



# FY 19 Implementation Work Plan

Comp Plan | ITP | Housing Action Plan

April 9, 2018

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 3 plans is a fulltime workload for the individual departments and advisory boards responsible for each plan. The FY 19 Implementation Work Plan presents the projects from all 3 plans together to illustrate the workload on those responsible for them all – the public, the Board of County Commissioners, and Town Council.

## FY 19 Work Plan Summary

### *2018 Priorities*

1. Complete Active Projects
  - Town enter a development agreement to supply housing on 174 N. King St.
  - Determine a funding strategy for START
  - Develop alternatives for amendments to the Snow King Master Plans
  - Adopt Housing Department Rules and Regulations update (Engage 2017)
  - Adopt Town zoning updates for Character Districts 3-6 (Engage 2017)
  - Adopt Joint housing mitigation requirements update (Engage 2017)
  - Adopt County natural resource protections update (Engage 2017)
2. Begin projects that can be completed by December 31, 2018
  - Adopt a Downtown Managed Parking Plan
  - Town Hillside LDRs Update
  - County Road and Utility LDRs Update
  - Joint Biannual LDR Cleanup
  - Joint Standardization of Indicator Data Collection
  - Restructure TAC into an Regional Transportation Planning Organization (RTPO)
3. Begin collection of data and public input to inform 2019 projects
  - County Highway 22 Capital Project Group Charter/Concept Design
  - Joint Local East-West Connection Capital Project Group Charter/Concept Design
  - County housing supply at Jackson and Kelly

### *2019 Priorities*

- Joint Comprehensive Plan review (Growth Management Program)
- Town Square zoning update and historic preservation LDRs
- County Aspens Character District zoning update
- County Highway 22 Capital Project Group Charter/Concept Design
- Joint Local East-West Connection Capital Project Group Charter/Concept Design
- County housing supply at Jackson and Kelly
- County housing supply at 105 W. Mercill Ave.

Task	FY 18	FY 19	FY 20
	2018	2019	2019
<b>LDR Updates and Studies</b>			
Town District 3-6 Zoning (Engage 2017)	< [Growth Management]		
County Natural Resource LDRs (Engage 2017)	< [Ecosystem Stewardship]		
Joint Housing Mitigation LDRs (Engage 2017)	< [Growth Management]		
Town Snow King Master Plan Review	< [Growth Management]		
County Road/Utility LDRs	[Quality of Life]	[Quality of Life]	
Town Hillside LDRs		[Growth Management]	
Joint Biannual Cleanup		[Growth Management]	
Town Square Zoning/Historic Preservation LDRs		[Growth Management]	[Growth Management] >
County Aspens Zoning		[Growth Management]	[Growth Management] >
Town Natural Resource LDRs		[Ecosystem Stewardship]	[Ecosystem Stewardship]
LDR & Zoning Map Amendments	[Growth Management]	[Growth Management]	[Growth Management]
<b>Comprehensive Plan Administration</b>			
Joint Standardized Data Collection	< [Achieving Our Vision]	[Achieving Our Vision]	
Joint Comp Plan Review (GMP)		[Achieving Our Vision]	[Achieving Our Vision]
Joint Annual Indicator Report	[Achieving Our Vision]	[Achieving Our Vision]	
Joint Annual Work Plan	[Achieving Our Vision]	[Achieving Our Vision]	
LDR and Comp Plan Education and Outreach	[Growth Management]	[Growth Management]	[Growth Management]
Data Requests	[Achieving Our Vision]	[Achieving Our Vision]	[Achieving Our Vision]
Other Comp Plan Coordination	[Achieving Our Vision]	[Achieving Our Vision]	[Achieving Our Vision]
<b>Integrated Transportation Plan Implementation</b>			
Joint Regional Traffic Model	< [Quality of Life]	[Quality of Life]	
Joint START Funding	< [Quality of Life]	[Quality of Life]	[Quality of Life]
Joint Park 'n Ride Study and TDM Framework	[Quality of Life]	[Quality of Life]	[Quality of Life]
Town Managed Parking Plan	[Quality of Life]	[Quality of Life]	[Quality of Life]
County Capital Group 1 Charter/Concept Design	[Quality of Life]	[Quality of Life]	[Quality of Life]
Joint Capital Group 4 Charter/Concept Design		[Quality of Life]	[Quality of Life]
Joint ITP Technical Update		[Quality of Life]	[Quality of Life]
Joint Restructure of TAC into RTPO	[Quality of Life]		[Quality of Life]
ITP Education and Outreach	[Quality of Life]	[Quality of Life]	[Quality of Life]
Other ITP Implementation	[Quality of Life]	[Quality of Life]	[Quality of Life]
<b>Housing Action Plan Implementation</b>			
Grove Phase 3 Development	< [Quality of Life]		[Quality of Life] >
Redmond Street Rentals Development	< [Quality of Life]	[Quality of Life]	
Housing Rules and Regulations (Engage 2017)	< [Quality of Life]		
Town 174 N. King St. Development	< [Quality of Life]	[Quality of Life]	[Quality of Life] >
County Jackson/Kelly Development		[Quality of Life]	[Quality of Life] >
County Mercill Development		[Quality of Life]	[Quality of Life] >
Annual Housing Supply Plan	[Quality of Life]	[Quality of Life]	[Quality of Life]
Housing Capital Programs	[Quality of Life]	[Quality of Life]	[Quality of Life]
Housing Data Collection and Maintenance	[Quality of Life]	[Quality of Life]	[Quality of Life]
Housing Compliance	[Quality of Life]	[Quality of Life]	[Quality of Life]
Housing Education and Outreach	[Quality of Life]	[Quality of Life]	[Quality of Life]
Housing Management	[Quality of Life]	[Quality of Life]	[Quality of Life]



## FY 19 Work Plan Introduction

The purpose of the FY 19 Implementation Work Plan is to present all of the community's planning project 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 that there is plenty of other community business to attend to as well.

The FY 19 Implementation Work Plan is organized as follows.

- **FY 19 Work Plan Tasks**
  - ***FY 18 Tasks*** is a list of the tasks currently underway that are scheduled for completion by July 2018 and will not carry over into FY19
  - ***2018 Tasks*** are the projects that are anticipated to be complete by December 31, 2018.
  - ***2019 Tasks*** are the projects that will begin with the new session of the Board of County Commissioners and Town Council in 2019. Ultimately that session will determine their priorities, but this is the work staff will prepare in latter stages of 2018.
  - ***Ongoing Tasks*** are the projects completed on an annual or ongoing basis.
- **5-Year Work Plan** is a longer-term, conceptual plan to prioritize future efforts
- **Completed Work Plan** is a list of Comprehensive Plan, ITP, and Housing Action Plan implementation that has already been completed.

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

 Ecosystem Stewardship  Growth Management  Quality of Life  Achieving Our Vision

# FY 19 Work Plan Tasks

## FY 18 Tasks

The following tasks are scheduled to be complete by July 2018. Detailed descriptions of the projects are in previous Work Plan.

- LDR Update and Comprehensive Plan Administration
  - Town District 3-6 zoning updates (Engage 2017)
  - County natural resource protection LDRs update (Engage 2017)
  - Joint housing mitigation requirements LDR update (Engage 2017)
  - Snow King Master Plan amendment alternative identification
- ITP Implementation
  - Joint regional traffic model
  - Joint analysis of START funding options
- Housing Action Plan Implementation
  - Joint Housing Department Rules and Regulations update (Engage 2017)
  - Town 174 N. King St. Development Agreement

## 2018 Tasks

The following tasks are scheduled to be complete by the end of 2018. Detailed descriptions of the projects are below.

### Town Hillside LDRs

- **Goal:** Update Town hillside regulations to incorporate improved landside and avalanche hazard information and implement best practices for identifying, avoiding, and mitigating hazards in hillside development.

<b>Progress</b>	20%			
<b>Timeframe</b>	Jul. 2018 – Dec. 2018			
<b>Task Lead</b>	Long-Range Planning			
<b>Resources</b>	<b>FY 17</b>	<b>FY18</b>	<b>FY 19</b>	<b>Total</b>
<i>ToJ Pro. Services</i>	\$ 500	\$ 0	\$ 5,000	\$ 5,500
<i>Long-Range Planning</i>	20 hrs.	40 hrs.	140 hrs.	200 hrs.
<i>Planning Director</i>	0 hrs.	0 hrs.	20 hrs.	20 hrs.
<i>Town Planning</i>	0 hrs.	0 hrs.	20 hrs.	20 hrs.

- **Comp Plan Strategies:** 3.4.S.1, 3.4.S.3
- **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 will begin once the Town completes the Engage 2017 projects.

**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
- **Status:** This Task was identified as a priority task by the Transportation Advisory Committee upon the hiring of a Transportation Coordinator. Work began in January 2018.

<b>Progress</b>	10%		
<b>Timeframe</b>	Jan. 2018 – Dec. 2018		
<b>Task Lead</b>	Transportation Planning		
<b>Resources</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Total</b>
Transport Planning	100 hrs.	50 hrs.	150 hrs.
Long-Range Planning	20 hrs.	30 hrs.	50 hrs.
Planning Director	10 hrs.	10 hrs.	20 hrs.

**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 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:** This Task is scheduled to begin upon completion of the Engage 2017 projects.

<b>Progress</b>	Not begun		
<b>Timeframe</b>	Jul. 2018 – Dec. 2018		
<b>Task Lead</b>	Long Range Planning		
<b>Resources</b>	<b>FY 19</b>		
Long-Range Planning			180 hrs.
Planning Director			40 hrs.
County Planning			20 hrs.
Town Planning			10 hrs.

**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.
- **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. Staff anticipates completing this effort in the second half of 2018 in preparation for the joint Comprehensive Plan review in 2019.

<b>Progress</b>	50%	
<b>Timeframe</b>	Aug. 2012 – Dec. 2018	
<b>Task Lead</b>	Long Range Planning	
<b>Resources</b>	<b>FY19</b>	<b>Total</b>
ToJ Pro. Services	\$ 10,000	\$ 10,000
County Pro. Services	\$ 16,000	\$ 16,000
Long-Range Planning	200 hrs.	400 hrs.
Planning Director	10 hrs.	40 hrs.
County Planning	40 hrs.	40 hrs.
Town Planning	40 hrs.	40 hrs.

**Town Managed Parking Plan**

- **Goal:** Put in place a system that will manage parking in the Downtown Core and surrounding neighborhoods. The system will consist of disincentives to parking in the core during peak use times and incentives to use alternate forms of transportation to access downtown.

<i>Progress</i>	15%		
<i>Timeframe</i>	Jan. 2018 – Jun. 2019		
<i>Task Lead</i>	Transportation Planning		
<i>Resources</i>	<i>FY 18</i>	<i>FY 19</i>	<i>Total</i>
<i>ToJ Pro. Services</i>	\$ 44,950	\$ 94,760	\$ 139,710
<i>Transport Planning</i>	150 hrs.	200 hrs.	350 hrs.
<i>Planning Director</i>	20 hrs.	40 hrs.	60 hrs.

- **ITP Action Items:** Chapter 4, Transportation Demand Management: Parking Management
- **Status:** This task was originally headed by Town Public Works. Work on the parking management plan to date has studied the surrounding neighborhoods as a first phase and the second phase which looks at parking in the downtown core, along with a comprehensive plan for both neighborhood and downtown.

**2019 Tasks**

The following tasks are scheduled to be begin in 2019 with the new session of the Board of County Commissioners and Town Council. Ultimately, that session will determine their priorities, but this is the work staff will prepare in latter stages of 2018.

**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.

<i>Progress</i>	Not begun		
<i>Timeframe</i>	Jan. 2019 – Dec. 2019		
<i>Task Lead</i>	Long Range Planning		
<i>Resources</i>	<i>FY19</i>	<i>FY20</i>	<i>Total</i>
<i>ToJ Pro. Services</i>	\$ 15,000	\$ 0	\$ 15,000
<i>County Pro. Services</i>	\$ 15,000	\$ 0	\$ 15,000
<i>Long-Range Planning</i>	300 hrs.	300 hrs.	600 hrs.
<i>Planning Director</i>	40 hrs.	40 hrs.	80 hrs.
<i>Town Planning</i>	20 hrs.	20 hrs.	40 hrs.
<i>County Planning</i>	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. This task is a prerequisite to the discussion of Hog Island zoning due to changes in character in Hog Island since 2012, the discussion of Hog Island zoning will follow completion of this task.

**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 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.

<b>Progress</b>	Not begun		
<b>Timeframe</b>	Jan. 2019 – Jun. 2020		
<b>Task Lead</b>	Town Planning		
<b>Resources</b>	<b>FY 19</b>	<b>FY 20</b>	<b>Total</b>
<i>ToJ Pro. Services</i>	\$ 18,000	\$ 49,500	\$ 67,500
<i>County Pro. Services</i>	\$ 2,000	\$ 5,500	\$ 7,500
<i>Town Planning</i>	50	450	500
<i>Long-Range Planning</i>	10	40	50
<i>Planning Director</i>	10	40	50

- **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 will begin with the seating of the new Council in 2019.

**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.

<b>Progress</b>	Not begun		
<b>Timeframe</b>	Jan. 2019 – Jun. 2020		
<b>Task Lead</b>	Long-Range Planning		
<b>Resources</b>	<b>FY 19</b>	<b>FY 20</b>	<b>Total</b>
<i>County Pro. Services</i>	\$ 20,000	\$ 55,000	\$ 75,000
<i>Long-Range Planning</i>	50	450	500
<i>Planning Director</i>	10	40	50
<i>County Planning</i>	10	40	50

- **Comp Plan Strategies:** 3.2.S.1, 3.2.S.2, 3.2.S.3, 3.2.S.5, 3.2.S.6
- **Status:** This Task will begin with the seating of the new Board in 2019.

**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
- **Status:** This Task will begin with the seating of the new Council in 2019 and upon completion of the County natural resources protections update.

<b>Progress</b>	0%		
<b>Timeframe</b>	Jan. 2019 – Dec. 2019		
<b>Task Lead</b>	Long-Range Planning		
<b>Resources</b>	<b>FY 19</b>	<b>FY 20</b>	<b>Total</b>
<i>Long-Range Planning</i>	150 hrs.	150 hrs.	300 hrs.
<i>Planning Director</i>	40 hrs.	40 hrs.	80 hrs.
<i>Town Planning</i>	40 hrs.	40 hrs.	80 hrs.



**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
- Tribal Trails Connector, New Roadway
- WY22 Multilane, Multimodal Improvements, BRT/HOV, Jackson to WY390
- WY22 Pathway, Wilson to Jackson
- WY22 Wildlife Permeability, Jackson to WY390

- **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.
- **Status:** The County is negotiating to have WYDOT help facilitate the Tribal trails portion of this task; once negotiations are completed, the Charter process can begin.

<b>Progress</b>	10%		
<b>Timeframe</b>	Mar. 2018 – Jun. 2019		
<b>Task Lead</b>	Transportation Planning		
<b>Resources</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Total</b>
County Pro. Services	\$ 0	\$ 30,000	\$30,000
Transport Planning	100 hrs.	400 hrs.	500 hrs.
Long-Range Planning	40 hrs.	60 hrs.	100 hrs.
Planning Director	40 hrs.	60 hrs.	100 hrs.

**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 2018.

<b>Progress</b>	0%	
<b>Timeframe</b>	Jul. 2018 – Jun. 2019	
<b>Task Lead</b>	Transportation Planning	
<b>Resources</b>	<b>FY 19</b>	<b>Total</b>
County Pro. Services	\$ 20,000	\$ 20,000
ToJ Pro. Services	\$ 10,000	\$ 10,000
Transport Planning	300 hrs.	300 hrs.
Long-Range Planning	60 hrs.	60 hrs.
Planning Director	60 hrs.	60 hrs.

**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.

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

- **Status:** This task will begin in 2019.

<b>Progress</b>	0%		
<b>Timeframe</b>	Jan. 2019 – Jul. 2019		
<b>Task Lead</b>	Transportation Planning		
<b>Resources</b>	<b>FY 19</b>	<b>FY 20</b>	<b>Total</b>
County Pro. Services	\$ 25,000	\$ 0	\$ 25,000
ToJ Pro. Services	\$ 25,000	\$ 0	\$ 25,000
Transport Planning	100 hrs.	20 hrs.	120 hrs.
Long-Range Planning	50 hrs.	0 hrs.	50 hrs.



**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.

<b>Progress</b>	0%		
<b>Timeframe</b>	May 2018 – July 2019		
<b>Task Lead</b>	Transportation Planning		
<b>Resources</b>	<b>FY 19</b>	<b>FY 20</b>	<b>Total</b>
County Pro. Services	\$ 0	\$ 15,000	\$ 15,000
ToJ Pro. Services	\$ 0	\$ 15,000	\$ 15,000
Transport Planning	50 hrs.	300 hrs.	350 hrs.
Long-Range Planning	0 hrs.	60 hrs.	60 hrs.
Planning Director	0 hrs.	60 hrs.	60 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. While this project is included in the FY 19 Work Plan it will not begin until the Managed Parking, Capital Group 1 Charter/Concept Design, and Capital Group 4 Charter/Concept Design projects are substantially complete, which is not likely to be until July 2019 (FY 20). START may independently complete the park 'n ride study as part of a study of their operations.

**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 have not resulted in a partnership as hoped.
- **Next steps:** Continue partnership negotiations. Complete zoning update. Trade land or release RFP to develop workforce housing at the site.

<b>Timeline</b>	
Zoning Update	2018 Q2
Develop RFP	2018 Q4
Release RFP	2018 Q4
Award Project	2019 Q2

**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.

<b>Timeline</b>	
Develop RFP	2018 Q4
Release RFP	2019 Q1
Award Project	2019 Q2

## 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.
- **Comp Plan Strategies:** Policy 9.2.a
- **Status:** This Task is an annual task that is a part of every year’s work plan.

<b>Progress</b>	Annual
<b>Timeframe</b>	Dec. 2018 – Mar. 2019
<b>Task Lead</b>	Long Range Planning
<b>Resources</b>	<b>FY 19</b>
<i>Long-Range Planning</i>	200 hrs.
<i>Planning Director</i>	10 hrs.

### 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.
- **Comp Plan Strategies:** Policy 9.2.b
- **Status:** This Task is an annual task that is a part of every year’s work plan. In FY 19 this task will completed in parallel with the conclusion of the Growth Management Program.

<b>Progress</b>	Annual
<b>Timeframe</b>	Oct. 2018 – Jan. 2019
<b>Task Lead</b>	Long Range Planning
<b>Resources</b>	<b>FY 19</b>
<i>Long-Range Planning</i>	60 hrs.
<i>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.
- **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.

<b>Timeline</b>	
<i>Draft 2018 Plan</i>	2018 Q2
<i>Adopt 2018 Plan</i>	2018 Q3
<i>Draft 2019 Plan</i>	2019 Q2

**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 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.
- **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:
  - Appeal procedures,
  - Sign standards,
  - County schools and parks exactions, and
  - County temporary uses and special events.

<b>Progress</b>	Ongoing
<b>Timeframe</b>	As Requested
<b>Task Lead</b>	Various
<b>Resources</b>	<b>FY 19</b>
Long-Range Planning	220 hrs.
Planning Director	40 hrs.
County Planning	40 hrs.
Town Planning	40 hrs.

**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.

<b>Progress</b>	Ongoing
<b>Timeframe</b>	Ongoing
<b>Task Lead</b>	Long-Range Planning
<b>Resources</b>	<b>FY 19</b>
ToJ Pro. Services	\$ 20,000
Co. Pro. Services	\$ 20,000
Long-Range Planning	400 hrs.
Planning Director	40 hrs.
Town Planning	20 hrs.
County 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.
- **Comp Plan Strategies:** Policy 8.1.a
- **Status:** This Task is an annual task that is a part of every year’s work plan.

<b>Progress</b>	Ongoing
<b>Timeframe</b>	As needed
<b>Task Lead</b>	Long Range Planning
<b>Resources</b>	<b>FY 19</b>
Long-Range Planning	100 hrs.

**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>	Annual
<i>Task Lead</i>	Long Range Planning
<i>Resources</i>	<b>FY 19</b>
<i>Long-Range Planning</i>	100 hrs.
<i>Planning Director</i>	100 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.

<i>Progress</i>	Ongoing
<i>Timeframe</i>	Ongoing
<i>Task Lead</i>	Transportation Planning
<i>Resources</i>	<b>FY 19</b>
<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>Planning Director</i>	40 hrs.

**Other ITP Implementation**

- **Goal:** In addition to the specific tasks described above, the Transportation Coordinator will provide assistance to other departments and agencies to coordinate implementation of the ITP.
- **ITP Action Items:** 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>	Ongoing
<i>Task Lead</i>	Transportation Planning
<i>Resources</i>	<b>FY 19</b>
<i>Transport Planning</i>	100 hrs.
<i>Planning Director</i>	100 hrs.

**Housing Capital Programs**

- **Goal:** Create assistance programs to catalyze private development of workforce housing.
- **HAP Strategies:** 2C, 2D, 5B
- **Status:** Developing programs with the Housing Supply Board.
- **Next Steps:** Incorporate at least one new capital program in the 2018 Housing Supply Plan.

<i>Timeline</i>	
<i>Develop Program</i>	2018 Q2
<i>Program Approval</i>	2018 Q3
<i>Implementation</i>	Ongoing

**Housing Data Collection and Maintenance**

- **Goal:** Streamline the application process to decrease human error and collect annual demographic and housing demand data. Full on-line 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.
- **HAP Strategies:** 2C, 2F, 3C, 4B
- **Status:** This work is continuous.
- **Next Steps:** See the Housing Department FY 19 Work Plan for details.

<i>Timeline</i>	
<i>On-line Interface</i>	<i>Ongoing</i>
<i>Data Reports</i>	<i>Annually</i>

**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.
- **HAP Strategies:** 3A, 3C
- **Status:** This work is continuous.
- **Next Steps:** See the Housing Department FY 19 Work Plan for details.

<i>Timeline</i>	
<i>Compliance</i>	<i>Ongoing</i>

**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, 4A
- **Status:** Work was completed on a white board video for the Engage 2017 Update to the Housing Rules and Regulations. Plans are in place for five more 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.
- **Next Steps:** Develop white board videos. Complete a plan for aerial drone videos and aerial photography. Updates to Portfolio of Housing Stock. Work on Annual Report.

<i>Timeline</i>	
<i>Develop Whiteboards</i>	<i>2018 Q2</i>
<i>Release Whiteboards</i>	<i>2018 Q3</i>
<i>Aerial Photography</i>	<i>2018 Q3</i>
<i>Still Photos</i>	<i>2018 Q3</i>
<i>Quarterly Newsletter</i>	<i>2018 Q3</i>
<i>Develop Annual Report</i>	<i>2018 Q4</i>
<i>Quarterly Newsletter</i>	<i>2018 Q4</i>
<i>Release Annual Report</i>	<i>2019 Q1</i>
<i>Update Housing Portfolio</i>	<i>2019 Q1</i>
<i>Quarterly Newsletter</i>	<i>2019 Q1</i>
<i>Quarterly Newsletter</i>	<i>2019 Q2</i>

**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.

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

- **HAP Strategies:** 3
- **Status:** This work is continuous.
- **Next Steps:** See the Housing Department FY 19 Work Plan for details.



# 5-Year Work Plan

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<b>Land Development Regulations Updates/Studies</b>						
Town District 3-6	<					
County Natural Resource LDRs	<					
Joint Housing Mitigation LDRs	<					
Joint Housing Rules and Regulations	<					
Town Snow King Process						
County Road/Utility LDRs						
Town Hillside Regulations						
Town Square/Historic Zoning						
County Aspens Zoning						
Town Natural Resource LDRs						
County Hog Island Zoning						
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						
Joint Sign LDRs						
Evaluate Rural/Nat Res LDRs						>
Biannual Cleanup						
Public Engagement Coordination						
LDR & Zoning Map Amendments						
<b>Comp Plan Administration</b>						
Joint Standardized Data Collection	<					
Joint Comp Plan Review (GMP)						
Communitywide CIP						
Economic Development Plan						
Town Gateway Plans						
Annual Indicators & Work Plan						
Joint Public Engagement						
Data Requests						
Other Coordination						

	FY 17-18	FY 18-19	F Y 19-20	FY 20-21	FY 21-22	FY 22-23
<b>Integrated Transportation Plan (ITP) Implementation</b>						
Town Parking Study Districts 3-6	<					
Joint Regional Traffic Model	<					
Joint START Funding	<					
Town Managed Parking Plan						
Joint Regional Parking + TDM Study						
Joint ITP Capital Group 4 Charter						
County ITP Capital Group 1 Charter						
Joint ITP Technical Update						
Restructure of TAC into RTPO						
County ITP Capital Group 2 Charter						
Joint Public Engagement						
Other ITP Implementation						
<b>Housing Action Plan Implementation</b>						
Grove Phase 3 Development	<					
Redmond St. Rentals Development	<					
Joint Housing Rules and Regulations	<					
Town 174 N. King St. Development						
County Jackson/Kelly Development						
County Mercill Development						
<b>Annual Housing Supply Plan</b>						
Capital Programs						
Data Collection and Maintenance						
Compliance						
Education and Outreach						
Other HAP Implementation						

## Completed Work Plan

This is the 6<sup>th</sup> 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
<b>Land Development Regulations Updates/Studies</b>		
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	75% complete	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	75% complete	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
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
Other LDR & Zoning Amendments	Continuous	
<b>Comprehensive Plan Administration</b>		
2012 Work Plan	June 2012	Principle 9.2
2013 Indicator Report & Work Plan	May 2013	Principle 9.2
Standardize Data	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	85% complete	Principle 9.2
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	75% complete	
Restructure of TAC into RTPO	50% complete	
START Funding	50% complete	
Housing Action Plan Implementation		
Housing Action Plan	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	75% complete	HAP: 3B
2017 Housing Supply Plan	November 2017	HAP: 2
Housing Stock Portfolio	75% complete	HAP: 2F
Online Intake Form	February 2018	HAP: 2F, 3C, 4B