



Housing Requirements Specialist

April 2, 2017 RFP Addendum

Since release of the Request for Proposals on March 13, staff has received a number of questions. Please consider this addendum in preparing your proposal.

Q: Why are the Town and County doing this study now? What happened to spark this effort?

A: The impetus for this study is less about any significant recent change and more about getting to a update that has been needed for years, but is now at the top of the list of priorities. The Housing Requirement LDRs Update follows the Comprehensive Plan update (2007-2012), Nexus Study (2012-2013), and Housing Action Plan (2013-2015).

Q: What are the expected changes to the housing requirements?

A: Expectations will be fully developed through the process. However, there is a fundamental difference between the 1994 Nexus Study, on which the current regulations are based, and the 2013 Nexus Study. The 1994 Nexus Study analyzes need for housing for year-round residents from a purely inclusionary approach and only looks at seasonal employee generation from nonresidential development. In contrast, the 2013 Nexus Study is an employee generation study based on where employees work by land use.

Q: Will the 2013 Nexus data be available? If so, in what format?

A: Yes. The survey responses that informed the 2013 Nexus Study are available in Excel format.

Q: If we have access to the 2013 Nexus data, it does not appear at this time that a supplemental nexus will be needed. The results of the process and recommended changes or directions may affect that, however. The RFP asks for an estimation, which depending upon needs may equate to \$0 (if not needed) or up to \$50,000+ if everything is needed. Are you looking for us to break down this estimation at this point or is the wide range satisfactory?

A: A broad range with a description is expected. What staff wants to be able to communicate to the Town and County elected officials is that deviation from existing policy direction is an option, but costs more money; and then be able to give the decision makers an idea of the cost and scope.

Q: Has there been any study of seasonal housing need or discussion of inclusion of seasonal employee housing requirements within the scope of work?

A: The Comprehensive Plan and Housing Action Plan discuss housing for seasonal employees as the responsibility of employers. However, those policy documents do not dictate whether that responsibility should take the form of a requirement. There has been recent conversation about the growth in seasonal employment, but that has not resulted in any clarification of policy.

Q: Under Phase 2, a list of "high level policy questions" is sought. On which information are these to be based - from review of existing codes, desired code changes and community issues with current codes? Or are they to be higher level - establishing housing priorities and goal setting, desired purpose and outcome of housing policies, etc. - questions typically answered before first formulating housing strategies?

A: The high level questions will be based on the existing code and the Comp Plan/Housing Action Plan direction. In the specialist's professional opinion: what decisions have already been made in the Comprehensive Plan and Housing Action Plan (so they can be affirmed) and what questions are still outstanding before code can be drafted. The public input will then be analyzed to see if there are any additional issues raised by the comment that were not initially apparent from current regulations and adopted policy.

Q: How will information received through public engagement, facilitated meetings and economic feasibility be communicated to and shared with our team?

A: The project manager will share the information from public meetings and focus groups with the specialist, if the specialist is not in attendance. The specialist may also choose to budget time to participate in the public meetings. Either way the proposal should reflect the specialists' intent. A public engagement coordinator will be in charge of planning those meetings. The specialist will identify the desired outcomes of the meetings and the public engagement coordinator will be responsible for ensuring those desired outcomes are achieved. The specialist will be working through the public manager to collaborate with the public engagement coordinator on the best method to achieve the desired outcome. In addition to ensuring quality public engagement on this project, the public engagement coordinator will also be coordinating the meetings and public engagement on 4 other projects. Staff is recommending Peak Facilitation Group be hired as the public engagement coordinator. The Town and County will consider that recommendation on Monday April 3.

Q: I am a licensed attorney, but not Wyoming. Any legal analysis provided can inform direction, but cannot constitute legal advice. Will the Town and County attorneys be responsible for legal advice?

A: A Wyoming license is not required to provide legal advice to the Town and County attorneys as requested in the RFP.

Wendy

-inclusionary 94 study, based on a prohibited dev pattern