



To: Town Council, Board of County Commissioners, Jackson/Teton County Housing Authority Board, Public
From: Stacy Stoker
Date: September 13, 2017

Subject: Housing Rules and Regulations Update - Alternatives Analysis

PURPOSE

The purpose of this memo is to introduce alternative policy directions for the Housing Rules and Regulations Update.

Over the course of the next two months the public, Jackson/Teton County Housing Authority Board, Town Council and Board of County Commissioners will analyze the attached alternatives. At a special meeting on November 13, Town Council and the Board of County Commissioners will provide direction on which alternative to implement through updated housing Rules and Regulations. This memo presents the background and schedule of events that will inform Council and the Board's direction.

BACKGROUND

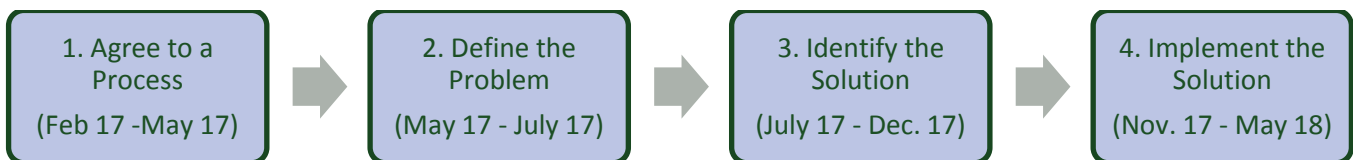
At the February 6, 2017 Joint Information Meeting (JIM), Town Council (Council) and the Board of County Commissioners (the Board) prioritized 5 major Comprehensive Plan implementation projects for 2017-2018.

1. Housing Mitigation LDRs Update
2. Housing Rules and Regulations Update
3. Natural Resource LDRs Update
4. Town Zoning Updates (Character Districts 3-6)
5. Town Parking Study (Character Districts 3-6)

Also at the February 6, 2017 JIM, Council and the Board established the following goals for each of the projects:

- Completion by May 2018
- Shared commitment among decision makers and stakeholders to the process and desired outcomes
- Decision maker and stakeholder engagement from beginning to end
- No delays between phases that require resetting the process
- Adoption hearings that are the culmination of the process, built on earlier phases

To achieve those goals, the Council and the Board directed staff to utilize a 4-phase public engagement process.



Phase 1 of the Housing Rules and Regulations Update was completed May 1, 2017. At the March 6 JIM, Council and the Board committed to the project purpose, schedule outline, and roles and responsibilities. At the June 5 JIM, Council and the Board approved a contract with Clarion Associates, Craig Richardson, to provide technical support for the project.

Phase 2 of the Housing Rules and Regulations Update was completed July 10, 2017. Phase 2 began with the kick-off of the coordinated public engagement effort for all 5 projects, titled, "Engage 2017: Housing, Parking, Natural Resources". The public identified issues at:

- Community Discussion in Spanish, May 30 (17 participants)

- Open House, June 1 (about 75 participants)
- Community Discussion, June 1 (about 75 participants)
- Online Survey, May 23 – June 5 (220 participants)

That public input was supplemented by issue identification from staff and Clarion Associates. Staff and Clarion reviewed all of the issues identified and distilled them into a list of underlying policy questions. On July 10, Council and the Board modified the list of questions drafted by staff and Clarion, and committed to providing direction on each of the questions listed, but no questions not listed. The 12 policy questions Council and the Board committed to answering are:

1. What should the employment criteria be to rent or purchase a restricted home?
2. What kind of assets should be allowed and/or counted, and how much is the limit?
3. How many months out of a calendar year should a household be required to occupy a restricted unit?
4. What livability standards, if any, should apply to restricted units?
5. What percentage of a household's income should be spent on housing?
6. When should a household have to qualify for a rental or ownership home?
7. How should the sale/rent price be set?
8. How should restricted ownership homes be valued at resale?
9. How should rental or subletting be handled?
10. How should the buy/sell process work?
11. What types of relief should be allowed from the Rules & Regulations?
12. How should new Rules & Regulations be applied to existing units?

Phase 3 of the Housing Rules and Regulations Update is currently underway and will be complete by November 2017. The goal of Phase 3 is that Council and the Board commit to direction on each of the above 12 policy questions, prior to staff spending significant time and the remaining budget resources drafting updated housing rules and regulations. The method for informing Council's and the Board's direction is an alternatives analysis. A full description of the alternative analysis, including a schedule for all of Phase 3, is the next section of this memo.

Phase 4 of the Housing Rules and Regulations Update will begin upon completion of Phase 3 and be complete by May 2018. During Phase 4 the actual updates to the housing rules and regulations will be drafted then reviewed through the formal adoption process compliant with all state statutes. The goal of the 4-phase process (going back to the February JIM) is that Phase 4 will focus on how best to implement the policy direction from Phase 3.

All materials related to all 4 phases can be found at engage2017.jacksontetonplan.com/housingrequirements.

ALTERNATIVES

The purpose of the current phase of the Housing Rules and Regulations Update is that Council and the Board will commit to direction on each of the 12 policy questions identified in July, prior to staff spending the remainder of its budgeted resources drafting updated LDRs. The method for informing Council and the Board, so that they are committed in their direction, is an alternatives analysis.

At the project website, engage2017.jacksontetonplan.com/housingrequirements, you will find alternative answers to the 12 policy questions identified by Council and the Board on July 10. The alternative answers are presented in 3 formats:

- *Alternative Policy Direction: Housing Rules and Regulations Update* – is a brief (15 pages) discussion of each of the questions and description of the alternative answers.
- *Update to the Housing Rules and Regulations: Best Practice Policies from Comparable Communities and Alternatives for Consideration* – is a detailed (63 pages) discussion of each of the questions and description of the alternative answers.
- There is also a 45 minute presentation of the project background, each question, and the alternatives posted at engage2017.jacksontetonplan.com/housingrequirements.

The alternatives will be reviewed on the following schedule:

- Alternative Release: September 13
- Alternatives Review: September 13 – October 11
 - Read the brief description of the alternatives: Alternative Policy Directions
 - Read the detailed description of the alternatives: Update to the Housing Rules and Regulations
 - Watch a presentation of the alternatives at engage2017.jacksontetonplan.com/housingrequirements
 - Email a question at engage2017.jacksontetonplan.com/housingrequirements
 - Check the FAQ sheet maintained on engage2017.jacksontetonplan.com/housingrequirements
 - Attend an office hours to talk to Housing Department staff about the alternatives
 - September 26, 7:00 – 9:00 am, Housing Department Conference Room, 320 S. King
 - September 26, 4:00 – 6:00 pm, Housing Department Conference Room, 320 S. King
 - September 27, 11:00 am – 2:00 pm, Housing Department Conference Room, 320 S. King
 - October 2, 11:00 am – 2:00 pm, Housing Department Conference Room, 320 S. King
 - October 3, 11:00 am – 2:00 pm, Housing Department Conference Room, 320 S. King
 - October 3, 4:00 – 6:00 pm, Housing Department Conference Room, 320 S. King
 - October 4, 7:00 – 9:00 am, Housing Department Conference Room, 320 S. King
 - October 4, 4:00 – 6:00 pm, County Planning Conference Room, 200 S. Willow
 - October 5, 7:00 – 9:00 am, Housing Department Conference Room, 320 S. King
- Alternatives Analysis: September 13 – October 20
 - Community Discussion Public “Comment” Event
 - (Spanish): October 2, 6:00 – 8:00 pm, Library Auditorium
 - (English): October 9, 6:00 – 8:30 pm, Snow King Grandview Lodge
 - Online Alternatives Analysis Survey: September 13 – October 11
 - Public Comment Published: October 12
 - Staff Recommendation Published: October 12
 - Jackson/Teton County Housing Authority Board Meetings: October 18, 3:00 pm, 320 S. King Street (Housing Department Conference Room)
 - Purpose: consider the alternatives and make a recommendation
 - if needed continue to October 19, 1:00 pm, 320 S. King Street
- Policy Direction: October 30 – November 13
 - Joint Town Council/Board of County Commissions Meeting (JIM): October 30, 5:00 pm, Town Hall
 - Purpose: consider the alternatives and develop draft policy direction
 - if needed continue to November 1, 2:00 pm, Town Hall
 - if needed continue to November 2, 2:00 pm, Town Hall
 - Draft Policy Direction Release: November 3
 - JIM: November 13, 5:00 pm, Town Hall
 - Purpose: finalize policy direction

PUBLIC ANALYSIS

Opportunities to provide public analysis will be provided as follows:

- At the Community Discussion Public “Comment Event” October 9 (October 2 in Spanish)
- Via the online alternatives analysis survey September 13 – October 11
- At the first Jackson/Teton County Housing Authority meeting October 18, 3:00 pm, 320 S. King Street
- At the first JIM to consider the alternatives October 30, 5:00 pm, Town Hall
- At the JIM to finalize policy direction November 13, 5:00 pm, Town Hall

Public engagement efforts will be focused on encouraging participation in the October 9 (English) and October 2 (Spanish) public comment events. Comment submitted online and at meetings is submitted into a vacuum. At a

public discussion members of the public on both sides of an issue have the opportunity engage in conversation and seek common ground that might not have been readily apparent from their initial public comment.

Public comment will be published on the following dates:

- October 11 as part of the Housing Authority Board Packet
- October 23 as part of the initial JIM Packet
- November 9 as part of the final JIM Packet

STAFF ANALYSIS & RECOMMENDATION

Staff analysis of the alternatives and recommendation will be provided on October 11 as part of the Housing Authority Board Packet.

JACKSON/TETON COUNTY HOUSING AUTHORITY BOARD ANALYSIS & RECOMMENDATION

Housing Authority Board analysis of the alternatives will be provided through the course of the Housing Authority Board Meeting beginning October 18, 3:00 pm, 320 S. King Street. The Housing Authority Board's recommendation will be published October 23 as part of the initial JIM Packet.

ATTACHMENTS

- Alternative Policy Direction: Housing Rules and Regulations Update (brief description)
- Update to the Housing Rules and Regulations: Best Practice Policies from Comparable Communities and Alternatives for Consideration (detailed description)