
MEMORANDUM

TO: **Town and County Planning Commissioners, Jackson Town Council and Teton County Board of County Commissioners**

FROM: **Town and County Planning Staff**

DATE: **May 7, 2010**

SUBJECT: **Planning Commission Comprehensive Plan Final Meeting Schedule**

The following is a summary of the process for the Planning Commissions' final Comprehensive Plan review that was agreed upon at the April 8, 2010 meeting. The goal of this memorandum is to clarify for all Commissioners and the public how the final review process will be structured going forward.

- **Release of Revised Draft** – Staff will release the entire rewritten document on May 7. A redlined version with tracked changes and a clean version without editing will both be available. Both versions will include footnotes indicating the Commissions' approved, split, and failed recommendations. The May 7 release will include the following sections:
 - Introduction
 - 2009 Jackson / Teton County Community Vision
 - Theme 1 - Practice Stewardship of Wildlife, Natural Resources, and Scenic Vistas
 - Theme 2 - Manage Growth Responsibly
 - Theme 3 - Uphold Jackson as "Heart of the Region"
 - Theme 4 - Meet Our Community's Housing Needs
 - Theme 5 - Provide for a Diverse and Balanced Economy
 - Theme 6 - Develop a Multi-Modal Transportation Strategy
 - Theme 7 - Provide Quality Community Facilities, Services and Infrastructure
 - Theme 8 - Energy Conservation (exact title to be determined)
 - Administration
 - Appendices:
 - o... Appendix I: Buildout Numbers and Assumptions
 - o... Appendix K: Transportation (1994 Plan—Chapter 8)
- **Future Land Use Plan (FLUP)** – The Commissions will defer discussion and recommendation on the FLUP until after the joint elected officials have finalized the community's future land use policy by formally acting upon the chapters identified above.
- **Theme 8 and Administration** – The Commissions will review Theme 8 and the Administration chapters for the first and only time as part of this final review. As a result, public and commissioner comments on these chapters will not be limited as described below.
- **Written Public Comment and Planning Commission Discussion Topics** – Public and Planning Commissioners shall address the rewritten Planning Commission draft and limit their comments to the following categories:
 1. Topics not previously discussed (new ideas) – organized by Theme

2. Reconciliation of inconsistencies or contradictions across Themes

* The Commissions will **NOT** allow reconsiderations of recommendations previously voted on by the Commissions.

- **Schedule**

- May 7, 2010 (5:00 pm)– Planning Commission rewrite released
- May 28, 2010 (5:00 pm) – Written Public Comment Due Date (3 weeks after release)
- June 3, 2010 (5:00 pm) – Planning Commission comments due to staff
- June 4, 2010 (5:00 pm)– Staff Report released for final review meeting(s)
- June 10, 2010 (5:30 pm)– First Planning Commission Final Review Meeting

- **Final Hearing(s) Agenda** –The overall meeting(s) agenda will be as follows:

1. Commission affirmation or clarification that staff's rewrite is consistent with previous recommendations by theme
2. Consider topics not previously discussed (new ideas) – organized by Theme
3. Discuss reconciliations of inconsistencies or contradictions across Themes (Commissioners will decide by vote what topics will be considered under this category)
4. Final vote and certification of the proposed plan to the elected officials - made by each commission individually. The Planning Commissions will certify the above chapters to the elected officials with a placeholder for the FLUP to be completed in the future.

→ Please note that a line-by-line review of the document is not anticipated
→ Items identified by Commissioners and staff in the staff report will guide discussion and voting, but additional items for discussion may be brought up by Commissioners at the meeting as appropriate based upon the discussion topics and hearing format outlined above

- **Public Hearing Oral Public Comment**

- June 10, 2010 Meeting - there will be unlimited public comment on the entire document – limitations will only be required if the number of persons wishing to speak exceeds the 3 hour meeting length
- Additional Meetings – up to 45 minutes of public comment, limited to the topics of the meeting, will be allowed at the beginning of each additional meeting - limitations will only be required if the number of persons wishing to speak exceeds 45 minutes

- **Final Product** – Prior to forwarding the document to the elected officials, Staff will rewrite the document to include all final recommendations made by the Commissions (with no additional Commission review). The final rewrite will be a clean copy of Plan with no redlines. Jointly approved recommendations will be incorporated into the text and footnoted in black. Recommendations that were not jointly approved will not be included in the text, but will be footnoted. If a recommendation passed the County only it will be footnoted in green, it passed the Town only it will be footnoted in blue, and if it failed jointly it will be footnoted in red.

If you have any questions or would like to discuss any of this information further please let a member of the planning staff know.