



Approved FY 20 Implementation Work Plan

Comp Plan | ITP | Housing Action Plan

June 3, 2019

Since 2012, the Comprehensive Plan, Integrated Transportation Plan (ITP), and Housing Action Plan have been adopted; and staff structures have been created specifically to implement each plan. Implementation of the ambitious policies and strategies in the three plans is a fulltime workload for the individual departments and advisory boards responsible for each plan. The FY 20 Implementation Work Plan presents the projects from all three plans together to illustrate the workload on those responsible for them all – the public, the Board of County Commissioners, and Town Council. The following Plan was adopted at the May 6, 2019 Joint Meeting of the Jackson Town Council and Teton County Board of Commissioners and was amended on June 3, 2019 to adjust priorities and tasks outlined in the Integrated Transportation Plan as follows:

- Discontinue efforts to hire a permanent full-time transportation planner for the time being.
- Hire contract staff (consultant(s)) to complete the development and oversight of three RFPs and plans for:
 - ITP Technical Update – Estimated Budget \$100,000
 - Regional Transportation Planning Organization (RTPO) framework for implementation – Estimated Budget TBD
 - Transportation Demand Management Plan/Program – Estimated Budget \$100,000

FY 20 Work Plan Summary

Staff Capacity

The FY 20 Work Plan is structured assuming a fully functioning Joint and County Planning staff with the local knowledge and expertise to complete the list of complex community-oriented tasks. Two important positions that must be filled to achieve this Work Plan include the Joint Principal Long-Range Planner and the Joint Principal Transportation Planner. The County also has important positions to be filled including Senior Current Planner and Director of Planning and Building Services. Without these positions the tasks in this Work Plan will be delayed approximately six to twelve months.

Priorities

1. **Joint Comprehensive Plan Review (Growth Management Program):** The Growth Management Program is a systematic review of the Comprehensive Plan principles, policies, strategies, and indicators to identify corrective actions that are needed before it is too late to make the corrections. The Growth Management Program was triggered in 2016 upon hitting 5% growth in residential units since adoption of the Comprehensive Plan. In 2017 the Board and Council chose to delay the Growth Management Program because the Engage 2017: Housing, Parking, and Natural Resource Updates needed to be complete, especially the Town District 3-6 Zoning Updates and

Housing Mitigation Requirements Update, before the community could accurately reflect on and adapt the Comprehensive Plan principles, policies, and strategies. Planning Staff allocated twelve months to complete this task (January 2019-December 2019). With limited Planning Staff resources and a previously unapproved FY 20 Work Plan, progress on this item has been initiated but the bulk of work remains to be completed. The Council and Board requested that this task be prioritized and achieved as expediently as possible with a primary focus on locational density preference and allocation. Planning Staff will present an expedited scope of work and schedule for this item at the June 3, 2019 Joint Information Meeting.

2. **Town Square Zoning Updates + Historic Preservation LDRs:** These updates are unlikely to be affected by the Growth Management Program and can occur concurrently with the Growth Management Program review. Town Square is a Character District composed of Stable subareas, where zoning updates are unlikely to include significant shifts from current allowances. Historic preservation LDRs are proposed to be included with the Town Square zoning because of the number of historic structures in the Town Square Character District but are actually standards that may be applied Townwide and Countywide as applicable.
3. **County Biannual LDR Cleanup:** With uncertainty surrounding staff resources and continued vacant staff positions, the Board provided direction for County staff to move forward now with completing the Biannual LDR Cleanup, which the Town has already completed. Ongoing items categorized under the LDR and Zoning Map Amendments task by the Board include updating County regulations surrounding wireless cellular facilities and exploring regulatory changes to allow individual building size to exceed zone-specified limitations for institutional uses. Adoption of updated natural resource protection standards is the final component to complete Engage 2017 and would mark completion of almost all the marquee projects discussed in the Comprehensive Plan but has been delayed. Other priorities conveyed by the Board include rezoning the Hog Island area and Aspens area and adding a task to reconsider density bonus tools available in the County specific to encouraging provision of workforce housing. The Board may revisit specific prioritization and timing of these tasks as staff capacity increases and the GMP review progresses.

Table 1: Tasks & Timeframes

Task	FY 19	FY 20	FY 21
	2019	2020	
LDR Updates and Studies			
Town Hillside LDRs			
Joint Biannual LDR Cleanup			
Town Square Zoning/Historic Preservation LDRs			
LDR & Zoning Map Amendments			
Town Flat Creek Corridor			
Joint Stormwater Quality LDRs			
Town Natural Resource LDRs			
County Natural Resource LDRs (Engage 2017)		?	
County Hog Island Zoning		?	
County Aspens Zoning		?	
Joint Business Park Zoning		?	
County Road/Utility LDRs		?	
Comprehensive Plan Administration			
Joint Standardized Data Collection	<		
Joint Comp Plan Review (GMP)			
Joint Annual Indicator Report			
Joint Annual Work Plan			
LDR and Comp Plan Education and Outreach			
Data Requests			
Other Comp Plan Coordination			
Integrated Transportation Plan Implementation			
Joint START Funding	<		
Joint Restructure of TAC into RTPO	<		
Town Managed Parking Plan			
County Capital Group 1 Charter/Concept Design			>
Joint Capital Group 4 Charter/Concept Design			
Wildlife Crossings Master Plan			>
Joint ITP Technical Update			
Joint Park 'n Ride Study and TDM Framework			?
ITP Education and Outreach			
Other ITP Implementation			
Housing Action Plan Implementation			
Housing Nexus Study			
Grove Phase 3 Development	<		>
Town 174 N. King St. Development	<		
County Housing Supply at Jackson/Kelly			>
Town Karns Meadow Tract 4			
County Housing Supply on Mercill			>
Joint Annual Housing Supply Plan			
Housing Capital Programs			
Housing Data Collection and Maintenance			
Housing Compliance			
Housing Education and Outreach			
Housing Management			

Ecosystem Stewardship

Growth Management

Quality of Life

Achieving Our Vision

FY 20 Work Plan Introduction

The purpose of the FY 20 Implementation Work Plan is to present all the community's planning projects for land use, transportation, and housing in one place so that the Board of County Commissioners and Town Council can prioritize their efforts and public focus knowing there is plenty of other community business to attend to as well.

References to "LDRs" stands for Land Development Regulations.

The FY 20 Implementation Work Plan tasks are organized chronologically based on anticipated completion date and representative Comprehensive Plan Common Value rather than by priority.

Each project description is color coded by the Comprehensive Plan Common Value it implements.



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FY 20 Work Plan Tasks

2019 Anticipated Completion

The following tasks are anticipated to be completed by the end of 2019. Detailed descriptions of the projects are below.

Town Hillside LDRs

Goal: Update Town hillside regulations to incorporate improved landside, rockfall, liquefaction, seismic, and avalanche hazard information and implement best practices for identifying, avoiding, and mitigating risks of development in hazardous areas.

Comp Plan Strategies: 3.4.S.1, 3.4.S.3

Progress Timeframe Task Lead Resources	35%				
	Jul. 2018 – Dec. 2019				
	Long-Range Planning				
		FY 17	FY 18	FY 19	FY 20
ToJ Pro. Services	\$ 500	\$ 0	\$ 5,000	\$26,000	\$ 31,000
Long-Range Planning	20 hrs.	40 hrs.	110 hrs.	100 hrs.	270 hrs.
Town Planning Director	0 hrs.	0 hrs.	20 hrs.	20 hrs.	40 hrs.
Town Planning	0 hrs.	0 hrs.	20 hrs.	20 hrs.	40 hrs.

Status: This Task was originally identified in the FY16 Work Plan as a subtask of a greater set of miscellaneous amendments. It was begun in June 2017 but put on hold because of the prioritization of the Engage 2017 projects. It was taken up again following the conclusion of the Engage 2017 projects. At the November 15, 2018 Town Council Meeting, Council directed staff to work with a consultant to draft the regulations and carry out geohazard mapping.

Joint Biannual LDR Cleanup

Goal: Revisit LDR updates that have been made in the recent past to cleanup errors and address unintended consequences. Ensure the LDRs are kept current, unlike the period from 1994-2015 when they were largely unattended and became

Progress Timeframe Task Lead Resources	50%		
	Jul. 2018 – Dec. 2019		
	Long Range Planning		
		FY 19	FY 20
Long-Range Planning	10 hrs.	90 hrs.	100 hrs.
County Planning Director	0 hrs.	20 hrs.	20 hrs.
County Planning	20 hrs.	20 hrs.	40 hrs.
Town Planning Director	10 hrs.	0 hrs.	10 hrs.
Town Planning	20 hrs.	0 hrs.	20 hrs.

unmanageable. Major unintended consequences that merit more specific review will be addressed as separate tasks. For example, in FY16 the Town and County revisited the nonconforming standards as a separate task from a larger revisit of the restructured LDRs.

Comp Plan Strategies: 3.3.S.2, 3.3.S.3

Status: The Town of Jackson Planning Department has completed their LDR cleanup. The County Planning Department has initiated their cleanup with projected adoption prior to December 2019.

Joint Comprehensive Plan Review (GMP)

Goal: Evaluate the community's ability to meet the Comprehensive Plan targets for the location and type of growth. This review is outlined in the Comprehensive Plan as the Growth Management Program (GMP). Analyze why trends have continued or changed, then identify new strategies to better achieve Comp Plan targets. Evaluate whether the appropriate indicators are being tracked. Discuss any changes to the Comp Plan principles and policies needed to address changes in circumstances or the community's Vision.

Progress	Initiated		
Timeframe	Jan. 2019 – Dec. 2019		
Task Lead	Long Range Planning		
Resources	FY19	FY20	Total
ToJ Pro. Services	\$ 15,000	\$ 35,000	\$ 50,000
County Pro. Services	\$ 15,000	\$ 35,000	\$ 50,000
Long-Range Planning	500 hrs.	500 hrs.	1000 hrs.
County Planning Director	160 hrs.	160 hrs.	320 hrs.
County Planning	20 hrs.	20 hrs.	40 hrs.
Town Planning Director	160 hrs.	160 hrs.	320 hrs.
Town Planning	20 hrs.	20 hrs.	40 hrs.

Comp Plan Strategies: Principle 9.1

Status: This task was originally identified in 2017 when the Growth Management Program was triggered. It was not begun in 2017 in order to allow for completion of the Engage 2017 projects prior to review of the Comprehensive Plan. This task will begin with the seating of the new Council and Board in 2019.

2020+ Anticipated Completion

The following tasks are anticipated to be concluded in 2020 or later.

Town Square Zoning and Historic Preservation LDRs			
Goal: Update the zoning in the Town Square Character District to implement the desired future character of the Comprehensive Plan. Town Square zoning may include specific design requirements not included in other zones. Because of the number of historic structures in this area, creation of allowances and incentives for the preservation of historically significant structures will be a part of this project. The historic preservation	Progress	5%	
	Timeframe	Jan. 2019 – Jan. 2020	
	Task Lead	Town Planning	
	Resources	FY 19	FY 20
	ToJ Pro. Services	\$ 18,000	\$ 49,500
	County Pro. Services	\$ 2,000	\$ 5,500
	Town Planning	50 hrs.	450 hrs.
	Long-Range Planning	10 hrs.	40 hrs.
	Town Planning Director	50 hrs.	450 hrs.
			Total
			\$ 67,500
			\$ 7,500
			500 hrs.
			50 hrs.
			500 hrs.

standards created may then be applied elsewhere in the Town and County. As a result, while the Town will take the lead on the project the County will contribute staff and fiscal resources.

Comp Plan Strategies: 4.1.S.1, 4.2.S.1, 4.2.S.4, 4.4.S.3, 4.5.S.1

Status: This Task was started January 2019 and will be completed over the next 12 months.

Joint Standardized Indicator Data Collection			
Goal: With methodologies established for calculation of annual indicators, coordinate the data collection system that will allow annual production of indicator reports to be more efficient. Update Town and County tracking databases to facilitate data collection and organize application processing based on amendments to the administrative LDRs.	Progress	50%	
	Timeframe	Aug. 2012 – Dec. 2020	
	Task Lead	Long Range Planning	
	Resources	FY19	FY20
	ToJ Pro. Services	\$ 10,000	\$ 0
	County Pro. Services	\$ 16,000	\$ 10,000
	Long-Range Planning	55 hrs.	145 hrs.
	County Planning Director	10 hrs.	10 hrs.
	County Planning	40 hrs.	40 hrs.
	Town Planning Director	10 hrs.	0 hrs.
	Town Planning	40 hrs.	0 hrs.
			Total
			\$ 10,000
			\$ 16,000
			200 hrs.
			20 hrs.
			80 hrs.
			10 hrs.
			40 hrs.

Comp Plan Strategies: Policy 9.2.a

Status: This task was identified in the original FY13 Work Plan. Efforts to establish and document indicator methodology have been completed. With upgrades to the County database software and expected upgrades to the Town database software, coordinating data collection for both jurisdictions will be more easily achieved and is expected to be complete by Dec. 2020.

County Natural Resource LDRs

Goal: Utilize the vegetation mapping (completed in 2013) and focal habitat study (completed in 2017) to update the Natural Resources Overlay (NRO) and other natural resource protection standards by December 2019. Habitat protection will be updated to be a tiered system that is based on relative critical value. Standards and review requirements applicable in various areas will relate to the

Progress	80%				
Timeframe	Feb. 2017 – TBD				
Task Lead	County Planning				
Resources	FY 17	FY 18	FY 19	FY 20	Total
ToJ Pro. Services	\$ 3,000	\$7,000	\$0	\$0	\$ 10,000
Co. Pro. Services	\$ 22,000	\$ 43,000	\$0	\$5000	\$ 65,000
Long-Range Planning	100 hrs.	200 hrs.	200 hrs.	200 hrs.	700 hrs.
Planning Director	20 hrs.	80 hrs.	80 hrs.	80 hrs.	260 hrs.
County Planning	100 hrs.	400 hrs.	400 hrs.	200 hrs.	1100 hrs.

relative habitat value of the area so as to contribute to the short and long-term protection of the health of the habitat network. The County will take the lead on this effort as it has broader applicability in the County. The Town will ultimately adopt those portions relevant in Town but may do so through a later separate process once the County has refined the standards through its adoption process.

Comp Plan Strategies: 1.1.S.3, 1.1.S.4, 1.1.S.5, 1.1.S.6, 1.1.S.7, 1.2.S.1, 1.2.S.2

Status: A draft of the Natural Resource Protection amendments was presented for public review on September 28, 2018. The draft amendments were the product of a significant amount of work completed by the Natural Resources Stakeholder Group and five months public outreach. Additionally, the Focal Species Habitat Map model was completed in 2017. This task has been placed on hold in order to develop staff leadership and strategic stakeholder interests before completion.

County Hog Island Zoning

Goal: Update the zoning for the Hog Island Home Business (Subarea 7.2). If updates to the Comprehensive Plan character description occur these updates will be incorporated in updated zoning.

Comp Plan Strategies: 3.2.S.1, 3.2.S.2, 3.2.S.3, 3.2.S.5, 3.2.S.6, 6.2.S.3, 6.3.S.2

Status: This Task is predicated on completion of the GMP first but may be accelerated as the GMP progresses.

Progress	Not begun	
Timeframe	TBD	
Task Lead	Long-Range Planning	
Resources	FY 20	Total
County Pro. Services	TBD	TBD
Long-Range Planning	200 hrs.	200 hrs.
County Planning Director	50 hrs.	50 hrs.
County Planning	50 hrs.	50 hrs.

County Aspens Zoning Update

Goal: Update the zoning in the Aspens Character District to implement the desired future character for the area as described in the Comprehensive Plan. Use applicable Town zoning as a starting point to create new County zones that preserve the residential character of the Aspens character district and transition the commercial area to a more pedestrian oriented form, without increasing the commercial potential.

Comp Plan Strategies: 3.2.S.1, 3.2.S.2, 3.2.S.3, 3.2.S.5, 3.2.S.6

Progress	Not begun	
Timeframe	TBD	
Task Lead	Long-Range Planning	
Resources	FY 20	Total
County Pro. Services	\$ 20,000	\$ 20,000
Long-Range Planning	500 hrs.	500 hrs.
County Planning Director	50 hrs.	50 hrs.
County Planning	50 hrs.	50 hrs.

Status: This Task is predicated on completion of the GMP first but may be accelerated as the GMP progresses.

County Road/Utility LDRs

Goal: Utilizing the Town Community Streets Plan for guidance, the County will work with road, pathway, and utility designers to update the County road, utility, and easement standards.

Comp Plan Strategies: 7.2.S.1, 7.2.S.5, 7.3.S.2

Progress	10%	
Timeframe	TBD	
Task Lead	Transportation Planning	
Resources	FY 19	FY20
Transport. Planning	50 hrs.	50 hrs.
Long-Range Planning	30 hrs.	30 hrs.
County Planning Director	10 hrs.	10 hrs.
County Engineering	0 hrs.	20 hrs.

Status: This Task was identified as a priority task by the Transportation Advisory Committee upon the hiring of a Transportation Coordinator. Work will begin when the Joint Transportation Planner position is filled or when contracted with a consultant.

County WY22 Capital Project Group 1 Charter/Concept Design

Goal: Concurrently plan for and design the following five projects to account for the impacts and overlapping design details within the groups and that part of the regional network:

- Reconstruction of the Y Intersection. **Status:** Complete.
- Tribal Trails Connector, New Roadway **Status:** 5% Complete. Initial design phase.
- WY22 Multilane, Multimodal Improvements, BRT/HOV, Jackson to WY390.

Progress	10%		
Timeframe	Mar. 2018 – TBD		
Task Lead	Transportation Planning		
Resources	FY 19	FY20	Total
County Pro. Services	\$ 30,000	\$0	\$30,000
Transport Planning	100 hrs.	400 hrs.	500 hrs.
Long-Range Planning	40 hrs.	30 hrs.	70 hrs.
County Planning Director	40 hrs.	60 hrs	100 hrs.
Town Planning Director	20 hrs.	30 hrs.	50 hrs.
County Engineering	60 hrs.	400 hrs.	460 hrs.

Status: Initiated and ongoing. WYDoT is project lead.

- WY22 Pathway, Wilson to Jackson.

Status: 75% complete with the Wilson to Hwy 22/Hwy 390 section remaining.

- WY22 Wildlife Permeability, Jackson to WY390.

Status: 10% Complete. Wildlife Crossings Master Plan has been completed. Implementation is in initial stages. See Wildlife Crossings Master Plan Implementation for more details.

ITP Action Items: Chapter 5- Major Capital Projects: Coordinate with WYDOT to initiate concept planning and design of the southern section of Capital Group 2.

Joint Local East-West Connection Capital Project Group 4 Charter/Concept Design

Goal: These projects will be planned and designed to serve travel to, from and within Jackson Hole and to improve connectivity between local neighborhoods. Design measures will be applied to discourage use of these connections by the pass-through and regional bypass traffic that should remain on the state highway system.

ITP Action Items: Chapter 5- Major Capital Projects: Initiate concept planning and design for the Tribal Trails Connector and South Park Loop Road intersection

Status: This project has not started. The goal is to begin the process in the second half of 2019.

Progress	0%	
Timeframe	Jul. 2019 – Jun. 2020	
Task Lead	Transportation Planning	
Resources	FY 20	Total
County Pro. Services	\$ 20,000	\$ 20,000
ToJ Pro. Services	\$ 10,000	\$ 10,000
Transport Planning	300 hrs.	300 hrs.
Long-Range Planning	30 hrs.	30 hrs.
County Planning Director	40 hrs.	40 hrs.
Town Planning Director	20 hrs.	20 hrs.
County Engineering	300 hrs.	300 hrs.

Wildlife Crossings Master Plan Implementation

Goal: Developing safe wildlife crossings benefits wildlife and human safety and welfare. The Wildlife Crossings Master Plan was completed in May 2018. Implementing its recommendations will be an ongoing project over the next 5 years.

ITP Action Items: Chapter 5- Major Capital Projects: Wildlife Protection

Status: Wildlife Crossings Master Plan has been completed. Implementation is in initial stages.

Progress	10%	
Timeframe	Jan. 2019 – Jan. 2024	
Task Lead	Transportation Planning	
Resources	FY 20	Total
County Pro. Services	TBD	TBD
ToJ Pro. Services	TBD	TBD
Transport Planning	Ongoing	Ongoing
County Planning Director	Ongoing	Ongoing
Town Planning Director	Ongoing	Ongoing
County Engineering	Ongoing	Ongoing

Joint ITP Technical Update

Goal: Perform the 2019 technical update called for in the ITP to incorporate better data and recalibrate the baseline indicators, forecasts and other data components of the ITP, including recalibrating the model used to estimate countywide Vehicle Miles of Travel (VMT) and Person Miles of Travel (PMT). As part of this update the Town and County will explore the potential of using new and emerging data sources, including “big data,” which may provide more accurate and reliable inputs to the model than previously available. With discontinuing the search for a transportation planner, consultant staff will lead this project.

Progress	0%		
Timeframe	Jul. 2019 – Jun. 2020		
Task Lead	Transportation Planning		
Resources	FY 19	FY 20	Total
County Pro. Services	\$ 25,000	\$ 25,000	\$ 50,000
ToJ Pro. Services	\$ 25,000	\$ 25,000	\$ 50,000
Town Planning Director	20 hrs.	20 hrs.	40 hrs.
Long-Range Planning	0 hrs.	0 hrs.	0 hrs.

ITP Action Items: Chapter 6, Regional Transportation Planning Organization (RTPO), Prepare a technical update (data only) of the ITP

Status: Staff has contacted Charlier Associates to assist with this project.

Joint Park 'n Ride Study and TDM Framework

Goal: Complete the 2016 Parking Study Charter by studying regional park 'n ride needs. Develop and implement a Transportation Demand Management program to help achieve the community goal meeting future transportation demand with alternative modes. TDM strategies will complement START operations and will manage performance monitoring and reporting system.

Progress	5%		
Timeframe	TBD		
Task Lead	Transportation Planning		
Resources	FY 19	FY 20	Total
County Pro. Services	\$ 0	\$ 0	\$ 0
ToJ Pro. Services	\$ 0	\$ 0	\$ 0
Transport. Planning	50 hrs.	300 hrs.	350 hrs.
Long-Range Planning	0 hrs.	60 hrs.	60 hrs.
Town Planning Director	0 hrs.	60 hrs.	60 hrs.
START	50 hrs.	50 hrs.	100 hrs.

ITP Action Items: Chapter 4, Transportation Demand Management: Establish a TDM Program

Status: The managed parking program (above) is seen as the first phase of the TDM program. The next phase will develop TDM strategies tailored to commuters, new development, residents and visitors. START has an RFP drafted to solicit services to optimize the current START route to better suit rider needs.

Town Natural Resource LDRs

Goal: Update Town natural resource protection LDRs based on the update to the County natural resource protections update. Utilize a series of small projects, such as stormwater quality regulations, Flat Creek protections, etc. to update the Town's natural resource protections.

Comp Plan Strategies: 1.1.S.3, 1.1.S.4, 1.1.S.5, 1.1.S.6, 1.2.S.1, 1.2.S.2, 4.4.S.5

Progress	Not begun.		
Timeframe	Jul. 2020 – Jun. 2021		
Task Lead	Long-Range Planning		
Resources	FY 20	FY 21	Total
Long-Range Planning	150 hrs.	150 hrs.	300 hrs.
Town Planning Director	40 hrs.	40 hrs.	80 hrs.
Town Planning	40 hrs.	40 hrs.	80 hrs.

Status: This task will begin when the County Natural Resource Regulations have been completed.

Town Flat Creek Corridor

Goal: Develop a Flat Creek Corridor Overlay to address the ecological, recreational, and aesthetic values of the corridor while respecting property rights and public access.

Comp Plan Strategies: 4.4.S.5.

Status: This task is scheduled to begin in January of 2020. Upon Council request, this task may be accelerated to begin Fall of 2019 dependent on public outreach opportunity coordinated with other prioritized tasks scheduled for that time period.

Progress	Not begun.		
Timeframe	Jan. 2020 – Dec. 2020		
Task Lead	Long-Range Planning		
Resources	FY 20	FY 21	Total
Long-Range Planning	150 hrs.	150 hrs.	300 hrs.
Town Planning Director	40 hrs.	40 hrs.	80 hrs.
Town Planning	40 hrs.	40 hrs.	80 hrs.

Joint Stormwater Quality LDRs

Goal: Maintain water quality essential to both the ecosystem and human health. The Town and the County will strive to exceed state and federal standards for water quality.

Comp Plan Strategies: 1.2.S.1, 1.2.S.2,

Status: This task may be addressed by each jurisdiction separately, or it may be addressed through each jurisdiction's natural resource standards update.

Progress	Not begun.		
Timeframe	Jan. 2020 – Dec. 2020		
Task Lead	Long-Range Planning		
Resources	FY 20	FY 21	Total
Long-Range Planning	40 hrs.	0 hrs.	40 hrs.
County Public Works	200 hrs.	200 hrs.	400 hrs.
County Planning	40 hrs.	40 hrs.	80 hrs.
Town Public Works	200 hrs.	200 hrs.	400 hrs.
Town Planning	40 hrs.	40 hrs.	80 hrs.

Joint Business Park Zoning

Goal: Update zoning allowing light industrial uses. This area specifically includes South Park Business Park (Subarea 7.1).

Comp. Plan Strategies: 3.2.S.1, 3.2.S.2, 3.2.S.3, 3.2.S.5, 3.2.S.6, 6.2.S.3, 6.3.S.2

Status: This Task will begin after the GMP, Aspens and Town zoning updates are completed.

Progress	Not begun	
Timeframe	TBD	
Task Lead	Long-Range Planning	
Resources	FY 20	Total
County Pro. Services	TBD	TBD
Long-Range Planning	500 hrs.	500 hrs.
County Planning Director	50 hrs.	50 hrs.
County Planning	50 hrs.	50 hrs.

Housing Study Nexus Update

Goal: Update the Housing Nexus Study to inform sliding scale mitigation requirements.

Comp. Plan Strategies: 5.3.a

Status: This project will begin in 2020.

Progress	Not begun.		
Timeframe	Jul. 2020 – Jun. 2021		
Task Lead	Long-Range Planning		
Resources	FY 20	FY 21	Total
County Pro. Services	TBD	TBD	TBD
ToJ Pro. Services	TBD	TBD	TBD
Long-Range Planning	100 hrs.	100 hrs.	200 hrs.
County Planning Director	10 hrs.	10 hrs.	20 hrs.
Town Planning Director	10 hrs.	10 hrs.	20 hrs.

County Housing Supply at Jackson/Kelly

Goal: Develop the County property at Jackson St. and Kelly Ave. for Teton County Government employee housing and community workforce housing.

HAP Strategies: 2A, 2B, 2E

Status: Negotiations with the adjacent landowner are ongoing.

Next steps: Execute letter of intent to partner.

Timeline	
LOI to Partner	2019 Q2
Release RFP	2020 Q1
Choose Partner	2020 Q2
Groundbreaking	2021 Q2
Cert. of Occupancy	2022 Q4

County Housing Supply on Mercill

Goal: Develop the east half of the Children's Learning Center site on Mercill Ave. for community workforce housing.

HAP Strategies: 2A, 2B

Status: Teton County owns this property, the current tenant on the east side of the property, the Jackson Hole Historical Society, has a signed lease that expires March 31, 2019.

Next steps: Develop RFP for site, release RFP, award project, build project.

Timeline	
Develop RFP	2018 Q4
Release RFP	2019 Q1
Choose Partner	2019 Q2
Groundbreaking	2020 Q2
Cert. of Occupancy	2021 Q3

Karns Meadow Tract 4

Goal: Develop the property for community workforce housing, including Town of Jackson employee housing.

HAP Strategy: 2B, 2E

Status: An environmental assessment for Karns Meadow is underway.

Timeline	
EA Released	2019 Q1
Analyze Options	2019 Q2
Choose Approach	2019 Q3
Release RFP / (Sell)	2019 Q4

Next steps: Once the EA is complete, staff will work with the Council to determine the highest and best use for the property. Options that will likely be considered include a shared appreciation mortgage pilot program for Town employees, a historic ARU site, a 9 to 24-unit community housing development, and selling the property.

Ongoing Tasks

The following tasks are the projects completed on an annual or ongoing basis.

Joint Annual Indicator Report

Goal: Compile and publish annual indicator data. Analyze indicator data and execution of the past year's Implementation Work Plan to inform an Implementation Work Plan for the following year. Constantly monitor community trends and understand how to best achieve the vision of the Comprehensive Plan.

<i>Progress</i>	Annual
<i>Timeframe</i>	Dec.--Mar. Annually
<i>Task Lead</i>	Long Range Planning
<i>Resources</i>	<i>FY 20</i>
<i>Long-Range Planning</i>	200 hrs.
<i>Planning Director</i>	10 hrs.

Comp Plan Strategies: Policy 9.2.a

Status: This Task is an annual task that is a part of every year's work plan.

Joint Annual Work Plan

Goal: Analyze indicator data and execution of the past year's Implementation Work Plan to establish an Implementation Work Plan for the following year.

<i>Progress</i>	Annual
<i>Timeframe</i>	Dec. – Mar. Annually
<i>Task Lead</i>	Long Range Planning
<i>Resources</i>	<i>FY 20</i>
<i>Long-Range Planning</i>	60 hrs.
<i>Planning Director</i>	20 hrs.

Comp Plan Strategies: Policy 9.2.b

Status: This Task is an annual task that is a part of every year's work plan.

LDR and Zoning Map Amendments

Goal: Acknowledge the time and resources required for the various LDR and zoning map amendments that are proposed by the public or other departments that are not otherwise a part of this work plan. In recent years, items such as appeals process, short-term rental, adult entertainment businesses, dark skies, reception sites, noncontiguous PRDs, PUD regulations, and rezones have required significant staff, public, and elected official resources. For this task, it should be noted that the time estimates provided in the chart represent the typical amount of time available to spend on miscellaneous amendments, *not the amount of time it will take to achieve these projects*. Projects under this task may be recategorized as separate projects in this work plan if they represent a priority.

Progress	Ongoing
Timeframe	As Requested
Task Lead	Various
Resources	FY 20
<i>Long-Range Planning</i>	220 hrs.
<i>County Planning Director</i>	20 hrs.
<i>County Planning</i>	40 hrs.
<i>Town Planning Director</i>	20 hrs.
<i>Town Planning</i>	40 hrs.

Comp Plan Strategies: variable depending on the amendment proposed by the public, other department, or elected officials.

Status: This is an annual Task that is a part of every year's work plan. Staff is aware that the public, other departments, or elected officials are interested in updating the following:

- Comprehensive Plan Amendment to Hog Island Character Description
- Town/County Cell Tower Standards
- Town of Jackson Sign standards (County sign standards will be completed in FY 23)
- Variance standards for maximum scale of development for Institutional buildings greater than 10,000 sf in County
- County Campground standards
- County levee standards

LDR and Comp Plan Education and Outreach

Goal: Ensure the public is engaged in the implementation of the Comp Plan. Coordinate the public engagement requirements of the tasks in this Work Plan. Communicate the community vision, where it came from, and how it is being achieved.

Comp Plan Strategies: 3.3.S.1 (this task represents the evolution of joint planning since 2012)

Status: This is an ongoing task that evolves with different projects. In general, the resources needed in an odd fiscal year are less than those in an even fiscal year because the bulk of the public engagement on large projects occurs mid-term, during even fiscal years.

Progress	Ongoing
Timeframe	Ongoing
Task Lead	Long-Range Planning
Resources	FY 20
ToJ Pro. Services	\$ 20,000
Co. Pro. Services	\$ 20,000
Long-Range Planning	400 hrs.
County Planning Director	20 hrs.
County Planning	20 hrs.
Town Planning Director	20 hrs.
Town Planning	20 hrs.

Data Requests

Goal: As government and non-government organizations plan for service delivery, the long range planning department can provide consistent data and projections on the population and demographics of the community, limiting consultant fees and standardizing level of service planning across the community.

<i>Progress</i>	Ongoing
<i>Timeframe</i>	As needed
<i>Task Lead</i>	Long Range Planning
<i>Resources</i>	<i>FY 20</i>
<i>Long-Range Planning</i>	100 hrs.

Comp Plan Strategies: Policy 8.1.a

Status: This Task is an annual task that is a part of every year's work plan.

Other Comp Plan Coordination

Goal: In addition to the specific tasks described above, Long Range Planning will provide assistance to other departments and agencies to coordinate consistency with the Comp Plan.

Comp Plan Strategies: various

Status: This Task is an annual task that is a part of every year's work plan.

<i>Progress</i>	Ongoing
<i>Timeframe</i>	Annually
<i>Task Lead</i>	Long Range Planning
<i>Resources</i>	<i>FY 20</i>
<i>Long-Range Planning</i>	100 hrs.
<i>County Planning Director</i>	75 hrs
<i>Town Planning Director</i>	75 hrs.

ITP Education and Outreach

Goal: Ensure the public is engaged in the implementation of the ITP. Coordinate the public engagement requirements of the tasks in this Work Plan. Communicate the ITP goals, where they came from, and how they are being achieved.

Comp Plan Strategies: 3.3.S.1 (this task represents the evolution of joint planning since 2012)

Status: This is an ongoing task that evolves with different projects.

Progress	Ongoing
Timeframe	Ongoing
Task Lead	Transportation Planning
Resources	FY 20
<i>County Pro. Services</i>	\$ 20,000
<i>ToJ Pro. Services</i>	\$ 20,000
<i>Transport Planning</i>	200 hrs.
<i>Long-Range Planning</i>	200 hrs.
<i>County Planning Director</i>	20 hrs.
<i>Town Planning Director</i>	20 hrs.

Joint Annual Housing Supply Plan

Goal: Annually update the 5-Year Housing Supply Plan to inform the public about trends related to workforce housing and the steps being taken to address workforce housing supply and preservation.

Timeline	
Draft 2019 Plan	2019 Q1
Adopt 2019 Plan	2019 Q3

HAP Strategies: 2

Status: 2017 Housing Supply Plan was approved 2017 Q3.

Next Steps: Draft the 2018 Plan and present to the Town Council and Teton County Board of Commissioners for approval.

Housing Capital Programs

Goal: Create assistance programs to catalyze private development of workforce housing.

Timeline	
Develop Program	Ongoing
Program Approval	TBD
Implementation	FY 19/20

Status: Developing programs with the Housing Supply Board.

Next Steps: Implement at least one new capital program in FY 19/20.

Housing Data Collection and Maintenance

Goal: Streamline the application process to decrease human error and collect annual demographic and housing demand data. Full online applicant "status" e.g. what categories an applicant qualifies for, what paperwork still needs to be uploaded, what data needs to be completed or updated.

Timeline	
On-line Interface	Ongoing
Data Reports	Annually

HAP Strategies: 2C, 2D, 5B

Status: This work is continuous.

Next Steps: See the Housing Department FY 20 Work Plan for details.

Housing Compliance

Goal: Verify compliance with existing deed-restrictions, including continued compliance with provisions that need to be verified on an annual basis. Objectively, competently and completely investigate any information, complaint, or report of a violation of a deed-restriction.

Timeline	
Compliance	Ongoing

HAP Strategies: 3A, 3C

Status: This work is continuous.

Next Steps: See the Housing Department FY 20 Work Plan for details.

Housing Education and Outreach

Goal: Provide the public with a comprehensive educational experience about the location and types of existing restricted housing stock, the process to purchase or rent a restricted home, data, and the reason the housing programs exist.

HAP Strategies: 2F

Status: Work was completed on five white board videos. Plans are in place to create aerial photos and videos of existing housing and potential locations of future housing with educational narratives. First quarterly newsletter was released 2018 Q4.

Timeline	
Aerial Photography	2018 Q3
Still Photos	Ongoing
Quarterly Newsletter	Ongoing
Update Website	2019 Q1
Develop Annual Report	2019 Q1
	2020 Q1
Release Annual Report	2019 Q1
	2020 Q1
Update Housing Portfolio	2019 Q1
	2020 Q1

Next steps: Complete a plan for aerial drone videos and aerial photography. Continue producing quarterly newsletters.

Housing Management

Goal: Manage the Town and County's employee housing rental programs according to each organization's policy. Manage the Grove Phase 1 Rentals to ensure vacancies are kept to a minimum, tenants are qualified, the building is being properly maintained as a safe and enjoyable place for tenants, bills are being paid, and operations and maintenance is on budget. Ensure that HOAs at existing Housing Authority developments are financially healthy and understand their role, CC&Rs, and the Housing Department's Rules and Restrictions.

Timeline	
Employee Rentals	ongoing
Grove Requalification Notice	Annually Q2
Grove Requalify/Renew	Annually Q3
Grove Management	Ongoing
HOA Assistance	Ongoing

HAP Strategies: 3

Status: This work is continuous.

Next Steps: See the Housing Department FY 2020 Work Plan for details.

5-Year Work Plan

This table conveys a longer-term, conceptual plan to prioritize future efforts into years ahead.

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Town Hillside Regulations	<					
Joint Biannual LDR Cleanup						
Joint Standardized Data Collection	<					
Joint Comp Plan Review (GMP)						
Town Square/Historic Zoning						
County Natural Resource LDRs			?			
County Hog Island Zoning			?			
County Aspens Zoning			?			
County Road/Utility LDRs			?			
Town Natural Resource LDRs			?			
Town Flat Creek Corridor						
Joint Business Park Zoning			?			
Housing Nexus Study Update						
Joint Stormwater Quality LDRs						
Town Rural Zoning and PUD Map						
County Historic Preservation LDRs						
Town Road/Utility LDRs (Lighting)						
County Wilson Zoning						
Other County Zoning						
TCSPT/Mitigation Bank Plan						
Joint Subdivision LDRs						
County Sign LDRs						
Evaluate Rural/Nat Res LDRs						>
LDR & Zoning Map Amendments						
Communitywide CIP						
Economic Development Plan						
Town Gateway Plans						
Annual Indicators & Work Plan						
Joint Public Engagement						
Data Requests						
Other Coordination						

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Joint START Funding	<					
Restructure of TAC into RTPO						
Town Managed Parking Plan						
Joint ITP Capital Group 4 Charter						
County ITP Capital Group 1 Charter			?			
Wildlife Crossings Master Plan						
Joint ITP Technical Update						
Joint Regional Parking + TDM Study		?				
County ITP Capital Group 2 Charter						
Joint Public Engagement						
Other ITP Implementation						
Grove Phase 3 Development						
Town 174 N. King St. Development						
County Jackson/Kelly Development						
County Mercill Development						
Karns Meadow Tract 4						
Annual Housing Supply Plan						
Capital Programs						
Data Collection and Maintenance						
Compliance						
Housing Education and Outreach						
Other HAP Implementation						

Completed Work Plan

This is the 7th Implementation Work Plan since adoption of the Comprehensive Plan in 2012. Below is a list of the implementation work completed or substantially completed to date.

Task	Date Complete	Strategies Implemented
Land Development Regulations Updates/Studies		
Housing Nexus Study	October 2013	5.3.S.1
Vegetation Mapping	December 2013	1.1.S.1
Joint LDR Restructure	December 2014	3.3.S.2, 3.3.S.3
County Rural LDRs Updates	December 2015	1.4.S.1, 1.4.S.2, 1.4.S.3, 3.1.S.1, 3.1.S.2, 3.3.S.2, 3.3.S.3
Town District 2 and LO Zoning	November 2016	4.1.S.1, 4.2.S.2, 4.2.S.4, 4.2.S.6, 4.4.S.3, 4.4.S.4
Focal Species Study	April 2017	1.1.S.2
Nonconformities LDRs Cleanup	May 2016	3.3.S.2, 3.3.S.3
County Nuisance LDRs	July 2016	3.1.S.1, 3.2.S.2
Town Adult Entertainment LDRs	March 2017	3.2.S.1
Exterior Lighting LDRs Update	September 2016	1.3.S.2
Town ARU Allowance	November 2016	5.2.S.2
Wildland Urban Interface LDRs	December 2016	3.4.S.2, 3.4.S.3
2016 LDR Cleanup	January 2017	3.3.S.2, 3.3.S.3
Joint Housing Mitigation LDRs	July 2018	5.1.S.1, 5.2.S.2, 5.3.S.2, 5.4.S.3, 5.4.S.4
Town District 3-6 Zoning	July 2018	4.1.S.1, 4.1.S.2, 4.2.S.4, 4.3.S.1, 4.4.S.3, 5.2.S.1, 5.4.S.3, 5.4.S.4
Snow King Master Plan Alternatives	July 2018	3.2.S.4
County Natural Resource LDRs	75% complete	1.1.S.3, 1.1.S.4, 1.1.S.5, 1.1.S.6, 1.1.S.7, 1.2.S.1, 1.2.S.2
Town Hillside LDRs	25% complete	3.4.S.1, 3.4.S.3
Other LDR & Zoning Amendments	Continuous	
Comprehensive Plan Administration		
2012 Work Plan	June 2012	Principle 9.2
2013 Indicator Report & Work Plan	May 2013	Principle 9.2
Standardize Data Collection	50% complete	Policy 9.2.a
2014 Indicator Report & Work Plan	May 2014	Principle 9.2
2015 Indicator Report & Work Plan	August 2015	Principle 9.2
2016 Indicator Report & Work Plan	April 2016	Principle 9.2
2017 Indicator Report & Work Plan	April 2017	Principle 9.2
2018 Indicator Report & Work Plan	April 2018	Principle 9.2
2019 Indicator Report & Work Plan	February 2019	Principle 9.2
2019 Growth Management Program	5%	Principle 9.1
Joint Public Engagement	Continuous	3.3.S.1
Provide Data to Others	Continuous	Policy 8.1.a
Other Coordination	Continuous	

Task	Date Complete	Strategies Implemented
Integrated Transportation Plan (ITP) Implementation		
ITP	September 2015	7.1.S.1, 7.1.S.4, 7.1.S.6, 7.1.S.8, 7.1.S.9
Community Streets Plan	April 2015	7.2.S.1
Town District 3-6 Parking Study	December 2017	4.1.S.1, 4.1.S.2, 5.4.S.3, 7.3.S.1
Joint Regional Traffic Model	January 2019	
Wildlife Crossings Master Plan	May 2018	
Town Managed Parking Plan	75% complete	
Restructure of TAC into RTPO	75% complete	
START Funding	75% complete	
Housing Action Plan Implementation		
Housing Action Plan (HAP)	November 2015	Comp Plan: 5.4.S.1, 5.4.S.2
Housing Authority Restructure	December 2016	HAP: 1
2016 Housing Supply Plan	October 2016	HAP: 2
Housing Rules & Regulations	July 2018	HAP: 3B
2017 Housing Supply Plan	November 2017	HAP: 2
2018 Housing Stock Portfolio	75% complete	HAP: 2F
Online Intake Form	February 2018	HAP: 2F, 3C, 4B
2018 Housing Supply Plan	June 2018	HAP: 2