

Appendix C Public Process Summary





Public Process Summary

Appendix C

In July of 2007, the Town of Jackson and Teton County began what became a five year public process to update the Jackson/Teton County Comprehensive Plan. Over the course of five years, many reports and analyses were completed, hundreds of staff reports and presentations were released, thousands of comments were received, and nine drafts of the Plan were published. Not all of these materials are contained in this appendix. Full documentation of all of the products produced and comment received is available by request from the Town or County Planning Department.

Broad-based community participation is essential to ensure public understanding of and political support for the Comprehensive Plan. One of the primary objectives throughout this process was to engage citizens, stakeholders, technical advisors, and elected and appointed officials in order to ensure that the document accurately reflects the community vision. Many different types of events and information gathering were conducted, including:

- Town Council, Teton County Commissioners joint and individual workshops and meetings;
- Town and County Planning Commission joint and individual workshops and meetings;
- A Stakeholder Advisory Group;
- A Technical Advisory Group;
- Meetings and workshops for the general public held throughout the town and county at a variety of times during the day and night;
- Non-meeting approaches such as website, project promotional materials, and piggybacking on to community events;
- Community surveys; and
- Media press release and articles.

Over the course of five years the process went through six phases:

1. Clarion (July 2007 – July 2008)
2. Staff Draft (August 2008 – May 2009)
3. PC Policy Review (June 2009 – September 2010)
4. JIM Policy Review (October 2010 – June 2011)
5. Character District Development (July 2011 – March 2012)
6. Adoption (April – May 2012)

Clarion (July 2007 – July 2008)

Task #1: Start-Up/Public Participation Strategy

In July of 2007, the Town of Jackson and Teton County contracted with Clarion Associates to assist with the Comprehensive Plan update and help facilitate public outreach and participation. A key strategy of the initial Planning Team was to provide numerous opportunities for public participation throughout the planning process. The public participation strategy ensured diverse representation and meaningful involvement throughout the Comprehensive Plan Update. The following objectives were considered:

- Broad-Based Support: Build broad-based and diverse support for plan directions by providing information and seeking input;
- Cost-Effectiveness: Use techniques that are cost effective to provide opportunities for people to share their ideas;
- Informational/Educational: Provide information and educate the community to aid in decision-making;
- Technical Accuracy: Seek specific technical input from other departments, agencies, professionals;
- Community Capacity: Build community-capacity or on-going support to implement the plan and participate in on-going planning and volunteerism; and
- Legal Requirements: Meet statutory and local requirements.

Materials Produced

- Plan and Policy Summary

Meetings Held

- Old Bill's Fun Run Kick Off Event

Task #2: Issues and Inventory

The purpose of Clarion Task #2 was, first, to establish a clear baseline understanding of conditions and trends in the community today and what was working or not in the 1994 Plan. This “snapshot” describes the current town/county conditions, where trends are taking the region, and trends and previous accomplishments that have contributed to and will continue to influence the town and county's future. This phase also involved identifying a targeted list of issues to address during the plan update. At the first Community Workshop, participants worked to develop a “Working Vision” to guide future work.

Materials Produced

- 1994 Comprehensive Plan Analysis
- Existing Condition Snapshot

Meetings Held

- Initial Interviews with Community Leaders

- Community Open House and Workshop #1
- Stakeholder Advisory Group #1
- Technical Advisory Group #1
- Joint Information Meeting
- Joint Planning Commission Meeting

Task #3: Community Vision, Goals and Policies

The purpose of Task #3 was to test and update the community vision and goals of the 1994 Plan. This phase defined preferred directions for the plan that would guide implementation. A second community workshop was held; citizens participated in a mapping and visual preference exercise to expand upon the “Working Vision.” The mapping exercise allowed participants to comment on community character, land use and buildout numbers. Meetings held during this phase focused on reviewing the outcome of these exercises.

Materials Produced

- Meeting materials and agendas

Meetings Held

- Community Open House and Workshop #2
- Outlying Community Workshops in Moran, Alta, and Hoback
- Stakeholder Advisory Group #2
- Joint Information Meeting
- Joint Planning Commission Meeting

Task #4: Prepare Growth Scenarios, Choices and Future Land Use Plan

The purpose of this task was to prepare scenarios and choices to lead to a future Land Use Plan and to define the “Heart of the Valley” concept for the Town of Jackson. An updated version of the Existing Condition Snapshot was released, along with a working draft of the Community Vision and Goals. A third round of community workshops were held to review these documents and allow citizens to participate in an interactive polling exercise to answer questions about four proposed scenarios:

1. **Scenario A: Wildlife / Conservation Focus.** This scenario maximizes wildlife protection and resource conservation over other values using the most current wildlife maps and NRO mapping available from Conservation Alliance and the Science School. It limits growth in resource areas and transfers density from these areas into the Town of Jackson.

2. **Scenario B: Compact Centers and Housing Focus.** This scenario will establish new or enhance existing centers around the county and in the Town of Jackson for workforce housing and geographically-based community services in a compact development pattern (to create “places” with a social aspect including schools, shopping, and community facilities). The goal is managed growth that limits sprawl in rural areas and enhances open space and conservation outside centers.
3. **Scenario C: Jackson “Town as Heart” Focus.** This scenario focuses on Town of Jackson as heart of the valley with less focus on other county centers. In town, targeted redevelopment and focused preservation could occur, and new centers, such as the area surrounding the “Y” intersection, could emerge as new mixed-use areas of town.
4. **Scenario D: Limited Growth Focus.** This scenario limits growth in the region to that which is legally achievable. For example all zoning options in the county are eliminated and zoning is restricted to 1/35 in rural areas. In town, bonus zoning options are eliminated to reduce potential buildout.

Approximately 200 people participated in this successful exercise. To gain further insight on the opinions of the community, two additional surveys were conducted. First, an online questionnaire was published on the comprehensive plan website. Approximately 900 people responded to the questions that were similar to the keypad polling exercise. The second survey used a scientifically random sample. The survey was administered by the Wyoming Survey and Analysis Center. Five hundred eighty-four (584) responses were collected by phone and mail. The complete results are compiled in WYSAC Technical Report No. SRC-805.

Materials Produced

- Community Vision and Guiding Principles
- Existing Conditions Snapshot Update

Meetings Held

- Public Workshop #3—Presentation of Scenarios and Key Pad Polling Exercise
- Stakeholder Advisory Group #3
- Technical Advisory Group #2
- Joint Information Meeting

Task #5: Implementation Strategies and Action Plan

The Planning Team conducted the next round of meetings in May 2008. The Town sponsored a Planning and Design Charette to discuss neighborhood character. The County conducted a similar workshop to review a preliminary draft of the County Land Use Map and Preferred Land Use Plan. Following the meetings, the Planning Team met with the STAG, TAG, and elected officials to share information that was gained from the two workshops. In June 2008, the first draft of the Themes and Policies was released to the public. Also, the Traffic Demand Model was made available (*Appendix F*). An extensive outreach program was undertaken by the Planning Team during the summer of 2008. County planners conducted six meetings in Alta, Buffalo Valley, Hoback, South Park, North of Town, and Westbank. Town planners presented at four neighborhood

meetings at the Senior Center, Center for the Arts, Fair Building, and the Middle School. The Town also held several open houses before work and during the lunch hour for the public to drop in to discuss the Plan update.

Materials Produced

- Travel Demand Modeling (Appendix F)
- Themes and Policies (2008 Draft)
- Preferred Future Land Use Plan Description
- Future Land Use Plan
- Jackson Valley Future Land Use Plan
- Town Subarea Issues and Opportunities Worksheets
- Themes and Policies Outline
- Outline for full Jackson/Teton County Comprehensive Plan
- Map—Focus Areas
- Map—Stable Areas

Meetings Held

- Public Meeting Town Focus
- Public Meeting Countywide Focus
- Town of Jackson neighborhood meetings
 - Senior Center
 - Center for the Arts
 - Fair Building
 - Middle School
- County neighborhood meetings
 - Hoback
 - South Park
 - North of Town
 - Westbank
 - Alta
 - Moran
- Joint Information Meeting
- Stakeholder Advisory Group #5

Staff Draft (August 2008-May 2009)

Review of Summer 2008 Public Comment

At the conclusion of a 90 day public comment period over the summer of 2008, nearly 100 responses were collected. These responses were shared with the elected officials at a Joint Information Meeting in September 2008.

During the Fall of 2008, two joint Town Council/ Planning Commission meetings were held to discuss the drafting of a future land use map for the Town of Jackson. The County Planning Commission and Board of County Commissioners met several times to discuss the preferred land use pattern for unincorporated parts of the county. The Stakeholder Advisory Group also met to review the public comment received on the Draft Plan. Information from these meetings was synthesized by the Planning Team to assist with revising the Themes and Policies and preparing the Future Land Use Plan.

Following work completed in the Summer and Fall of 2008, Planning Staff synthesized information and Clarion draft documents into a draft of the plan for adoption. During the incorporation of the input and drafting of the Plan, Staff met one on one with members of the Technical Advisory Group, allowing them to review the draft.

Materials Produced

- Joint Information Meeting Staff Report
- August 11, 2008 Memo

Meetings Held

- Joint Town Council and Planning Commission Meetings
- Joint Board of County Commissioners and Planning Commission Meetings
- Joint Information Meeting
- Stakeholder Advisory Group #6—October 2008
- One on One TAG Direction Meetings

April 2009 Draft Plan

The first draft of the updated Jackson/Teton County Comprehensive Plan Update was released on April 13, 2009. Through April and May 2009, Staff made numerous rollout presentations to present an overview of the community process and the current draft Plan document. Staff also reached out for comment and input to interested agencies and organizations in the region including Friends of Pathways, WY Game and Fish, Chamber of Commerce, Jackson Hole Conservation Alliance, Jackson Hole Community Housing Trust, and any other organizations with interest.

During May of 2009, the Stakeholder Advisory Group (STAG) met to review the draft plan document. STAG meetings were held on May 7th, 14th, and 28th and June 3rd. STAG provided a written summary of their

comments on the Themes and Policies and the Future Land Use Plan portions of the document. This summary provided a list of recommendations/discussion points for Joint Planning Commission consideration.

Materials Produced

- April 2009 Draft
- STAG Recommendation Memo

Meetings Held

- April 2009 Draft Rollout Presentations
 - Joint Information Meeting
 - Joint Planning Commission
 - Stakeholder Advisory Group
 - Latino Outreach
 - High School Outreach
 - Alta
 - Library
 - South Park
 - Senior Center
 - North of Town
 - Center for the Arts
 - St. John's Episcopal Church
 - Teton Village
 - Wilson
- Stakeholder Advisory Group #7
 - May 7, 2008
 - May 14, 2008
 - May 28, 2008
 - June 3, 2008

PC Policy Review (June 2009 – Sept. 2010)

Between June 2009 and July of 2010, the Joint Planning Commissions held forty-one (41) meetings to discuss the updated plan. During this time Staff also gave numerous presentations and reached out to any members of the community or groups that were interested.

Initial Review

The Joint Town and County Planning Commissions began their official review of the draft updated Comprehensive Plan in June of 2009. An initial joint meeting was held on June 11, 2009 to receive verbal comment on the entire draft. At that meeting the County Planning Commission asked that the Plan be remanded to staff prior to further review. The Town did not approve a similar motion. During the remainder of the month of June 2009 the Town and County Planning Commissions each met separately to discuss the draft Plan and a process for review. This included a round table meeting on June 23, 2009 between County Planning Commissioners and members of the public invited to the panel. At their regular meeting on June 29, 2009 the County Planning Commission reconsidered their motion to remand the draft, discussed the draft, and approved a list of recommended changes to the Plan.

Materials Produced

- June 29, 2009 County Planning Commission Recommendations

Meetings Held

- June 11, 2009: Joint Planning Commissions
 - Presentation of Plan and Vision
- June 17, 2009: Town Planning Commission
 - Review Process
- June 22, 2009: Board of County Commissioners and County Planning Commission
 - Review Process
- June 23, 2009: County Planning Commission
 - Community Roundtable
- June 24, 2009: Town Planning Commission
 - Review Process
- June 29, 2009: County Planning Commission
 - Recommendations on Plan

Joint Review and PC Certified Draft

On July 9th, the Joint Commissioners determined their preferred joint review process and ground rules for review. At each meeting topics were brought to a straw poll. Each poll was recorded and it was determined whether the poll passed jointly, one jurisdiction, or neither. Prior to each meeting, Planning Commissioners were provided with an agenda and a staff report. These items were also made available to the public. The staff report provided guidance on questions or issues to be addressed at each meeting. Staff also made a presentation at each meeting, addressing the issue or topic to be discussed and providing additional

background information. Each meeting included a time for public comment as well. A full list of these meeting dates and topics discussed is below.

As the Joint Planning Commissions moved through their review process, Staff presented revised drafts of some parts of the Plan. A draft of Theme 1 was released on October 30, 2009. A draft of Theme 2 was released on January 22, 2010. Staff also released a revised preliminary draft of the Plan on May 7, 2010. On July 1, 2010 the Joint Planning Commission approved a resolution to certify the Themes and Policies portion of the Plan to the elected officials. On September 17, 2010, staff released the PC Certified Draft with edits as directed by the approved certification resolution.

At the July 1, 2010 meeting, each of the Planning Commissioners had the opportunity to make final comments on the Plan as individuals and identify any inconsistencies in the PC Draft that they deemed irreconcilable. These irreconcilable inconsistencies were presented to the elected officials as potential issues for review. Early in their review process the Joint Planning Commissions decided to separate Future Land Use Plan review from Themes and Policies review. As part of their resolution the Planning Commissioners requested that the elected not approve the Themes and Policies, but wait to adopt them until the Planning Commission had certified a Future Land Use Plan as well.

Materials Produced

- Staff Report and Presentation for each Meeting
- October 2009 Draft Rewrite of Theme 1
- January 2010 Draft Rewrite of Theme 2
- May 2010 Preliminary PC Draft Themes and Policies
- Resolution 10-001 Certifying the Themes and Policies
- Composite List of Irreconcilable Inconsistencies
- September 2010 PC Certified Themes and Policies

Meetings Held

- July 9, 2009
 - Consideration of Alternative Review Process
- July 30, 2009
 - Review of approved process and ground rules
 - Overall structure of the Plan
 - 2009 Jackson/Teton County Community Vision
 - Discuss additional data/committee requests
- August 13, 2009
 - Jonathan Schechter presentation

- Overall structure and vision
- August 20, 2009
 - Theme 1—Promote Stewardship of Wildlife and Natural Resources
- August 27, 2009
 - Overall structure and vision
 - Theme 1—Promote Stewardship of Wildlife and Natural Resources
- September 3, 2009
 - Theme 1—Promote Stewardship of Wildlife and Natural Resources
- September 10, 2009
 - Theme 1—Promote Stewardship of Wildlife and Natural Resources
- September 24, 2009
 - Buildout Task Force Presentation
 - Theme 2—Manage Growth Responsibly
- October 1, 2009
 - Theme 2—Manage Growth Responsibly
- October 8, 2009
 - Theme 1—Promote Stewardship of Wildlife and Natural Resources
 - Theme 2—Manage Growth Responsibly
- October 15, 2009
 - Theme 2—Manage Growth Responsibly
- October 22, 2009
 - Theme 2—Manage Growth Responsibly
- October 29, 2009
 - Theme 2—Manage Growth Responsibly
- November 5, 2009
 - Theme 2—Manage Growth Responsibly
- November 12, 2009
 - Theme 2—Manage Growth Responsibly
- November 19, 2009
 - Review redline draft of Theme 1
- December 3, 2009

- Review redline draft of Theme 1
- December 9, 2009
 - Theme 3—Uphold Jackson as “Heart of the Region”
- December 10, 2009
 - Theme 3—Uphold Jackson as “Heart of the Region”
- December 17, 2009
 - Employee Generation Task Force Presentation
 - Theme 3—Uphold Jackson as “Heart of the Region”
- January 7, 2010
 - Joint Comprehensive Plan Meeting Chairpersons
 - Theme 3—Uphold Jackson as “Heart of the Region”
 - Theme 4—Meet Our Community’s Housing Needs
- January 14, 2010
 - Teton County Housing Authority presentation
 - Theme 4—Meet Our Community’s Housing Needs
- January 28, 2010
 - Theme 4—Meet Our Community’s Housing Needs
- February 4, 2010
 - Theme 4—Meet Our Community’s Housing Needs
- February 11, 2010
 - Theme 4—Meet Our Community’s Housing Needs
- February 18, 2010
 - Review redline draft of Theme 2—Manage Growth Responsibly
- March 4, 2010
 - Theme 5—Provide for a Diverse and Balanced Economy
- March 11, 2010
 - Theme 5—Provide for a Diverse and Balanced Economy
 - Theme 7—Provide Quality Community Facilities, Services and Infrastructure
- March 18, 2010
 - Theme 7—Provide Quality Community Facilities, Services and Infrastructure
- March 23, 2010

- Presentation from Carlos Hernandez, Feer & Peers
 - Summary of recommendations and comment from Transportation Advisory Committee Chairman
 - Theme 6—Develop a Multi-Modal Transportation Strategy
- April 1, 2010
 - Theme 6—Develop a Multi-Modal Transportation Strategy
- April 8, 2010
 - Theme 6—Develop a Multi-Modal Transportation Strategy
 - Discussion of process for completion of theme review
- June 10, 2010
 - Overview of process, document revisions and question and answer
 - Meeting process—agenda setting, meeting dates
 - Identify experts that should be contacted for future meetings (Theme 8 and Administration)
- June 17, 2010
 - Theme 8—Energy Conservation
- July 1, 2010
 - Plan Administration
 - Certification

Taskforce Work

Early in the Planning Commission Review process, they asked that Staff convene a Buildout Taskforce to establish base zoning buildout under current regulations. The base zoning buildout calculation was to exclude Planned Residential Development (PRD), Planned Unit Development—Affordable Housing (PUD-AH), Planned Mixed-Use Development (PMD), or Planned Unit Development (PUD); however, Accessory Residential Units (ARUs) were included. At the September 24th meeting, the Buildout Taskforce made a presentation to the Joint Planning Commissions. In their presentation, they explained their work, assumptions and methodology. They also provided handouts to meeting attendees that contained definitions and a table summarizing their results.

The Planning Commission also asked that Staff convene an Employee Generation Taskforce to work from the estimated buildout under current regulations prepared by the Buildout Taskforce, in order to project employee generation from buildout under current regulations. During the December 17th meeting, attendees and Commissioners heard a presentation by the Employee Generation Taskforce. The presentation covered methodology and assumptions, and presented a total number of employees expected at buildout and their required housing.

Materials Produced

- Buildout Taskforce September 24, 2009 Presentation
- Employee Generation Taskforce December 16, 2009 Memo

JIM Policy Review (Oct. 2010 – June 2011):

Following certification of the draft Plan by the Joint Planning Commissions, the PC Certified Draft moved to the Joint Elected Officials for review.

Facilitator Selection

At the September 13, 2010 Joint Information Meeting (JIM), Staff recommended that the elected officials explore the idea of retaining an external facilitator to assist with the elected officials review process. Staff suggested that contracting with an external facilitator would permit staff to participate more effectively as a staff resource instead of having to juggle the roles of both staff resource and facilitator. Staff also found that the design and scheduling of the elected official Plan review process would be crucial in allowing constructive dialogue and discussion of the proposed Plan and that bringing in an expert to assist in this area would be beneficial. Upon Staff's recommendation, a committee consisting of Town and County planning staff and two elected officials from each jurisdiction was formed to explore options for contracting with an external facilitator and develop a Request for Qualifications (RFQ).

The RFQ was released on November 1, 2010 and addressed the need for three services: facilitation of the elected officials' review of the 2010 draft of the Joint Comprehensive Plan; provision of communications services to assist with the dissemination of relevant Comprehensive Plan information to the public; and provision of professional writing/editing services to assist staff with the production of the final draft of the Plan. The goal of the RFQ was to allow the committee to review potential candidate's qualifications and experience against the three services sought and to make a recommendation to the JIM on how to proceed. There were twelve responses to the RFQ, with some responding to all three services and some only to a specific service. Upon review of all responses on November 18, 2010, the committee recommended focusing on the facilitation service only. The committee reviewed the facilitation responses for prior experience in similar situations and demonstrated ability to bring the project to a desirable conclusion. Based on this review, the committee reduced the potential firms for recommendation to four and provided each firm with five supplementary questions. Responses were reviewed on November 24 and interviews were conducted on December 7, 2010. The committee recommended AECOM and project manager Bruce Meighen for consideration and Staff worked with Mr. Meighen to develop a contract, scope of work and reimbursement schedule. The JIM officially moved to contract with AECOM for facilitation services on January 4, 2011.

Materials Produced

- Request for Qualifications
- Facilitator Finalist Supplementary Questions

- Scope of Work

Meetings Held

- September 13, 2010 Regular JIM
- November 1, 2010 Regular Board of County Commissioners Meeting
- November 1, 2010 Regular Town Council Meeting
- November 1, 2010 Regular Town Council Meeting
- December 6, 2010 Regular JIM
- December 20, 2010 Regular Town Council Meeting
- December 21, 2010 Regular Board of County Commissioners Meeting
- January 4, 2010 Regular JIM

Stakeholder Interviews

In order to better understand the key concerns of specific groups, and to obtain elected officials' and key stakeholders ownership in the Plan process, the AECOM team held a series of one-on-one interviews with elected officials and identified stakeholders. Stakeholders included groups identified by Staff and those that requested a personal meeting. The meetings focused on identifying goals, strategies and opportunities for the Plan and identifying roadblocks that might hinder opportunities. The consultant team met with 53 individuals on February 1, 2011. Interviewees were provided with a handout and some key discussion questions.

Materials Produced

- Interview Handout
- Summary of Interviews

Review Process and Schedule

The first three JIM meetings for review of the Plan focused on establishing a process and schedule for review. At the first meeting, held on February 15, 2011, roles and responsibilities for the process were established. There was also opportunity for public comment on the process. Elected officials completed an exercise to agree upon principles to guide future meetings, and established a decision making and communications process.

At the second and third JIM meetings, held March 7th and 8th, the elected officials heard a presentation from Staff analyzing the 1994 Plan and the community's efforts to implement it, as well as a statement of our current situation. Staff also presented an analysis of all of the public comment received since the release of the first full draft of the Plan in April 2009. Through a series of discussions and exercises the elected officials identified 24 discussion topics that populated the agenda for the bulk of the review process. Public comment was received at JIM #3.

Materials Produced

- Meeting Principles
- Schedule and Agenda for JIM #4- JIM #8

Meetings Held

- JIM #1 2/15/2011
- JIM #2 3/7/2011
- JIM #3 3/8/2011

Topic Discussion

JIMs #4-#8 focused on the discussion topics identified and outlined during JIMs #2 and #3. Prior to each meeting, elected officials were provided with an agenda and supporting materials, including a review exercise to complete and return to Staff prior to the meeting. Staff also completed searches in the comment database to identify past public comment related to the discussion topics in order to assist elected officials in their preparation for the meetings. At each meeting, the elected officials discussed needed revisions and improvements to identified policies and topics. The topics discussed at each meeting are outlined below. Following each meeting, Staff prepared a Common Direction summary, highlighting the topics and subtopics discussed and providing guidance for Staff on changes to be made to the Plan moving forward.

Materials Produced

- Common Direction from JIMs #4-#8
- Table of Directed Refinements from JIMs #2-#8 to the PC Certified Draft

Meetings Held

- JIM #4—March 24, 2011
 - Topic 1A: Regionalism and Ecosystem Responsibility
 - Topic 1B: Protecting habitat, Scenery, and other Open Space
- JIM #5—March 25, 2011
 - Topic 1C: Shifting Development Out of the Rural County
 - Topic 2A: Allowing Increased Density Through Infill and Mixed-Use
 - Topic 2B: Appropriate Locations for Increased Density
 - Topic 2C: Adaptive Management for Targeted Human Population
- JIM #6—April 20, 2011
 - Topic 3A: Protecting Community and Neighborhood Character
 - Topic 3B: Balance and Location of Civic, Commercial, and Housing

- o Topic 3C: Walkability, Transit, and Compete Streets
- JIM #7—April 22, 2011
 - o Topic 4A: Housing 65% of the Workforce Locally and Other Housing Goals
 - o Topic 4B: Mix of Housing Types
 - o Topic 4C: Tools to Provide Workforce Housing
 - o Growth Management Program
- JIM #8 Part I—April 27, 2011
 - o Topic 2D: Addressing the Cost of Growth
 - o Topic 5A: Defining Our Desired Economy
 - o Topic 5B: Reality Check – Funding and Implementation
 - o Topic 5C: Revised Plan Outline
 - o Topic 5D: Energy Conservation and Sustainability
- JIM #8 Part II—April 27 and 28, 2011
 - o Public Comment (2 ½ Hours)
 - o Final Direction and Redirection
 - Buildout Redirection
 - Growth Management Program Redirection
 - Adoption Process and Other Redirection

Policy Approval

On May 20, 2011, a revised draft of the Comprehensive Plan based on direction given by the joint elected officials over the course of the previous eight JIM meetings was released along with a memo outlining the items included in the draft, a table tracking changes made during the elected officials’ review of the PC Certified Draft, and notice of the opportunities for public comment on the draft.

JIM #9 was held on June 7, 2011. The majority of the meeting was dedicated to revising the May 20, 2011 Draft Vision, Common Values, and Achieving Our Vision chapters of the Comprehensive Plan. A staff presentation of the revisions to the plan was followed by public comment on enhancements to the revised plan to reinforce the Common Direction established in JIMs #4-#8. These presentations informed elected official discussion and direction on refinements to the May 20, 2011 Draft. During the last portion of the meeting staff presented a proposal including a process and schedule for completing the Character Districts portion of the plan.

On June 22, 2011, staff released another draft of the Plan reflecting direction given at JIM #9. A Table of Changes to the May 20, 2011 Draft based on JIM #9 direction was also prepared to track changes to the document.

The purpose of JIM #10, held on June 29, 2011 was threefold: to finalize the Vision, Common Values and Achieving Our Vision chapters of the Plan, to consider the Vision, Common Values and Achieving Our Vision Chapters for approval, and to consider a scope of work for AECOM facilitation and planning services for the Illustration of Our Vision (Character Districts) chapter of the Plan. Staff presented on each of the topics and the elected officials heard public comment on the topics. The Town Council and Board of County Commissioners voted unanimously to approve the Vision, Common Values and Achieving Our Vision chapters of the Comprehensive Plan subject to two changes directed at the meeting, legal review, and incorporation of appendices.

Materials Produced

- May 20, 2011 Draft Vision, Common Values, Achieving Our Vision
- Table of Directed Refinements from JIMs #9 to the May 20, 2011 Draft
- June, 2011 Vision, Common Values, Achieving Our Vision

Meetings Held

- JIM #9—June 7, 2011
- JIM #10—June 29, 2011

Character District Development (July 2011 – March 2012): Process Development

The purpose of the Illustration of Our Vision chapter (Character Districts) is to depict where and how the approved Comprehensive Plan policies will be put into action on the ground. The Character Districts will inform land development regulations and zoning district boundaries. At the JIM meeting held on July 11, 2011, the joint elected officials voted to amend the scope of work and the Town and County's contract with AECOM to provide professional services for the Character Districts section of the Plan.

The JIM met on August 1, 2011 to review a preliminary list of data and data sources for the Framework Maps portion of the Character District development and a list of plans and studies included in the approved Common Values chapter that could be initiated prior to completion of the Character Districts. Later in August AECOM met with staff in Jackson to tour the community and refine the scope of work for development of the Character Districts.

The first Character District JIM was held on September 17th. The purpose of the meeting was for Staff to review with the elected officials items related to the Character District process, including ground rules, process, and Character District boundaries and data.

Materials Produced

- Framework Maps

- Preliminary Character District Maps

Meetings Held

- July 11, 2011 Regular JIM
- August 1, 2011 Regular JIM
- Character District JIM#1—September 13, 2011

Character District Development Phase I

The purpose of Phase I of Character District Development was to describe the existing character of each district, to determine districts suitable for a variety of housing types and services (Complete Neighborhoods), determine districts suitable as habitat, habitat connection and open space (Rural Areas), and to identify opportunities for preservation, neighborhood enhancement and implementing community policies. Phase I of the process consisted of two days worth of public workshops on September 28 and 29, 2011. Workshop attendees were provided with a workshop agenda explaining the goals of the workshop and the exercise to be completed. Handouts were also available outlining the characteristics of Complete Neighborhoods and Rural Areas. Workshop attendees were given an orientation by staff to the Framework Maps and Preliminary Character District Maps. Attendees then worked in groups to provide input on existing character, district boundaries, and opportunities for enhancement and implementing community policies. Attendees were also asked to classify each district as either a Complete Neighborhood or Rural Area. Following the workshops, a summary was prepared to capture the comments made about each district.

Materials Produced

- Phase I Workshop Agenda
- Complete Neighborhoods/Rural Area Worksheet
- Preliminary Character District Matrix: Common Values
- Phase I Workshop Summary

Meetings Held

- Character Districts Phase I Workshop—September 28 and 29, 2011

Character District Development Phase II

Phase II of Character District development focused on defining the future character of each district. Multiple Phase II Workshops were held at locations throughout the County; a full list of those meeting dates and locations is included below. Additionally, the planning team staffed a central “hub” location throughout all five days of community workshops, providing a single location where the public could drop in to complete the exercise and make comments at their convenience. Attendees were asked to come to the workshops with pictures or examples of character around the community that they either liked or disliked. At each workshop, attendees were given an orientation to the Approved Plan and Character District Development Process. Attendees then completed facilitated exercises to refine the descriptions of existing character and identify areas

of Stability, Transition, Preservation and Conservation. Materials from the Phase I workshops were made available for reference during the exercise as well. Following the workshops, a summary compiling the input received at all workshop locations was prepared.

Materials Produced

- Preliminary Maps of Areas of Stability, Transition, Preservation and Conservation
- Character District Descriptions
- Phase II Workshop Agenda
- Definitions of Areas of Stability, Transition, Preservation and Conservation
- Image Catalog of Possible Character Types
- Phase II Workshop Summary

Meetings Held

- “Hub” Workshop—9 am- 4pm, Oct. 27, 28, 29, 31 and Nov. 1
- Oct. 27, 11am-2pm—Nick Wilson’s (Teton Village)
- Oct. 27, 5-8pm—Senior Center, 830 E Hansen Ave
- Oct. 27, 6-8pm—Alta Library, 50 Alta School Rd
- Oct. 28, 7-10am—Bar BC Ranch House, 4745 N Spring Gulch Rd
- Oct. 28, 5-8pm—Café Boheme, 1110 Maple Way
- Oct. 29, 10am-1pm—Rafter J Childcare Center, 3105 W Big Trail Dr
- Oct. 29, 2-5pm—Old Wilson Schoolhouse, 5655 W Main St
- Oct. 31, 3-6pm—Teton Pines Clubhouse, 3450 Clubhouse Dr.
- Nov. 1, 12-3pm—Snow King Grand Ballroom, 400 E Snow King Ave

Character District Development Phase III

A full draft of the Illustration of Our Vision was released on December 5, 2011. On December 7, 2011, the planning team held an open house at the Snow King Grand Ballroom to present the draft Character Districts. Attendees were asked to review the draft districts and provide comment on parts that were good and should not be changed and parts that needed editing to better implement the approved Comprehensive Plan policies. Open House attendees were given an agenda and a brief orientation presentation and then were able to browse boards of each district. Comment sheets were provided to record input; attendees could also enter comments directly into the comment database using online terminals.

Materials Produced

- Draft Illustration of Our Vision
- Open House Character District Boards

- Open House Agenda

Meetings Held

- December 7, 2011 – Open House

Character District Development Phase IV

The purpose of Phase IV was to provide for review of the draft Illustration of Our Vision by the joint Planning Commissions and elected officials. A joint elected official/planning commission workshop was held on January 11th for the Town and January 12th for the County. The workshops focused on recommending changes to the draft Character Districts that would better implement the Comprehensive Plan policies approved on June 29, 2011.

The workshops produced a list of changes to the draft Character Districts for the Joint Planning Commissions to discuss and certify on January 26, 2012. This list was discussed both on January 26th and at a second Joint Planning Commission meeting on February 8th. Individual Planning Commissioners identified items to add, subtract or modify. The Joint Planning Commission then discussed and came to consensus on each identified item. Public comment on the draft Character Districts was received at both Planning Commission meetings. At the February 8th meeting the Joint Planning Commissions passed a resolution certifying the Illustration of Our Vision as part of the Comprehensive Plan subject to a list of modifications and legal review. Staff revised the draft based on the Joint Planning Commission certified modifications, and released the PC Certified Character Districts for review by the Joint Elected Officials on February 24, 2011.

The elected officials met on March 14th to discuss final comments on the Illustration of Our Vision chapter, receive and consider public comment on the chapter and to recommend final refinements to the chapter for inclusion in the Comprehensive Plan. Staff prepared and presented a table reflecting which PC changes to the December 5, 2011 had not yet been discussed by the elected officials. Similar to the Planning Commissions, the elected officials each identified possible modifications to the PC Certified Character Districts and then discussed and gave consensus direction on which modifications Staff should make. The March 14th JIM was continued to allow the elected officials to review the approved modifications. At the continued meeting, held March 19th, the elected officials voted unanimously to approve the Illustration of Our Vision chapter dated February 24, 2012 subject to the modifications approved on March 14th and 19th, legal review, and housekeeping edits made by Staff.

Materials Produced

- Draft Character Districts Numbers Analysis
- Implementation of Approved Policies in the draft Character Districts
- Elected, PC, Staff Proposed Changes to Draft (Pre 1/11, 1/12 workshops)
- January 11th/12th Workshops Summary
- Draft PC Modifications to draft Character Districts (pre 1/26 meeting)
- January 26th Joint PC Hearing Summary

- February 8th Joint PC Hearing Summary
- Joint PC Resolution 12-001 Certifying the Character Districts
- PC Certified Illustration of Our Vision, February 24, 2012
- March 14th JIM Summary
- March 19th JIM Summary

Meetings Held

- December 5, 2011 — Regular JIM to set schedule for Phase IV
- January 11, 2012 Town Council/Town Planning Commission Workshop
- January 12, 2012 Board of County Commissioners/County Planning Commission Workshop
- January 26, 2012 Joint Planning Commission Hearing
- February 8, 2012 Continued Joint Planning Commission Hearing
- March 14, 2012 Joint Information Meeting
- March 19, 2012 Continued Joint Information Meeting

Adoption (March 2012 – May 2012)

Approved Jackson/Teton County Comprehensive Plan Production

Based on the unanimous approval of the Vision, Common Values, and Achieving Our Vision on June 29, 2011 and the unanimous approval of the Illustration of Our Vision on March 19, 2012, Staff produced the approved Jackson/Teton County Comprehensive Plan on April 6, 2012. Staff made edits to the Plan based on direction given by the elected officials in their approval motions, legal review, and identified grammatical or consistency errors.

Materials Produced

- Approval Jackson/Teton County Comprehensive Plan, April 6, 2012
- Table of Edits to Produce the Approved Plan
- Draft First Annual Implementation Work Plan

Consideration of Adoption

Discussion to be updated following adoption.

Meetings Held

- May 8, 2012 – JIM Adoption Hearing