

Regular Joint Meeting

September 8, 2025

1:30-5:00 PM

County Commission Chambers

Chair: Mark Newcomb

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

The Town and County reserve the right to close Public Comment via Zoom at any time. In-person comment will continue to be taken and written comments can always be submitted to Town Council by emailing electedofficials@jacksonwy.gov and to County Commissioners by emailing commissioners@tetoncountywy.gov.

To join, click link or copy it to your browser: <https://us02web.zoom.us/j/87201500087>

Or join at zoom.com with Webinar ID: **872 0150 0087** or by phone: **+1 669 900 6833**

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@tetoncountywy.gov.

IV. CONSENT CALENDAR

A. Meeting Minutes

1. August 4, 2025 Regular Joint Meeting

V. DISCUSSION/ACTION ITEMS

- #### **A. Housing Supply Plan Action Items: Capital Programs (April Norton, 60 mins)**

VI. MATTERS FROM COUNCIL, COMMISSIONERS AND STAFF

VII. PROPOSED ITEMS FOR FUTURE JOINT MEETINGS

Sep 29 - 90 Virginian Lane Development Agreement

Oct 6 - Lodging Tax Discussion

Oct 6 - Fire/EMS Standards of Cover

Oct 6 - Housing Supply Programs - Action Items (if necessary)

Oct 6 - Housing Restriction Template: 2025 Update Draft Release

Oct 6 - Teton School District Parks and Recreation Facilities Use Agreement

Nov 3 - Deed Restriction Template Updates

Nov 3 - Fire/EMS JPA Discussion

Dec 1 - Health and Human Services Updates

VIII. ADJOURN

Please note that at any point during the meeting, the Chair 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.

**MONTHLY JOINT MEETING
BOARD OF COUNTY COMMISSIONERS AND JACKSON TOWN COUNCIL**

AUGUST 4, 2025

JACKSON, WYOMING

The Teton County Board of County Commissioners and the Jackson Town Council met in a regular joint meeting (JM) at 1:33 p.m. in the County Commissioner's Chambers located at 200 S. Willow St. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

COUNTY COMMISSIONERS: Mark Newcomb, Chair, Wes Gardner, Vice-Chair, Natalia Macker, Luther Propst, and Len Carlman.

TOWN COUNCIL: Mayor Arne Jorgensen, Jonathan Schechter, Kevin Regan, Alyson Sperry, and Devon Viehman.

STAFF: Tyler Sinclair, Mike Moyer, Brian Coe, Keith Gingery, Lea Colasuonno, Brian Schilling, and Rose Robertson.

Public Comment. Public comment was given by Aaron Pruzan.

Consent Calendar.

A. Correct START Board Appointment Motion. To correct a term of office for a recently appointed START Board Member.

B. Meeting Minutes. To approve the meeting minutes for the July 7, 2025 regular joint meeting as presented.

On behalf of the County, a motion was made by Commissioner Macker and seconded by Commissioner Gardner to approve the consent calendar as presented. Chair Newcomb called for the 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 Schechter and seconded by Councilmember Sperry to approve the consent calendar as presented. Mayor Jorgensen called for the vote. The vote showed all in favor and the motion carried for the Town.

Matters for Discussion

A. 2025 Jackson Hole Fire/EMS Joint Powers Funding Assessment Report.

Jodie Pond gave staff comment. Presenter Chris Truty gave comment. Chief Mike Moyer gave staff comment. Commission and Council held discussion with staff. Lea Colasuonno gave staff comment. Tyler Sinclair gave staff comment. There was no public comment.

No action was required at this time.

The meeting recessed at 2:27 p.m. and reconvened at 2:33 p.m.

B. E-Bike Use & Survey Workshop.

Brian Schilling gave staff comment. Presenters Alex Norton, Jim Rooks, and Katherine Dowson gave comment. Commission and Council held discussion with staff and presenters. There was no public comment. Commission and Council held discussion.

Commissioner Macker exited at 2:55 p.m.

On behalf of the County, a motion was made by Commissioner Propst and seconded by Commissioner Carlman to direct staff to bring forth a budget amendment in the amount of \$47,000 to be added to the Pathways department for Bike Safety.

Lea Colasuonno commented regarding the amount of the budget amendment split as \$25,380 for the County and \$21,620 for the Town of Jackson.

Commissioner Carlman proposed a friendly amendment to change to the amount for the County to \$25,380 for the budget amendment split.

Commissioner Propst, as the motion maker, accepted the friendly amendment.

The new motion reads, I move to direct staff to bring forth a budget amendment in the amount of \$25,380 to be added to the Pathways department for Bike Safety.

Chair Newcomb called for the 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 Sperry and seconded by Councilmember Viehman to direct staff to bring forth a budget amendment in the amount of \$21,620 to be added to the Pathways department for Bike Safety. Mayor Jorgensen called for the vote. The vote showed all in favor and the motion carried for the Town.

C. Lodging Tax Ballot Question

Tyler Sinclair gave staff comment. Commission and Council held discussion with staff. Lea Colasuonno gave staff comment. There was no public comment. Commission and Council held discussion.

Jonathan Schechter exited at 4:29 p.m.

Commission and Council held discussion.

No action was required at this time.

Matters From Commissioners, Council and Staff. There was no discussion.

Adjourn

On behalf of the County, a motion was made by Commissioner Carlman and seconded by Commissioner Propst to adjourn. Chair Newcomb 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 Sperry and seconded by Councilmember Viehman to adjourn. Mayor Jorgensen called for a vote. The vote showed all in favor and the motion carried for the Town.

The meeting adjourned at 4:35 p.m.

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Mark Newcomb, Chair

ATTEST:

Maureen E. Murphy, County Clerk

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk



MONTHLY JOINT MEETING AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Joint Housing

PRESENTER: April Norton, Housing Director

MEETING DATE: September 8, 2025

SUBJECT: Housing Supply Plan Action Items: Capital Programs

STATEMENT/PURPOSE

The Teton County Board of Commissioners (“Board”) and the Jackson Town Council (“Council”) will provide direction to staff on the next steps for advancing the Accessible Home Improvement Microloan Pilot Program.

BACKGROUND/ALTERNATIVES

The 2025 Housing Supply Plan, adopted on May 5, 2025 by the Board and Council, included the following Capital Program Action Items:

- 1. Upgrading the Housing Preservation Program** – update provided as an attachment
 - Downpayment assistance
 - Existing home restriction purchase
 - Historic preservation + housing preservation
 - Housing Authority Purchase, Rent, Sell
- 2. Creating a Deed Restriction Purchase Program on New Construction** – Housing Supply Board will review this again in September. Staff plan to bring the program to the Board and Council for consideration before the end of the year.
- 3. Enhancing the Senior and Supportive Housing Program** – for consideration today
 - Creating an accessible home improvement no-interest microloan program
 - Formally partnering with community organizations working to support seniors and disabled community members.
- 4. Creating an Accessory Residential Unit Pilot Program** – staff will complete the ARU guide by the end of this year.

Together, these programs represent a diverse and strategic set of tools for increasing the availability of deed-restricted housing in Teton County. These capital programs are part of the broader [Housing Toolbox \(Housing Supply Plan pages 49-62\)](#) available and in use in our community.

By continuing to build out this toolbox, we expand opportunities for community members to access safe, stable, and affordable housing in Teton County.

Program Name	Housing Preservation Program	Deed Restriction Purchase on New Construction Pilot Program	Accessible Home Improvement No-Interest Loan Pilot Program	Accessory Residential Unit Pilot Program
Applicant	Workforce household or business buying a free-market home (downpayment assistance)	Developer building new residential dwelling units	Current Affordable homeowner who is aging in place and/or disabled	Landowner seeking to build an ARU on their property

	Current homeowner (existing home restriction purchase)			
Affordability	Affordable & Workforce	Affordable & Workforce	Affordable only	Affordable & Workforce
Proposed Implementation Timeline	Ongoing	Q1 2026	October 6, 2025	Q4 2025
Action Needed Today	None today.	None today.	Direction needed today.	None today.
5-year goal	Permanently protect 15 homes.	Permanently protect 20 homes.		Complete development of the resource guide (FY26).
Funding	\$100,000 - \$200,000 per home restricted Current funding available: \$850,000	TBD.	Up to \$8,000 per household Current funding available: \$50,000 CFJH grant	TBD – continue applying for grant funding to seed an ARU fund.

Today, staff provide an update on the Housing Preservation program as an attachment to this staff report and seek direction on one program.

1. **Accessible Home Improvement No-Interest Loan Program**, funded by the Community Foundation of Jackson Hole

Accessible Home Improvement No-Interest Loan Pilot Program	
Applicant Type	Affordable homeowner aging in place and/or disabled
Affordability	0-160% MFI (Affordable)

What is this?

This pilot program will allow Housing Staff to better understand ways we can help current Affordable homeowners more comfortably live in their homes as they age and/or if they have a disability. Using a \$50,000 grant the Housing Authority received from the Community Foundation of Jackson Hole (“CFJH”), we will create a no interest loan fund that can provide up to \$8,000 per household to cover costs to make accessibility improvements to Affordable homes. A list of example projects is provided below. The loan fund will be managed in-house at the Housing Authority.

Who is eligible?

During the pilot phase, only local residents who own a home with an Affordable Ownership deed restriction managed by the Jackson Teton County Housing Department or Housing Authority are eligible.

How much funding per household is available?

Households are eligible to receive a maximum of \$8,000 until the \$50,000 in grant funding provided by CFJH is fully allocated. This money will be provided to the homeowner in the form of a no-interest loan that must be repaid over time.

How does someone apply?

Once direction is received, a short application will be created and provided in person at the Housing Department or online via the Housing Department website.

If the project includes physical upgrades to the applicant’s home, they must provide plans and cost estimates for the work. If applicable, a building permit may also be required.

If the project includes items to make the applicant's home more comfortable that are not permanent, they must provide cost information for each identified item.

For all projects, a brief narrative about the merits of the project must be provided to the Housing Department. This will help Housing Staff better understand the reason for the request and will help further refine or upgrade this program over time.

What are the project requirements?

For projects that include physical upgrades to the applicant's home:

- Work must be completed within 6 months of receipt of loan funds.
- When the work is complete, an inspection will be required.
- If applicable, a building permit must be obtained.

For projects that do not include physical upgrades to the applicant's home:

- Proof of purchase must be provided within 1 month of receipt of loan funds.

What type of accessibility upgrades are eligible for loan funds?

Most home upgrades that increase the accessibility of the home for its owners as they age in place or increase livability for a household living with a disability will be eligible for loan funds. Decisions will be made on a case-by-case basis and funding will not be arbitrarily withheld.

Example projects include, but are not limited to, the following:

- Purchasing and installing accessible laundry equipment that is easier for users with no or low vision, those with low strength or dexterity, etc.
- Replacing carpet with hard surfaces to better serve immunocompromised people.
- Improving window treatment controls so that they are accessible for those who are less mobile.
- Installing unit lighting that is flexible for resident use and sensitivities. This could include provision of dimming options, purchase of new high (ceiling) and low (task, countertop) lighting.
- Installing smart home controls that are activated by remote control or voice command to better serve households with no or low vision, no or low mobility, and/or no or low hearing.
- Upgrading closet storage so that it is more accessible for those who have no or low mobility.
- Installing a low and/or wide-angle door viewers (peep holes) to accommodate those with no or low mobility or who are shorter.
- Installing a ramp to improve access into or within the home.
- Installing grab bars where needed in the home.
- Installing textured, non-slip flooring in bathrooms.
- Installing a toilet bidet seat to provide an easier, more hygienic and comfortable way to clean oneself after using the toilet.
- Upgrading storage so that it is more accessible for those who are less mobile or those with less strength and dexterity.

How is the loan repaid?

For the pilot phase, we propose offering three different repayment options.

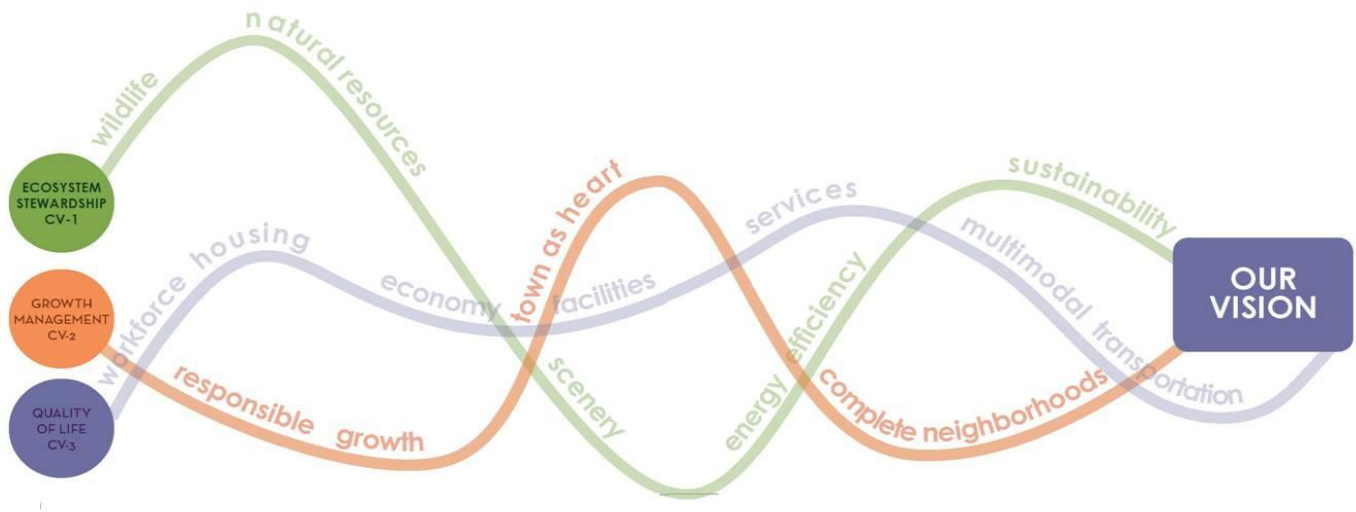
1. Quarterly payment. Equal payments made once every three months over a 5-year term with no interest charged.
 - a. Example repayment
 - i. Loan amount: \$5,000
 - ii. Quarterly payment amount: \$250
2. Balloon payment at 5 years (60 months).
3. Repayment at sale or refinance. A 10% interest fee will be charged if repayment occurs more than 5 years after funding award.

Proposed Next Steps

Work with County Legal and Housing Authority Board to create legal documents for the program and begin implementation **October 6, 2025**.

COMPREHENSIVE PLAN ALIGNMENT

The Jackson/Teton County Comprehensive Plan is predicated on three equally important Common Values for us to live within our shared community Vision: Ecosystem Stewardship, Growth Management, and Quality of Life. Just as the strength of a rope depends on the integrity of each intertwining thread, the strength of our community character is derived from a commitment to all three Common Values, each in support of and reliant upon the others.



Comprehensive Plan Policy:

- Emphasize a variety of housing types. 3.2.d
- House at least 65% of the workforce locally. 5.1.a
- Focus housing subsidies on full-time, year-round workers. 5.1.b
- Provide a variety of housing options. 5.2.a
- Housing will be consistent with Character Districts. 5.2.b

STAKEHOLDER ANALYSIS

Stakeholders include current Affordable homeowners aging in place and/or disabled and their neighbors.

FISCAL IMPACT

This pilot program is fully funded by a grant from the Community Foundation of Jackson Hole.

STAFF IMPACT

Staff have spent 15 hours developing this program and will continue to spend time assisting homeowners and analyzing results throughout the pilot phase.

LEGAL REVIEW

K. Gingery and L. Colasuonno

ATTACHMENTS

Update: Housing Preservation Program

RECOMMENDATION

Staff recommend approving the program as proposed.

SUGGESTED MOTION

I move to direct and authorize the Housing Authority Board to work with County legal to implement the Accessible Home Improvement No-Interest Microloan Pilot Program.



Update Only: Housing Preservation Program

Housing Preservation Program	
Applicant Type	Workforce household or business buying a free-market home OR current homeowner who wants to permanently protect their home for the local workforce.
Affordability	0-160% MFI (Affordable) & Workforce

What is this?

This is an active program where the Housing Authority purchases a Workforce deed restriction on a free market home by either providing down payment assistance to a new buyer or purchasing the restriction from a current homeowner.

- Funding is provided based on the type of restriction (rental or ownership) and the current value of the home (lesser of appraised value and list price).
 - The purchase price for Workforce **Rental** homes is set at a maximum of 10% of the value of the home not to exceed \$100,000.
 - The purchase price for Workforce **Ownership** homes is set at a maximum of 20% of the value of the home not to exceed \$200,000.

Five-Year Goal?

Permanently protect 15 homes over the next five year.

How many homes have we protected?

Since the program began, four homes have been permanently protected for the workforce using this program. Currently, two homes are in some stage of the process to permanently protect them for the workforce.

What upgrades have been implemented? Have we seen any results?

Since May 2025, staff have:

- Created term sheets for current listings so that potential buyers can explore the benefits of down payment assistance.
- Created a template for homeowners to use to explore participating in the program. Thus far, this template has been downloaded more than 180 times.
 - Two households have reached out to get pre-qualified for the program.

How much funding is available for this program?

Currently, \$850,000 in 2019 SPET has been allocated to and is available for this program.

In addition to the existing program described above, the Housing Supply Plan introduces two new preservation ideas:

- Housing Preservation + Historic Preservation*: Housing preservation that achieves both protection of a home for the workforce and preservation of a historic structure.

To advance this new idea, Housing staff have contracted with Old School Heritage Solutions (OSHS) to support our efforts to create a historic preservation + housing preservation program that will combine the preservation of historic residences with the creation of workforce housing. We will use rehabilitation of the Benson Cabin at 445 E. Kelly Avenue as a pilot project to inform the program creation.

Timeline:

- OSHS has completed their field assessment and are now working on their draft report, which was due September 1, 2025. This report includes: a report that will be used as the basis of design for the RFP; findings from meetings with the Building Official and planning staff regarding code and historic features; and preservation-specific language to be included in the RFP package that speaks to the historic building-related design requirements.



Update Only: Housing Preservation Program

- By September 15, 2025, OSHS will submit recommended language for the RFP for design-build services to rehabilitate the Benson Cabin so that it may be once again used as a home for a local working household.
 - On **October 7, 2025** Housing staff will bring the RFP to the Board for consideration. OSHS will provide staff with support in reviewing and evaluating responses for consistency with the preservation guidance set out in the RFP.
 - Our goal is to have the home ready for renters by next fall and to use the lessons we learn through the pilot to inform program creation. We anticipate bringing a form Housing Preservation + Historic Preservation Program to the Council and Board for consideration in Q2 or Q3 2026.
2. *Housing Authority Purchase, Rent, Sell*: Housing preservation that is achieved through the purchase of existing homes that the Housing Authority then leases to local working households for some period before selling with a permanent deed restriction to a local household that qualifies for the Affordable or Workforce Program.

Staff plan to bring this program to the Housing Supply Board in December 2025 and then to the Board and Council for consideration in February 2026 and possible funding in the FY 2027 budget.

Housing Preservation Program Proposed Next Steps: No action necessary today.

- Continue outreach to real estate professionals and potential buyers about the down payment assistance program.
- Bring the RFP for design-build services to rehabilitate the Benson Cabin to the **October 7, 2025** County Commission Regular Meeting.
- Bring the Purchase, Rent, Sell Program to the Housing Supply Board for consideration and discussion in December.
- Bring the Purchase, Rent, Sell Program to the Monthly Joint Meeting for the Board and Council to consider in **February 2026** and potentially fund in the FY 2027 budget.