



# Administration

## *Statement of Ideal*

***Continuously improve upon the policies of the Comprehensive Plan***

## Why Is an Administration Chapter Important?

This chapter is the dynamic work plan required for the implementation of the Comprehensive Plan. Although the community vision for the valley has not significantly changed over the past twenty years, the circumstances within which we implement the vision are in continual flux. We can not entirely anticipate future environmental, social, and economic challenges as we seek to be stewards of wildlife and natural resources and provide for the needs of the community. Therefore, while the community remains consistent in its vision, we must be able to be dynamic in our implementation strategies. This chapter gives structure to the ways in which the community will analyze and respond to contemporary challenges without threatening the viability and attainment of the community vision.

Implementation of the 1994 Comprehensive Plan lacked rigorous and consistent review of its strategies. Through this Administration Chapter, the community commits to a proactive, honest, and consistent analysis of the strategies, actions, and programs intended to realize the community vision.

## Administration Chapter Purpose

Each of the seven themes of this Plan contains a number of policies intended to guide future decisions. Each theme also contains a list of Strategies and Indicators intended to be used as an implementation guide. This chapter discusses implementation of those theme specific policies, strategies, and indicators within the context of the entire plan, specifically:

1. **Who is Responsible for Implementing the Comprehensive Plan;**
2. **How to Monitor progress of this Plan; and**
3. **How the Community will Respond to Changing Conditions.**

## Who is Responsible?

Implementation of the Comprehensive Plan is the responsibility of the entire community. Elected officials, town and county Planning Departments, and other government and non-profit organizations have specific roles. The community is equally important to the success of the Comprehensive Plan. All decisions ultimately affect the community's ability to conserve natural

resources and manage growth. Therefore, it is essential that the community remains invested in the successful implementation of this Plan. The concept of sustainability is a tool that the community can use in order to evaluate individual and community actions.

### The Community

The Jackson/Teton County community plays an important role in the success of the Comprehensive Plan. Specifically, this Plan challenges each citizen to:

1. **Make day-to-day decisions that are consistent with the policies of the Comprehensive Plan.** Each member of the community is responsible for shifting his/her mode of travel, minimizing wildlife impacts, reducing resource consumption, finding workforce housing solutions, and supporting local businesses. If community members do not take responsibility for the implementation of this Plan, and encourage their peers to do the same, we will not achieve our community vision.
2. **Stay involved in local government and monitor the decisions of elected officials, Planning Directors, and other governmental and quasi-governmental agencies.** The citizens of Jackson/Teton County must stay involved in comprehensive planning efforts. Where government and other organizations are falling short in the implementation of this Plan, the community will hold them accountable and take additional action where needed.

### Town and County Planning Departments

The Town of Jackson and Teton County Planning Departments will administer this Plan. Planning Department staff is responsible for:

- Executing the strategies of the Plan;
- Monitoring the indicators;
- Processing amendments to this Plan;
- Annually reporting on the State of this Plan to elected officials;

- With direction from elected official, annually prioritizing the most important strategies;
- Updating and amending this Plan as directed by the elected officials;
- Reporting directly to the public, every 5 years, on Plan achievements; and
- Reviewing land development regulations, zoning maps, and development plan applications for consistency with this Plan.

### Elected Officials

The Town Council and Board of County Commissioners are responsible for making decisions that are consistent with this Plan. They are responsible for allocating the necessary funding to implement the policies and strategies contained in this Plan. They are also responsible for working with neighboring jurisdictions to find regional solutions to transit and housing issues that have the least impact on the entire ecosystem and that maintain intergovernmental agreements for service provision. Elected officials should familiarize themselves with the contents of this Plan to ensure that the Plan remains an accurate reflection of the community vision. Each year, elected officials will be responsible for :

- Receiving and reviewing the State of the Plan report presented by staff; and
- Determining the two to seven priority strategies for implementation over the next year.

### Governmental, Quasi-Governmental, and Non-Profit Agencies and Organizations

Governmental, quasi-governmental, and non-profit organizations and agencies are responsible for working with town and county planners to find solutions to community issues, which are consistent with this Plan. These agencies and organizations will play a crucial role in data gathering in order to analyze indicators, analyze the success of strategies and to study the feasibility of proposed strategies. The collective input from all non-profits will be helpful in monitoring community perception of and satisfaction with this Plan. Agencies and organizations are also responsible for working with each other to pool resources and find mutually

beneficial solutions towards community goals associated with workforce housing, transit, and other community issues.

## How to Monitor Progress of this Plan

Each theme of this Plan includes a number of strategies and indicators. The strategies represent a course of action for implementing the policies outlined in the Plan. The statistical indicators in each chapter provide a gauge to evaluate success. Monitoring of the indicators provides a way for the community to both assess progress on the plan and to anticipate necessary policy and strategy changes. Monitoring will happen in two tiers—annual analysis and 5-year review.

### Annual Analysis

Every year, the town and county Planning Departments, elected officials, and partnering agencies and organizations will analyze this Plan’s strategies and indicators and implement any required changes. This will occur in two ways:

- **Annual State of the Plan Report.** Each year, town and county planning staff (with input from government, quasi-government, and non-profit organizations) will compile the data necessary to analyze the indicators of the Plan. A status report (with a focus on community priorities) will be completed and presented to the joint town and county Planning Commissions and elected officials in April of each year.
- **Annual Work Plan.** Based on the State of the Plan Report and town and county Planning Commission recommendations, the joint elected officials will also establish the priorities for the next year. These priorities will be the focus of town and county Planning Staff for the next year and will receive more detailed review in the next year’s State of the Plan Report. Each year, about two to seven priority strategies will be identified depending on available resources.

### 5-Year Review

Every five years, the town and county will conduct a more detailed community review of the Comprehensive Plan. Town and county planning staff will host public meetings to:

- Affirm the community vision and principles of the Plan;
- Present a progress report; and
- Facilitate discussion on desired Plan updates and amendments.

Town and county planning staff will report back to the joint Planning Commissions and elected officials on the results of the community meetings. Elected officials and the joint Planning Commissions will provide direction regarding Plan updates and amendments. In years where a 5-Year Review occurs, the review will substituted for the annual analysis.

## How the Community will Respond to Changing Conditions

This Plan is intended to be a dynamic document and may need to be amended and updated as community conditions change. Amendments may include improvements to the Future Land Use Plan to more effectively implement the land use policies of this Plan; and policy amendments required to realize the community vision.

### Future Land Use Plan Amendments

Future Land Use Plan (FLUP) amendments may be periodically necessary to better implement the policies of the Comprehensive Plan and to respond to policy changes or adjustments. FLUP amendments can be requested by:

- the Town of Jackson or Teton County Planning Director,
- the town or county Planning Commission,
- the Town Council, the Board of County Commissioners, or
- any member of the public with a recognized interest in the subject land (either the owner of record or their authorized agent).

FLUP amendments shall not be processed concurrently with development plan applications that rely on a particular FLUP amendment. FLUP amendments will be reviewed and adopted according to the following procedure:

1. Application for an amendment by an authorized party.
2. Review of the proposal by town and county planning staff with a recommendation to the joint Planning Commission.
3. Public hearing before the Joint Planning Commission. Joint Planning Commission makes a recommendation regarding the application to the elected officials.
4. Town Council and Board of County Commissioners jointly hear the application.
5. Jurisdictional body approves, approves with conditions, or denies the application.

To approve a FLUP amendment, the appropriate jurisdictional body must make a positive finding that the proposed amendment:

1. Better implements the community vision.
2. Is consistent with the principles and policies expressed in the Comprehensive Plan at a communitywide level.
3. Is consistent with priorities of the district in which it occurs.
4. Is a response to at least one of the following:

- a. The policies of the Comprehensive Plan are not being implemented by the current Future Land Use Plan.
- b. The community’s characteristics have substantially changed, warranting a revision to the FLUP directly related to the change in characteristics.
- c. The values and priorities of the community have changed warranting a FLUP revision.

### Vision, Theme, Policy, and Administration Amendments

Amendments to portions of the Comprehensive Plan other than the FLUP will also be periodically necessary to respond to changing community conditions and better implement the community vision. These amendments will be of a greater policy nature and have wider reaching local and regional implications. These amendments can be proposed by the town or county Planning Director, the town or county Planning Commission, the Town Council, the Board of County Commissioners or any member of the public. These amendments will be reviewed and adopted by the following process.

1. Application for an amendment by an authorized party.
2. Town and County Planning staff reviews the proposal and presents a staff report to the joint Planning Commission.
3. The joint Planning Commission holds a public hearing and makes a recommendation on the application to the elected officials.
4. The Town Council and Board of County Commissioners jointly hear the application.
5. Both bodies must approve, approve with conditions, or deny the application.

To approve a proposed vision, policy, or administration amendment, the Town Council and Board of County Commissioners will find that it:

1. Better implements the community vision.
2. Is consistent with the other policies and strategies of this Plan.
3. Responds to indications that at least one of the following situations exists:
  - a. The policies of this Plan are not being implemented.
  - b. The community's characteristics have substantially changed, warranting a revision to the Plan's policies directly related to the change in characteristics.
  - c. The values and priorities of the community have changed.