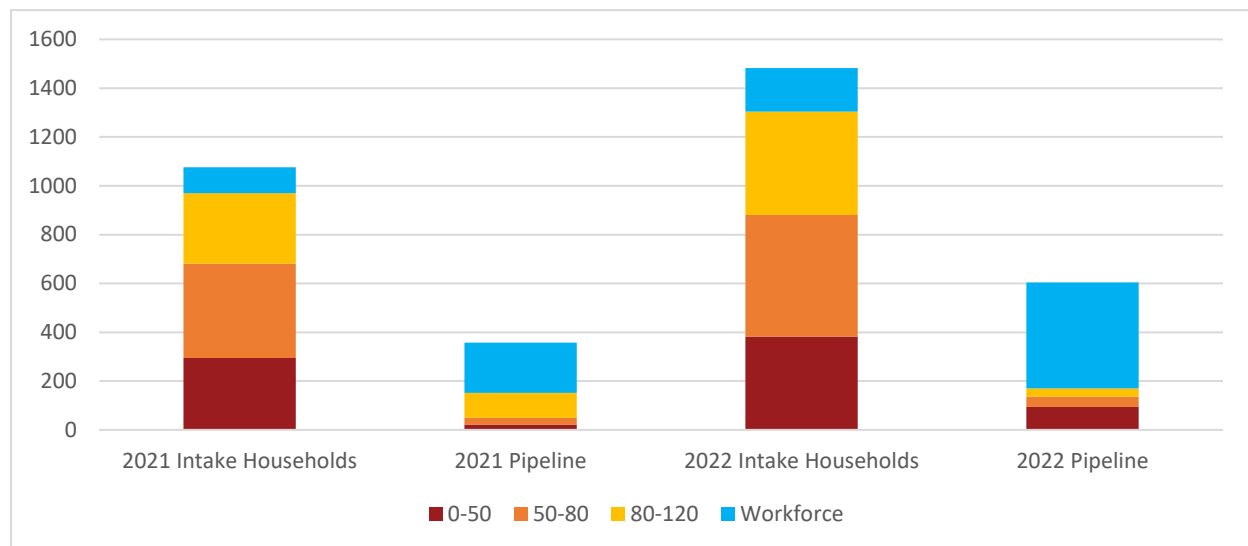
As stated in previous plans, it will take the entire community working together to sustain a resilient and livable community. With needs spanning the spectrum of households earning very low income to upper incomes, our solutions must be diverse, our partnerships must be robust, and our resolve must endure.

Five-Year Program and Project Portfolio

The pipeline of deed restricted units that are in some phase of the planning process has increased 81% (291 units) from the 2021 Supply Plan pipeline while the number of households with active Intake Forms with the Housing Department has increased 39% (425 households) from the 2021 Supply Plan.

- In 2022, we anticipate the creation of 85 permanently restricted homes plus 15 Affordable dormitory beds. Of these, 66 are being built with support from the Town and County through public-private partnership developments (Kelly Place, Mercill Condos, King Street Condos). The others are being built by the private sector to meet their Housing Mitigation Requirements (7 units +15 dormitory beds) or by using the 2:1 Workforce Housing Bonus (6 units).
- Looking ahead, we anticipate the creation of at least 200 deed restricted homes in 2023-2024. This includes at least 117 homes built with support from the Town and County through public-private partnership developments (Jackson Street Apartments, Flat Creek Apartments, and the Brown Property), at least 35 homes built by the Jackson Hole Community Housing Trust, and 30 apartments built by Jackson Hole Mountain Resort.
- Most pipeline units are Workforce restricted with a decrease in Affordable 80-120% median income units and an increase in Affordable 0-50% median income units.

2021 & 2022 Intake Form Households and New Unit Pipeline



Workforce Program

The Workforce Program was created in 2018 to serve households who earn too much to qualify for the Affordable Program, but not enough to afford market homes. Since its creation, we have seen households of all income levels living in these homes, some because their employer is providing the housing, some because they were able to use a larger down payment (savings or a gift from a family member) to help them purchase a home, and others because it is their only option and still less expensive than what they could secure in the market.

The program is less prescriptive than the Affordable Program which dictates the number of bedrooms and pricing of a unit based on a household's income and size. Instead, the Workforce Program allows households to choose to buy or rent homes with "extra" bedrooms and to opt into amenities such as extra parking and extra storage. The results vary with some households choosing to pay more than what

is “affordable” to them to have a spare bedroom and others paying more than what is “affordable” because they cannot find another option that costs less.

At a macro level, Workforce units are being provided by the market as part of the 2:1 Workforce Housing Bonus Tool that provides developers with extra market floor area in return for Workforce deed restricted floor area. This is a less expensive way to create more permanently deed restricted units for the local workforce. As more units are created, rents and sales prices should align more closely with local wages since these units must be occupied by a Qualified Household who works full-time locally and earns at least 75% of their household income locally. [Read more about the Workforce Program in Appendix J.](#)

Capital Projects Portfolio

The Housing Action Plan directs staff to partner with the private sector to develop affordable workforce housing. Right now, the Town and County are partnering on five public-private partnerships with four more proposed for FY 22/23. Based on the needs identified in the Teton Region Housing Needs Assessment, the four proposed projects are focused on Affordable unit production. [Read more about the Capital Projects Portfolio in Appendix A.](#)

These projects are split into three categories:

RFP Projects	Nonprofit Developer Projects	Opportunity Projects
• Include a Request for Proposals (RFP) process. • Town or County seeks development partner for a specific location, unit type, and affordability.	• Partnership developments with Habitat for Humanity or the Jackson Hole Community Housing Trust • Town and County have committed to regular nonprofit developer partnerships.	• Do not include an RFP. • Typically leverage a unique situation or partnership opportunity such as working with an adjacent landowner to build housing.

Current Projects



Kelly Place Workforce Ownership

- RFP Project
- Partnership with Roller Development & Studio Tack
- 12 Workforce Ownership Condos
- Public investment (land): \$141,951/unit
- 4 Town Employee Rights of First Purchase



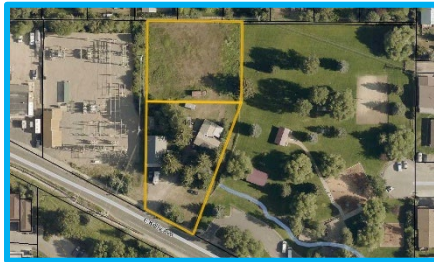
Mercill Condos Workforce Ownership

- RFP Project
- Partnership with Mercill Partners
- 30 Workforce Ownership Condos
- Public investment (land + site prep): \$74,333/unit
- 5 County Employee Rights of First Purchase



Flat Creek Apartments Affordable Rentals

- RFP Project
- Partnership with BlueLine Development & Flat Creek Partners
- 48 Affordable Rental Apartments
- Public investment (land + cash): \$125,000/unit
- 5 Town Employee Rights of First Rental



445 E. Kelly Ave. "Brown Property" Affordable Ownership

- Nonprofit Developer Project
- Partnership with Habitat for Humanity
- 18 Affordable Ownership Townhomes
- Public investment (land + horizontal infrastructure): \$183,000/unit



Jackson Street Apartments Affordable & Workforce Rentals

- Opportunity Project
- Partnership with Cumming Foundation
- 43 Affordable Rental Apartments
- 14 Workforce Rental Apartments
- Public investment (land + cash): \$186k/unit
- 15 County Employee Rights of First Rental

Future Projects for FY22/23

Simon & Smith Lane Affordable Ownership & Workforce Rentals

- Opportunity Project
- Partnership with Figure 9 Real Estate
- 8 Affordable Ownership Condos
- 4 Workforce Rental Condos
- Public investment (land + cash): \$225k/unit
- 4-8 Town Employee Rights of First Purchase

Nonprofit Partnership Project Affordable Ownership

- Nonprofit Developer Project
- Partnership with Jackson Hole Community Housing Trust
- Affordable Ownership Homes
- Public investment & location TBD

RFP Partnership Project Affordable Ownership

- RFP Project
- Affordable Ownership homes
- Public investment & location TBD
- Employee Rights of First Purchase if using Town or County land

Land Acquisition Affordable Ownership

- RFP Project
- Affordable Ownership homes
- Public investment & location TBD

Capital Programs Portfolio

The Housing Action Plan also directs staff to work to preserve existing housing stock, prioritize year-round, lower income households, and provide technical assistance to developers and others seeking to create affordable workforce housing. [Read more about the Capital Programs Portfolio in Appendix B.](#)

Current Capital Programs

Preservation Program Workforce Ownership, Workforce Rental

Permanent protection of existing housing stock for the local workforce through down payment assistance to new homebuyers, deed restriction purchase from existing homeowners, or funding to employers or other entities purchasing Workforce Rental units.

Accessory Residential Unit Program Workforce Rental

Accessory Residential Units (ARUs) provide an opportunity to create workforce housing in the Town of Jackson with limited public investment. However, the complexity of the planning and building application process and costs to construct the units are impediments to ARU production. This program facilitates private production of ARUs by providing technical assistance that includes a comprehensive guide providing information about the planning and building process, contact information for companies creating modular or pre-fabricated ARUs that meet local and international building code requirements, landlord resources, and clear explanation of the rules around renting an ARU.

Future Potential Capital Programs for FY 22/23

These potential programs will be vetted by the Housing Supply Board. If approved, staff will begin implementation in FY 22/23.

Nonconforming Lodging Conversion Affordable & Workforce Rentals

This program will identify locations of non-conforming lodging (like older motels/hotels) and opportunistically create redevelopment plans for rapid, low-investment conversion to long-term affordable workforce housing.

Temporary RV/RPT Campground Nonrestricted Seasonal Rentals for the Local Workforce

This program will identify potential locations for temporary “flex” space as workforce RV campgrounds and will review and propose suggested regulatory revisions to enable implementation.

Funding for Housing

The Housing Supply Program is funded by mitigation fees, general fund allocation, Specific Purpose Excise Tax dollars ("SPET"), the Jackson/Teton County Housing Authority ("JTCHA"), tax credits, and private philanthropy.

For FY 22/23, Housing staff requests \$1 million from the Town General Fund and \$1 million from the County General Fund for the Housing Supply Program. These funds will be used to fund the proposed Housing Supply Project and Program Portfolio. The mitigation fees identified for FY 22/23 are estimates that are provided by the Planning departments. Housing staff has also requested a Housing Opportunity Fund for \$20,000,000 be included on the 2022 SPET ballot.

Proposed Housing Supply Program Budget

	FY 21/22 YTD	FY 22/23 BUDGETED
Fiscal Year Starting Balance	\$12,431,175	\$2,964,816
Sources		
Mitigation Fees	\$1,852,483	\$1,500,000
General Fund	\$2,250,000	\$2,000,000
2019 SPET	\$0	\$2,000,000
JTHCA	\$48,365	\$40,000
Total Sources	\$16,582,023	\$8,504,816
Uses		
Capital Projects	\$13,008,507	\$6,390,000
<i>445 E. Kelly Ave. ("Brown")</i>	<i>\$507,875*</i>	<i>\$640,000*</i>
<i>Red House Apartments</i>	<i>\$5,000,000*</i>	-
<i>Flat Creek Apartments</i>	<i>\$1,000,000*</i>	<i>\$1,250,000**</i>
<i>Nonprofit Partner Project</i>	<i>\$5,000,000</i>	<i>\$0</i>
<i>Scott Lane Partnership</i>	<i>\$1,500,632</i>	-
<i>RFP Partnership Project</i>	<i>\$0</i>	<i>\$500,000</i>
<i>Land Acquisition – RFP Project</i>	<i>\$0</i>	<i>\$4,000,000</i>
Capital Programs	\$608,700	\$1,481,300
<i>Preservation Program</i>	<i>\$603,700</i>	<i>\$1,396,300*</i>
<i>ARU Program</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Short Term Rental Program</i>	<i>\$0</i>	<i>\$20,000</i>
<i>Temporary RV/RPT Program</i>	<i>\$0</i>	<i>\$5,000</i>
Total Uses	\$13,617,207	\$7,871,300
Fiscal Year Ending Balance	\$2,964,816	\$633,516

*Committed

**Committed if CDBG funding is not allocated

Appendix A: Capital Projects

Complete, FY22

1. Grove Phase III
2. King Street Condos

Under Construction

1. Kelly Place Condos
2. Mercill Condos
3. 445 E. Kelly Avenue

In Pre-Development

1. Jackson Street Apartments
2. Flat Creek Apartments

7 Capital Projects

- ✓ 213 homes, 407 bedrooms
- ✓ 108 ownership, 105 rental
- ✓ \$30,628,799 public funding
- ✓ \$92,149,999 other funding leveraged

Future Projects

1. Simon & Smith Lane Opportunity Project
2. Jackson Hole Community Housing Trust Nonprofit Partner Project
3. RFP Project
4. Land Acquisition RFP Project

Project	Grove III	King St.	Kelly Pl.	Mercill	E. Kelly	Jackson St	Flat Creek	Total
Project Description								
Units	24	24	12	30	18	57	48	213
Beds	72	34	22	40	42	113	84	407
Site size	1.85 acres	0.38 acres	0.32 acres	0.575 acres	1.08 acres	1.46 acres	1.00 acre	6.665 acres
DU/acre	12.97	63.16	37.5	52.17	16.67	39.04	48	32
Zoning	PUD	DC	NH-1	CR-2	NL-5	CR-2 & NH-1	NH-1	-
Affordability	<80%	<175%	>200%	>200%	<80%	30-200%	<60%	-
Rent/Own	Own	Own	Own	Own	Own	Rent	rent	-
Months to Build	48	20	~ 18	~ 20	~ 48	~ 20	~ 20	-
Project Uses								
Hard + Soft Costs	\$6,438,135	\$15,303,750	\$6,088,115	\$16,155,203	\$6,279,600	\$39,780,000	\$22,115,196	\$112,159,999
Land	\$1,200,000	\$3,360,000	\$1,703,416	\$2,100,000	\$2,225,383	\$17,100,000	5,000,000	\$32,688,799
Total Cost	\$7,638,135	\$18,663,750	\$7,791,531	\$18,255,203	\$8,534,983	\$39,780,000	\$22,115,196	\$144,848,798
Cost/unit	\$318,256	\$777,656	\$649,294	\$608,507	\$474,166	\$697,894	\$460,733	\$680,041
Cost/bed	\$106,085	\$548,934	\$354,161	\$456,380	\$203,214	\$352,035	\$263,276	\$355,893.85
Public \$	\$1,900,000	\$4,910,000	\$1,703,416	\$2,230,000	\$3,255,383	\$10,600,000	\$6,030,000	\$30,628,799
Public \$/unit	\$79,167	\$204,583	\$141,951	\$74,333	\$180,855	\$185,965	\$125,625	\$143,797
Public \$/bed	\$26,389	\$144,412	\$77,428	\$55,750	\$77,509	\$93,805	\$71,786	\$75,255
Other \$ Leveraged	\$5,738,135	\$13,753,750	\$6,088,115	\$16,025,203	\$5,279,600	\$29,180,000	\$16,085,196	\$92,149,999

Complete, Spring 2021: The Grove III, Phase 3 at 260 Scott Lane

❖ Partnership with private nonprofit developer



This partnership with **Teton Habitat** created 24 permanently deed restricted three-bedroom condominiums for households earning less than 80% of median family income. The Teton County Housing Authority provided the land for the development, valued at \$1,200,000. Teton County provided horizontal infrastructure for the development – road, curb, gutter, trash enclosure, etc., total cost \$XX.

Development Description

24 units	72 bedrooms
1.85 acres	12.97 units per acre
Affordability: <80% MFI	Ownership
Months to Build: 48	2017-2021

Project Uses

Hard + Soft Costs	\$6,438,135.39
Land	\$1,200,000
Total Project Cost	\$7,638,135.39
Cost/Unit	\$318,255.64
Cost/Bedroom	\$106,085.21

Since 1994, the Town & County have partnered with Teton Habitat to create 47 homes, plus another townhomes currently being developed.

Project Sources

Public Funding	\$1,900,000.00
Public \$/Unit	\$79,166.67
Public \$/Bedroom	\$144,411.76
Other Funding Leveraged	\$5,738,135.39
Total Sources	\$7,638,135.39

Complete, January 2022: King Street Condos at 174 N. King Street

- ❖ Partnership with private nonprofit developer.



This partnership with the **Jackson Hole Community Housing Trust** created a mixed-use development that included 24 ownership condominiums – 18 one-bedroom homes, 2 two-bedroom homes, and 4 three-bedroom homes – for households working in Teton County. Two commercial spaces are also part of the development. The Town of Jackson provided the land for the development, valued at \$3,360,000, \$1,250,000 in additional funding, plus six off-site parking spaces valued at \$300,000.

Since 1994, the Town & County have partnered with the Housing Trust to create 100 units. In addition to the community benefits associated with permanently restricted affordable housing, the Town of Jackson has secured 14 employee first rights of purchase through the Housing Trust, including five employee first rights of purchase at King Street Condos.

Development Description

24 units	34 bedrooms
0.38 acres	63.16 units per acre
Affordability: <175% MFI	Ownership
Months to Build: 20	2020-2022

Project Uses

Hard + Soft Costs	\$15,303,750.00
Land	\$3,360,000
Total Project Cost	\$18,663,750.00
Cost/Unit	\$777,656.25
Cost/Bedroom	\$548,933.82

Project Sources

Public Funding	\$4,910,000.00
Public \$/Unit	\$204,583.33
Public \$/Bedroom	\$144,411.76
Other Funding Leveraged	\$13,753,750.00
Total Sources	\$18,663,750.00

The Housing Trust sold four first rights of purchase for \$275,000/each to local employers to help fund this project.

Local employers taking advantage of these rights include:

- St. John's Health Foundation – 2
- First Republic Bank – 1
- Teton Adaptive Sports – 1

Sales prices ranged from \$286,493.00 to \$556,200.00. All homes will appreciate based on CPI not to exceed 4% annually.

Under Construction: Kelly Place Condos at 430 & 440 W. Kelly Avenue

- ❖ RFP partnership project with private developer.



This partnership with **Roller Development** and **Studio Tack** will create 12 Workforce Ownership units – 2 one-bedroom homes and 10 two-bedrooms homes – for households working in Teton County. The Town of Jackson is providing the land for this development, which was purchased for \$1,703,416.03.

In addition to creating permanently deed restricted homes for local workers, the Town of Jackson secured four employee first rights of purchase at Kelly Place Condos as consideration for the land contribution.

Development Description

12 units	22 bedrooms
0.32 acres	37.5 units per acre
Affordability: >120% MFI	Ownership
Est. Months to Build: 18	2021-2022

Projected Project Uses

Hard + Soft Costs	\$5,101,228.00
Land	\$1,703,416.03
Total Project Cost	\$7,791,531.03
Cost/Unit	\$649,294.25
Cost/Bedroom	\$354,160.50

Projected Project Sources

Public Funding	\$1,703,416.03
Public \$/Unit	\$141,951.34
Public \$/Bedroom	\$77,428.00
Other Funding Leveraged	\$6,088,115.00
Total Sources	\$7,791,531.03

The Town of Jackson and Teton County, via the Housing Authority, initially purchased the land for this development in January 2019. The Housing Department then released an RFP to develop 16 homes on the site. Three developers responded and the Town & County awarded the project to Roller/Tack in June 2019.

After a series of meetings, that delayed the groundbreaking for the development a year, the Town & County agreed to transfer ownership of the property to the Town of Jackson. The Town Council then reduced the unit count from 16 to 12.

Sales prices for homes at Kelly Place range from \$395,000.00 to \$850,000.00.

Under Construction: Mercill Condos at 105 Mercill Avenue

- ❖ RFP partnership project with private developer.



This partnership with **Mercill Partners** will create 30 Workforce Ownership condominiums – 20 one-bedroom homes and 10 two-bedroom homes – for households working in Teton County. Teton County provided the land for this development, valued at \$2,100,000. The County also paid to move the existing historic structures for the Jackson Hole Historical Society & Museum (JHHS) and to prepare the site for development, an additional cost of \$130,000.

In February 2021, the Teton County Commissioners voted to exercise their option to purchase the 6,800 square feet of commercial space in the building for \$800/SF.

In addition to creating 30 permanently restricted homes for the community, Teton County secured five employee first rights of purchase in this development.

Development Description

30 units	40 bedrooms
0.575 acres	52.17 units per acre
Affordability: >120% MFI	Ownership
Est. Months to Build: 20	2021-2022

Projected Project Uses

Hard + Soft Costs	\$16,155,203.00
Land	\$2,100,000.00
Total Project Cost	\$18,255,203.00
Cost/Unit	\$608,506.77
Cost/Bedroom	\$456,380.08

Projected Project Sources

Public Funding	\$2,230,00.00
Public \$/Unit	\$74,333.33
Public \$/Bedroom	\$55,750,000.00
Other Funding Leveraged	\$16,025,203.00
Total Sources	\$18,255,203.00

Through a collaborative effort, JHHS, the Town of Jackson, and Teton County were able to safely remove and store the historic cabins that were located on the site until JHHS is ready to move them to their forever home on the Genevieve Block. Shacks on Racks relocated the remaining log structure to a private residence. Because of community collaboration, all historic buildings on this site were saved!

Sales prices homes at Mercill condos range from \$336,015 to \$808,818.00.

Under Construction: 445 E. Kelly Avenue, Name TBD

❖ Partnership project with private nonprofit developer.



This partnership with **Teton Habitat** will create 18 Affordable Ownership townhomes – 12 two-bedroom homes and 6 three-bedroom homes – for households working in Teton County. Teton County is providing the land for this development, valued at \$2,225,383.49, and horizontal infrastructure including rerouting the Cache Creek Ditch to Mike Yokel Park and relocating on site and restoring the historic Benson/Brown Residence.

Since 1994, the Town & County have partnered with Teton Habitat to create 47 units, plus these 18 townhomes currently being developed.

Development Description

18 units	42 bedrooms
1.08 acres	16.67 units per acre
Affordability: <80% MFI	Ownership
Est. Months to Build: 48	2022-2026

Projected Project Uses

Hard + Soft Costs	\$6,279,600.00
Land	\$2,225,383.49
Total Project Cost	\$8,534,983.49
Cost/Unit	\$474,165.75
Cost/Bedroom	\$203,213.89

Projected Project Sources

Public Funding	\$3,255,383.49
Public \$/Unit	\$180,854.64
Public \$/Bedroom	\$77,509.13
Other Funding Leveraged	\$5,279,600.00
Total Sources	\$8,534,983.49

This development combines historic preservation with affordable housing and takes advantage of the new Town of Jackson historic preservation incentive tools.

The Benson/Brown Residence is the site of the first hydropower in the Town of Jackson. As part of this project, the historic water turbines will be brought above grade and restored for a future public exhibit.

In Pre-Development: Jackson Street Apartments at Jackson Street & Kelly Avenue

- ❖ Opportunity project with private foundation.



This project is a partnership with the **Cumming Foundation** that will create 57 apartments – 113 bedrooms – for local working families and individuals. Teton County is contributing four lots, valued at \$5,600,000 and is investing \$5,000,000 into the development. The Cumming Foundation is contributing six lots, all of which are in the lodging overlay, valued at \$11,500,000, and is investing \$10,000,000 into the development.

In addition to creating 57 permanently deed restricted apartments, Teton County will also receive 15 employee first rights of rental in the development.

Development Description

57 units	113 bedrooms
1.46 acres	39.04 units per acre
Affordability: 30-200% MFI	Rental
Months to Build: 20	2022-2024

Projected Project Uses

Hard + Soft Costs	\$22,680,000.00
Land	\$17,100,000.00
Total Project Cost	\$39,780,000.00
Cost/Unit	\$697,894.74
Cost/Bedroom	\$352,035.40

Rent rates will range from \$607 to \$2,500 per month, depending on unit size and deed restriction type (Affordable or Workforce).

Projected Project Sources

Public Funding	\$10,600,00.00
Public \$/Unit	\$185,964.91
Public \$/Bedroom	\$93,805.31
Other Funding Leveraged	\$29,180,000.00
Total Sources	\$39,780,000.00

In Pre-Development: Flat Creek Apartments at 400 West Snow King Avenue

❖ RFP project with private developer.



This partnership with **BlueLine Development** and **Flat Creek Partners** will create 48 Affordable Rental units. The Town of Jackson is providing the land, valued at \$5,000,000, and an additional \$1,000,000 in funding for the development. The Wyoming Community Development Authority awarded Low Income Housing Tax Credits, HOME funds, and National Housing Trust funds to the project. The Town of Jackson also applied for two Community Development Block Grants for \$1,250,000 total and is awaiting award announcements.

In addition to creating 48 Affordable Rentals, the Town of Jackson has also secured five employee rights of first rental in the development.

Development Description

48 units	84 bedrooms
1.00 acres	48 units per acre
Affordability: <60% MFI	Rental
Months to Build: 20	2022-2024

Projected Project Uses

Hard + Soft Costs	\$17,115,196.00
Land	\$5,000,000.00
Total Project Cost	\$22,115,196.00
Cost/Unit	\$460,733.25
Cost/Bedroom	\$263,276.14

Projected Project Sources

Public Funding	\$6,030,000
Public \$/Unit	\$125,625.00
Public \$/Bedroom	\$71,785.71
Other Funding Leveraged	\$16,085,196.00
Total Sources	\$22,115,196.00

This development is the first project to receive Low Income Housing Tax Credits in Jackson since 2003.

Total allocations awarded:

- LIHTC: \$12,940,099
- HOME: \$1,455,000
- NHTF: \$860,000

Apartments are a mix of one, two, and three-bedroom units. Income restrictions limit tenants to households earning either less than 30% median income or less than 60% median income.

Appendix B: Capital Programs

Launched, FY22

1. Preservation Program
2. Accessory Residential Unit Program
3. *First / Last / Deposit – failed to move forward because BCC voted against program, 2-3 (Council voted in favor, 4-1)*

Future Programs

1. Temporary RV/RPT Program

Objective: Nonrestricted Rentals for the Local Workforce to serve as low investment, low cost alternatives to traditional construction of permanent units.

Operation: This program will identify potential locations for temporary “flex” space as workforce RV campgrounds and will review and propose suggested regulatory revisions to enable implementation.

- Future Funding: \$5,000

2. Nonconforming Lodging Conversion Program

Objective: Affordable & Workforce Rentals sourced from conversion of existing nonconforming lodging.

Operation: This program will identify locations of non-conforming short-term rentals (like older motels/hotels) and create redevelopment plans for rapid, low-investment conversion to long-term affordable workforce housing.

- Future Funding: \$20,000

Launched: Preservation Program

Objective: Preserve existing homes for use by local Workforce through down payment assistance to new homebuyers, deed restriction purchase from existing homeowners, or funding to employers purchasing Workforce Rental units.

Operation: Provides 20% of home's value (not to exceed \$200,000) to prospective or current homeowners in exchange for placing a Workforce Ownership restriction on the home. Appreciation on homes is set at CPI capped at 3%.

- New owners must initially qualify under the Workforce Program and will be required to requalify annually as long as they own the home.
- Existing owners are not required to qualify under the Workforce Program but will be required to sell the home to a household that qualifies under the Workforce Program.

Provides 20% of the home's value, not to exceed \$200,000, to employers or other entities purchasing Workforce Rental units. For these units, there is no appreciation cap nor is there a rental cap.

- Tenants must qualify under the Workforce Program.
- Units may not be empty for longer than 60 days in a calendar year.

Preservation Program		
Program	Down Payment Assistance	Existing Residence Restriction
Total Households Prequalified	19	1
Deed Restrictions Purchased	3	0
Funds Spent to Purchase Restrictions	\$ 485,300	\$ 0
Homes Under Contract	1	0
Homes Being Appraised & Inspected	0	1
Funds Reserved to Purchase Restrictions	\$ 118,400	\$ 0
Prior Home Use	1-retiree residence 3-long term rental	

New in 2022: Accessory Residential Unit Program

Objective: Accessory Residential Units (ARUs) provide an opportunity to create workforce housing in the Town of Jackson with limited public investment. However, the complexity of the planning and building application process and costs to construct the units are impediments to ARU production. This program facilitates private production of ARUs through guidance in the planning and development process.

Operation: The Housing Department, in coordination with the Town Planning and Building Department, will create a comprehensive guide that will provide information about the planning and building process, contact information for companies creating modular or pre-fabricated ARUs that meet local and international building code requirements, landlord resources, and clear explanation of the rules around renting an ARU.

Resources needed for this program are limited to staff research on available modular, pre-fabricated and kit-built units, coordination of select production companies, interdepartmental review of select units, and design and advertising of informational materials.

Deliverables:

- A resource guide that will be available online through the Housing Department. Unit options will be selected and represented based on the following criteria:
 - Meets applicable local and international building code
 - Meets ARU use standards in LDR Division 6 and for zone-specific standards
 - Production company delivers to Teton County, WY
 - Bonuses for energy efficient, low impact design
- The resource guide will provide:
 - Cost, design, and amenities for each selected unit type. These will be provided by the production company.
 - Estimated cost to deliver materials. This will be provided by the production company.
 - Estimated cost of site-specific plan preparation. This will be provided by the production company.
 - Process outline for submission and review of Building Permit.
 - Resources/contacts for site plan preparation and required on-site construction.
 - Resources for landlords.

Additional landowner resources: native planting list, Energy Conservation Works packages and contact, trout-friendly lawn practices, etc.

- Launching May 2022
- Future Funding: \$5,000

Appendix C: Intake Form Data

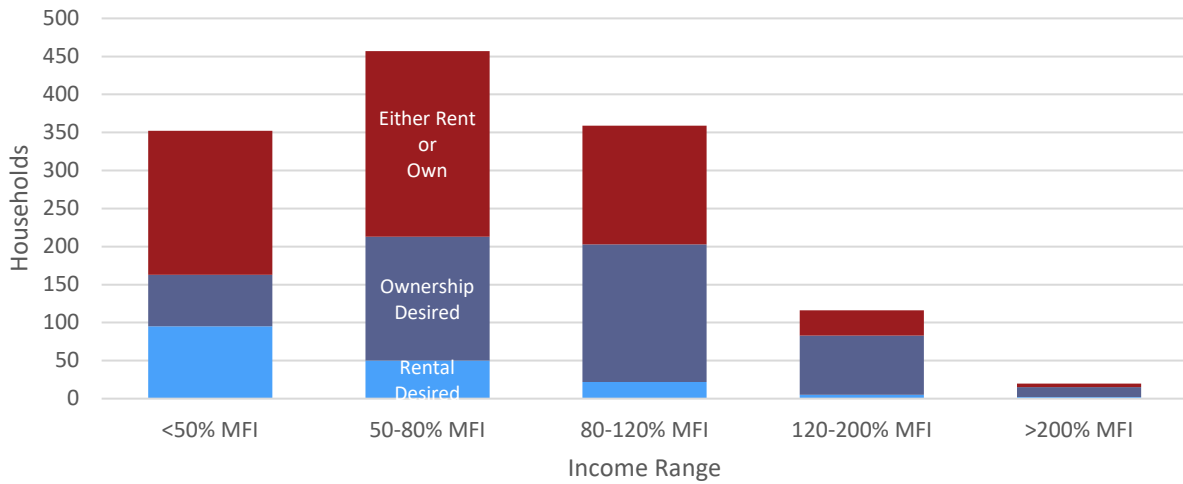
To apply for housing through the Housing Department, households are required to complete an Intake Form and to keep the form updated annually. This form was created in collaboration with Teton Habitat, Jackson Hole Community Housing Trust, Housing Department, and Joint Long-Range Planning staff and has been in use for four years.

The data from the Intake forms is self-reported by the applicants and is not verified for accuracy by the Housing Department until individual applicants are selected for available restricted housing. As of February 1, 2022, there are 1,507 households with active Intake Forms, representing 3,016 people (includes adults and children). From February 1, 2021 to February 1, 2022, 587 new Intake Forms were created.

Key Takeaways

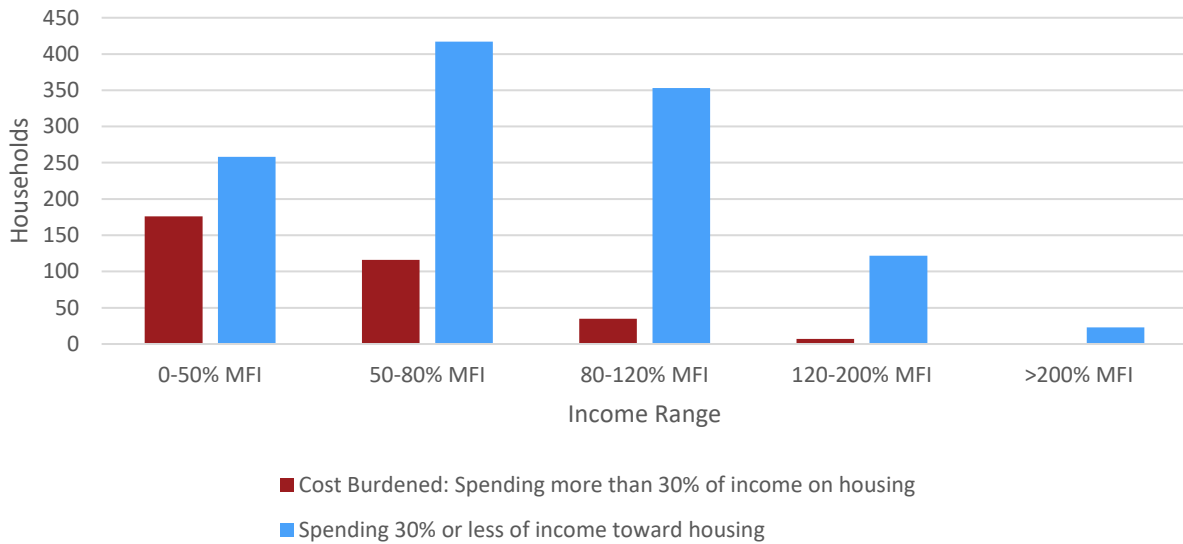
- Most households (81%) earn less than the Teton County Median Family Income for their household size.
- 1,355 households (90%) earn less than 120% median family income, putting them in the need category for Affordable, rather than Workforce restricted housing.
- Of the 39% increase in overall number of households with active Intake Forms from last year, the greatest percent increase by income range is for households making over 80% MFI, with a 283% increase in households making over 200% MFI. This could indicate that market housing is getting further out of reach, even for those households making twice the local median income.
- The trend towards smaller household sizes persists. 72% of all households are one or two people.
- Reported overcrowding (more than two people per bedroom) has gone down 60% overall.
- Lower income households are more likely to be burdened by their housing costs. 334 (22%) households reported paying more than 30% of their monthly income towards housing. More than half of these households are making <50% MFI.
- Commuters are underrepresented on the Intake Form. Those who are on the Intake Form work low paying jobs. 278 households (18%) currently commute from outside Teton County, Wyoming. These households represent 431 jobs, with most of those jobs worked by households earning less than 80% median family income. These households have the added financial burden of commuting, further reducing the money they have available for things like food, childcare, and discretionary purchases.
- Single-person, single-income and single parent households are struggling. Single-person households account for 47% of all households with most (80%) earning less than 80% Median Family Income. Most of the 28 single-income households supporting adult or senior dependents earn less than 80% MFI. Single-parent households account for 7% of all households (113) with most (97) earning less than 80% median family income.

Type of Housing Desired by Income Range



Source: Housing Department Intake Forms

Housing Cost Burden by Income Range



Source: Housing Department Intake Forms

2022 vs 2021 Intake Form Data by Income Range

Income Range (% Median Income)	0-50	50-80	80-120	120-200	>200	Total
Total People - 2021	620	722	647	262	11	2262
Total People - 2022	855	923	868	319	51	3016
<i>Percent Change</i>	+38%	+28%	+34%	+22%	+364%	+33%
Total Households - 2021	295	387	288	106	6	1082
Total Households - 2022	434	533	388	129	23	1507
<i>Percent Change</i>	+47%	+38%	+35%	+22%	+283%	+39%
Single-Parent Households – 2021	55	34	13	3	0	105
Single-Parent Households - 2022	55	42	11	3	2	113
<i>Percent Change</i>	0%	+24%	-15%	+0%	-	+8%
Paying >30% Toward Housing – 2021	156	91	34	2	0	283
Paying >30% Toward Housing – 2022	176	116	35	7	0	334
<i>Percent Change</i>	+13%	+27%	+3%	+350%	-	+18%
Overcrowded (> 2 people/bedroom) – 2021	61	71	55	16	1	204
Overcrowded (> 2 people/bedroom) – 2022	44	23	12	2	1	82
<i>Percent Change</i>	-39%	-62%	-78%	-88%	0%	-60%
Households Currently Commuting – 2021	46	33	20	9	0	108
Households Currently Commuting – 2022	106	104	48	16	4	278
<i>Percent Change</i>	+130%	+215%	+140%	+78%	-	+157%

February 2022 Intake Form Data by Income Range

Income Range (% Median Income)	0-50	50-80	80-120	120-200	>200	Total
Total People	855	923	868	319	51	3016
Adults	569	697	654	238	39	2197
Children	234	202	188	76	11	711
Adult Dependents	44	24	17	4	0	89
Senior Dependents	8	0	9	1	1	19
Critical Services Providers (People)	11	35	56	21	2	125
# Jobs Per Adult	1.23	1.25	1.22	1.18	1.08	
Total Households	434	533	388	129	23	1507
<i>Percent of Total Households</i>	<i>29%</i>	<i>35%</i>	<i>26%</i>	<i>9%</i>	<i>2%</i>	<i>100%</i>
1-Person Households	241	327	114	21	5	708
<i>Percent of Total Households</i>	<i>16%</i>	<i>22%</i>	<i>8%</i>	<i>1%</i>	<i>0%</i>	<i>47%</i>
2-Person Households	81	109	152	59	12	413
<i>Percent of Total Households</i>	<i>5%</i>	<i>7%</i>	<i>10%</i>	<i>4%</i>	<i>1%</i>	<i>27%</i>
3-Person Households	44	40	59	22	3	168
<i>Percent of Total Households</i>	<i>3%</i>	<i>3%</i>	<i>4%</i>	<i>1%</i>	<i>0%</i>	<i>11%</i>
4-Person Households	40	37	45	23	2	147
<i>Percent of Total Households</i>	<i>3%</i>	<i>2%</i>	<i>3%</i>	<i>2%</i>	<i>0%</i>	<i>10%</i>
5-Person Households	15	13	16	2	1	47
<i>Percent of Total Households</i>	<i>1%</i>	<i>1%</i>	<i>1%</i>	<i>0%</i>	<i>0%</i>	<i>3%</i>
6+ Person Households	13	7	2	2	0	24
<i>Percent of Total Households</i>	<i>1%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>2%</i>
Single-Parent Households	55	42	11	3	2	113
<i>Percent of Total Households</i>	<i>4%</i>	<i>3%</i>	<i>1%</i>	<i>0%</i>	<i>0%</i>	<i>7%</i>
Paying >30% of Income Toward Housing	176	116	35	7	0	334
<i>Percent of Total Households</i>	<i>12%</i>	<i>8%</i>	<i>2%</i>	<i>0%</i>	<i>0%</i>	<i>22%</i>
Overcrowded (> 2 people per bedroom)	44	23	12	2	1	82
<i>Percent of Total Households</i>	<i>3%</i>	<i>2%</i>	<i>1%</i>	<i>0%</i>	<i>0%</i>	<i>5%</i>
Households Currently Commuting	106	104	48	16	4	278
<i>Percent of Total Households</i>	<i>7%</i>	<i>7%</i>	<i>3%</i>	<i>1%</i>	<i>0%</i>	<i>18%</i>
People In Commuter Households	237	178	97	44	9	565
Adults in Commuter Households	130	135	77	26	4	372
Children in Commuter Households	71	37	17	14	2	141
Jobs Held by Commuters	153	145	95	33	5	431
Jobs Per Commuting Adult	1.18	1.07	1.23	1.27	1.25	
Type of Housing Desired						
Rental	95	50	22	5	2	174
Ownership	68	163	181	78	13	503
Either	189	244	156	33	5	627

Appendix D: Future Unit Pipeline

Units that are in the pipeline are in some phase of the planning process but are not yet complete: pre-application, Design Review Committee, Development Plan, or Building Permit. Single-family homes that go straight to building permit are not reflected in this data. The total units in the pipeline increased by 366 units from 2021. The total deed restricted units in the pipeline increased by 291 units.

2022 Future Unit Pipeline by Income Range						
Income Range (% Median Income)	0-50	50-80	80-120	Workforce	Market	Total
Total Units in Pipeline	94	42	34	434	221	825
Deed Restricted	94	42	34	434	-	604
<i>Percent of Deed Restricted</i>	<i>16%</i>	<i>7%</i>	<i>6%</i>	<i>72%</i>	<i>-</i>	<i>-</i>
Submitted Preapplication Request	78	0	1	211	68	358
Approved Sketch Plan	0	0	0	0	15	15
Approved Dev. Plan or Design Review	15	23	10	75	35	158
Approved Building Permit	1	19	23	148	103	294
<i>Dorm</i>	<i>0</i>	<i>0</i>	<i>15</i>	<i>72</i>	<i>0</i>	<i>87</i>
<i>Studio</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>4</i>	<i>4</i>
<i>1-Bedroom</i>	<i>1</i>	<i>0</i>	<i>5</i>	<i>46</i>	<i>35</i>	<i>87</i>
<i>2-Bedroom</i>	<i>0</i>	<i>13</i>	<i>2</i>	<i>26</i>	<i>33</i>	<i>74</i>
<i>3-Bedroom</i>	<i>0</i>	<i>6</i>	<i>1</i>	<i>4</i>	<i>31</i>	<i>42</i>
Rental Units in Pipeline	94	24	34	367	148	667
Deed Restricted Rental Units	94	24	34	367	-	519
<i>Percent of Deed Restricted</i>	<i>16%</i>	<i>4%</i>	<i>6%</i>	<i>61%</i>	<i>-</i>	<i>86%</i>
Submitted Preapplication Request	78	0	1	194	68	341
Approved Sketch Plan	0	0	0	0	0	0
Approved Dev. Plan or Design Review	15	23	10	71	14	133
Approved Building Permit	1	1	23	102	66	193
<i>Dorm</i>	<i>0</i>	<i>0</i>	<i>15</i>	<i>72</i>	<i>0</i>	<i>87</i>
<i>Studio</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>4</i>	<i>4</i>
<i>1-Bedroom</i>	<i>1</i>	<i>0</i>	<i>5</i>	<i>23</i>	<i>35</i>	<i>64</i>
<i>2-Bedroom</i>	<i>0</i>	<i>1</i>	<i>2</i>	<i>6</i>	<i>24</i>	<i>33</i>
<i>3-Bedroom</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>3</i>	<i>5</i>
Ownership Units in Pipeline	0	18	0	67	73	158
Deed Restricted Ownership Units	0	18	0	67	-	85
<i>Percent of Deed Restricted</i>	<i>0%</i>	<i>3%</i>	<i>0%</i>	<i>11%</i>	<i>-</i>	<i>14%</i>
Submitted Preapplication Request	0	0	0	17	0	17
Approved Sketch Plan	0	0	0	0	15	15
Approved Dev. Plan or Design Review	0	0	0	4	21	25
Approved Building Permit	0	18	0	46	37	101
<i>Dorm</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Studio</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>1-Bedroom</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>23</i>	<i>0</i>	<i>23</i>
<i>2-Bedroom</i>	<i>0</i>	<i>12</i>	<i>0</i>	<i>20</i>	<i>9</i>	<i>41</i>
<i>3-Bedroom</i>	<i>0</i>	<i>6</i>	<i>0</i>	<i>3</i>	<i>28</i>	<i>37</i>

Appendix E: Existing Deed Restricted Housing Stock

The existing deed restricted housing stock is comprised of units with Habitat for Humanity restrictions, Jackson Hole Community Housing Trust restrictions, Low-Income Housing Tax Credit restrictions, USDA restrictions, or Housing Department restrictions. These values include all units built and restricted through December 31, 2021. 83 new units were added and two housing units were lost from the Housing Stock due to sunset clauses in restrictions.

Units that are owned by employers and utilized for employee housing, but that do not have a permanent deed restriction recorded on them are not included in the numbers presented below.

Existing Deed Restricted Housing Stock	
Total Units	1,313
Rental Units	762
<50% MFI	2
<80% MFI	4
<100% MFI	32
<120% MFI	355
Workforce	121
Employment-based (ARUs)	67
Other Restrictions (LIHTC, USDA)	179
Ownership Units	549
<80% MFI	140
<120% MFI	300
WORKFORCE	109
Total Dorm Beds	241

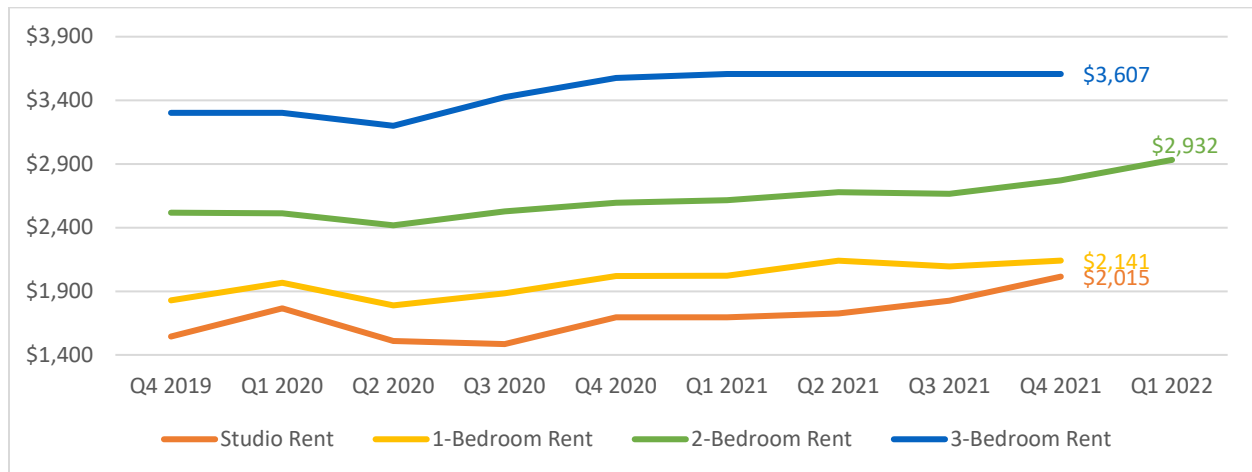
Since January 1, 2022, 27 units have been added to Housing Stock with completion of the King St. Condos in partnership with the JH Community Housing Trust, conversion of an existing structure to an ARU to meet housing mitigation requirements, and construction of two ARUs at the Teton Raptor Center via zoning incentives.

Housing Stock Added in 2022	
Total Units	27
Rental Units	
Employment-based (ARUs)	3
Ownership Units	
<120% MFI	24

Appendix F: Rental Rates

For the past 10 quarters, the Housing Department has been tracking rent and vacancy rates for free market units in the valley's largest rental complexes: Blair Place, Hidden Hollow, Aspen Meadows, and The Timbers. In 2021, we added Sagebrush Apartments to this list. Vacancy remains at or very near 0%.

Town of Jackson Market Rental Rates by Unit Size 2019-2022

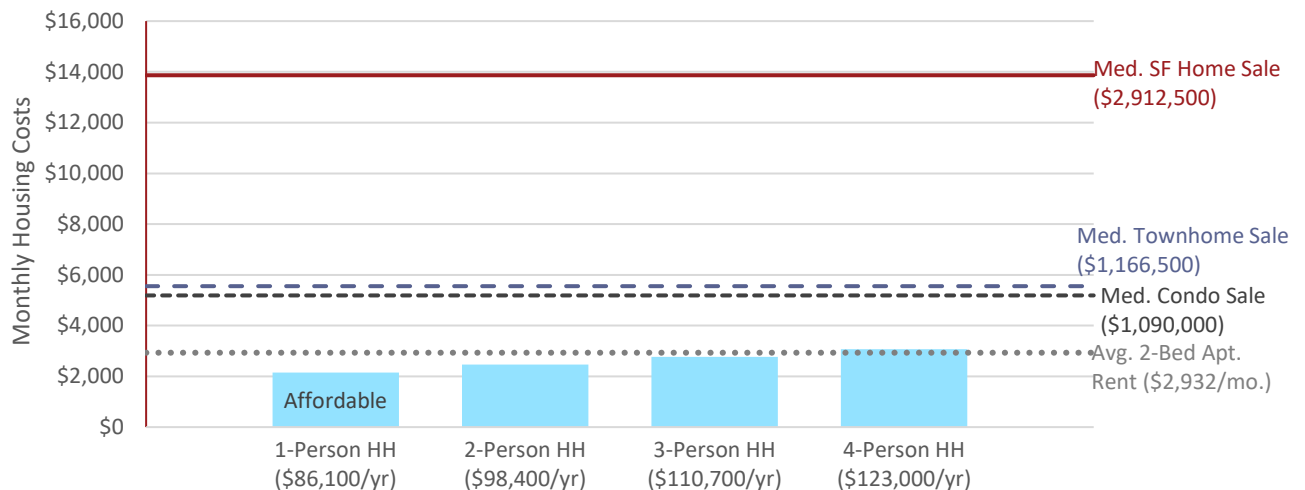


Source: Housing Department Quarterly Survey of Rental and Vacancy Rates

Appendix G: Housing Affordability

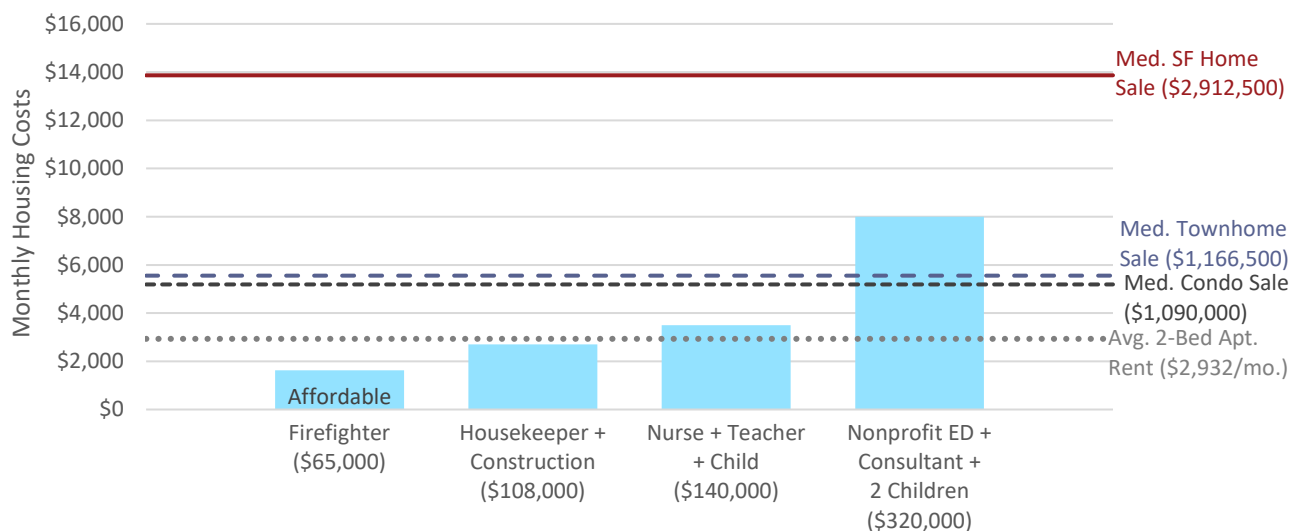
As noted in the charts below, only median income earners in a 4-person household size or bigger find the average unrestricted 2-bedroom apartment rental rate within the affordable monthly range. Purchasing an unrestricted condominium, townhome, or single-family home is out of reach for all median income earners. A family of four needs to make nearly twice the median household income to purchase a median-priced condo or townhome (assuming they have 15% for the down payment and can find a home to buy), while typical single and dual-income households only have the option to rent.

Median Housing Costs by Unit Type vs Affordable Housing Costs at Median Household Income



Sources: Teton County Assessor, Housing Department Quarterly Rental Data Q1 2022, HUD

Median Housing Costs by Unit Type vs Affordable Housing Costs in Common Jobs



Sources: Teton County Assessor, Housing Department Quarterly Rental Data Q1 2022, QCEW

Monthly Housing Costs for ownership include estimated mortgage (assuming 30-year fixed mortgage with 15% down and 4.5% interest rate), property taxes, and home insurance. Affordable Housing Costs represent 30% of monthly household income.

Appendix H: Core Services Commuter Stats

Commuting from Teton Valley, ID or Northern Lincoln County, WY adds more than one hour of lost time per day, greatly reducing commuters' quality of life. Commuting extends childcare requirements and cost. The 2022 Teton Region Housing Needs Assessment estimates that commuters from Teton County, Idaho spend \$525 per month commuting and commuters from Northern Lincoln County, Wyoming spend \$855 per month. The expense of commuting adds to the economic burden of commuters, and increased commuter traffic is a significant source of emissions, wildlife/vehicle collisions, and loss of workforce when Teton Pass and/or the Snake River Canyon are closed. Longer commute distances also reduce the ability of essential workers to respond in a timely manner to emergency situations. Providing local housing for the workforce will directly address these threats.

Teton County Sheriff

70 staff
59% (41) commute
(down from 61% last year)

Town of Jackson Police Department

46 staff
41% (19) commute
(down from 50% last year)

Teton County School District #1

526 staff
20-25% (105-132) commute
(up from 13% last year)

Lower Valley Energy

31 staff
58% (18) commute
(up from 52% last year)

Town of Jackson Plow Drivers

8 staff
63% (5) commute
(up from 50% last year)

St. John's Health

838 staff
36% (300) commute
(up from 32% last year)

Jackson Hole Fire / EMS

35 staff
23% (8) commute
(up from 15% last year)

Appendix I: Housing Department Programs

2022 Income and Asset Limit Chart

Income Range	0-50% MFI*	50-80% MFI	80-120% MFI	>120% MFI (Workforce)
Income Limit				
1-Person Household	\$43,050	\$68,880	\$103,320	No income limit
2-Person Household	\$49,200	\$78,720	\$118,080	No income limit
3-Person Household	\$55,350	\$88,560	\$132,840	No income limit
4-Person Household	\$61,500	\$98,400	\$147,600	No income limit
5-Person Household	\$66,420	\$106,272	\$159,408	No income limit
6-Person Household	\$71,340	\$114,144	\$171,216	No income limit
7-Person Household	\$76,260	\$122,016	\$183,024	No income limit
8-Person Household	\$81,180	\$129,888	\$194,832	No income limit
Net Asset Limit	\$123,000	\$196,800	\$295,200	No asset limit

*MFI: Median Family Income (increased 6.4% from 2021)

Housing Department Programs – Summary of Requirements

Affordable Program: Rental and Ownership	Workforce Program: Rental and Ownership
Three income ranges: 0-50% MFI, 50-80% MFI, 80-120% MFI. Asset limits based on income range.	75% of the household's income must be earned locally. No asset limit.
Houses are priced based on income ranges and unit size (bedrooms). Units appreciate annually based on CPI capped at 3%.	Initial sales prices are set by the developer. Once sold, units appreciate annually based on CPI capped at 3%.
Rental rates are set based on income ranges and unit size (bedrooms).	Rental rates are not capped and are set by the unit owner.
Households must meet minimum size requirements: 1 person per bedroom.	No minimum household size requirement.
Household may not own residential real estate within 150 miles of Teton County, WY.	
At least one adult must work a minimum of 1,560 hours per year for a local business.	

Appendix J: Workforce Housing Program

The Workforce Program requires households to earn 75% of their income locally; there are no income or asset limits. When the program was created, the target income range for owners and renters was 120-200% MFI: households that earn too much to qualify for the Affordable Program but often earn too little to secure a home in the free market.

Annual appreciation on ownership units is capped at CPI not to exceed 3%. This means that units become more affordable to local workers over time so long as local wages increase faster than the home appreciates. (Between 2002 and 2022, wages increased on average 3.86% per year and restricted homes appreciated on average 2.1% per year.)

For rental units, monthly rent rates are not capped, so landlords may charge whatever price the market will allow.

For all Workforce units, households must requalify annually.

The Workforce Program has three types of units:

1. **Workforce Ownership** – these units are owner occupied. In 2021, 13 Workforce Ownership homes were sold. The Preservation Program is included as part of this category. The Housing Department conducts annual requalifications for these units and sells them through a Weighted Drawing process when the current owner is ready to move.
2. **Workforce Rental Condos or Townhomes** – these units are owned separately and cannot be owner occupied. In 2021, 8 Workforce Rental homes were sold. The Housing Department conducts annual compliance on these units but does not rent or sell the units.
3. **Workforce Rental Apartments or ARUs** – these units are under common ownership and cannot be owner occupied. In 2021, 50 Workforce Rental Apartments or ARUs were created. The Housing Department conducts annual compliance on these units but does not rent or sell them.

Workforce Ownership Program Summary

Workforce Ownership units must be owner-occupied, the household must earn 75% of their income locally, the household may not own residential real estate within 150 miles of Teton County, Wyoming, and at least one person in the household must work full-time for a Local Business. These homes have an annual appreciation cap set at CPI not to exceed 3%.

Total Homes Sold in 2021: 13

New Construction	9 units	Average Price: \$724,611 Median Price: \$721,500	Average Income: \$92,708 Median Income: \$94,500	Household size 1 person: 5 2 people: 4
Preservation Program – Deed Restriction Purchase on Existing Homes	2 units	Average Price: \$751,350 Median Price: \$751,350	Average Income: \$205,505 Median Income: \$205,505	Household size 3 people: 1 4 people: 1
Existing: Resale of Existing Workforce Homes	2 units	Average Price: \$376,375 Median Price: \$376,375	Average Income: \$126,300 Median Income: \$126,300	Household size 2 people: 3
Average Sales Price		\$669,609.27		
Median Sales Price		\$721,500.00		

Buyer Household Information

Average Annual Income	\$115,229
Median Annual Income	\$109,275
Income Range	# Households
0-50% MFI	1 household
50-80% MFI	1 household
80-120% MFI	5 households
120-200% MFI	6 households
Household Size	# Households
1 person	6 households
2 people	4 households
3 people	2 household
4 people	1 household

Total Workforce Ownership Homes: 69

Total includes homes sold in 2021, previously existing Workforce Ownership homes, and homes that were created under the legacy Employment-Based program. Owners are required to requalify annually.

Household Information

Average Annual Income	\$177,424
Median Annual Income	\$130,637
Income Range	# Households
0-50% MFI	1 household
50-80% MFI	4 households
80-120% MFI	22 households
120-200% MFI	27 households
>200% MFI	8 households
Retired	6 households
Default – Forced Sale	1 household
Household Size	# Households
1 person	17 households
2 people	15 households
3 people	25 households
4 people	12 households

Household Employment Information*

Teton County School District (11)	St. John's Health (6)
Jackson Hole Mountain Resort (6)	Self-employed (5)
Community Foundation of Jackson Hole	Clear Creek Group
Four Seasons Resort	JH Community Counseling Center
Teton Youth & Family Services	Teton County
Teton County Sheriff's Office	Teton Club
ACLU	National Park Service
Beddow Capital Management	Berlin Architects
Blue Spruce Cleaners	United Ground Express
Calico	Camp Teton
Y2 Consultants	Dembergh Construction
Dubbe Moulder	Design Associates
Teton Thai	Teton Oasis LLC
Whole Foods	ER Office
Esilon Tech	First Western Trust
Whisley River	Kaizen Strategies
Frost Salon	Crystal Springs
Pacific Marine	Gros Ventre OBGYN
KGB Productions	Grand Teton National Park
Habitat for Humanity	Stio
Hoyt Architects	Jackson Workforce Center
KT814, LLC	JH Hotel Management
JH Wildlife Safaris	Black Fox Rescue Institute
Bella Cose	BNP Associates
Man Power US, Inc	Jviation
Mountain Land Design	Compass Realty
Napa Auto Parts	Moose Children's Daycare
National Museum of Wildlife Art	Art Association of Jackson Hole

United State Forest Service	Grand Teton Association
Nobel House Resorts	Persephone Bakery
Heart Four Iron Works	Route 8 Painting
Scarfish	Spence Law Firm
Meridian Trust	Wyoming Game & Fish
Scenic Safaris	Studio 307 Architects
Teton County Public Health	Eco-Tours
Circumerro	Jackson Hole Anglers
University of Wyoming	THL II Inc.
Thompson Palmer & Associates	

**Employers with more than two employees represented in data have exact number of employees listed in parenthetical.*

Workforce Rental – Condos/Townhomes Summary

Workforce Rental – Condos/Townhomes are individually owned units that can be sold separately and may not be owner-occupied. Tenant households must earn 75% of their income locally, they may not own residential real estate within 150 miles of Teton County, Wyoming, and at least one person in the household must work full-time for a Local Business.

Total Homes Sold in 2021: 8

New Construction	7 units	Average Price: \$719,425 Median Price: \$721,470 Median Rent Rate: \$1,500/month	Average Renter Income: \$69,338 Median Renter Income: \$57,600	Household size 1 person: 3 2 people: 4
Other New Construction	1 unit	Sales Price: \$1,450,000 Rent Rate: \$3,500/month	Renter Income: \$300,000	Household size 1 person: 1
Average Sales Price		\$810,746		
Median Sales Price		\$728,235		
Median Rent Rate		\$1,800.00		

Renter Household Information

Average Annual Income	\$99,052			
Median Annual Income	\$57,600			
Income Range	# Households	<30% on rent	30-40% on rent	>40% on rent
0-50% MFI	1 household	1		
50-80% MFI	3 households	1	2	
80-120% MFI	2 households	1	1	
120-200% MFI	1 household	1		
>200% MFI	1 household	1		

Household Size	# Households
1 person	4 households
2 people	4 households

Household Employment Information*

Teton Pines (3)	C-V (3)
William Wecker & Associates	Rocky Mountain Yeti
First Republic Bank	

*Employers with more than two employees represented in data have exact number of employees listed in parenthetical.

Workforce Rentals – Apartments, ARUs Summary

Workforce Rental – Apartments, ARUs may not be owner-occupied. Tenant households must earn 75% of their income locally, they may not own residential real estate within 150 miles of Teton County, Wyoming, and at least one person in the household must work full-time for a Local Business.

Average Workforce Rent Rate, Household Size, and Income Range by Unit Type: 2021

Unit Type	Monthly Housing Costs	Household Size	Income Range	% Income Spent on Rent
studios	Average: \$1,730 Median: \$1,957	Average: 1.3 people Median: 1 person	<50%: 1 household 50-80%: 5 households 80-120%: 0 households >120%: 0 households	<30%: 0 households 30-40%: 2 households >40%: 4 households
one-bedroom	Average: \$2,409.58 Median: \$2,383.50	Average: 1.6 people Median: 2 people	<50%: 0 households 50-80%: 17 households 80-120%: 14 households >120%: 5 households	<30%: 12 households 30-40%: 11 households >40%: 13 households
two-bedroom	Average: \$2,645.33 Median: \$2,795.00	Average: 2 people Median: 2 people	<50%: 6 households 50-80%: 14 households 80-120%: 25 households >120%: 22 households	<30%: 26 households 30-40%: 19 households >40%: 22 households
three-bedroom	Average: \$3,437.78 Median: \$3,659.50	Average: 3 people Median: 3 people	<50%: 0 households 50-80%: 0 households 80-120%: 1 household >120%: 6 households	<30%: 6 households 30-40%: 1 household >40%: 0 households

Renter Household Information

Average Annual Income	\$103,044.62			
Median Annual Income	\$93,478.00			
Income Range	# Households	<30% on rent	30-40% on rent	>40% on rent
0-50% MFI	7households	0	1	6
50-80% MFI	36 households	3	7	26
80-120% MFI	41 households	11	23	7
120-200% MFI	33 households	30	3	0
Household Size	# Households			
1 person	42 households			
2 people	53 households			
3 people	17 households			
4+ people	5 households			

Household Employment Information*

Four Seasons Resort (11)	St. John's Health (6)
Snow King Resort (5)	Lodge at Jackson Hole (4)
Teton Science Schools (3)	Gather JH (3)
Amangani Resort (3)	Teton County School District (3)
Teton Tile & Design	First Republic Bank
Give-r	Teton Gravity Research
Self-employed	Orangetheory Fitness
Ward + Blake Architects	Cowboy Bar
Osteria	Gyde Architects
JH Playhouse	Cultivate Café
Ridgeline Excavation	Teton County Prosecutor's Office
Wilson Heating & Air LLC	Westgroup Teton Employer LLC
Summit Insurance	Johnson Resort Properties
Robinson, Stelting, Welch Attorneys at Law	JH Kitchen & Bath
William Wecker & Associates	JH Health & Fitness
Lululemon	Matoska Trading Company
Nelson Engineering	Sherwin Williams
Glorietta	Toran Accounting
State Farm	Pearl Street Market
Dreyfuss Capital Management	Dreyfuss Wealth Management
Cutty's Bar & Grill	Jackson Hole Mountain Resort
Jackson Hole Lodge	Homewood Suites
Continuum Hotel	Grand Teton Music Festival
Chase Bank	Fiesta Mexican Restaurant
JH Wildlife Safaris	Alpine Consulting
Dornan's	Whole Grocer
White Buffalo Club	Caldera House
Luxe JH	JH Collectibles
OFG Construction	Northworks Architects
Baxter Design Studio	Design Matters
The Bunnery	TOPS
Northern Title of Wyoming	Stio
Clear Creek Group	JH Law
Shooting Star	West Lives on Gallery
Pain Care Center	Cloudveil Hotel
JH Classical Academy	TKG Construction
GE Johnson	Sagebrush Apartments
JH Landscaping	Smith's Food and Drug
New West Building Co.	Spring Creek Animal Clinic
Blue Collar Restaurant Group	Mateosky Construction
UPS	Homewood Suites
22 Tattoo	Bubba's
High Country Linen	Stillwest Brewery
Ahron Bram Productions	Nanny for local family
Pica's	Rocky Mountain Appraisals
Wyoming Stargazing	JH Shooting Experience
Hotel Jackson	Skinny Skis
Shooting Star Resort	Kismet Rug Gallery

*Employers with more than two employees represented in data have exact number of employees listed in parenthetical.

Appendix K: Affordable Housing Program

The Affordable Program requires households to meet the income and asset qualifications for the unit. All units have an income range and asset maximum. To qualify to buy or rent a unit, the household must earn within the income range and may not exceed the asset maximum. At least one adult in the household must work full-time for a Local Business, and the household may not own residential real estate within 150 miles of Teton County, Wyoming.

Annual appreciation on ownership units is capped at CPI not to exceed 3%. For rental units, monthly appreciation is capped, based on the unit's income range.

For Affordable Ownership units, households must “check in” with the Housing Department annually. This means they are required to prove they still work full-time locally, that they do not own other residential real estate within 150 miles, and that they occupy their home at least 10 months per year.

For Affordable Rental units, households must requalify annually. This means they are required to prove they still work full-time locally, earn within the income range, do not exceed the asset limit, and do not own other residential real estate within 150 miles.

The Affordable Program has three types of units:

1. **Affordable Ownership** – these units are owner occupied. The Housing Department conducts annual “check ins” with these owners (since 2018), does active compliance when necessary, and resells the homes through a Weighted Drawing process when the current owner is ready to move.
2. **Affordable Rentals – Private Ownership** – these units are privately owned and rented. The Housing Department conducts annual compliance checks on these units but does not rent or sell the units.
3. **Affordable Rentals – Public Ownership** – these units are publicly owned. The Housing Department rents these units through a Weighted Drawing process and requalifies households upon lease renewal.

Affordable Ownership Program Summary

Affordable Ownership units must be owner-occupied, the household must earn within the income range of the unit at the time of purchase, the household may not own residential real estate within 150 miles of Teton County, Wyoming, and at least one person in the household must work full-time for a Local Business.

In 2018, the Jackson Town Council and Board of County Commissioners directed staff to “check-in” with Affordable homeowners to ensure the household is still working full-time in Teton County, Wyoming and that they are occupying their home. These “check-ins” only apply to homes that have sold since 2018.

Total Affordable Ownership Homes Sold Since July 2018: 29

Household Information

Average Annual Income	\$88,870
Median Annual Income	\$90,829
Income Range	
0-50% MFI	1 household
50-80% MFI	12 households
80-120% MFI	15 households
120-200% MFI	1 households
Household Size	
1 person	4 households
2 people	6 households
3 people	5 households
4 people	13 households
5 people	1 household

Household Employment Information – Business Name (# employees) – 62 employees total

Self-employed (8)	Jackson Hole Mountain Resort
Skywest	UPS
St. John’s Health	Teton County
WYDOT	Epsilon Tech
The Wort Hotel	Avis
Benchmark of WY	Mangy Moose
Habitat for Humanity	Scenic Safaris
Snake River Brewing	Coax Jax
White Glove Cleaners	Allied
JH Fly Fishing	Mobile Detailing
Herschberger Designs	Grand Teton Music Festival
Teton Pines	JH Paragliding
Snow King Resort	JH Aviation
Children’s Learning Center	Mountain Top Tile
Tasker Care Ink	Akasha Yoga
Flynn Irrigations	Teton Art Services
Calico Restaurant	Teton County Weed & Pest
Café Genevieve	Local Restaurant
JH Contracting	Nanny
Teton Behavior Therapy	Montessori School of the Tetons

Backcountry Safaris	Bear Wallow
Mike's Heating	First Interstate Bank
Willow Street Group	Rendezvous River Sports
Teton County School District	Town of Jackson

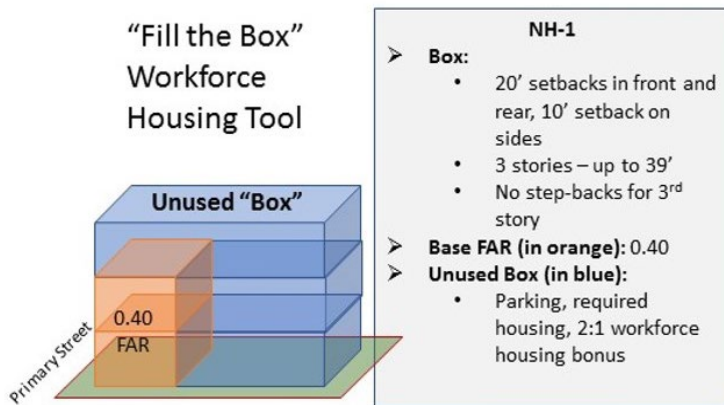
Appendix L: 2:1 Workforce Housing Density Bonus Tool

The 2:1 Workforce Housing Density Bonus Tool was created as part of the 2018 update to the Town of Jackson Land Development Regulations. The purpose of the 2:1 Workforce Housing Density Bonus Tool is to encourage development, especially by the private sector, of additional Affordable or Workforce housing units by allowing additional unrestricted floor area.

This tool may be utilized in the following zones: CR-1, CR-2, CR-3, DC, NH-1, NM-2, OR.

How it works: Developer starts with a base floor area (FAR) for the site on which s/he would like to build. Based on the zoning, the developer must meet maximum height limits, setback requirements, parking requirements, landscaping requirements, etc. for the project s/he wishes to build. In most cases, the volume of building allowed by the minimum setbacks and maximum height exceeds the volume of building allowed by the FAR.

The 2:1 tool allows the developer to expand the base FAR to the maximum s/he can build within the allowed height, setbacks, parking, etc. For a developer to use the tool, s/he must provide 1 square foot of deed restricted Workforce or Affordable housing for every 2 feet of “bonus” market housing created (2:1 = 2 Market Square Feet:1 Deed Restricted Square Foot).



Project	Year Completed	Unit Type	Unit Size(s)	Bonus Restricted Units
160 E Broadway	2019	Rental	2-bedroom	1 unit
South Park Loop	2021	Rental	2-bedroom	5 units
645 Cache Condos	2021	Own	2-bedroom	1 unit
445 Vine	2021	Rental	1-bedroom	1 unit
King St Condos	2022	Own	-	6 units
Glenwood I	2022 (expected)	Own	1-bedroom (1) 3-bedroom (3)	4 units
10 E Simpson	2022 (expected)	Rental	1-bedroom	1 units
367 Willow	2022 (expected)	Rental	2-bedroom	1 unit
105 Mercill	2022 (expected)	Own	-	30 units
Kelly Place Condos	2022 (expected)	Own	-	7 units
Gables Apartments	2023 (expected)	Rental	1-bedroom	7 units
235 Veronica	2023 (expected)	Rental	1-bedroom	9 units
Glenwood II	2023 (expected)	Own	2-bedroom	3 units
TOTAL				76 units

Appendix M: 2022 Town & County Public Lands Inventory

This table includes properties owned by Teton County and/or Town of Jackson that have been identified as potential future project sites by the Housing Department.

LOCATION	SIZE	ZONE	OWNER	POTENTIAL FUTURE USE
955 MAPLE WAY	0.12 acres	NH-1	Town	Potential to redevelop/trade for higher density housing opportunity
930 & 940 SIMON LANE	0.24 acres	NH-1	Town	Potential to consolidate and redevelop/trade for higher density housing opportunity
915 SIMON LANE	0.12 acres	NH-1	Town	Determine future road alignment for Snow King/Scott/Maple Way. Potential to redevelop/trade for higher density housing opportunity
410 SCOTT LANE	0.21 acres	NL-3	Town	Determine future road alignment for Snow King/Scott/Maple Way. Potential to redevelop/trade for higher density housing opportunity
305 W. SNOW KING AVE. – FAIRGROUNDS	17.5 acres	P/SP	Town	Future use TBD by Town Council. Potential to master plan for various community uses.
9800 S. HIGHWAY 89 – OLD HORSE CREEK STATION	2.4 acres	BC	County	Potential for units accessory to future County use of site
140 E. SIMPSON – PARKING LOT SOUTH OF COURTHOUSE	0.21 acres	OR	County	Potential for redevelopment as housing or to include units accessory to future County use
2110 HIDDEN RANCH LANE – VACANT LOT IN HIDDEN RANCH SUBDIVISION	0.34 acres	NL-2	Town	Sell or trade, pay parks fee, invest remaining \$ towards housing
252 & 254 E SIMPSON	0.34 acres	OR	County	To be redeveloped for County employee housing
675 & 685 E HANSEN	0.51 acres	NL-4	Town	Potential to redevelop/trade for higher density housing opportunity

1120 MEADOWLARK LANE	0.11 acres	NL-5	County	Potential to redevelop/trade for higher density housing opportunity
145 W HANSEN	0.17 acres	NH-1	Town	Potential to redevelop/trade for higher density housing opportunity
3500 SOUTH PARK DRIVE	0.9 acres	BP	Town	Potential to redevelop/trade for higher density housing opportunity

This table includes properties owned by Teton County and/or Town of Jackson that have multiple potential goals (parking, government buildings, etc.) that may include housing.

LOCATION	SIZE	ZONE	OWNER	POTENTIAL FUTURE USE
EASTERN PORTION OF KARNS MEADOW TRACT 4 ALONG FLAT CREEK DRIVE	0.65 acres	NL-1	Town	Potential site for Town employee housing
55 KARNS MEADOW DRIVE – START FACILITY	5.75 acres	P/SP	Town	Potential for units accessory to START use
230 & 270 W. DELONEY AVE. – PARKING LOT BY MILLER PARK	0.8 acres	P/SP	Town	Potential partnership with Good Samaritan Mission for transitional housing for families and single women
195 E. DELONEY AVE – PARKING LOT NORTH OF CAFÉ G BLOCK	0.45 acres	P/SP	Town	Potential to build structured housing above parking lot
125 VIRGINIAN LANE - LIBRARY	3.72 acres	P/SP	County	Potential to build structured housing above parking lot
155 EAST PEARL AVENUE	0.51 acres	DC-2	Town	Potential to redevelop a portion of the property for Town employee housing

Appendix N: Housing Action Plan Action Items Progress Report

66 TOTAL TASKS

- 57 (86%) complete or complete & ongoing
- 8 (12%) started but not complete
- 1 (2%) not started

- Amend the Resolution creating (and bylaws governing) the Teton County Housing Authority to establish a regional housing authority of the Town and County. COMPLETE, RESOLUTION AMENDED,
- Work with the legislature to make necessary changes related to regional housing authority commission duties and structure. UNSUCCESSFUL
- Hire the Housing Director and staff. COMPLETE, HOUSING DIRECTOR HIRED JULY 2016. NO OTHER HOUSING SUPPLY STAFF ADDED.
- Appoint the Jackson/Teton County Housing Authority Board pursuant to statute regarding regional housing authorities (as potentially amended) and the direction of this Plan. COMPLETE
- Determine Town/County split of administrative funding for Housing Supply and Housing Management Divisions. COMPLETE, TOWN 45%, COUNTY 55%.
- Appoint the Housing Supply Advisory Board or ask the Jackson/Teton County Housing Authority Board to provide recommendations on housing supply. COMPLETE, HOUSING SUPPLY BOARD APPOINTED DECEMBER 2016.
- Hire the Housing Manager and staff – COMPLETE, ALL MANAGEMENT STAFF IN PLACE ALREADY.
- Identify potential land appropriate for housing development based on the Illustration of Our Vision Chapter of the Comprehensive Plan. ONGOING WORK WITHOUT AN END DATE.
- Develop the initial 5-year supply plan as part of the FY16-17 Budget proposal based on housing need, including projected funding as well as target income categories and unit types. COMPLETE, INITIAL PLAN PRESENTED SEPTEMBER 2016.
- Hire key staff and/or contractors needed to operate the Housing Supply Division. NO STAFF HIRED.
- Hire key staff and/or contractors needed to operate the Housing Management Division. COMPLETE, REORGANIZATION OF MANAGEMENT DIVISION CREATED A COMPLIANCE SPECIALIST POSITION AND REMOVED THE DEVELOPMENT REVIEW POSITION NOVEMBER, 2016. NO NEW STAFF ADDED.
- Expand existing information to develop a full inventory of restricted units. COMPLETE, INVENTORY CREATED & UPDATED ANNUALLY.
- Actions to establish and implement the Community Priorities Fund are being developed outside of this Housing Action Plan in coordination with transportation initiatives. ONGOING, GENERAL PENNY FAILED, 2018. SPET COMMUNITY HOUSING PRIORITIES INITIATIVE PASSED 2019.
- Where multifamily character is allowed and desired (see map on page 5-4), move away from buildout projections and density limitations toward more flexible allowances within the allowed floor area and monitoring of units built. COMPLETE, NEW ZONING APPROVED JULY 2018.
- Consider allowing ARUs in all Town and County zones with limits on size and/or density to ensure desired character. COMPLETE, ARUS ALLOWED IN ALL ZONES

- Update zoning in appropriate Comprehensive Plan subareas to find locations for density. For example, allow apartments in multifamily subareas as identified in the Comprehensive Plan (see map on page 5-4). COMPLETE, NEW ZONING APPROVED JULY 2018.
- Revise parking requirements to facilitate additional density for housing. FAILED AT COUNCIL
- Provide a density bonus for the preservation and production of workforce housing, such as additional height or floor area, or reduced landscaping, setback, or parking requirements. COMPLETE, WORKFORCE HOUSING BONUS APPROVED WITH NEW ZONING JULY 2018.
- Implement an expedited approvals process for price-restricted housing projects. COMPLETE, INCLUDED WITH NEW ZONING JULY 2018.
- Implement automatic waivers from some fees for price restricted housing projects. COMPLETE, APPROVED 2021.
- Define “year-round” workforce. COMPLETE, INCLUDED IN HOUSING SUPPLY PLAN SEPTEMBER 2016
- Work on a partnership model that allows the Town and County to stay out of the role of developer, yet ensures the security of the public investment in workforce housing. INITIATED, IMPLEMENTED, & ONGOING.
- Identify existing developments appropriate for public subsidy for preservation as workforce housing. INITIATED, IMPLEMENTED, & ONGOING, PRESERVATION PROGRAM, FEBRUARY 2021
- Identify housing projects for public investment as an employer. ONGOING WORK IN COLLABORATION WITH TOWN & COUNTY ADMINISTRATORS/MANAGERS.
- Lead a cooperative effort to develop a “Housing 101” presentation, given to new elected officials, board members, and the general public to provide baseline knowledge of the community housing efforts. COMPLETE, SEPTEMBER 2016. OUTREACH EFFORTS ARE ONGOING.
- Develop a centralized and/or coordinated web presence describing all of the community’s housing efforts. ONGOING, INTAKE FORM CREATED JANUARY 2018 – INCLUDES INFORMATION FOR TETON HABITAT AND HOUSING TRUST. HOUSING DEPARTMENT WEBSITE INCLUDES INFORMATION FOR ALL SUBSIDIZED HOUSING OPPORTUNITIES, INCLUDING SENIOR HOUSING & PRIVATELY MANAGED LOW-INCOME HOUSING.
- Visually communicate the demographic served. ONGOING AND INCLUDED IN HOUSING SUPPLY PLAN ANNUALLY.
- Adopt Jackson/Teton County Housing Management Guidelines with recommendations from the Jackson/Teton County Housing Authority Board. COMPLETE, HOUSING RULES & REGULATIONS CREATED JULY 2018 AND UPDATED ANNUALLY.
- Develop restriction templates for price restricted and occupancy restricted units so that the terms are consistently located in all restrictions even if their content varies. COMPLETE, HOUSING RULES & REGULATIONS CREATED JULY 2018 AND UPDATED ANNUALLY.
- Explore contracting some management functions to a private property manager in coordination with non-profits and employers. COMPLETE, CONTRACTED GROVE MANAGEMENT, REDMOND STREET RENTALS MANAGED BY HOUSING TRUST.
- Develop a single application for all subsidized housing programs and a system for distribution of the applications to providers. DISCUSSED BUT NOT MOVED FORWARD. CREATED INTAKE FORM INSTEAD.
- Review the housing indicators currently monitored and refine methodology as needed. ONGOING, INITIAL METHODOLOGICAL UPDATE SPRING 2020.
- Evaluate any variables likely to impact the supply of workforce housing that are not being monitored and develop a method for monitoring them. ONGOING.

- Review zoning against Fair Housing standards in coordination with the Housing Director. INITIAL REVIEW COMPLETE & ONGOING AS NECESSARY.
- Develop incentives to avoid loss of workforce housing through redevelopment, such as allowing for retention of nonconforming density. COMPLETE.
- Update the mitigation requirement for residential development to a simpler standard based on floor area COMPLETE JULY 2018
- Update the mitigation requirement for commercial development to a standard that mitigates for year-round employee generation. COMPLETE JULY 2018
- Ensure Town and County requirements work together as a single, simpler system. COMPLETE JULY 2018.
- Update the 5-year Housing Supply Program annually. COMPLETED ANNUALLY.
- Develop opportunities for buy downs, rehabilitation, reverse mortgages, conversion of trailer parks to microhousing, and other programs to restrict existing workforce housing, ensuring that there are programs for households in different income categories. PRESERVATION PROGRAM INITIATED FEBRUARY 2021, ONGOING WORK NECESSARY
- Develop a program to ensure that restricted and employer provided workforce housing meets adequacy, suitability, and affordability standards. COMPLETE, HOUSING RULES & REGULATIONS – LIVABILITY STANDARDS CREATED JULY 2018 & UPDATED ANNUALLY.
- Explore a program to subsidize upgrades above minimum standards through technical expertise, loans, grants, or other means. DISCUSSED DURING LANDLORD-TENANT COMMITTEE WORK, BUT NOT PURSUED.
- Monitor the net loss (leakage) of workforce housing that is occurring. ONGOING
- Enforce short-term rental prohibitions. ONGOING
- Work with the public to gather information on what technical assistance programs would be most useful. ONGOING
- Work with interested parties to catalyze an employee housing cooperative for employers who want to provide housing units but cannot develop housing on their own. WORKING WITH CHAMBER VIA REGIONAL HOUSING NEEDS ASSESSMENT.
- Facilitate relationships between interested developers and employers. ONGOING AS OPPORTUNITIES ARISE
- Develop a centralized and/or coordinated message on housing need, updated annually with indicator information. UPDATED ANNUALLY
- Conduct community outreach inclusive of public workshops, sessions with employee groups, and consistent media appearances. ONGOING
- Work with owners of existing restricted units to update restrictions consistent with new structure and Guidelines. ONGOING
- Review new restricted housing stock for minimum standards. ONGOING, HOUSING RULES & REGULATIONS – LIVABILITY STANDARDS CREATED JULY 2018 & UPDATED ANNUALLY
- Consolidate all subsidized housing programs in a single interface so the workforce can understand requirements, qualifications, and prioritization. ONGOING
- Provide an opportunity for advertisement of private housing opportunities through the clearinghouse (advertisement may fund administration of the clearinghouse). ITERATIVE, HOUSING DEPT WILL ADVERTISE PRIVATE RENTALS, BUT VACANCY IS SO CONSISTENTLY LOW DEMAND FOR THIS IS LOW. COULD BE PART OF A RENT LOCAL PROGRAM.
- Inventory the standard of living in our workforce housing stock, market and restricted, especially at the lowest income categories. REGIONAL HOUSING NEEDS ASSESSMENT WILL ADDRESS.

- Develop an education program for housing occupants and providers on Fair Housing standards and recourse.
- Develop a maintenance and improvement program that provides assistance for the upgrade of housing stock for the lowest income categories so that it meets minimum livability standards. ATTEMPTED TO SET SOMETHING LIKE THIS UP DURING LANDLORD-TENANT COMMITTEE WORK, BUT FAILED TO GAIN TRACTION. MIGHT BE TIME TO REVISIT, COULD COME OUT OF REGIONAL HOUSING NEEDS ASSESSMENT WORK.
- Explore statutory options to develop adequate standard of living requirements. NO OPTIONS AVAILABLE TO HOUSING DEPARTMENT. PUBLIC HEALTH/HEALTH OFFICER HAS SOME RECOURSE, BUT LIKELY TO DISPLACE TENANTS.
- Ensure the Housing Director is familiar with programs and works to secure state and federal funding. ONGOING, 3 FAILED LIHTC APPLICATIONS, 1 PENDING APPLICATION
- Develop a technical assistance and support program to assist private housing providers seeking state and federal funds. SUPPORT PROVIDED FOR DISCRETE PROJECTS.
- Explore a real estate transfer tax and other funding options. ONGOING.
- Support discussions of a statewide housing fund. ONGOING.
- Avoid barriers to housing supply such as mixed-use requirements in favor of allowances. COMPLETE, JULY 2018
- Eliminate change of use penalties that may be barriers to housing. ONGOING AS PART OF HOUSING NEXUS STUDY.
- Create zones where housing is the only allowed use in areas where the desired bulk and scale will allow for more density. COMPLETE, TOWN ZONING UPDATE JULY 2018
- Explore limits on the rate of residential and nonresidential growth to limit employee generation. ONGOING AS PART OF LONG RANGE PLANNING / INDICATOR REPORT.
- Explore limiting the type of housing allowed in some zones to only those types most likely to be occupied by the workforce. COMPLETE, TOWN ZONING UPDATE JULY 2018 & ONGOING ZONING WORK

Housing Department Work Plan: FY 22-23

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Housing Management	
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Education & Outreach	8
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Summary

The Jackson/Teton County Housing Department was created in 2016 as part of the adoption of the Workforce Housing Action Plan. Its mission is to create healthy housing solutions so that our workforce can live, spend, and volunteer locally, maintaining the community character we all cherish. The department achieves this through partnerships to create new Affordable and Workforce homes, preservation of existing homes for the workforce, and management of the over 1,000 units in the Affordable and Workforce housing programs.

Since 2016, the department:

- has invested over \$35m to create 246 permanently protected deed restricted units for the local workforce, leveraging over \$100m in other sources of capital, this includes projects that are complete, under construction, or will break ground in 2022.
- has served 164 new households and over 430 total households through its Affordable and Workforce housing programs
- created a Compliance Specialist position and actively conducts annual compliance on the over 1,000 units under its management

The Jackson/Teton County Affordable Housing Department's annual work plan is informed by the Workforce Housing Action Plan (2015) and the Jackson/Teton County Comprehensive Plan (2020) and is broken out into three categories of work:

1) Housing Management. This work includes Rules, Regulations review and updates; Data Collection & Maintenance; Compliance/Enforcement; Sales & Rentals; Education and Outreach. Throughout this document a teal label indicates a task falls under Housing Management.

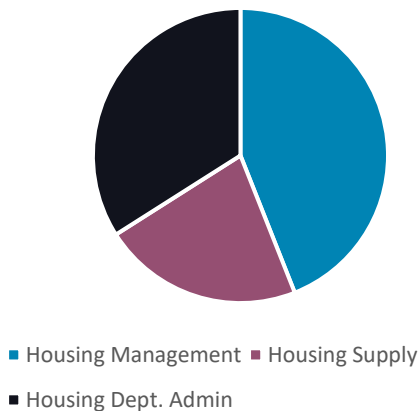
2) Housing Supply. This work includes Public-Private Partnerships; Deed Restricted Housing Production; Housing Preservation; LDR review; New Development Review; and Outreach & Education. Throughout this document a purple label indicates a task falls under Housing Supply.

3) Housing Department Administration. This work includes Housing Authority Management, Professional Development, Daily Department Operations. Vacation & holiday hours are included here. Throughout this document a navy label indicates a task falls under Housing Administration.

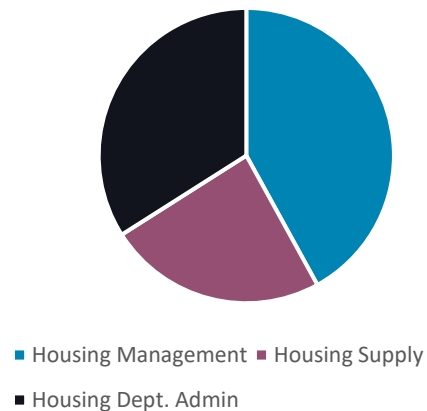
Housing Department Work Plan: Staff & Budget Allocation by Work Area

Task	Staff Time	Operating Budget	Capital Budget
Housing Management	44% (5,735 hours)	42% (\$354,261)	0%
Rules, Regulations, LDRs	2% (245 hours)		
Data Collection & Maintenance	2% (260 hours)		
Compliance/Enforcement	14% (1,860 hours)		
Sales & Rentals	21% (2,695 hours)		
Education & Outreach	5% (685 hours)		
Housing Supply	22% (2,865 hours)	24% (\$199,162)	100%
Capital Projects	6% (790 hours)		
Capital Programs	4% (540 hours)		
Housing Policy & Long-Range Planning	6% (825 hours)		
Public Outreach & Engagement	4% (527 hours)		
Data Collection & Analysis	1% (105 hours)		
Housing Supply Board Management	1% (115 hours)		
Housing Department Administration	34% (4,507 hours)	34% (\$289,203)	0%

Staff Allocation



Budget Allocation



Rules, Regulations, LDRs

- Housing Rules & Regulations Annual Update
- Deed Restriction Template Updates
- Exceptions, Special Requests

Housing Rules & Regulations Annual Update – Annually the Housing Department staff brings any clean up or other updates to the Housing Authority Board and then to the Council and Board to consider. These changes could be a simple reorganization of information or a policy change.

Council & Board Topic I.D.	March
Housing Authority Board consideration	June
Council & Board consideration	July
Final Adoption	September

Deed Restriction Template Updates – Annually the Housing Department will bring needed updates for deed restriction templates at the same time as Housing Rules and Regulations Clean-Up.

Council & Board Topic I.D.	March
Housing Authority Board consideration	June
Council & Board consideration	July
Final Adoption	September

Exceptions, Special Requests – Staff reviews and considers requests for exceptions or special requests related to the Housing Rules & Regulations. These requests could range from an exception to requests for capital improvement credit or requests to rent. This work is ongoing throughout the year.

Total Staff Hours: 245

- Manager: 155
- Director: 50
- Supply Spec.: 15
- Sales: 5
- Compliance: 10
- Analyst: 10

Housing Action Plan Initiatives

- 3B: Consistent review of new restrictions.

Comprehensive Plan Policies

- 5.1.a: House at least 65% of the workforce locally
- 5.1.b: Focus housing subsidies on full-time, year-round workers
- 5.1.c: Prioritize housing for critical service providers
- 5.4.a: Implement the Workforce Housing Action Plan

Exceptions and Special Requests Received in 2021: 71

Housing Management Data Collection & Maintenance

- Online Database Maintenance and Upgrades
- Access Database Integration

Online Database Maintenance and Upgrades – Staff continues to work with Greenwood Mapping to improve and streamline the online Intake Form, online Weighted Drawing process, and to create a new platform for online Compliance record delivery. This includes better reporting functions and easier, more protected upload options. This work is ongoing throughout the year.

Access Database Integration – Staff continues to work with Greenwood Mapping to improve integration between the online Intake Form and the Access Database. This work will update database capability and create better reporting functionality, which is a longer-term goal for the department as we upgrade/update existing systems.

Total Staff Hours: 260

- Manager: 100
- Supply Spec.: 45
- Analyst: 50
- Director: 25
- Sales: 20
- Compliance: 20

Housing Action Plan Initiatives

- 2F: Coordinate outreach on housing.
- 3C: Coordinate access to housing opportunities.
- 4B: Monitor need to determine funding strategies.

Comprehensive Plan Policies

- 5.4.a: Implement the Workforce Housing Action Plan
- 5.4.c: Promote cooperative efforts to provide workforce housing.

Compliance/Enforcement

- Annual Verification: Affordable & Workforce Rentals
- Annual Verification: Workforce Ownership
- Annual Check-In: Affordable Ownership
- Active Compliance
- Existing Development Assistance
- Housing Compliance Public Engagement, Presentations

Annual Verification: Affordable & Workforce Rentals – Verify all Affordable and Workforce rental housing units comply with the requirements of their recorded restriction. Total units: 593 units plus 241 dorm beds. This work is ongoing throughout the year.

Annual Verification: Workforce Ownership – Verify that owners of Workforce units are complying with the requirements of their recorded restriction. Total units: 65.

Annual Requalification Complete October December

Annual Check-In: Affordable Ownership – Owners of Affordable housing units built or purchased after June 4, 2018 receive annual verification requests for employment, occupancy and use of the unit. Total units: 21.

Annual Check-In Complete November January

Active Compliance – Staff investigates complaints received about homeowners or tenants. This work is ongoing throughout the year.

Existing Development Assistance – Staff assists homeowners and HOA boards when needed so that they can understand their CCRs, deed restrictions, ground leases, and Housing Rules & Regulations. This work is ongoing throughout the year.

Housing Compliance Public Engagement, Presentations – Several times throughout the year the Compliance Specialist presents to businesses and organizations to explain the work she does and how it fits in with the Housing Department programs.

Total Staff Hours: 1855

- Compliance: 1545
- Manager: 220
- Director: 60
- Analyst: 20
- Sales: 5
- Supply Spec.: 5

Housing Action Plan Initiatives

- 3A: Coordinate consistent enforcement of existing restrictions.

Comprehensive Plan

- Policy 5.4.a: Implement the Workforce Housing Action Plan

Compliance Rates for 2021*:

- Affordable Rentals: 86%
- Workforce Rentals: 93%
- Workforce Ownership: 99%
- Affordable Ownership: 100%

Total # of Defaults in 2021*:

- # Cured: 120
- # in Process: 59
- # Forced to Sell: 2

*The Compliance Specialist position was vacant from September to December 2021. The annual compliance check for privately-owned Affordable rental units was in process during this time and the position vacancy caused a delay in communication around missing documentation for some units, leading to a lower than usual compliance rate for 2021. All of the defaults are in the process of being cured per the specific restriction recorded on each property.

Sales & Rentals

- Town/County Employee Rental Program
- Grove Phase 1 Rentals
- Weighted Drawings: Sales & Rentals
- Sales Facilitation
- Preservation Program Qualifications
- Housing Programs Public Engagement, Presentations

Town/County Employee Rental Program – Staff manages the drawings, leases, walk-throughs, and ongoing daily management of the County employee rental program. Staff manages walk-throughs, move ins/outs and assists the Town with ongoing daily management of the Town employee rental program. This work is ongoing throughout the year.

Grove Phase 1 Rentals – Staff executes annual lease renewals and qualifications for residential tenants. Staff works closely with the property management company on maintenance, inspections, tenant issues, bill payment, etc. Staff performs bi-annual inspections of the units.

Weighted Drawings: Sales & Rentals – When homes are available to lease or purchase, staff runs a two-week Weighted Drawing. This includes email and text message alerts, creating ads on the website and in the newspaper (Workforce only), answering client questions, reviewing Weighted Drawing entries, and generating the Weighted Drawing through the database to submit to the outside firm who performs the drawing. This work happens throughout the year as homes become available.

Sales Facilitation – Staff facilitates sales with buyers and sellers and facilitates the move-out/move-in process for tenants. This work happens throughout the year as homes become available.

Preservation Program Qualifications – Staff reviews Preservation Program applications to qualify households for the program. This is ongoing as applications are received.

Housing Programs Public Engagement, Presentations – Several times each year the Sales Coordinator provides presentations to businesses and organizations to explain the Housing Department rental and ownership programs.

Total Staff Hours: 2690

- Sales Coordinator: 1645
- Analyst: 505
- Manager: 490
- Director: 40
- Supply Spec.: 10

Housing Action Plan Initiatives

- 2E: Lead by example by housing public employees.
- 3A: Coordinate consistent enforcement of existing restrictions.

Comprehensive Plan

- Policy 5.1.a: House at least 65% of the workforce locally
- Principle 5.4: Use a balanced set of tools to meet our housing goals.

In 2021:

- 6 Ownership Weighted Drawings
- 18 Grove I Rentals Renewed
- 1 Rental Weighted Drawings
- 16 County Employee Leases
- 53 Town Employee Leases

Households who purchased homes in Housing Department programs in 2021:

Sarah Bochicchio + 2 children, Kris Greenville & Gena Calagari + 1 child, Wendy Martinez & Elizabeth Martinez, Keith & Socorro Florence, Elizabeth Higgins & Johnson Whippie, Colby & Lucy Stevens + 3 children, Olga Baeva Johnson + 1 child, Anthony & Jenny Swentosky + 2 children, Jessica & Jason Moore + 1 child, Ilya Rosikhin & Jessica Rush + 3 children, Brian McGeogh & Vanessa Sulzer, Heather Smith + 1 child.

Education & Outreach

- Spanish Language Outreach & Coordination
- Homeowner Spotlights

Spanish Language Outreach & Coordination – Bilingual staff provides Spanish language assistance to clients and community members daily. Staff is implementing Spanish language outreach that includes translation of all documents, Spanish language events, and collaboration with community partners (One22 Resource Center, Voices JH, TC Library) to better engage non-native English speaking community members. This work is ongoing throughout the year.

Homeowner Spotlights – Staff works with homeowners and tenants to coordinate the creation of homeowner spotlights. These include photos, videos, and testimonials about how the program has affected the household's life/lives. This work is ongoing throughout the year.

Total Staff Hours: 685

- Analyst: 540
- Compliance: 100
- Director: 20
- Supply Spec.: 20
- Manager: 5

Housing Action Plan Initiatives

- 2F: Coordinate outreach on housing.

Comprehensive Plan

- Policy 5.4.a: Implement the Workforce Housing Action Plan
- Strategy 5.1.S.2: Seek opportunities to improve the public perception of workforce housing through education about the value of workforce housing.

In 2021:

- Created videos for two ground breakings (Mercill Condos, Kelly Place Condos)
- Began creating homeowner spotlight videos

Capital Projects – Public-Private Partnerships (PPP)

- **RFP/RFQ Public-Private Partnerships: 3 Current Projects, 90 Units; 2 Proposed, TBD Units**
 - Kelly Place Condos Partnership with Roller Development and Studio Tack
 - Mercill Condos Partnership with Mercill Partners
 - Flat Creek Apartments Partnership with BlueLine Development & Flat Creek Partners
- **Nonprofit Developer Projects: 1 Current Project, 18 Units; 1 Pending Project, TBD Units**
 - 445 E. Kelly Avenue Partners with Habitat for Humanity
 - TBD Partnership Project with Jackson Hole Community Housing Trust
- **Opportunity Public-Private Partnerships: 1 Current Project, 57 Units; 1 Proposed Project, 12 Units**
 - Jackson Street Apartments Partnership with Cumming Foundation
 - Simon & Smith Lane Partnership

Kelly Place Condos

- RFP Project
- Partnership with Roller Development & Studio Tack
- 12 Workforce Ownership Condos
- Public investment (land): \$141,951/unit
- 4 Town Employee Rights of First Purchase
- Estimated completion: September 2022

Mercill Condos

- RFP Project
- Partnership with Mercill Partners
- 30 Workforce Ownership Condos
- Public investment (land + site prep): \$74,333/unit
- 5 County Employee Rights of First Purchase
- Estimated completion: December 2022

Flat Creek Apartments

- RFP Project
- Partnership with BlueLine Development & Flat Creek Partners
- 48 Affordable Rental Apartments
- Public investment (land + cash): \$125,000/unit
- 5 Town Employee Rights of First Rental
- Estimated groundbreaking: Fall 2022

445 E. Kelly Avenue “Brown Property”

- Nonprofit Developer Project
- Partnership with Habitat for Humanity
- 18 Affordable Ownership Townhomes
- Public investment (land + horizontal infrastructure): \$183,000/unit
- Estimate groundbreaking: Summer 2022

Total Staff Hours: 790

- Director: 350
- Supply Spec.: 440

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2B: Provide land as a public subsidy and build development partnerships.
- 2D: Provide public technical assistance to developers.
- 2E: Lead by example by housing public employees.
- 4B: Monitor need to determine funding strategies.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.
- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Jackson Street Apartments

- Opportunity Project
- Partnership with Cumming Foundation
- 43 Affordable Rental Apartments
- 14 Workforce Rental Apartments
- Public investment (land + cash): \$186,000/unit
- 15 County Employee Rights of First Rental
- Estimate groundbreaking: Summer 2022

Simon & Smith Lane

- Opportunity Project
- Partnership with Figure 9 Real Estate
- 8 Affordable Ownership Condos
- 4 Workforce Rental Condos
- Public investment (land + cash): \$225,000/unit
- 4-8 Town Employee Rights of First Purchase

Nonprofit Partnership Project

- Nonprofit Developer Project
- Partnership with Jackson Hole Community Housing Trust
- Affordable Ownership homes
- Public investment & location TBD

RFP Partnership Project

- RFP Project
- Affordable Ownership homes
- Public investment & location TBD
- Employee Rights of First Purchase if using Town or County Land

Land Acquisition and PPP Development

- RFP Project
- Affordable Ownership homes
- Public investment & location TBD

PPP units complete in July 2021-June 2022:

- Grove III – PPP with Teton Habitat
 - 8 Affordable Ownership Units
 - 24 *Total Units*
- King Street Condos – PPP with JHCHT
 - 24 Ownership Units

Total PPP Units, 2016-present:

- In Development: 117
- In Pre-Development/Planning: 64
- Complete: 76

2017 – 2021:

- RFP/RFQs released: 6
- RFP/RFQs awarded: 6
- Properties purchased for PPP Development: 3
- Anticipated 2022 RFP/RFQs: 1
- Anticipated property purchase: 1

Total New Deed Restricted Units:

- 2016 – 34 units
- 2017 – 12 units
- 2018 – 81 units
- 2019 – 62 units
- 2020 – 83 units
- 2021: 85 units
- 2022: anticipated 85 units + 15 dorms

Capital Programs

Capital Programs

- Accessory Residential Unit Program
- Housing Preservation Program
- Future Program Development

Accessory Residential Unit Program – Accessory Residential Units (ARUs) provide an opportunity to create workforce housing in the Town of Jackson with limited public investment. However, the complexity of the planning and building application process and costs to construct the units are impediments to ARU production. This program facilitates private production of ARUs by providing technical assistance that includes a comprehensive guide providing information about the planning and building process, contact information for companies creating modular or pre-fabricated ARUs that meet local and international building code requirements, landlord resources, and clear explanation of the rules around renting an ARU.

Housing Preservation Program – Permanent protection of existing housing stock for the local workforce through down payment assistance to new homebuyers, deed restriction purchase from existing homeowners, or funding to employers or other entities purchasing Workforce Rental units.

Future Program Development – These potential programs are being vetted by the Housing Supply Board and if approved will begin in FY23.

- Temporary RV/RPT Campground – This program will identify potential locations for temporary “flex” space as workforce RV campgrounds and will review and propose suggested regulatory revisions to enable implementation.
- Nonconforming Lodging Conversion – This program will identify locations of non-conforming lodging and create redevelopment plans for rapid, low-investment conversion to long-term affordable workforce housing.

Total Staff Hours: 540

- Director: 100
- Supply Spec.: 440

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2B: Provide land as a public subsidy and build development partnerships.
- 2C: Preserve existing workforce housing stock.
- 2D: Provide technical assistance to developers.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5A: Allow for supply of workforce housing by removing barriers.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.
- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Preservation Program: 2021

- 3 restrictions purchased, 1 restriction pending

Housing Policy & Long-Range Planning

- Funding for Housing – Strategy, Policy, Implementation, Grant Writing
- New Development Review, Livability Standards
- Housing Supply Plan Annual Update
- Collaborative Community Housing Strategy
- LDR Review and Policy Recommendations

Funding for Housing – Staff continues to seek funding sources for housing through creative partnerships, grants, loans, etc. This work is ongoing throughout the year.

New Development Review, Livability Standards – Staff reviews new development applications to ensure the Housing Rules & Regulations are being met. This work includes educating developers about the Livability Standards and Compliance. This work is ongoing throughout the year.

Housing Supply Plan Annual Update – Annually the Housing Supply Plan is updated to provide policy makers and the community with a five-year vision for housing supply.

Plan Development	January – March 2023
Plan Approval	April 2023

Collaborative Community Housing Strategy – This collective resourcing process will be informed by the Regional Housing Needs Assessment and Housing Nexus Study work and will include a series of facilitated meetings with community stakeholders to write an initial Community Housing Strategy. This work will begin in late summer/early fall. Housing staff will be involved as participants.

LDR Review and Policy Recommendations

Housing staff frequently collaborates with Planning staff on long-range policy items that affect current and future affordable workforce housing. These include stable and transitional neighborhoods in the Town and revisions to County zoning.

Total Staff Hours: 785

- Supply Spec.: 440
- Director: 330
- Manager: 15

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2D: Provide technical assistance to developers.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5A: Allow for supply of workforce housing by removing barriers.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.

New Development Applications
Reviewed in 2021: 108

Data Collection & Analysis

- Rental Data Collection & Analysis
- Intake Form Data Collection & Analysis

Rental Data Collection & Analysis – Quarterly, staff collects rental data from the larger apartment complexes and tracks the trends over time. Additionally, annually staff collects reports from the newer apartments (built under 2018 LDRs) and provides an annual update mid-year.

Intake Form Data Collection & Analysis – Quarterly, staff reviews the Intake Form data and reports this information publicly. Annually, as part of the Housing Supply Plan, staff aggregates and analyzes the Intake Form data and uses this information to inform future housing projects and programs.

Total Staff Hours: 105

- Supply Spec.: 40
- Analyst: 40
- Director: 25

Housing Action Plan Initiatives

- 3A: Coordinate consistent enforcement of existing restrictions.
- 3D: Ensure adequate standards of housing.
- 4B: Monitor need to determine funding strategies.
- 5C: Require mitigation of employees generated by growth that cannot afford housing.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Intake Form Data as of January 2022:

- 1,507 Total households looking for housing (3,016 people)
- Half of all households earn less than \$74,000 per year
- 74% of all households are one or two people

Market Rentals, Q1 2022:

- Town of Jackson vacancy rate at 0%
- Average 2-bedroom apartment costs \$2,932/month

Housing Supply Outreach, Education, & Coordination

- Community Housing Supply Coordination
- SPET Education
- Monthly E-Newsletters
- General Education & Outreach
- Social Media, Radio, Newspaper

Community Housing Supply Coordination – This includes outreach to potential partner organizations, real estate professionals, nonprofit collaborators, employers, civic organizations, employees, and landowners about the Housing Supply Program. This work is ongoing throughout the year.

SPET Education – Staff will provide educational presentations related to SPET ballot proposals for funding for community housing programs administered by the Housing Authority and/or Town and County via the Housing Department.

General Education & Outreach – This includes public presentations, individual outreach and education, and participation in academic studies and research.

Social Media, Radio, Newspaper – The Housing Department will regularly communicate with the community via social media platforms, radio advertising and outreach, and newspaper advertising and outreach.

Total Staff Hours: 505

- Director: 310
- Supply Specialist: 152
- Analyst: 29
- Manager: 10
- Sales: 2
- Compliance: 2

Housing Action Plan Initiatives

- 2D: Provide public technical assistance for developers.
- 2F: Coordinate outreach on housing.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

In 2022, the Housing Department, Pathways, Public Works, and Planning, will be participating in the *GNARly Challenges, GNARly Solutions Study: Integrated housing, transportation, and land use challenge and strategies* as a case study community.

Aspen, CO; Whitefish, MT; Moab, UT; Tahoe, CA; Vail, CO; and Springdale, UT are other participating communities. This project provides opportunities for shared learning and networking amongst the participating communities and will create tools and policy recommendations to assist gateway communities and the regions around them in responding to current and emerging challenges and opportunities.

Housing Supply Board Management

This Housing Supply Board meets monthly to review project and programs related to housing supply. Staff provides meeting packets and information to this board and participates on all board sub-committees. This work is ongoing throughout the year.

2022 Committees:

Opportunities – This committee evaluates current and potential opportunities, including projects, changes to codes or policies, and partnerships.

- Matt Faupel
- Carrie Kruse
- Fred Arbuckle
- Larry Thal

Finance – This committee reviews financial tools to create housing, including tax-exempt bonds, program-related investments, below-market debt, etc.

- Fred Arbuckle
- Carrie Kruse
- Steve Kaness

Funding Opportunities – This committee will evaluate funding policies that can create a revenue stream for housing.

- Kari Cooper
- Matt Faupel
- Clare Stumpf
- Anna Olson

Communications – This committee will create a strategic communications plan for the Housing Supply Program.

- Kari Cooper
- Clare Stumpf
- Fred Arbuckle

Total Staff Hours: 140

- Director: 100
- Supply Specialist: 40

Housing Action Plan

- Chapter 2: Housing Supply

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Housing Supply Board Members:

- Fred Arbuckle, Vice-Chair
- Laura Bonich, Chair
- Kari Cooper
- Matt Faupel, Clerk
- Carrie Kruse
- Clare Stumpf
- Larry Thal

Housing Supply Board Meets the second Tuesday of each month, 3-5pm at 320 S. King Street and via Zoom.

Housing Department Administration

- 260 W. Broadway Management (JTCHA)
- Housing Authority Board Management (JTCHA)
- Professional Development
- Department Management
- Department Administration
- Vacation + Holidays

260 W. Broadway Management (JTCHA) – Staff conducts building and tenant management for this property.

Housing Authority Board Management (JTCHA) – The JTCHA advises on management of the Housing Authority owned properties, approves or denies Critical Services Provider applications, hears appeals of decisions made by the Housing Manager, and makes recommendations to the Board and Council concerning Housing Department policies (Rules and Regulations). They also review and approve or deny Preservation Program applications. Staff manages the board including staffing monthly meetings and special meetings when necessary.

Professional Development – Each staff member has identified the professional development in which she is interested and will participate.

Department Management – This includes day-to-day management of staff, regular team building activities, annual budget and work plan, annual reviews, weekly staff meetings, annual staff retreat, and onboarding new staff.

Housing Director only: weekly Town Senior Staff meetings, bi-weekly County Department Director meetings, quarterly Elected Official/Department Director meetings, bi-weekly meetings with the Town Manager, monthly meetings with the County Administrator, and annual retreats for the Council, Board, County Dept. Directors, and Town Sr. Staff.

Department Administration – This includes day-to-day administration of the department, including vouchers, deposits, post office, preparing payroll, digitizing legacy files, general office organization, budget performance tracking, scanning and uploading records of all transactions, serving walk-ins, answering phones/emails, and website updates.

Vacation + Holidays – These hours represent 11 paid holidays (88 hours) + two to four weeks paid vacation, depending on the employee's tenure with the County.

Total Staff Hours: 4507

- Manager: 1328
- Director: 1013
- Analyst: 886
- Supply Spec.: 474
- Sales: 403
- Compliance: 403

Housing Action Plan Initiatives

- 2C: Preserve existing workforce housing stock to avoid leakage.
- Chapter 3: Housing Management Plan
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Housing Authority Board Members:

- Annie Kent Droppert
- Justin Henry
- Estela Torres

Did You Know:

- JTCHA is a three-person board. One seat is appointed by the Town Council, one seat by the County Commission, and one seat by the other two members.
- JTCHA owns The Grove I, 260 W. Broadway, and the land on which 5-2-5 Hall, Millward Redevelopment, Mountain View Meadows, Wilson Meadows, and Wilson Park neighborhoods exist.

The Housing Authority Board meets the first Wednesday of each month at 2 PM via Zoom.



JOINT INFORMATION MEETING AGENDA DOCUMENTATION

SUBMITTING DEPARTMENTS: Town Community Development **PRESENTERS:** Tyler Sinclair, April, Norton, Chris
County Planning, Joint Housing Neubecker

MEETING DATE: May 2, 2022

SUBJECT: Revised Scope and Timeline for Housing Mitigation Program Policy Discussion & Community Housing Plan

STATEMENT/PURPOSE

The Teton County Board of County Commissioners ("Board") and Jackson Town Council ("Council") will consider revisions to the timeline and deliverables for the Housing Mitigation Policy Discussion and the Community Housing Plan process.

BACKGROUND/ALTERNATIVES

The Board and Council awarded the Regional Housing Needs Assessment and Housing Nexus Study contract to WSW Consulting on June 7, 2021.

The contract had three distinct scopes:

- 1) Regional Housing Needs Assessment - \$135,000 – Complete
- 2) Employee Generation by Land Use Study (Housing Nexus Study) - \$107,260 – Complete with \$12,000 left
- 3) Housing Strategy Planning - \$57,500 – Not started

Total Remaining Budget: \$69,500

The Housing Needs Assessment is a regional study that includes Teton County and Northern Lincoln County, Wyoming and Teton County, Idaho. The Housing Needs Assessment tells us how much and what type of housing we need, for whom housing is needed, and at what price points would be affordable for those in need. It also provides some recommended high level "next steps" for the Teton region collectively and for the individual counties within the region.

The Housing Nexus Study evaluates the impacts of new residential and commercial development on the need for affordable workforce housing. The Housing Nexus Study is not policy and does not set the housing mitigation rates for new development, but it does provide the legal basis for policy makers setting or changing policies on housing mitigation requirements.

The Housing Strategy Planning process proposed to utilize the Housing Needs Assessment and Housing Nexus Study to define a community-driven housing strategy to help address the areas where existing housing options are falling short of supporting local employees and businesses.

Today, staff brings forth a revised scope and timeline for the Board and Council's consideration.

Housing Needs Assessment Wrap Up

Instead of moving into the Housing Strategy Planning process this spring and summer, staff recommends requesting a final report from the consultant team that will provide specific, actionable recommendations. This report will be used to inform a future collaborative community resourcing process that will create a community-wide housing plan. Over the spring and summer, staff will collaborate with other stakeholders to help create a community process where the Town/County are participants but are not leading the work, funding the work, and trying to participate in the work at the same time.

Budget: \$7,500
Timeline: Report delivered by June 1, 2022

Mitigation Policy Discussion, Facilitation, & LDR Update

Staff recommends working with the consultant team to develop policy recommendations and then draft Land Development Regulations based on policy recommendations. Bruce Meighen, with Logan Simpson Design, who has worked in the community previously on Housing, and Comprehensive Plan projects will lead this effort. This work will include the following:

- Kickoff Meeting with Staff to frame key policy components, work session content and project outcomes
- Nexus Stakeholder Meetings (2) – Two work sessions with the nexus stakeholders to discuss linkage fee levels and primary policy components.
- Council and Board Discussions (up to 10) – Individual discussions with elected officials regarding linkage policy questions, concerns, and direction or desired policy goals. Outcomes will help frame the discussion for the Joint Information Meetings (JIM) and highlight where additional information may be needed to facilitate a productive discussion.
- JIM Policy Workshop (2 days, in person) – Two-day workshop to address primary policy components and facilitate policy direction for Town and County.
- Housing Nexus Policy LDR Update
- Housing LDR Text Amendments Public Hearings - Town and County Planning Commissions, Town Council and Board of County Commissioners.

Budget: \$107,500
Staff notes that the amount of work required to amend the LDRs will not be known until after policy direction is provided. Staff and the consultant have provided this “not to exceed” estimate in the proposed scope of work; should the actual cost exceed this amount; the Town and County would need to approve a further revision to the contract.

Timeline: Policy discussion and recommendations – June to August
Mitigation Policy Recommendation from Council and Board – August Joint Information Meeting
LDR drafting – August to December
Staff notes that it will be important to stay on schedule to ensure this project can be completed prior to December 31, 2022, with this group of elected officials.

COMPREHENSIVE PLAN ALIGNMENT

Comprehensive Plan Policy:

- Maintain a diverse population by providing workforce housing. Principle 5.1.
- Reduce the shortage of housing that is affordable to the workforce. Principle 5.3.

STAKEHOLDER ANALYSIS

A stakeholder group of seven individuals participated as part of the Housing Nexus Study work. They met five times to review the methodology and results and provided feedback to the consultant team. The group included: Anna Olson, Mekki Jaidi, Rob DesLauries, Tyler Davis, Josh Haney, Skye Schell, and Gavin Fine.

FISCAL IMPACT

The current contract has \$69,500 of budget remaining. The revised contract is for \$115,000, representing an increase of \$45,500. This would be split evenly between the Town and County. The Town and County currently have \$50,000.00 (\$25,000 each) in their FY 2023 proposed Professional Services budget to complete this work.

STAFF IMPACT

This project has required significant staff time from multiple departments across the Town and County. These departments include Town & County Planning, Town Community Development, and Joint Affordable Housing. Staff's work on this project will impact the timing of other Long-Range Planning priorities recently determined through the Annual Work Plan, including Northern South Park zoning and LDR development in the County, and Bear Conflict Standards and Wildlife Feeding regulations in the Town. If the Board and Council find this project to be a priority over other projects, staff requests direction of which other projects or tasks can be delayed.

LEGAL REVIEW

K. Gingery

ATTACHMENTS

Scope of Work: Linkage Policy Development, April 25, 2022

RECOMMENDATION

Staff does not have a recommendation. The decision to allocate budget and staff resources is the discretion of the Board and Council.

MOTION

Town

I move to approve the revised WSW Consulting, Scope of Work: Linkage Policy Development, dated April 25, 2022, and agree to reimburse the County for half of the additional project cost not to exceed \$22,750.00.

County

I move to direct staff to revise the contract and associated scope of work with WSW Consulting as described in the WSW Consulting, Scope of Work: Linkage Policy Development, dated April 25, 2022.



1124 Navahoe Dr.
South Lake Tahoe, CA 96150
www.wswconsult.com

To: Tyler Sinclair, Community Development Director, Town of Jackson
Chris Neubecker, Director of Planning & Building Services, Teton County
April Norton, Director, Jackson/Teton County Affordable Housing Dept.

From: Wendy Sullivan, WSW Consulting, Inc.

Subject: Scope of Work: Linkage Policy Development

Date: April 26, 2022

This memo outlines a requested revision to the original scope of work contracted on June 7, 2021, between WSW Consulting, Inc. and Teton County, WY. In lieu of the Community Housing Strategy Plan phase, the below scope proposes to:

- (1) Draft more specific consultant recommendations and next steps for Teton County, WY, to wrap up the Housing Needs Assessment and provide information for potential community housing strategy planning in the future;
- (2) Work with stakeholders, staff, and elected officials to develop a revised commercial and residential linkage policy, based on the 2022 Commercial and Residential Employee Generation and Affordable Housing Nexus Study and 2022 Teton Region Housing Needs Assessment; and
- (3) Draft Land Development Regulations ("LDR") based on policy decisions.

WSW Consulting, Inc., will continue as Principal in Charge, with Economic and Planning Systems as Technical Advisory, and Logan Simpson for Facilitation and LDR drafting.

We look forward to the opportunity to assist Teton County and the Town of Jackson with a linkage policy update and are happy to discuss any questions or potential revisions to the proposed scope.

Sincerely,

Wendy Sullivan, President
WSW Consulting, Inc.
(303) 579-6702
wendy@wswconsult.com

Revised Scope of Work

The following work components are proposed to:

- (1) Wrap up the Housing Needs Assessment with more specific recommendations for Teton County, WY;
- (2) Work with stakeholders, staff, and elected officials through work sessions and public meetings to develop linkage policy recommendations; and
- (3) Draft LDR based on policy recommendations.

Housing Needs Assessment wrap up

Specific consultant recommendations and next steps for Teton County, WY, based on the 2022 Housing Needs Assessment research and findings. Recommendations in the March report were kept general with the intention of fleshing out specifics through the Community Housing Strategy Plan phase. Given the shift in scope, more specific, actionable recommendations from the consultant will be provided.

Who: WSW Consulting, Inc.; Williford, LLC; Navigate, LLC

Kickoff - Goal setting

Meeting with the client to frame key policy components, work session content, and project outcomes.

Who: WSW, EPS, Logan Simpson

Nexus stakeholder meetings: two

Two work sessions with the nexus stakeholders to discuss linkage fee levels and primary policy components. Stakeholders will include, at a minimum, participants that were involved during the Nexus study phase. Outcomes of these sessions will be framed as stakeholder recommendations for consensus items and as stakeholder considerations for other policy components. The input from these sessions will help frame the work session discussions with elected officials.

Who: EPS (technical), WSW (policy), Logan Simpson (facilitation)

Elected Official discussions: up to 10

Individual discussions with elected officials regarding linkage policy questions, concerns, and direction or desired policy goals. Outcomes will help frame the discussion for the JIM meetings and highlight where additional information may be needed to facilitate a productive discussion.

Who: Logan Simpson (facilitation/discussion), WSW and EPS (content/question input)

JIM Policy Work Session: two days (in-person)

Two days of linkage policy discussion in a public JIM work session to address primary policy components and facilitate policy direction for the town and county. It is anticipated these sessions will be conducted in-person.

Who: Logan Simpson (facilitation), WSW (policy/framing), EPS (technical)

Linkage Policy LDR Update

Drafting an updated linkage policy LDR based on JIM work session outcomes. This will include drafting the policy and reviewing with staff.

Who: Logan Simpson (LDR drafting, facilitation), WSW and EPS (technical assistance, as needed)

Management Component

We anticipate holding regular weekly meetings with the client to stay apprised of policy development needs. This is in addition to general team and project coordination.

The budgeted component, below, refers to management needs through the JIM sessions. Management for the LDR and continued facilitation phase is incorporated into the budget for that line item.

Deliverables

We propose to provide:

- Recommendations and next steps for the Teton County, WY, Housing Needs Assessment section;
- Presentations and materials created for each of the stakeholder meetings and JIM sessions; and
- Revised LDR linkage policy based on JIM policy decisions.

Town/County Staff Support

Client will assist and support the consultant team with the following tasks:

- Coordinating Stakeholder Group Members. To the extent that members of this group need to be confirmed, client will identify and recruit the community members and staff to participate in this group.
- Stakeholder Group/Consultant Communication. Forwarding materials, relaying issues that may arise, sending reminders of meetings and presentation schedules, setting up Zoom/video sessions.
- Meeting Support. Organizing and providing the meeting place/venue for in-person meetings, refreshments for participants, public notice when applicable, work session materials (white boards, projectors, etc.) as needed by consultants.
- Media Outreach/Publicity. Press releases, public notice, and other notification as required for this study.

Schedule

We anticipate beginning this work in May, holding the JIM work shop in August, and wrapping up the LDR drafting and ongoing facilitation support phase by the end of the year (Dec. 2022), as follows:

- Needs Assessment recommendations/next steps: end of May
- Stakeholder meetings: June
- Elected official meetings: June-July
- JIM: August
- Draft policy: August - December

Estimated Budget

We propose a not-to-exceed budget of \$115,000 for this work. We will only bill for actual time spent, not to exceed the budget amount. This includes \$65,000 for the work through the August JIM and \$50,000 for drafting the LDR.

TASK	Est. Budget
Housing Needs Assessment recommendations	\$7,500
Linkage policy kickoff meeting	\$2,500
Stakeholder meetings (2)	\$13,000
Elected Official discussions	\$10,000
JIM work session (2 days)	\$18,000
Management (through JIM work session)	\$14,000
LDR Update and Ongoing Facilitation	\$50,000
TOTAL	\$115,000