# Jackson Hole News&Guide **Public** NOTICES

# What is a **Public Notice?**

These pages include a variety of notices required by Town, County and State statutes and regulations. These notices include Meeting Agendas, proposed city and county ordinances, tax and budget information, Liquor Licenses, foreclosures, summonses and bid invitations.

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LEGAL DEADLINE: THURSDAY AT 3:00 PM

# OCTOBER 9, 2019

# TETON COUNTY NOTICES **Teton County Board** of Commissioners

#### • MEETING NOTICES •

Teton County Board of Commissioners Voucher Meeting Notice 200 S. Willow, Jackson, Wyoming Monday, October 14, 2019, 9:00 a.m.

Meeting agenda is available on tetoncountywy.gov Meeting streaming is available online.

Be advised the online meeting agendas may be revised up until 5:00pm the day before the meeting.

Publish: 10/09/19

Teton County Board of Commissioners Regular Meeting Notice 200 S. Willow, Jackson, Wyoming Tuesday, October 15, 2019, 9:00 a.m.

Meeting agenda is available on tetoncountywy.gov Meeting streaming is available online.

Be advised the online meeting agendas may be revised up until 5:00pm the day before the meeting.

Publish: 10/09/19

#### • OFFICIAL PROCEEDINGS •

### OFFICIAL SUMMARY PROCEEDINGS OF THE BOARD

COUNTY COMMISSIONERS, TETON COUNTY, WYOMING The Teton County Board of Commissioners met in regular session on September 16, 2019 in the Commissioners Chambers located at 200 S. Willow in Jackson. The meeting was called to order at 9:06am.

Commission present: Natalia Macker Chair, Greg Epstein Vice-Chair, Mark Barron, Mark Newcomb, and Luther Propst. ADOPT AGENDA

A motion was made by Commissioner Epstein and seconded by Commissioner Barron to adopt today's agenda with the two additions mentioned:

TO ADD: Outgoing correspondence to Governor Gordon Regarding the Governor's Wildlife Migration Corridor Advisory Group.

TO ADD: Interview for Fair Board.

Chair Macker called for a vote. The vote showed all in favor and the motion carried. PUBLIC COMMENT

Public comment was given by Mickey Babcock regarding the Fire in the Mountains Music Festival. Public comment was given by Si Matthies regarding the Fire

in the Mountains Music Festival. Public comment was given by Debra Patla regarding the Fire

in the Mountains Music Festival. ACTION ITEMS

1. Consideration of Payment of County Vouchers A motion was made by Commissioner Propst and seconded by Commissioner Barron to approve the September 16, 2019 voucher run in the amount of \$1,212,819.70 and an interfund transfer in the amount of \$572,338.34. Chair Macker called for a vote. The vote showed all in favor and the motion carried. Consideration of Administrative Items

24-Hour Liquor Permits

Westside Wine & Spirits/Teton Regional Land Trust -Greater Yellowstone Crane Festival Keynote Address and Film – Teton Science School, Jackson, WY – September 19, 2019

A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to approve the catering permit submitted by Teton Regional Land Trust/Westside Wine & Spirits to be held on September 19th, 2019 with the permit being valid for a 24-hour period. Chair Macker called for a vote. The vote showed all in favor and the motion carried.

SLIB Drawdowns - There were none.

Tax Corrections – There were none.

 d. Human Service/Community Development Contracts for Service - There were none.

e. Special Events Permits – Applications Pending (for informational purposes, no action taken)

Fire in the Mountains: Date – July 10, 2020 – July 12, 2020; Location- Land owned by

the Buffalo Valley Land & Cattle, LLC and Operated by Heart

6 Ranch, LLC; Attendees- expect 1,400 people to attend, with a 30% contingency. This means we are financially forecasting for 1,400 people, but we will not sell more than 1,900 tickets ahead of the event date. An absolute cut-off of 2,000 attendees will be strictly enforced. Full planning, infrastructure, staffing and security will be provided for a maximum capacity of 2,000 attendees.

3. Consideration of Proposed Outgoing Commissioner

Correspondence

a. Letter to Wyoming Department of Transportation

Regarding June Meeting
A motion was made by Commissioner Barron and seconded by Commissioner Epstein to continue this item to tomorrow's meeting. Chair Macker called for a vote. The vote showed all in favor and the motion carried.

Letter to Governor Gordon Regarding the Governor's Wildlife Migration Corridor Advisory Group.

A motion was made by Commissioner Barron and seconded by

Commissioner Propst to approve the letter to the Honorable Mark Gordon as presented. Chair Macker called for a vote. The vote showed all in favor and the motion carried.

Reconsideration of Motion Regarding Cost-Based Funding A motion was made by Commissioner Propst and seconded by

Commissioner Epstein to reconsider the vote on September 9th at the JIM meeting on a motion by Commissioner Newcomb to direct START to implement a cost-based government enterprise approach for contracts and fare structures. Chair Macker called for the vote. The vote showed 3-2 in favor with Commissioners Macker and Newcomb opposed, and the

This item will be brought up for discussion at the Special JIM today at 2:00pm.

DISCUSSION ITEMS

Known Matters for Discussion

Prioritization of the Land Development Regulations

Alyssa Watkins, Board of County Commissioner's Administrator, and Keith Sbiral, Interim Planning Director, addressed the Board regarding prioritization of the LDR Clean-up specifically regarding Special Event regulations on

B. Identify Consent Agenda

The agenda for September 17, 2019 was reviewed and items for the consent agenda were pulled.

Other Matters for Discussion

Commissioner Epstein brought up discussion about Housing Exaction Fees, specifically regarding Doug Stanley's email.

WORKSHOPS

There were no workshops today.

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to go into Executive Session pursuant to Wyoming Statute §16-4-405(a)(ii) To consider the appointment of a public officer, professional person or employee to volunteer boards and pursuant to W.S. §16-4-405(a)(iii) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party. Chair Macker called for the vote. The vote showed all in favor and the motion carried. The board went into executive session at 9:49am. EXECUTIVE SESSION

Commissioners present: Natalia Macker Chair, Greg Epstein Vice-Chair, Mark Barron, Mark Newcomb and Luther Propst. Others present: Alyssa Watkins, Keith Gingery, Julianne Fries, Keith Sbiral, and Shelley Fairbanks. Ms. Fries and Mr. Sbiral left the executive session at 10:00am. Erin Weisman and Clark Allan joined the executive session at 10:00am. Steve Kline joined the executive session via telephone at 10:00am and left the executive session at 10:44am. A motion was made by Commissioner Barron and seconded by Commissioner Newcomb to adjourn from executive session. Chair Macker called for the vote. The vote showed all in favor

and the motion carried. The Board came out of executive session at 10:52am and no A motion was made by Commissioner Barron and seconded

Commissioner Propst to take the action as discussed in executive session. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

The meeting was recessed at 10:53am and reconvened at

Volunteer Board Interviews

The following applicant was interviewed for the Fair Board:

A motion was made by Commissioner Epstein and seconded by Commissioner Propst to appoint Matt Hall to the Fair Board to a 2-year term expiring 8/31/2021. Chair Macker called for the vote. The vote showed all in favor and the

MATTERS FROM COMMISSIONERS

Calendar Review. The Board reviewed their weekly calendars. County Commissioner Administrator Updates. Alyssa Watkins, Board of County Commissioner's Administrator, had no updates.

Commission updates

A. Mark Barron had no updates. Greg Epstein had no updates.

Natalia Macker had no updates.

Mark Newcomb had no updates.

Luther Propst had no updates.

ADJOURN

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to adjourn. Chair Macker called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 11:12am.

Respectively submitted: sdf TETON COUNTY BOARD OF COMMISSIONERS

/s/ Natalia D. Macker, Chair

ATTEST: /s/ Sherry L. Daigle, County Clerk ACE HARDWARE 2,986.44 / ACM WYOMING LLC

231,017.40 ADA COÚNTY SHERIFF'S OFFICE 250.00 / AED EVERYWHERE INC. 647.30 AIRGAS USA LLC 337.52 / ALDER ENVIRONMENTAL LLC 715.00 / ALPHAGRAPHICS 224.00 AMAZON CAPITAL SERVICES, INC. 52.44 / AMERIGAS 85.00 / ANDREW BOWEN 1,000.00 ARNOLD MACHINERY COMPANY 21.65 / ASPEN AUTOMOTIVE/NAPA 2,020.52 / ASCAP 14.89 AXIS FORENSIC TOXICOLOGÝ INC. 230.00 BACKFLOW ASSEMBLY TESTING & SUPPLY 2,534.00 / BIG O TIRES 1,497.78 BIG R RANCH & HOME 38.47 / BISON LUMBER

893.09 BIOTA RESEARCH & CONSULTING, INC. 90.00 /

BLUE SPRUCE CLEANERS, INC. 698.80 BOB BARKER COMPANY, INC. 178.55 / BONNEVILLE COUNTY SOLID WASTE 131,064.18 BOUND TREE MEDICAL, LCC 743.80 / BRÍANNA KARN 518.00 / CANYON TRUCKING 1,795.00 CDW GOVERNMENT, INC. 15,360.46 / CENTER MANAGEMENT INC. 5,000.00 LLC CENTURYLINK COMMUNICATIONS 718.20 / CHARM-TEX INC. 595.24 CLARKS' BROADWAY AUTO PARTS, LLC 480.60 / CONRAD AND BISCHOFF, INC. 1,513.63 COUNTY CLERKS' ASSOC OF WYOMING 300.00 / CONVERGEONE INC. 5,492.76 COMMUNITY SAFETY NETWORK 3,666.66 CURRAN-SEELEY FOUNDATION 6,437.72 DAVID BAKER 186.76 / DBR, INC. 392.00 / DEAN'S PEST CONTROL LLC 775.00 DIGITAL APPLESAUCE, INC. 108.00 / DAKOTA JAY BLEDSOE 4,990.00 DOROTHY NECKELS 209.21 / ELIZABETH GILES 100.00 ELECTRICAL WHOLESALE SUPPLY CO,INC. 67.89 / EMS BILLING SERVICES, INC. 3,541.17 ENERGY 1 LLC 1,221.08 / E.R. OFFICE EXPRESS INC. 1,085.47 RACHEL RAVITZ 1,320.00 / FORSGREN ASSOCIATES INC. 12,650.00 GINNY MAHOOD 380.48 / GOLDER ASSOCIATES INC 18,833.17 / GRAINGER 56.60 GRAINGER 302.40 / GRAND APPRAISALS 550.00 / GRITTON ASSOCIATES 385.75 GREENWOOD MAPPING, INC. 4,005.00 / HADLEY ADKINS 52.50 HARMONY DESIGN , INC. 4,810.00 / HESS D'AMOURS & KRIEGER LLC 180.00 HEISE HOT SPRINGS 138.00 HEATHER OVERHOLSER 37.79 HIGH COUNTRY LINEN SUPPLY LLC 8,545.36 / HUNT CONSTRUCTION INC. 2,648.50 IDAHO COMMUNICATIONS LLC 90.00 / IDAHO TRAFFIC SAFETY, INC. 607.44 / IAOED 50.00 ISWR - PETTY CASH 105.25 / JACKSON LUMBER 688.39 JACKSON PEDIATRICS,P.C. 800.00 / JB MECHANICAL INC. 2,580.00 J. BROWER PSYCHOLOGICAL SERVICES 300.00 / JEFFERSON COUNTY SOLID WASTE 1,849.72 JESSICA KING 1,299.42 / JENNIFER SIMMERS 52.50 / JH CHAMBERS OF COMMERCE 199.00 JH COMMUNITY COUNSELING CENTER 924.00 / JH HIST.SOCIETY AND MUSEUM 23,986.75 JH MOUNTAIN RESORT 300.00 / JACKSON HOLE NEWS & GUIDE 130.00 JACKSON HOLE SECURITY LLC 600.00 / JORGENSEN ASSOCIATES PC 27,659.29 KATIE SMITS 109.76 / KENNON C.TUBBS, MD LLC 16,516.00 KLINE, MCCORKLE & PILGER LLP 3,108.34 / LANCE D. OVIATT 60.00 LEXISNEXIS RISK DATA MNGT INC. 300.00 / LIFTOFF LLC 51.00 / LILY SULLIVAN 320.79 LOWER VALLEY ENERGY 22,459.17 / MELISSA SHINKLE 331.00 MEYRING & ASSOCIATES INC. 3,090.30 / MUNICIPAL EMERGENCY SERVICES 2,908.22 NELSON ENGINEERING COMPANY 11,842.00 / NIŃETY-EIGHT ELECTRIC, INC. 2,149.08 NORCO, INC. 21.08 / OFFICE ALLY 35.90 / OFFICE OUTLET 5,933.58 ONE-CALL OF WYOMING 35.25 / OWENS LAW OFFICE, PC 4,660.00 PARTSMASTER 47.64 PINE COVE CONSULTING LLC 2,775.00 / PORTERS OFFICE PRODUCTS 6.78 HAL JOHNSON JR-PROFESSIONAL EXPRESS 610.56 PREMIER CLEANING SERVICES LLC 560.00 / PRIORITY HEALTHCARE DIST 1,773.12 PROGRAM AND POLICY INSIGHT LLC 2,221.05 / RECYCLE AWAY LLC 1,594.13 RENDEZVOUS ÉNGINEERING, P.C. 1,655.00 / RÉ INVESTMENT COMPANY 4,714.52 RÉNDEZVOUS LANDS CONSERVANCY 273.60 / RECREATION SUPPLY COMPANY 2,260.61 ROCKY MOUNTAIN COMPETITIVE SOLUTION 74.44 / RSCI 140,926.16 / SARA BUDGE 540.00 SCS UNLIMITED 942.86 / SÉTON IDENTIFICATION PRODUCTS 104.31 SHERRY L.DAIGLE 60.00 / SHERVIN'S INDEP. OIL 302.84 / SHERWIN-WILLIAMS CO. 54.51 SIGN IT NOW INC. 118.91 / SILVER STAR COMMUNICATIONS  $3{,}782.60~\mathrm{SLOW}$  FOOD IN THE TETONS  $80.00~\mathrm{/}$  STAPLES ADVANTAGE 37.93 STEPHANIE CROCKETT 52.50 / STREETSCAPES 11,150.00 / STOP STICK, LTD 1,069.00 TETON COUNTY 4-H COUNCIL 900.00 / TETON COUNTY CIRCUIT COURT 35.50 TETON COUNTY SOLID WASTE/ RECYCLING 123.60 / TETON COUNTY TREASURER 46,172.61 TETON COUNTY TRANSFER STATION 478.00 / TETON COUNTY TREASURER 67,080.81 TDA ENVIRONMENTAL INC. 1,500.00 / TEGELER & ASSOC 2,318.00 TERRA FIRMA ORGANICS, INC. 11,169.00 / TELEFLEX 1,115.50 TETON LOCKSMITH INC. 65.00 / 5.482.38 TETON MOTO TETON MEDIA WORKS INC. 3,646.57 / TETON PATHOLOGY PC 2,400.00 TETON TRASH REMOVAL INC. 960.00 / TETON YOUTH & FAMILY SERVICES 53,041.16 THE CRAZE FUN ZONE 845.00 / THYSSEN-KRUPP ELEVATOR CORP. 728.12 TM COMMERCIAL CLEANING LLC 1,800.00 / TOWN OF JACKSON 17,074.10 TOWN OF JACKSON 397.02 TOWN OF JACKSON 1,200.00 / TOWN OF JACKSON 48.24 TOWN OF JACKSON 27,819.41 / TREES INC. 2,428.50 /T&T REPORTING LLC 1,350.00 UNITED PARCEL SERVICE 288.77 / VERIZON WIRELESS 1,102.75 / VICKI CARPENTER 21.00 VISA 25,327.23 / VOIANCE LANGUAGE SERVICES, LLC 186.20 WAPITI CORPORATION 92,065.58

WEST BANK SANITATION 9,372.60 WESTERN RECORDS

DESTRUCTION INC. 35.00 / WEST BANK SANITATION

21,207.05 / WILSON HARDWARE 13.25 WILDERNESS &

MOUNTAIN MEDICINE PC 250.00 / WILLIAM R. SMITH

M.D. 1,500.00 WRENCH IT PLUMBING & HEATING INC.

119.82 WYOMING ASSOC OF COUNTY OFFICERS 350.00

RETIREMENT SYSTEM 750.00 WYOMING RETIREMENT

/ WY DEPTARTMENT OF HEALTH 402.30 WYOMING

PUBLIC HEALTH LABORATORY 2,301.00 / WYOMING

150.00 XEROX FINANCIAL SERVICES 146.71 / XEROX

SYSTEM 30.00 / WYOMING SECRETARY OF STATE

CORPORATION 3,415.01

Publish: 10/09/19

2,874.38 WHITE GLOVE PROFESSIONAL CLEANING

OFFICIAL SUMMARY PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS, TETON

The Teton County Board of Commissioners met in regular session on September 17, 2019 in the Commissioners Chambers located at 200 S. Willow in Jackson. The meeting was called to order at 9:00am and the Pledge of Allegiance was recited.

County Commission: Natalia Macker Chair, Greg Epstein Vice-Chair, Mark Barron, Mark Newcomb, and Luther Propst

ADOPTION OF AGENDA

A motion was made by Commissioner Epstein and seconded by Commissioner Barron to adopt today's agenda with the fol-TO ADD: MFS #10 – Consideration of Approval of Outgoing

Correspondence – Letter to Wyoming Department of Transportation Regarding June Meeting CONTINUED FROM SEPTEMBER 16, 2019 BCC

TO ADD: MFS #11 – Consideration of Approval of a 24-Hour

Catering Permit for The Liquor Store of Jackson Inc / Bar SIP Bar, LLC - Wedding Rehearsal - 5655 Main St.,

Wilson, WY 83014 Chair Macker called for the vote. The vote showed all in favor

and the motion carried.

by Commissioner Epstein to approve 9/1/19, 9/3/19, 9/9/19, and 9/10/19 minutes. Chair Macker called for the vote. The vote showed all in favor and the motion carried. A motion was made by Commissioner Epstein and seconded

A motion was made by Commissioner Barron and seconded

by Commissioner Barron to place the following Matters from Staff on a Consent Agenda: . Consideration of Approval of the FY 2019 Emergency

Management Performance Grant (EMPG) Award Agreement . Consideration of Approval of an Acceptance Certificate for Wyoming Department of Transportation's (WYDOT)

Cattleman's Bridge Project

. Consideration of Approval of a Memorandum of Understanding Between St. John's Medical Center and Teton County to Provide Family Planning Services

Consideration of Approval of Award of Bid and Purchase of

7. Consideration of Approval of Resolution Giving

Authorization to Sign Closing Documents for 915 Smith Lane,

Chair Macker called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to approve each of the items on the Consent Agenda along with their respective staff report and recommended motions for approval. Chair Macker called for the vote. The vote showed all in favor and the motion carried MATTERS FROM COMMISSION AND STAFF:

Consideration of Approval of the FY 2019 Emergency Management Performance Grant (EMPG) Award

To approve the FY2019 Emergency Management Performance

Grant Award Agreement. Consideration of Approval of an Acceptance Certificate for

Wyoming Department of Transportation's (WYDOT) Cattleman's Bridge Project

To approve the WYDOT Acceptance Certificate for the Cattleman's Bridge project.

. Consideration of Approval of a Memorandum of Understanding Between St. John's Medical Center and Teton County to Provide Family Planning Services To approve the MOU between St John's Medical Center and

Teton County to provide family planning services. . Consideration of Approval of Award of Bid and Purchase of

To award bid and approve purchase for the Toolcat 5600 with attachments from Pro Rental & Sales in the amount of

Consideration of Approval of Resolution Giving Authorization to Sign Closing Documents for 915 Smith

Lane, Unit C To approve the Resolution giving Authority to Sign Closing Documents regarding purchase of 915 Smith Lane, Unit C,

Jackson, Wyoming. DIRECT CORRESPONDENCE 1. Jackson Hole Land Trust 8/27/2019 email regarding

JHLT Letter of Support - BLM Parcel transfer T.J. McCann 8/28/2019 email regarding Paid Parking Berte Hirschfield 8/29/2019 email regarding Affordable

Housing
4. Matt Scheidenhelm 9/4/2019 email regarding Heart 6

Ranch Vacation 5. Erin Weisman, County Attorney's Office 9/3/2019 email regarding Civil Division, Attorney Assignments

6. Anne Sutton, Clerk of the District Court 9/4/2019 email

regarding Chancery Court Location 7. Mike Gumport 9/4/2019 email regarding Specturm

Franchise 8. K. Luke Reiner, Director, Wyoming Department of Transportation 9/5/2019 letter regarding Jackson Area

Coordinating 9. Douglas Stanley 9/5/2019 email regarding Affordable Housing Fee Issue

10. Rod Lewis 9/6/2019 regarding 5G Cell Tower Risks 11. Melissa Turley, Teton Village Association 9/6/2019

email regarding START Funding Formula 12. Gloria and Dave Lorenzo 9/7/2019 email regarding 440 W Kelly Avenue

13. Jessica Chambers 9/7/2019 email regarding 440 W Kelly Avenue

14. Mary Obringer 9/7/2019 email regarding 440 W Kelly Avenue 15. Nancy St.Clair 9/8/2019 email regarding 440 W Kelly

Avenue 16. Sandy Shuptrine 9/8/2019 email regarding 440 W Kelly

Avenue 17. Estela Torres 9/8/2019 email regarding 440 W Kelly Avenue

18. Dick Shuptrine 9/8/2019 email regarding 440 W Kelly Avenue

19. Jonathan Schechter, Jackson Town Council 9/8/2019 email regarding START Funding Formula

20. Laken Allen 9/9/2019 email regarding Mountain Towns

2030 Invitation 21. Adrian Croke 9/9/2019 email regarding 440 W Kelly

22. Laura Langberg 9/9/2019 email regarding 440 W Kelly Avenue

Avenue 24. Jordan Rich 9/9/2019 email regarding 440 W Kelly Avenue 25. Julia Johari 9/9/2019 email regarding 440 W Kelly

23. Bruce Hawtin 9/9/2019 email regarding 440 W Kelly

Avenue 26. Kate Roberts 9/9/2019 email regarding 440 W Kelly Avenue

27. Richard Bezemer 9/9/2019 email regarding Mountain Towns 2030 Invitation

28. Tasha Starr 9/9/2019 email regarding START Funding

Formula 29. Christine Kiely 9/19/2019 email regarding 440 W Kelly

31. Lisa Lord Price 9/9/2019 email regarding Vaping 32. Nina Lenz 9/10/2019 email regarding Mercill Housing

30. Cristina Briones 9/9/2019 email regarding 440 W Kelly

33. Nina Lenz 9/10/2019 email regarding Mercill Housing

Development

PUBLÍC COMMENT

There was no public comment. MATTERS FROM COMMISSION AND STAFF

1. Consideration of Approval of Change Order No. 10, 15, and 16 for the Parks and Recreation Shop/Housing

Steve Ashworth, Director of Parks and Recreation, presented to the Board for consideration of approval Change Order #10, 15, and 16 for the Parks and Recreation Department Maintenance Shop and Housing Project with RSCI, Inc. in the amount of \$126,362.00. The project is at approximately 68% complete.

There was no public comment.

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to approve Change Order #10, 15, and 16 in the amount of \$126,362.00 with RŠCI, Inc. for the Parks and Recreation Maintenance and Housing Project. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

6. Consideration of Approval of Notice of Award for the 2019

Gros Ventre Bank Stabilization Project

Brian Schilling, Pathways and Trails Program Coordinator, presented to the Board for consideration of approval a notice of award for the 2019 Gros Ventre Bank Stabilization project. The Gros Ventre River near Gros Ventre Junction has experienced significant scouring and channel migration southward since 2017. The pathway south of the Gros Ventre Bridge also tends to flood during spring runoff, and this has become more frequent since the major bank erosion in 2017. Further erosion of the south bank and lateral shift of the river channel will threaten the County-owned pathway and bridge, and eventually could threaten the highway bridge as well. Public comment was given by Tom Segerstrom – Teton Conservation District and Jared Baecker - Snake River Fund

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to issue a Notice of Award to CM Owen Construction for the 2019 Gros Ventre Bank Stabilization Project in an amount not to exceed \$443,832.50 and authorize staff to issue a Notice to Proceed following execution of all contract documents. Chair Macker called for the vote. The vote showed 4-1 in favor with Commissioner Propst opposed and

A motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to convene as the Board of Equalization. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

Consideration of Approval of Findings of Fact and Conclusions of Law in the Assessor's Appeals from the

Board of Equalization – Dale M. Sarro and Xuemeng Han 2019 Property Valuation

A motion was made by Commissioner Epstein and seconded by Commissioner Barron to continue the Consideration of Approval of Findings of Fact and Conclusions of Law in the Assessor's Appeals from the Board of Equalization – Dale M. Sarro and Xuemeng Han 2019 Property Valuation. Chair

Macker called for the vote. The vote showed all in favor and

A motion was made by Commissioner Epstein and seconded by Commissioner Barron to exit as the Board of Equalization and to convene as the Scenic Preserve Trust. Chair Macker called for the vote. The vote showed all in favor and the

9. Consideration of Approval for Scoggin/Sundheim Amendment to Open Space Easement

Keith Gingery, Deputy County Attorney, presented to the Board for consideration of approval an amendment to the Scoggin/Sundheim Open Space Easement. On July 16, 2019, the Teton County Scenic Preserve Trust Board voted to approve EAS2018-0001, dated September 18, 2018 and revised May 17, 2019 for a requested amendment to the Alta Ridge Subdivision Open Space easement held by the Teton County Scenic Preserve Trust to allow a residential access drive and additional open space area. The applicant has now submitted a proposed Amendment to the Open Space Easement to be recorded against the property. The proposed amendment is in conformance with the approval given by the TCSPT Board on July 16, 2019.

Paul D'Amours addressed the Board on behalf of the Applicant.

There was no public comment.

motion carried.

A motion was made by Commissioner Epstein and seconded by Commissioner Barron to approve the Amendment to the Open Space Easement for the Alta Ridge Subdivision and that the amendment be recorded with the County Clerk. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to exit as the Teton County Scenic Preserve Trust. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

10. Consideration of Approval of Outgoing Correspondence – Letter to Wyoming Department of Transportation Regarding June Meeting CONTINUED

FROM SEPTEMBER 16, 2019 BCC MEETING

Discussion between the Board and staff was regarding possible changes to the letter presented to the Board during the September 16, 2019 voucher meeting. This item will continue later in the meeting after the changes are made to the letter. The meeting was recessed at 10:07am and reconvened at

11. Consideration of Approval of a 24-Hour Catering Permit for The Liquor Store of Jackson Inc / Bar SIP Bar,

LLC - Wedding Rehearsal - 5655 Main St., Wilson, WY 83014

Kassie Hansen, Deputy County Clerk, presented to the Board for consideration of approval a catering permit submitted by Bar SIP Bar, LLC and The Liquor Store of Jackson Inc. for a wedding rehearsal in Wilson to be held September 20, 2019. The application was received by the Clerk's Office on Monday, September 16, 2019.

There was no public comment.

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to approve the catering permit submit ted by Bar SIP Bar, LLC and The Liquor Store of Jackson Inc. to be held on September 20, 2019 with the permit being valid for a 24-hour period. Chair Macker called for the vote. The vote showed all in favor and the motion carried. MATTERS FROM PLANNING & DEVELOPMENT:

1. Findings of Fact and Conclusions of Law

CUP2019-0005 – Teton County Keith Gingery, Deputy County Attorney, presented to the

Board for consideration of approval the Findings of Fact and Conclusions of Law and Order granting approval of a Conditional Use Permit (CUP2019-0005) for General Dynamics Wireless, pursuant to Section 8.4.2, Conditional Use Permit of the Teton County Land Development Regulations. There was no public comment.

A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to approve the Findings of Fact and Conclusions of Law and Order granting approval of a Conditional Use Permit (CUP2019-0005). Chair Macker called for the vote. The vote showed all in favor and the motion car-

TETON COUNTY Applicant: POSTPONED TO THE OCTOBER 1, 2019 BCC MEETING

Presenter: Hamilton Smith CUP2019-0003 Permit No.

Conditional Use Permit pursuant to Request: Section 8.4.2 of the Teton County Land Development Regulations, to permit an emergency helicopter landing zone in the Teton Village area.

**Teton County Village Exaction** Location: Parcel, accessed from Après Vous Road. The property is located within the Scenic Resources

MATTERS FROM COMMISSION

A. Chair Macker brought up discussion on moving things forward on 440 W Kelly Avenue.

A motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to go into Executive Session pursuant to Wyoming Statute §16-4-405(a)(ii) To consider the appointment of a public officer, professional person or employ ee to volunteer boards. Chair Macker called for the vote. The vote showed all in favor and the motion carried. The board went into executive session at 10:19am.

Commissioners present: Natalia Macker Chair, Greg Epstein Vice-Chair, Mark Barron, Mark Newcomb and Luther Propst Others present: Alyssa Watkins, Keith Gingery, and Sherry

A motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to adjourn from executive session Chair Macker called for the vote. The vote showed all in favor and the motion carried.

The Board came out of executive session at 10:25am and no action was taken. 10. Consideration of Approval of Outgoing Correspondence -

Letter to Wyoming Department of

Transportation Regarding June Meeting (continued) A motion was made by Commissioner Barron and seconded by Commissioner Epstein to approve the revised letter as edited by Commissioner Epstein. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to adjourn. Chair Macker called for a vote. The vote showed all in favor and the motion carried. The meeting adjourned at 10:27am.

Respectively submitted: sdf TETON COUNTY BOARD OF COMMISSIONERS /s/ Natalia D. Macker, Chair

ATTEST: /s/ Sherry L. Daigle, County Clerk Publish: 10/09/19

OFFICIAL SUMMARY PROCEEDINGS OF THE BOARD

The Teton County Board of Commissioners met in regular ses sion on September 23, 2019 in the Commissioners Chambers located at 200 S. Willow in Jackson. The meeting was called to Commission present: Natalia Macker Chair, Greg Epstein

Vice-Chair, Mark Barron, Mark Newcomb, and Luther Propst.

A motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to adopt today's agenda with the following changes:

TO ADD: MFS #5 - Consideration of Approval of an Agreement Payroll and HRIS Software Agreement Chair Macker called for a vote. The vote showed all in favor

and the motion carried. ACTION ITEMS

1. Consideration of Payment of County Vouchers A motion was made by Commissioner Propst and seconded by Commissioner Newcomb to approve the September 23, 2019 voucher run in the amount of \$1,953,192.51. Chair Macker called for a vote. The vote showed all in favor and the motion carried.

PUBLIC COMMENT

Public comment was given by Doug Stanley regarding Housing Exaction Fees.

Jared Baecker, Snake River Fund, regarding the Gros Ventre Riverbank Stabilization Project.

David Cernicek, Bridger Teton National Forest, regarding the Gros Ventre Riverbank Stabilization Project. ACTION ITEMS (continued)

Consideration of Administrative Items

24-Hour Liquor Permits - There were none. SLIB Drawdowns - There were none.

Tax Corrections – There were none.

Human Service/Community Development Contracts for

Service - There were none. e. Special Events Permits - Applications Pending (for informational purposes, no action taken)

Fire in the Mountains: Date – July 10, 2020 – July 12, 2020; Location- Land owned by the Buffalo Valley Land & Cattle, LLC and Operated by Heart 6 Ranch, LLC. Attendeesexpect 1,400 people to attend, with a 30% contingency. This means we are financially forecasting for 1,400 people, but we will not sell more than 1,900 tickets ahead of the event date. An absolute cut-off of 2,000 attendees will be strictly enforced. Full planning, infrastructure, staffing and security will be provided for a maximum capacity of 2,000 attendees.

Jackson Hole Half Marathon & 5K - June 6, 2020; Location: Starts on pathway near Village and ends at Phil Baux Park; Attendees: 300 runners

A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to sit as the Board of Equalization. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

3. Consideration of Approval of Findings of Fact and Conclusions of Law in the Assessor's Appeals from the Board of Equalization - Dale M. Sarro and Xuemeng Han 2019 Property Valuation (continued from

September 17, 2019 BCC Hearing) Keith Gingery, Deputy County Attorney, advised the Board that this appeal still has not been resolved. The Appellant is objecting to the proposed order, the Assessor has responded in a written motion, and the Hearing Officer will make a deter-

A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to continue this item to one week from today, September 30, 2019. Chair Macker called for the vote. The vote showed all in favor and the motion carried. A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to reconvene as the Board of Equalization. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

4. Consideration of Proposed Outgoing Commissioner Correspondence

There was no outgoing correspondence.

Consideration of Approval of an Agreement or Payroll and

Julianne Fries, Director of Human Resources, presented to the Board for consideration of approval an agreement for payroll and HRIS software with Ascentis. The existing payroll and HR infrastructure do not align with the needs of the organization resulting in numerous manual processes, errors and a higher

cost operating structure. Sherry Daigle, County Clerk, addressed a possible budget amendment for the payroll system with the possibility of funds budgeted for the Parks and Recreation and the Sheriff's Office time and attendance upgrades.

There was no public comment.

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to approve the Master Agreement with Ascentis for an HRIS and Payroll processing system that includes a one-time implementation fee of \$11,642 and FY2019-20 fiscal impact of \$34,838. Chair Macker called for the vote. The vote showed all in favor and the motion carried. EXECUTIVE SESSION

There was no executive session held.

DISCUSSION ITEMS

Known Matters for Discussion Other Matters for Discussion

Employee Ski Pass Options for the 2019-2020 Season Alyssa Watkins, Board of County Commissioner's

Administrator, addressed the Board concerning the options available for employee ski passes for the 2019-2020 ski season. The ski passes are part of the wellness program provided for the county employees.

B. Fire in the Mountain Music Festival

Commissioner Barron requested seeing last year's Special Event Permit application for the Fire in the Mountain Music

The meeting was recessed at 9:58am and reconvened at 10:07am.

C. Gros Ventre Riverbank Stabilization Project

Amy Ramage, County Engineer, addressed the Board regarding the Gros Ventre Riverbank Stabilization Project regarding terminating the contract for this project and reconsidering the type of material to be used to help stabilize the riverbank. Partners of this project include the National Elk Refuge, Grand Teton National Park, Bridger Teton National Forest, Army Corps of Engineers, and Snake River Fund.

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to reconsider the motion to issue a Notice of Award for the Gros Ventre Riverbank Stabilization. Chair Macker called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to terminate the contract for this project. This motion was withdrawn by Commissioner Barron. MATTERS FROM COMMISSIONERS

Calendar Review. The Board reviewed their weekly calendars. County Commissioner Administrator Updates. Alyssa Watkins, Board of County Commissioner's Administrator, had no updates during the meeting.

The Board discussed hiring a liaison for the Legislative sessions in Cheyenne to look out for the interests of Teton County and/or the possibility of working with the Town of Jackson for a liaison to work with both Teton County and the Town of

Commission updates

A. Natalia Macker gave an update on Parks & Recreation and JH Water Coalition meeting today.

B. Greg Epstein had no updates.

Mark Barron had no updates.

D. Mark Newcomb gave an update on Housing Authority and Historical Museum regarding Children's Museum, Historical Museum would like to be a landowner for part of Genevieve Block; and Library Board – system went down during meeting, library had to close down due to system outage; Director

working to implement strategic plan.

E. Luther Propst had no updates.

The meeting was recessed at 10:41am and reconvened at Commission present: Natalia Macker Chair, Mark Barron, and

Luther Propst. Greg Epstein Vice-Chair and Mark Newcomb

WORKSHOPS 1:30pm - Benefit Plan Review with Hays - Julianne Fries (1.5

Julianne Fries, Director of Human Resources and Randy

Johnson and Elizabeth McArthur from Hays Companies presented to the Board a workshop on the 2020 Pre-Renewal Benefits including a historical overview and renewal history, underwriting and stop loss review, strategies and opportuni-

A motion was made by Commissioner Barron and seconded by Commissioner Propst to adjourn. Chair Macker called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 2:30pm.

Respectively submitted: sdf TETON COUNTY BOARD OF COMMISSIONERS /s/ Natalia D. Macker, Chair

ATTEST: /s/ Sherry L. Daigle, County Clerk

ACTION EXCAVATION LLC 500.00 / ACE HARDWARE 169.99 / ADAPTIVE TACTICAL 91.98 AIR RESCUE SYSTEMS CORP. 137.00 / AIRGAS USA LLC 460.13 ALBERTSONS/SAFEWAY 332.46 / ALPHAGRAPHICS 224.00 AMERICAN FLAGPOLE & FLAG CO. 427.50 / ASPEN PINES WATER & SEWER DISTRICT 108.73 ASPEN TRAVEL 1,341.40 / B&H PHOTO- VIDEO 1,783.18 / BIG R RANCH & HOME 90.97 BOB BARKER COMPANY, INC. 487.84 / BRIAN COE 686.00 / CENTURYLINK 3,197.83 CIVIC RESEARCH INSTITUTE, INC. 179.95 / CLARKS' BROADWAY AUTO PARTS, LLC 346.59 CLEAN HARBORS ENV SERVICES INC. 5,656.22 / CNA SURETY DIRECT

BILL 50.00 COUGAR FUND 700.00 / CODY HOSTETTER 330.00 / CRISTINA SANCHEZ 142.50 CUSTOM CARE PEST SERVICES INC. 11,614.42 / CUMMINS SOUTHWEST LLC 861.50 DAWN SANCHEZ 220.86 / DBR, INC. 2,023.90 DEPARTMENT OF ENVIRONMENTAL QUALITY 300.00 / DONNA & SCOTT BARRETT 100.00 DUBBE-MOULDER ARCHITECTS, P.C. 19,168.30 ECO SAFE DUSTLESS SOLUTIONS LLC 1,250.00 / E.R. OFFICE EXPRESS INC. 100.99 EVANS CONSTRUCTION COMPANY 1,655.22 / FOREMOST PROMOTIONS 304.12 GALLS, LCC 796.78 / GOVTEMPSUSA LLC 7,129.50 / GRAINGER 32.79 GREEN WORKS, INC. 312.00 / HEISE HOT SPRINGS INC. 551.40 INFINITY SOFTWARE INC. 1,264.20 / INDUSTRIAL/ ORGANIZATIONAL 57.00 INSIDE OUT LANDSCAPE ARCHITECTURE 95.00 / JACKSON CURBSIDE, INC

4,015.00 JACKSON LUMBER 77.46 / JB MECHÁNICAL INC. 895.00 / JHAM, INC. 2,413.20 JACKSON HOLE RADIO 1,064.00 / JACKSON HOLE SECURITY LLC 30,681.80 JACKSON HOLE SOCCER LEAGUE 1,600.00 / JIRDON 1,742.79 / JTR INC. 243.61 JORGENSEN ASSOCIATES PC 5,776.54 / JOHN KIDWELL 1,500.00 JOHNSON, ROBERTS & ASSOCIATES 30.00 / JONES SIMKINS LLC 29,082.78 LIFE INSURANCE CO OF NORTH AMERICA 463.12 / LILY SULLIVAN 1,430.35 LOCKHART CATTLE CO 305.50 / LOWER VALLEY ENERGY 13.15 MCKESSON MEDICAL SURGICAL 2,344.74 / MD NURSERY & LANDSCAPING INC. 1,092.50 MELODY RANCH I&S DISTRICT 174.81 / MELISSA SHINKLE 420.00 MOUNTAIN ALARM/ WATCHGUARD 1,736.51 / MOTOROLA SOLUTIONS

448.98 / NAVITUS HEALTH SOLUTIONS, LLC 6,004.38 NATIONAL BUSINESS SYSTEMS INC. 1,000.00 / NELSON ENGINEERING COMPANY 1,608.75 ON GRADE BLADE SERVICE, LLC 27,500.00 / O'RYAN CLEANERS 86.16 PARTSMASTER 38.95 / POOL & HOT TUB FOUNDATION 875.00 QUANTUM GROUP ENGINEERING PC 5,000.00 / RED'S AUTO GLASS INC 423.81 RENDEZVOUS RIVER SPORTS 3,856.25 / RICOH USA, INC. 159.00 RIDGELINE EXCAVATION INC. 148,189.79 / RIPLEY'S VACUUM CENTER, INC. 22.95 ROCKY MOUNTAIN COMPETITIVE SOLUTION 49.05 / R.R. BRINK LOCKING SYSTEMS 1,149.00 RSCI 934,571.85 / R&S NORTHEAST LLC 251.53 / SHANNON GUETWEIN 58.82 SILVER CREEK

SUPPLY 980.48 / MAXWELL DESIGN INC. 1,197.50 VCA

INC. 1,635.09 MUNICIPAL EMERGENCY SERVICES

SPRING CREEK ANIMAL HOSPITAL 35.19 / STAPLES ADVANTAGE 324.38 STAPLES CREDIT PLAN 840.71 / ST JOHN'S MEDICAL CENTER 576.43 ST. JOHN'S MEDICAL CENTER 325.00 / STINKY PRINTS, INC. 30.24 THE SUPPLY CACHE INC. 324.95 / ELIOR INC. 4,618.85 / SWI LLC 3,535.00 TAYLOR COOK 75.00 / TETON COUNTY CLERK'S OFFICE 114.00 TETON COUNTY ENVIRONMENTAL HEALTH 75.00 / TETON CO. SCHOOL DISTRICT #1 7,980.64 TETON COUNTY TREASURER 102,041.60 / TETON COUNTY TREASURER 65,415.29 TETON COUNTY TREASURER 42,400.00 / TEGELER & ASSOC. 16,005.00 TOWN OF JACKSON 2,370.72 / TOWN OF JACKSON 2,452.39 / TOWN OF JACKSON 6,875.48 TREVOR AITKEN 77.85 / TULSA TRUCK MFG.

VARI SALES CORPORATION 395.00 / VISA 1,388.67 VWR INTERNATIONAL LLC 213.24 / WEST PAYMENT CENTER 1,058.40 WESTERN TRANSPORT INC. 666.60 / WIMACTEĹ INC 77.00 WITMER PUBLIC SAFETY GROUP 257.18 / WYOMING STATE FIRE MARSHAL'S OFFICE 560.59 WYOMING STARGAZING 950.00 / WYOMING TITLE

352.55 / TETON VILLAGE W&S 28.71 ULINE 797.62 /

& ESCROW INC 400.00 WYOMING TITLE & ESCROW INC. 399,975.82 / XEROX CORPORATION 1,258.17 ZEST HEALTH 706.35 / ZOLL MEDICAL CORPORATION 120.44 Publish: 10/09/19

# TETON COUNTY **DIVISION OFFICES**

# • REQUEST FOR BIDS •

Request for Proposal for HVAC Repairs & Upgrades Children's Learning Center Rafter J 1300 Valley Springs Road Jackson, Wyoming

Teton County Facilities is requesting qualifications/proposals for HVAC repairs and upgrades at the Children's Learning Center facility in Rafter J at 1300 Valley Springs Road, Jackson, WY.

RFP packages may be obtained online at the Public Purchase website, http://www.publicpurchase.com. Vendors must complete the free registration on the Public Purchase site. Instructions for submittals are available on the Teton County website at Departments/General Services/Purchasing at http:// www.tetoncountywy.gov/1951/Purchasing Proposals will be due on or before 8:30 am MST on October 24, 2019 and opened upon release by Public Purchase immediately thereafter at the Teton County Facilities Maintenance Division office at 185 South Willow, Jackson, WY.

Teton County reserves the right to reject all proposals and to waive informalities and irregularities in proposals.

Questions are to be posted on the Public Purchase website. All questions and answers will be available to all bidders. Publish: 10/09, 10/16/19

Teton County Library Request for Proposals for Accounting

Teton County Library is seeking proposals from qualified accountants or accounting firms to provide accounting, bookkeeping and payroll processing services for the library, which is governed by the Teton County Library Board. Letters of intent are due October 14, 2019 and full proposals are due October 23, 2019 at 3pm MDT. Please find full Request for Proposal announcement at www.tclib.org/employment or contact djenkin@tclib.org.

Publish: 10/09, 10/16, 10/23/19

Request for Proposals for Teton County Library Graphic Design Services

Teton County Library is seeking proposals from graphic designers or graphic design teams to provide design assistance for promotions and branding of library programs, services, materials and collections. Letters of intent are due October 14, 2019 and full proposals are due October 23, 2019 at 3pm MDT. Please find full Request for Proposal announcement at www.tclib.org/employment or contact djenkin@tclib.org. Publish: 10/09, 10/16, 10/23/19

#### • PUBLIC NOTICE •

Notice of Intent to Adopt a Policy regarding Challenges to the Confidentiality of Library Records for Teton County Library, Teton County, WY

Notice is hereby given pursuant to Wyoming Statute 16-3-103 that the Teton County Library Board intends to consider the adoption of Challenges to the Confidentiality of Library Records Policy that shall apply at Teton County Library located at 125 Virginian Lane, Jackson, WY 83001 and the Alta Branch Library located at 50 Alta School Road, Alta, WY 83414. All interested parties may obtain a copy of the proposed policy on the library's website at www.tclib.org/policies.

Public comments may be submitted to the Library Board at board@tclib.org through November 17, 2019.

A public hearing to take testimony on the proposed policy shall be held on November 21, 2019 during the regular meeting of the Teton County Library Board at the Main Library in Jackson.

John Hebberger, Jr. Chair, Teton County Library Board Publish: 10/09, 10/16, 10/23, 10/30, 11/06, 11/13/19

### TOWN OF JACKSON NOTICES

#### • ORDINANCES •

TOWN ORDINANCE 1242

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1195 AND SECTION 16.10 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING HOUSING RULES AND REGULATIONS; AND PROVIDING FOR AN EFFECTIVE DATE. NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

Section 1 of Town of Jackson Ordinance No. 1195 and Section

16.10 of the Municipal Code of the Town of Jackson are hereby amended and reenacted read as follows:

Title 16 Housing Chapter  $16.10\,$  TOWN OF JACKSON HOUSING RULES AND REGULATIONS

Sections: 16.10.000Introduction.

16.10.10016.10.200Procedures. 16.10.30016.10.400

16.10.500

SECTION I.

Purpose and General Goals. Housing Development Standards and

Qualification and Eligibility. Weighted Drawing. Purchase and Sale Standards and

Procedures. 16.10.600 Rental Standards and Procedures. 16.10.700 Compliance and Exception, Appeal, Grievance Standards and Procedures.

16.10.800 Definitions. 16.10.000 Introduction.

A. List of Commonly Used Acronyms.

	Acronym	Full Text	
	ARU	Accessory Residential Units	
	AMI	Area Median Income	
	CC&Rs	Covenants, Conditions, & Restrictions	
	СРІ	Consumer Price Index	
	НОА	Homeowners Association	
; H()()		U.S. Department of Housing and Urban Development	
	ЈТСНА	Jackson/Teton County Housing Authority	
	LDRs	Land Development Regulations	

MFI Median Family Income	
MRP Maximum Resale Price	
OPP	Original Purchase Price
SF	Square Feet

B. Summary of Housing Programs.

The general goal of all housing programs covered by the Housing Department Rules and Regulations is to provide and maintain housing affordable to persons and families who make a living primarily from employment located in Teton County, Wyoming. The housing programs addressed in the Housing Department Rules and Regulations are: Affordable Ownership, Affordable Rental, Workforce Ownership, and Workforce Rental. Legacy programs (including Accessory Residential Units, Attainable units, Employee units, and Employment-based units) are referenced in some properties' restrictions, so these Housing Department Rules and Regulations also contain the rules that pertain to these pro-

Descriptions of Applicable Programs:

Accessory Residential Units (ARU) – Units created through this program are developed as part of nonresidential developments that are exempt from the housing requirements set by the LDRs. These units are rented to workers employed in Teton County, and they must remain as rental property (i.e., they cannot be converted to condominiums). Accessory Residential Units developed after June 4, 2018 will be part of the "Workforce Rental" program. To qualify to rent these units, at least one person in the household must be employed at a local business for a minimum of 1,560 hours per year. They may not own residential real estate within 150 miles of Teton County. A minimum of 75% of the household's income must be earned from a local business(es) The tenants must physically occupy the unit a minimum of 80% of their lease term. Tenants will be required to requalify annually or upon lease renewal. The units are not allowed to remain vacant in excess of 60 days. Rents are set by the owner.

2. Affordable - These are units created through the mandatory affordable housing mitigation requirements included in the Town and County Land Development Regulations (LDRs). The Affordable housing program is divided into "Affordable Ownership" and "Affordable Rental," and each has restricted pricing based on applicable affordability ranges. To qualify to purchase these units, household income and assets must be within the relative income range for the unit. At least one person in the household must work a minimum of 1,560 hours per year. No ownership of other residential real estate within 150 miles of Teton County is allowed. The owners must physically occupy the units a minimum of 10 months each year. Tenants must physically occupy the units a minimum of 80% of their lease term. Tenants will be required to requalify annually. Owners will be required to provide proof of continued local employment, occupancy, and non-ownership of residential real estate. Maximum rents and sales prices are based on median family income as published by HUD. Ownership units appreciate based on the Consumer Price Index.

Attainable – These units were built before housing standards were codified in the LDRs. No more Attainable housing units will be constructed, but the Housing Department Rules and Regulations still apply through the management of existing units. Specific requirements for these units are recorded as covenants on the property deed, and the Housing Department Rules and Regulations are referenced through these covenants. To qualify to purchase these units, household income and assets must be within the relative income range for the unit. At least one person in the household must work a minimum of 1,560 hours per year. No ownership of other residential real estate within 150 miles of Teton County is allowed at time of purchase. The owners must physically occupy the units a minimum of 10 months each year. No requalification or future documentation will be required after purchase of the

 Employee – These rental housing units are built to comply with the housing mitigation requirements for new nonresidential development set out in the Town and County LDRs. Initially, these units were intended to provide housing to seasonal workers, but they are not restricted to occupancy by seasonal workers. These Housing Department Rules and Regulations have been updated to reflect the Town and County's policy direction in 2017, which aligns with the Comprehensive Plan's goal of housing the local year-round workforce. The owner of the Employee housing units ultimately makes the decision about unit tenancy so long as the household qualifies. These units can be converted to condominiums for workforce employers. Employee units developed after June 4, 2018 will be part of the "Affordable Rental" program. To qualify to rent these units, household income must be within the relative income range for the unit. At least one person in the household must work a minimum of 1,560 hours per year. No ownership of other residential real estate within 150 miles of Teton County is allowed. Tenants will be required to requalify annually. The units are not allowed to remain vacant in excess of 60 days.

5. Employment-Based - This is a program that the Town of Jackson initiated to create restricted ownership units for sale to households that are employed in Teton County, but do not fit within the affordability ranges set out in the LDRs. These units are not developed under a mandatory requirement set out in the Town's LDRs. Employment-Based units developed after June 4, 2018 will be part of the "Workforce Ownership" program. To qualify to purchase these units, at least one person in the household must be employed at a local business for a minimum of 1,560 hours per year. They may not own residential real estate within 150 miles of Teton County. A minimum of 75% of the household's income must be earned from a local business(es). Owners must physically occupy the units for a minimum of 10 months of each year. Owners will

be required to re-qualify annually.

6. Workforce Housing Programs – This program is divided into "Workforce Rental" units and "Workforce Ownership" units. They are provided through incentives in the LDRs. Households who purchase or rent Workforce units are required to earn a minimum of 75% of their income from a local business. They may not own other residential real estate within 150 miles of Teton County, and at least one person in the household must earn 1,560 hours annually from a local business. There is no cap on the original purchase price. Once a unit is sold or rented, the maximum resale price or rental

rate is restricted to an appreciation cap on the unit as indicated in the Special Restrictions recorded on the property. The owners of Workforce Rental Units set the rental rates. There is no cap on rental rates. Owners and tenants will be required to re-qualify annually.

Public Notices •

16.10.100 Purpose and General Goals.

A. Purpose – The Jackson/Teton County Affordable Housing Department ("Housing Department") was created by Teton County, Wyoming and the Town of Jackson, Wyoming on March 14, 2016 Town Resolution 16-04 and County Resolution 16-008. The purpose of these Housing Department Rules and Regulations ("Housing Rules") is to provide comprehensive and consistent provisions that apply to housing units created through the Town or County established housing programs and/or administered by the joint Town of Jackson/ Teton County Housing Department (hereafter "Housing Department")

The Housing Department Rules and Regulations were formerly known as the "Guidelines." When the Housing Guidelines are referenced in documents promulgated prior to the adoption of the 2018 Housing Department Rules and Regulations, the reference of guidelines refers to these Housing Department Rules and Regulations.

1. Applicability.

Subject to Provisions that are Unique to Specific Program - Each housing program covered in these Housing Department Rules and Regulations is subject to provisions that are unique to that program as indicated in these Housing Department Rules and Regulations.

b. Subject to Provisions of the Restrictions Recorded on the Property - Restricted housing units are subject to individual deed restrictions, special restrictions, or ground leases, (collectively "restrictions") which may have additional requirements or provisions. If the Housing Department Rules and Regulations and the restrictions conflict, then the language, requirement, and/or provision of the Restrictions shall be applied and followed, not the Housing Department Rules and Regulations. The Restrictions recorded on the property supersede any inconsistency in these Housing Department Rules and Regulations.

c. Subject to Federal Fair Housing Law (The Fair Housing Amendments Act of 1988) - The Housing Department recognizes that the Office of Fair Housing and Equal Opportunity administers and enforces federal laws and establishes policies that ensure that all Americans have equal access to the housing of their choice. The Housing Department does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988).

Discrimination - It is Illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin in the sale or rental of housing, in the financing of housing, in the provision of real estate broker age services, or in the appraisal of housing.

a) Filing a Complaint - Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination to the HUD Housing Discrimination Hotline, 1-800-669-9777 (Toll Free), or the TDD line for the hearing impaired,

Blockbusting - Blockbusting is also prohibited. Blockbusting is the practice of illegally frightening homeowners by telling them that people who are members of a particular race, religion, or national origin are moving into their neighborhood and that they should expect a decline in the value of their property. The purpose of this scheme is to get the homeowners to sell at a deflated price.

 d. Disclaimer - The Jackson/Teton County Affordable Housing Department ("Housing Department") expressly disclaims any and all warranties, express or implied, including without limitation fitness for a particular purpose with respect to the provision of restricted housing units. The Housing Department does not represent, warrant, or promise to construct, finance, or otherwise produce, in whole or in part, any restricted housing units pursuant to these Housing Department Rules and Regulations or under any other programs. No applicant may rely upon any promise implied or expressed that restricted housing units shall be constructed, financed, or otherwise produced, in whole or in part, by the Housing Department. In no event shall the Housing Department be liable to any applicant for any direct, indirect, incidental, punitive, or consequential damage of any kind whatsoever, including without limitation lost profits, lost sales, lost business, lost opportunity, lost information, lost or wasted time. None of the information contained in these Housing Department Rules and Regulations constitutes an offer to sell or the solicitation of an offer to buy a restricted housing unit. B. General Policy Goals – The general goal of all housing programs covered by these Housing Department Rules and Regulations is to provide and maintain housing affordable to persons and families who make a living primarily from employment located in Teton County, Wyoming, which includes the Affordable, Attainable, Employee, Employment-Based,

Accessory Residential Unit, and Workforce housing programs. This is accomplished by regulating the occupancy, use, sale and/or rental of the restricted housing units covered by the Housing Department Rules and Regulations to qualified households as defined herein. 1. Promoting Economic and Social Diversity - Certain hous-

ing programs also limit initial eligibility of qualified households based on financial means criteria, which may include both household income and household net assets. Such financial qualifying factors promote economic and social diversity within the Jackson Hole community.

2. Ensuring Long-Term Affordability - Many of the restricted housing units covered by these Housing Department Rules and Regulations are subject to price limitations for sale, resale and/or rental. These limitations are intended to ensure affordability for both the current household occupying the restricted housing unit and to ensure the long-term affordability of the restricted housing unit.

3. Providing Housing for the Local Workforce - Minimum occupancy requirements apply to all restricted housing units to ensure that the unit meets the community's goals of providing housing for the local workforce by maximizing the space and filling the bedrooms, and to ensure that the restricted housing unit does not serve as a second home.

Providing Fair and Consistent Administration - These Housing Department Rules and Regulations are intended to provide clear, fair, and consistent administration of the housing programs to which they apply. It is recognized that there are individual households or restricted housing units that may not fit clearly into the specific provisions of the Housing Department Rules and Regulations, but still meet these general policy goals. For these cases, exception, appeal, and

grievance processes have been included in Section 16.10.007 Compliance and Exception, Appeal, and Grievance Standards and Procedures.

C. Relationship to Land Development Regulations – The Town of Jackson and Teton County Land Development Regulations (LDRs) set out standards for the development and use of land within each jurisdiction. The LDRs include requirements for certain developments to provide affordable housing or fees to offset the additional housing need that the developments create. Specific programs address different types of development. The Planning Department of each jurisdiction reviews development applications to check for compliance with These Housing Department Rules and Regulations impose

additional requirements on the developers of any type of restricted housing units. The Housing Department reviews compliance with these Housing Department Rules and Regulations, both prior to development and during occupancy

1. Standards Applicable Under LDRs versus Housing Department Rules and Regulations - Generally, the LDRs address any provisions that must be met during the development approval phase, while the Housing Department Rules and Regulations address provisions that ensure proper use and maintenance of the restricted housing units throughout

LDR Provisions	Housing Department Rules and Regulations Provisions	
Rental/Sale Mix (required mix of units)	Livability Standards (Interior)	
Occupancy Standards	Dormitory Livability Standards	
Distribution of Income Categories	Livability Requirements for Conversion of Existing Housing Stock	
Requirements for Fees in Lieu	Restrictive Covenant Form and Process	
Requirements for Conveyance of Land or Conversion of Existing Housing Stock	Sale/Rental Standards and Procedures including Qualification and Eligibility for Each Program	
Procedure for Banking Credits	Compliance with Housing Department Rules and Regulations.	
Phasing Plan	Compliance with Restrictive Covenants	
Mix by Number of Bedrooms		

References Retained for Convenience - All references to the LDRs in these Housing Department Rules and Regulations are for convenience and are not a part of the Housing Department Rules and Regulations.

16.10.200 Housing Development Standards and Procedures. A. Purpose - The Jackson/Teton County Comprehensive Plan lists three common community values, one of which is quality of life. One of the ways called out to achieve quality of life is through local workforce housing. With regards to workforce housing, the Comprehensive Plan includes the four following principles:

Maintain a diverse population by providing workforce

housing Strategically locate a variety of housing types

Reduce the shortage of housing that is affordable to the

Use a balanced set of tools to meet our housing goal The Town of Jackson and Teton County have several tools to increase the amount of housing that is affordable to the workforce. One of these tools is the requirement and/or incentive in the LDRs for residential and non-residential development to provide permanently restricted workforce housing. This housing represents a substantial and long-term public investment. As such, it is imperative the restricted housing produced be livable and of good quality.

This section, Housing Development Standards and Procedures, is meant to provide guidance to the prospective developers of restricted housing units. Subsection B lays out the requirements of the Housing Mitigation Plan, which is reviewed by both the Planning Department and the Housing Department. Subsection C sets out the Livability Standards, which are under the Housing Department's purview.

1. Applicability - This Section applies to all developments subject to Division 6.3 of the County LDRs and Division 6.3 of the Town LDRs. It also applies to any restricted housing units not required through the LDRs that are presented to the Board of County Commissioners or Town Council in development applications.

2. General Policy Goals.

Inform Developers of Standards and Procedures - These Housing Development Standards and Procedures inform prospective developers of the standards and guidelines for construction and sale of restricted housing units, as required by the LDRs and the Housing Department Rules and Regulations.

Provide Fair and Consistent Implementation of Standards and Procedures - These Housing Development Standards and Procedures help the Housing Department implement policies of the LDRs and the Housing Department Rules and

Regulations in a fair and consistent manner. B. Housing Mitigation Plan - A Housing Mitigation Plan for each project shall be submitted according to the provisions of the Teton County and Town of Jackson LDRs [See Teton County Land Development Regulations: Divisions 6.3 and 7.4 or Town of Jackson Land Development Regulations: Divisions 6.3 and 7.4]. A packet with a checklist for a Housing Mitigation Plan can be obtained through the Housing Department or the Town or County Planning Departments.

Consultation with Applicant (Optional) - Applicants may meet with Housing Department staff prior to submitting a Housing Mitigation Plan. Although this step is not required, it is often helpful for the applicant and the Housing Department staff to discuss the development proposal and how it meets the LDRs and Housing Department Rules and Regulations.

b. Review - Applications for development that have been submitted to the Town or County Planning and/or Building Departments are reviewed by the Housing Department

for compliance with these Housing Department Rules and Regulations Streamlined Applications - Applications that have housing

units required that are allowed to go directly to building permit are required to get their units approved by the Housing Department prior to submitting for building permit. Content - The Housing Mitigation Plan contains some provisions that fall under the purview of the Planning Department, while others fall under the purview of the Housing Department. Specifically, the Housing Department

oversees the Livability Standards. Developers should refer to the LDRs for requirements such as the mitigation methods, the mix of units by number of bedrooms and the mix of units by affordability ranges.

Mitigation Method - See Teton County Land Development Regulations: Division 6.3 or Town of Jackson Land Development Regulations: Division 6.3.

Requirement Calculation - See Teton County Land

Development Regulations: Division 6.3 or Town of Jackson Land Development Regulations: Division 6.3. Fee Calculations - If the developer proposes Fees In-Lieu as the preferred form of mitigation, the developer shall submit the proposed amount with a Final Development Plan. The Planning Department shall update the fees in-lieu for the

restricted housing units on an annual basis. Fees in-lieu figures are available at the Planning Department.

Unit Descriptions.

Unit Size - There is no minimum or maximum unit size based on square footage. Size by bedroom mix is located in the

ii. Rental/Sale Mix - As part of the Housing Mitigation Plan, the developer shall state which units are intended as rentals and which are intended as ownership in accordance with the LDRs (See Teton County Land Development Regulations: Division 6.3 or Town of Jackson Land Development Regulations: Division 6.3).

iii. Mix of Units by Number of Bedrooms - The intent of the restricted housing programs is to provide a variety of unit types to meet the housing needs of our diverse workforce. The Town and County LDRS set out the specific occupational

requirements for housing units. The mix of units by number of bedrooms in each unit is also determined by the Town and

iv. Distribution of Income Ranges- See Teton County Land Development Regulations: Division 6.3 or Town of Jackson Land Development Regulations: Division 6.3.

Special Restriction Form and Process - A Special Restriction is a contract between the Board of County Commissioners/Town of Jackson and the owner of real property developed or designated to satisfy the Town or County LDRs. It also applies to other restricted housing units that will be administered by the Housing Department. Special Restrictions shall keep the restricted housing units affordable in perpetuity and provide proper notification of this obligation to subsequent buyers or other interested parties. (See Teton County Land Development Regulations: Division 6.3 or Town of Jackson Land Development Regulations: Division 6.3).

Requirement - The developer shall record Special Restrictions in the public land records for the subject property prior to the issuance of a Certificate of Occupancy by the

County or Town

ii. Process - The Housing Department shall prepare special restrictions according to the process below. Restrictive covenant templates are available from the Housing Department or the Housing Department website. a) Special Restriction Information Sheet - The developer

shall complete the "Special Restriction Information Sheet" and submit to the Housing Department. This form is found at the Housing Department website, or at the Housing Department offices. There are four types of restrictions, Workforce Ownership, Workforce Rental, Affordable Ownership, and Affordable Rental.

b) Preparation of Special Restriction - The Housing

Department will prepare the special restriction and provide the document to the developer for review via email or other delivery method. Review - Once reviewed by the developer for accuracy, the

Housing Department and the developer ("declarant") will sign the special restriction and deliver to the County or Town for the required signature.

d) Developer Responsibilities - The developer is responsible for signing the special restriction, recording the special restriction with the Teton County Clerk, and paying for the recording fees. The original restriction will be returned to the Jackson/ Teton County Housing Department office. The Housing Department shall witness the recording.

e) Modification/Amendment - The developer shall not make modifications to the special restrictions with the exception that when an alternate housing program is approved by the Town Council or County Commissioners. Modifications or amendments to the restricted covenant must beapproved by the Town Council or Teton County Commissioners. The developer or owner may be responsible for any legal costs to amend

a restrictive covenant.

C. Livability Standards - To meet the community's goals of providing working families a viable choice of housing, to protect social diversity, and to contribute to economic stability, the LDRs and the Housing Department Rules and Regulations require that restricted housing units are designed to provide adequate size, building and site design, and finishings to serve future tenants. These are all criteria in the Housing Department's decisions as to whether a development meets the goals of the LDRs and the Housing Department Rules and Regulations. For additional construction standards, see Teton County Land Development Regulations: Division 6.3 or Town

of Jackson Land Development Regulations: Division 6.3. Process - These Livability Standards are associated with interior components of the units, functionality, light, and outdoor space. Review by the Housing Department will be completed during the planning process and at time of building permit. It is encouraged that applicants review restricted housing unit designs with the Housing Department early in

the design process.

Restricted housing units will also be subject to Planning Department review, as some livability standards are requirements of the LDRs (See Teton County Land Development Regulations: Division 6.3 or Town of Jackson Land Development Regulations: Division 6.3).

Intent - The livability standards in the LDRs do not include minimum size requirements for units. To ensure functionality of units regardless of size, these Livability Standards have been adopted. The Housing Department may consider flexibility within these standards as long as the intent of func-

tionality is being met. All building, plumbing, electrical, and fire code requirements are still required to be met. These standards do not supersede other requirements. Restricted housing units are expected to be designed with logical and functional room layout. This includes adequate space for normal living based on two (2) persons per one-bedroom unit, three (3) persons per two-bedroom unit, and four (4) persons per three-bedroom unit and adequate circulation pathways through the unit based on a reasonable furniture

The standards contained in this document provide minimum requirements for specific items and are not intended to be build to" specifications.

a. Exceptions - Applicants may request approval of components that don't conform to these Livability Standards by completing the "Request for Exception" form. The request must include a detailed explanation of why the applicant wishes to diverge from these Livability Standards, and how the proposed difference is meeting the intent of these Livability Standards. Detailed drawings of what is being proposed shall also be submitted (See Section 7-3)

Acceptance of Restricted Housing Units - Proposed floor plans will be reviewed by the Housing Department at time of Sketch Plan submittal, Final Development Plan submittal and/or other permit submittal. Proposed unit designs and components must be approved by the Housing Department prior to submittal for building permit. The Housing Department will inspect all restricted units before certificate of occupancy to ensure that the unit is built according to the approved designs.

Standards for Restricted Ownership Units.

Kitchen.

Cabinets - All units shall have kitchen cabinet or other storage area (such as a pantry) proportionate to unit size that, at a minimum, meet the required space listing in the table below. A stove/oven may not be used to meet cabinet require ments, and no more than two cabinet spaces less than one foot in width may be used to meet cabinet requirements.

Unit Size	Lineal Ft of Base Cabinets*	Lineal ft of Upper Cabinets*
Efficiency / studio / one-bedroom < 475 SF	4	4
One bedroom > 475 SF	5	5
Two bedrooms	6	6
Three bedrooms or more	7	7

\*Assumes standard 24" depth and 26" height for base cabinets and 12" depth and 30" height for upper cabinets. Note that additional kitchen storage beyond the minimum is desirable. In some cases, additional cabinetry is provided as either base or upper cabinets and credit is requested to reduce cabinetry elsewhere. Requests to storage requirements will be considered as an exception to be approved by the Housing Department.

ii. Countertops - The surface of countertops shall be made of new, durable, easily cleaned materials that are commonly used for countertops. One, two- and three-bedroom units must provide a minimum 3 feet of continuous countertop work space not including interior corner space.

iii. Appliances.

a) Table of Appliance Specifications - The following table specifies minimum appliance requirements.

•		•		
Unit Size	Sink width*	Range/oven width*	Refrigerator cubic feet*	Dishwasher*
Studio/One bedroom < 475 SF	24"	24"	18	18"
One bedroom >475 SF	30"	30"	25	24"
Two bedroom	32"	30"	30	24"
Three bedrooms	32"	30"	30	24"

b) Quality and Warranty - All appliances shall be new, Energy Star, and UL (Underwriters Laboratories Standards for Safety) listed, and approved appliances. Documentation of the estimated reliability of proposed appliances, such as Consumer Report ratings, should be provided. Appliances must be of sound quality with the following minimum warran-

 Range or Stove and Oven - One-year minimum warranty. All major appliances used for surface cooking must have a ventilation system that meets code (typically, a fan rated at a minimum of 150 CFM). 2) Refrigerator - One-year minimum warranty on the entire

Dishwasher - One-year minimum warranty on the entire appliance.

4) Garbage Disposal - If provided in the market rate units, all restricted ownership units shall include a garbage disposal each with a one-year minimum warranty on the entire appliance

Microwaves and other small appliances are optional.

Bathrooms - At least one full bathroom is required and must contain a bathtub with shower, sink, toilet, and a minimum of four (4) square feet of storage. Flexibility is allowed as to how the storage is provided and will be approved by the Housing Department

Closets and Storage Areas - Adequate storage is essential to providing livable housing. For safety reasons, mechanical rooms should be separate from any storage space and to ensure usable storage space should not open into storage space. All closets and storage areas should have a minimum 7.5' height except those under stairs which can include sloping ceilings down to 6' height unless it is not being counted toward the requirement. All dimensions shall be calculated from the finish trim dimension.

Table of Minimum Storage Dimensions.

Unit Size	Bedroom closet width	Linen closet* width	Additional storage square feet
Studio/one- bedroom < 475 SF	6 feet	24 inches	25 square feet

One-bedroom > 475 SF	6 feet	30 inches	30 square feet
Two-bedroom	6 feet	30 inches	40 square feet
Three-bedroom or more	6 feet	36 inches	50 square feet

Other Storage Standards.

Closet depth must be 26 inches.

Bedrooms must each contain a closet that includes one shelf over a rod.

c) Entryway closets are not a requirement. If an entryway closet is not provided that will adequately store coats and shoes/boots for one person in a studio, two persons in a onebedroom, three persons in a two-bedroom and four persons in a three-bedroom, then an area for hanging/storing coats and shoes/boots near the entryway is required that will adequately provide for the same persons per unit. d) In addition to bedroom, linen and entryway storage

additional storage must be provided. Locations may include the basement, garage, exterior to the unit or interior to the unit. The intent of this storage is to provide space for large or outdoor items such as bicycles, strollers, recreational gear, etc. If appliances are located in this area, their footprint cannot be counted toward square footage of storage and must be approved by the Housing Department.

e) Closet and storage doors must be sliding doors, folding doors, or doors that open outwards to allow for access to space Doors are not required on interior storage. Closets and storage space may not have any other doors opening into the space. D. Floor Coverings - New carpet, wood, tile, vinyl or linoleum

floor covering shall be provided, with a minimum 10-year warranty. New water-resistant floor covering other than carpet is required in kitchens and bathrooms. Floor coverings are required on all subfloor material with the exception that concrete can be used as flooring material. E. Room Sizes and Shapes - All units must include appro-

priate and adequate room sizes and room shapes (generally rectilinear) that allow for functional furniture placement. Minimum sizes should be measured at the narrowest point in the room. Where any room such as the dining room is adjacent to the kitchen area, a 3' wide buffer between all kitchen cabinets, appliances and workspaces may not be included in the minimum room calculation. All dimensions shall be calculated from the finish trim dimension.

It is highly recommended that room dimensions include an additional 1-2" as a margin of error to accommodate discrep ancies in the framing and finish.

Minimum Room Size.

Unit Size	Minimum Square Feet	
Studio/One- bedroom <475 SF	100 SF	
One-bedroom	120 SF	
Two-bedroom	180 SF	
Three-bedroom or more	200 SF	

ii. Bedrooms - The first bedroom shall be a minimum of 120 square feet. Additional bedrooms shall be a minimum of 90 square feet. No bedroom shall have a finish dimension less than nine feet (9'0).

iii. Living/Dining Rooms - Living/Dining Rooms shall provide the following minimum dimensions with no dimension less than ten feet (10'0).

iv. Connections and openings, circulation to and through, and exterior doors and windows shall not compromise the ability to furnish the living/dining area. Furniture layouts shall be used to set critical room dimensions. There shall be a minimum of one layout that is possible that will seat every household member assuming one (1) person for a studio, two (2) persons for a one-bedroom, three (3) persons for a twobedroom and four (4) persons for a three-bedroom and at least one seven-foot sofa, space for side tables, and ample leg room. Mechanical features, such as fuse boxes, shall not be visible or a central feature in the living area.

The eating/dining area may be in a separate room, part of a combined living/dining area, or in the kitchen provided a 3' wide buffer between all kitchen cabinets, appliances and work spaces is not included in the minimum room calculation and a table and chairs (minimum 2 chairs - 4 chairs for twobedroom or larger) can be shown to fit into the space without blocking circulation or doorways. A countertop eating area a minimum of 12" deep and 36" in length may be an acceptable alternative for units with less than two-bedrooms.

vi. Studios and One-Bedrooms less than 475 square feet - All units must include appropriate room shapes (generally rectilinear) that allow for functional furniture placement including a sleeping area that will accommodate a twin bed, a living area that can accommodate a 6' sofa, and a cooking eating area (table or island) that will accommodate two persons/ chairs or stools. Furniture layouts shall be used to set critical room dimensions that include room for circulation.

/indows/Noise Mitigation - All living areas and bedroo shall have a minimum of one window that can be opened. Housing units that share walls with other residential or nonresidential spaces must provide noise mitigation in walls, floors and ceilings for both airborne and impact sound. All windows in rental units that have locations where pedestrians or passersby can see directly into the window must provide window shades or coverings that open from the top down to allow partial closing that provides privacy but also allows for the maximum amount of natural light to enter the unit

For developments that propose affordable units facing on and within 100 yards of road-ways with allowable speeds in excess of 35 miles per hour or other types of industrial or other noise must have windows facing these conditions that meet a 32 Sound Transmission Class (STC) rating standard for noise mitigation or greater.

g. Laundry - Restricted ownership units shall include wash-

er/dryer hookups.

h. Heating and Hot Water - Furnaces, boilers, or hot water heaters provided must have a 5-year minimum warranty. Hot water heaters must be appropriately sized to adequately serve the number of anticipated occupants based on one (1) person for a studio, two (2) persons for a one-bedroom, three (3) persons for a two-bedroom and four (4) persons for a three

Heating mechanical units may not be located on any patio or

deck used to meet open space requirements or interior to the unit in a way that reduces usable floor area.

Other Design Features - The following features are encouraged and may be used in the place of other requirements with approval from the Housing Department: Built-in storage space such as drawers under beds, stairs,

Creative shelving in dead space

Washer/Dryer or communal laundry area in rental units

Extra storage for recreational equipment Additional closet space

Additional cabinetry

Standards for Dormitories - General livability standards (Section: C) will apply except when these dormitory standards differ. There shall be a minimum of 150 square feet net livable loor area per person, including sleeping, bathroom, kitchen, and lounge space. Net livable floor area shall not include interior or exterior hallways, parking, patios, decks, laundry rooms, mechanical areas, and storage.

Bathroom - At least one bathroom shall be provided for shared use by no more than four persons, containing at least one toilet, one sink, one bathtub with a shower, and a total

area of at least 60 habitable square feet.

Kitchen Facility - A kitchen facility or access to a common kitchen or common eating facility shall be provided subject to the Housing Department's approval and determination that the facilities are adequate in size to service the number of per sons using the facility.

Provide seating at a table or bar area for each person proposed to use the facility. The kitchen must have a range with minimum of 4 burners and an oven. A refrigerator at least cubic feet per person proposed to use the dorm. Each unit must have a minimum of 7 lineal feet of base cabinets and upper cabinets. Each unit shall have a kitchen sink at least 31

Storage Space - Each unit occupant shall be provided at least 20 net square feet of enclosed storage space located within, or in close proximity to, the unit. This is in addition to the required 150 square feet of net livable floor area of living space per person.

Occupancy - A dormitory unit shall not be occupied by

more than eight persons.

Variances - At its discretion, Housing Department staff may allow a variance to the requirement of 150 square feet. To receive approval for a variance, an applicant shall provide a minimum of 60 square feet of sleeping area per person and meet conditions 1-4, listed above.

Standards for Conversions of Existing Housing Stock - If existing unrestricted housing is offered and accepted by the Town of Jackson or Teton County, as adequate to meet an affordable housing requirement, the existing units must be upgraded in accordance with the following standards, unless a variance from these requirements is approved by the Planning Department of the Town or County.

Applicants shall bear the costs of any required upgrades to meet the standards, as listed below. Applicants will also be responsible for any structural/engineering reports requested by the Housing Department to assess compliance with the Housing Department standards of the proposed units.

Standards.

All units must be freshly painted;

All appliances must be purchased within the last five years and be in good condition and in working order. Evidence must be provided to verify the appliance was purchased within the last five years;

iii. New carpet shall be provided (unless carpet has been purchased in the last five years and is in good condition and repair). Evidence must be provided to verify the carpet was installed within the last five years;

iv. The exterior walls shall be freshly painted within one year of dedication, a general level of upgrade to yards and landscaping shall be provided, and windows, heating, plumbing, and electrical systems, fixtures and equipment shall be in good condition and working order;

For ownership units, the roof must have a remaining useful life of at least ten years. Evidence must be provided to

vi. The unit shall meet Uniform Building Code minimum standards, as well as any applicable housing code. vii. See Section 6.3 of the LDRs for other existing housing

Compliance with Section 2-3 Livability Standards – it

is recognized that use of existing housing stock makes it more difficult for units to be in compliance with Section 2-3 Livability Standards. The Housing Department will inspect the unit prior to approval to analyze the unit based on the Livability Standards. Flexibility will be allowed according to Section 2-3.d.9 at the sole discretion of the Housing

16.10.300 Qualification and Eligibility.

General Descriptions - Each housing program described in these Housing Department Rules and Regulations is evaluated on two levels to determine the requirements of occupants and/or owners to purchase and/or occupy the housing unit in question; the two levels of evaluation are herein referred to as qualification and eligibility.

Qualification - Qualification is the most general and

applies to all housing programs.

2. Eligibility - Eligibility refers to additional requirements specific to a particular restricted housing unit or program. B. Qualification - To be considered a qualified household under these Housing Department Rules and Regulations, all of the following criteria must be met prior to the time of clos-

1. Employment Requirement - At least one member of the household must fit one of the following categories:

a. Employed in Teton County - Be employed at a local business or organization located in Teton County an average of at least thirty (30) hours per week or 1560 hours annually. For purchases outside of a Weighted Drawing, the household

can be under contract for employment at a local business or organization located in Teton County, Wyoming, where such contract commences employment before move-in or closing on a restricted housing unit, and the employment will be for a minimum of 30 hours per week or 1560 hours per year. For teachers, 250 hours are added to their annual hours to account for hours worked without pay such as renewing certifications, grading papers, etc.

Self-Employed - If self-employed, hours of work must be documented to substantiate meeting the 30-hour per week / 1560 hours per year requirement. Since self-employment is often unique, different methods of verification may be used. Reasonable annual income is the first method that will be

reviewed. Other methods may include verification from vendors, employees, or other applicable methods.

Employment Exemptions. Military Service - Active military service in the U.S. Armed Services counts as employment in Teton County, Wyoming if that member of the household met employment criteria in Teton County, Wyoming for a minimum of two years prior to

ii. Disabled - An individual who is defined as disabled and is unable to be gainfully employed due to the disability meets the employment qualifications for housing in Teton County if the individual has a minimum of one (1) year of full-time residency in Teton County, Wyoming; Teton County, Idaho; or Lincoln County, Wyoming.

iii. Caregiver - Work as a caregiver counts as an employment exemption if the following criteria are met:

Full-time Resident - The caregiver is a full-time resident of Teton County, Wyoming; Teton County, Idaho; or Lincoln

b) Duration and Timing of Caregiving - The caregiver was or is volunteering all or a portion of their time caring for their own children or an ailing or disabled immediate family member and, therefore, was unable to gain full-time employment in Teton County. Verification will be required using varying methods including but not limited to birth certificates, letter from health provider, and affidavits from family members or

iv. Secondary School Attendance - Secondary education counts as an employment exemption if other employment criteria were met in Teton County, Wyoming at least two (2) years immediately prior to seeking secondary education. V. Hospitalization - Hospitalization counts as an employment

exemption if the hospitalized member of the household worked in Teton County, Wyoming at least two (2) years immediately prior to becoming hospitalized. Citizenship - At least one (1) member of the household

must be a U.S. Citizen or be hold a Lawful Permanent Residency card in the United States in order to qualify to purchase a restricted housing unit.

3. Age - At least one (1) member of the household must be eighteen (18) years of age.

Financial Ability - The Household must qualify without a cosigner for a loan through an institutional lender to purchase a restricted housing unit.

Contingencies - Any contingencies on lender's qualification may be a cause for the Housing Department to deny qualification to the household. If a contingency requires the household to sell a home prior to the purchase of a restricted housing unit, it will be disclosed to the seller, and the seller will have the option to deny going under contract with the selected

 Disclosure of Financial Gifts - Financial gifts received by the household must be disclosed to the Housing Department and will be counted toward household net assets. A letter from the gift or certifying the gift and the amount of the gift will be required.

Use of Retirement Savings for Down Payment - Down payment funds that are withdrawn from retirement accounts will be counted toward household net assets.

Qualified Mortgages - All liens that encumber the property must be 'qualified mortgages' made by a 'qualified mortgagee' or will not be secured by the property (See Section 16.10.900

C. Eligibility - Households may be required to meet one or all of the following eligibility criteria to be eligible to purchase, rent and / or occupy a housing unit. The restriction on the housing unit and / or the specific housing program will determine if additional eligibility requirements apply.

Household Income - Eligibility Criteria differs between units that are targeted to different affordability ranges. The "Household Income and Asset Chart" that sets income and asset requirements is updated annually and published on the Housing Department website. It can also be obtained from the Housing Department.

a. Affordability Ranges - Below are the affordability ranges based on percentage of Median Family Income (MFI) as calculated by the U.S. Department of Housing and Urban Development (HUD). Legacy units restricted prior to 2018 adoption of Housing Mitigation Standards in the LDRs used different "income categories." These income categories will still apply to legacy units that set out these income categories in the unit's restrictive covenants.

Affordable and Affordable Rental.

Legacy Units developed prior to 2018 adoption of Housing Mitigation Standards:

Category 1 80% - 100%Category 2 100% - 120%Category 3 120% - 140%Category 4 140% - 175%Category 5 Category 6 175% - 200%

Rental units developed after 2018 adoption of Housing Mitigation Standards:

50% - 80%80% - 120%

Ownership units developed after 2018 adoption of Housing Mitigation Standards:

50% - 80% 80% - 120%

≥120%

ii. Legacy Attainable Units.

Category 2 = <= 120%Category 3 = <= 140%

Category 4 = <=175%

iii. Employee. Legacy Units developed prior to 2018 adoption of Housing

Mitigation Standards. Households are eligible for these Employee housing units if they make up to 120% MFI. If this is inconsistent with the deed restriction recorded on the particular Employee Housing Unit, the deed restriction shall supersede these Housing Department Rules and Regulations. iv. Employment-Based - There is no income eligibility for Employment-Based units. However, at least 75% of the household's combined income must be earned from a business or organization located in Teton County continuously during ownership. If one (1) person in the household is at the age the Social Security Administration allows a person to begin receiving Social Security, their income will no longer be used to calculate the 75% of household income from a local business. Workforce Housing Program - There is no income eligibility for Workforce housing units. However, at least 75% of the

household's combined income must be earned from a business or organization located in Teton County continuously during ownership. If one (1) person in the household is at the age the Social Security Administration allows a person to begin receiv ing Social Security, their income will no longer be used to calculate the 75% of household income from a local business. vi. Other Restricted Housing Units - Income eligibility for other restricted housing units may be set out in restrictive covenants that apply to the particular restricted housing unit b. Calculation of Income -Household income is based on the current income earned by all intended adult occupants of the restricted housing unit at estimated closing date and is calculated by the Housing Department using the current household income to estimate an annual (12 month) income basis. W-2 earners who have inconsistent incomes and have the same jobs as prior years will have their income averaged over three (3) years or less if less than three (3) years were worked. Households must use their current income and may not make changes or adjustments to earnings in order to fit into a category. Any changes to income must be given to the Housing Department prior to the initiation of a weighted drawing process in order to be eligible to enter the weighted drawing. College-Aged Children - The income of adult children who are members of the household and who are attending college

ii. Business Income - Gross income is used minus cash Businesses that do not have 2 full prior years of income Tax returns are used to get gross income earned in the

first year of business minus cash expenses (if taxes have not been paid, the Profit and Loss will be used for that year to get gross income minus cash expenses). The gross income will be divided by the number of months the business was operating during that year. That number will be multiplied by 12 to get one year of income for the first year.

If the business has a full year of income in the second year of operation, the tax returns will be used to get gross income minus cash expenses. This will be the income for the

iii. If there is no income for the current year. The first and second years will be averaged.

If there is income for the current year, the Year to Date (YTD) Profit and Loss will be used to get gross income minus cash expenses. The gross income will be divided by the number of months to date in the current year. That number will be multiplied by 12 to get one year of income for the current year The current year will then be averaged with the past year(s).

vi. If there is only the current year, the current year number

Businesses that have 2 full prior years of income:

Tax returns will be used for each of the 2 prior years. The gross income minus cash expenses for each year will be used.

iii. For the current year, the YTD Profit and Loss will be used The gross income minus cash expenses divided by the number of months to date in the current year to get average monthly income. The average monthly income will be multiplied by 12 to get one year of income for the current year.

iv. The current year will be averaged with the 2 prior years. If there is no income for the current year, Step 1 will be used to calculate for 3 prior years and the 3 prior years will be

vi. If the third prior year is the first year the business was

operating, tax returns will be used to get gross income minus cash expenses. The gross income will be divided by the number of months the business was operating in that year to get average monthly income. Average monthly income will be multiplied by 12 to get one full year for the first year in business. Seasonal Businesses:

1. The steps above will be used to get average monthly income. The average monthly income will be multiplied by 12 to get one full year of income. iii. Household Members - All individuals who are intending to

occupy the unit must be included on the application. All adults not attending college and/or age 25 or older must include income and assets on the application. For Affordable units, adults not listed on the application may not reside in the home within the first year and without prior approval from the Housing Department. For Workforce units, additional adults may reside in the home at any time, but the household must qualify and have approval from the Housing Department. No approval will be given to either Affordable or Workforce owners without all adult occupants signing an Occupancy Agreement. For Affordable units, divorces must be finalized prior to closing on the home. For Workforce units divorces are not required to be finalized, and applicants are allowed to apply without their spouse, and the spouse's income/assets, etc. will not be counted.

2. Household Net Assets - Eligibility for some restricted housing units is also based on a qualifying household's net

Calculation of Net Assets - Household net assets include the value of all assets over \$500 in value including, but not limit too, bank accounts, investment accounts, life insurance, furniture, automobiles, jewelry, computer equipment, real estate, and recreational equipment; less any debt the house hold has. Net assets do not include retirement accounts, unless money will be withdrawn to be used as a down payment or closing costs. Business assets are limited to liquid assets. Total household net assets shall not exceed two times the fourperson household Income requirement for the income category of the housing unit. All household members' shares of liquid business assets shall be included in determination of total household net assets. Net assets of all household members shall be combined in determination of total household net assets. See the "Household Income and Asset Chart" for net asset thresholds, which is updated annually and published on the Housing Department website. A copy may be obtained from the Housing Department. Rental units do not have asset limits.

b. Ownership of Real Property.

Ownership at Time of Application - At the time of application, a Household may own other undeveloped or developed residential or commercial property. The fair market value of such property will be taken into consideration when determining household net assets. A price opinion using a market analysis will be obtained by the Housing Department through a local real estate firm within thirty (30) days from the date of submittal of an application for a restricted housing unit to determine fair market value of the other undeveloped or developed property. The owner of the property will be solely responsible to pay for the price opinion in conjunction with

submittal of the Housing Department Application. a) Ownership of Commercial Property - A household will be

able to maintain ownership of commercial property. b) Designation of Mobile Homes - Mobile homes situated in a mobile home park or on other land with hook-ups to water/ sewer and electricity will be considered residential property, and thus, will be required to be sold as with other residential property. If the mobile home is not situated in a mobile home park or other land with hook-ups to water/sewer and electric ity, it will only be considered an asset.

Rental Income and Rental Assets - Rental income from any residential real estate will be counted toward household ncome and the asset will be counted toward net assets. Required Sale of Residential Property - Once under con-

tract for a restricted housing unit, the qualifying Household must list residential property (developed or undeveloped), ocated within 150 miles driving distance from the Town of Jackson, for sale at a price commensurate with the price opinion. If the property has not sold or is not under contract after one year from the listing date, within 30 days of the year expiring, another price opinion will be obtained. If the price opinion is lower than the listed price, the owner will have 30 days from the date of the price opinion to lower the asking price to that of the price opinion. If after 24 months from the date first listed, the property still has not sold or gone under contract, the Housing Manager of the Housing Department will issue an analysis of the property with a determination of the salability of the restricted housing unit along with the next steps required. A copy of the analysis will be provided to the owner, and the owner will have the opportunity to appeal the determination of the Housing Authority Board. The owner may be required to sell their restricted housing unit if the resi-

Disposition of Assets - Any member of a household who has assigned, conveyed, transferred or otherwise disposed of property or other assets within the last two (2) years in order to meet the net asset limitation or the property ownership limitation shall be ineligible to purchase a restricted housing

Readiness to Purchase - Individuals purchasing a restricted housing unit must demonstrate readiness to purchase by

Contingencies - Contingencies on lender's qualification must be approved by the Housing Department prior to entering a weighted drawing. Such contingencies include but are not limited to requirement to sell property, requirement to prove down payment via account statement, gift letter or other, and requirement to pay off debt. Examples of proof of down payment are a letter from a family member who may be providing a gift or a bank statement showing funds available. Age - At least one individual in the household must be at east 18 years of age.

Execution of Legally Binding Contract - Individuals must be capable to legally enter into a contract.

Homebuyer Education - Completion of the Homebuyer Education course is be required to meet eligibility criteria to enter a weighted drawing for a restricted housing unit and/ or purchase a restricted housing unit. The required course is offered by Wyoming Housing Network or another Housing Department approved organization.

Online Intake Form - The Online Intake Form must be completed prior to entering a weighted drawing for a home. Completion of this form will put a household on the Housing Department's email list, and the household will begin receiving emails with information about homes when they are available. All advertising of homes available will be done through email to those who have completed the Online Intake Form and on the Housing Department website. The online Intake orm can be found on the Housing Department's website: haffordablehousing.org. This form must be completed in its entirety and updated at least annually. It cannot be completed or updated during a weighted drawing process that the household wishes to enter. The Online Intake Form does not enter a household into a weighted drawing. The weighted drawing is a separate process. See Section 16.10.004.C.5.

16.10.400 Weighted Drawing.

The Affordable and Workforce Housing requirements may utilize the weighted drawing process to select a qualified household using the procedures listed below. The weighted drawing will be advertised on the Housing Department website, jhaffordablehousing.org, and via email to all households that have completed the Ōnline Intake Form. See Section 3-3e: Online

A. Minimum Occupancy Requirement - In order to ensure that the units meet the intended goals of housing the Teton County workforce and are consistent with mitigation requirements, the following occupancy requirements for units in the Affordable Program are:

Studio:One (1) or two (2) people

One (1) or more people Two (2) more people

One (1) or two (2) adults with two (2) or

For rental units; 3 or more people

One (1) or two (2) adults with three (3) or more dependents

For rental units; 4 or more people For purposes of counting household size, children or adult

dependents must live with the household and be claimed as a dependent on Federal Income tax returns. Any deviation from the minimum occupancy requirements must be approved prior to the drawing through the exception process. There are no Minimum Occupancy Requirements for units in the Workforce Housing Program. However, if a household enters a drawing for a Workforce Housing unit and meets the occupancy requirements as listed above for the Affordable Program, the household will receive an extra point (entry) in the drawing. B. Weighted Drawing Points - Éligible households receive points that will determine the number of entries the household will receive in the weighted drawing. One point equals one entry in the weighted drawing. One point is assigned for each full year of consecutive full-time employment at a local business immediately prior to entering a weighted drawing, with a maximum of ten (10) points. One point is assigned for each qualified critical services provider with a maximum of two (2) points. In a weighted drawing for a Workforce unit, a household that meets the minimum occupancy requirements for the Affordable program will receive one (1) point. The total maximum points a household can receive is twelve (12). Households are not eligible to enter a weighted drawing until they have one (1) full year of full-time employment in Teton County for a local business or one (1) point. Points are given based on one person in the household. Years

working in Teton County cannot be doubled up and must be verifiable. For example, a two-person household, one of which has been employed in Teton County for two years and the other for four years, would be assigned four (4) points. To enter a drawing for an Affordable unit, the intake form must be completed prior to the opening of a drawing and information cannot be changed during the drawing entry period. You may not have more than one intake form. For the Workforce Program, an intake form must be completed prior to entering a drawing. Households may only have one (1)

1. Employment - At least one member of a household must be employed full-time in Teton County at a local business. Full-time employment is defined as at least one thousand five hundred sixty (1,560) hours per year or an average of at least thirty (30) hours per week. Employment exemptions found in Section 16.10.300.B. Qualifications apply.

Interruption of Employment - Interruption of employment will be allowed in special circumstances if other employment criteria are met in Teton County, Wyoming at least two (2) years immediately prior to the interruption of employment. Interruption of employment will only be allowed for a maximum period of two (2) years. Points will not be given for the time period during the interruption of employment. Points will be given for years employed full-time at a local business immediately prior to the interruption of employment. To obtain points for prior employment, a household must have reestablished full-time employment at a local business within one (1) month upon termination of the reason for the interruption of employment. Reasons for allowed interruption of employment include: caring for a sick or disabled immediate family member, attending secondary school, and hospitalization. Verification documentation of the reason for interruption of employment will be required to obtain points for prior

Additional Points.

Critical Services Provider - Qualified critical services providers, as defined in Section 16.10.900 Definitions, may be eligible for a maximum of two (2) additional points. Any household may not receive more than two (2) points. However if a household has one (1) person who qualifies as a critical services provider for two (2) organizations, they will receive

The following conditions must be met to receive the critical services provider designation and priority:

Critical Services Provider Designation - Organizations who believe their employees or volunteers meet the definition of critical services provider can apply to the Housing Department to become an approved critical services provider organization and have certain job positions deemed 'qualified.' The Teton County Board of County Commissioners and the Jackson Town Council will approve or deny critical services provider organization applications.

a) Required Documentation - Employees who work in these 'qualified" positions for approved critical services provider organizations can enter a weighted drawing and receive additional points. These individuals must submit a "Critical Services Provider Supervisor Questionnaire" along with their weighted drawing entry documents. These will be held on file for a period of six months before needing to be updated. The Housing Department will contact the CSP's supervisor to update the Supervisor's Questionnaire.

 One Year of Full-Time Employment - A qualified critical services provider must earn one (1) point for one (1) year of full-time employment in Teton County at a local business prior to receiving points as a critical services provider.

iii. Approval Process - Applications received by the Housing Department for approval as Critical Services Provider Organizations will be processed by staff. The Housing Manager will make a recommendation to the Jackson/Teton County Housing Authority Board who will approve or deny

Accessible Units - Priority will be given to households with member(s) who are mobility impaired. If more than one weighted drawing entry is received for Accessible units, a weighted drawing will be held. If no households with members who have mobility impairments apply, the weighted drawing will be held with all other applicants.

No Qualified Entries - After a weighted drawing where no qualified entries exist, the unit will be offered again in a weighted drawing. It will be open to households in the next tier of the minimum occupancy requirements. If there are still no qualified entries, the home will be offered first come, first served. The first qualified household to submit a complete application will have the opportunity to purchase.

Drawing Results - Drawing results are kept on file with the Housing Department and may be requested by the public. 16.10.500 Purchase and Sale Standards and Procedures.

Sale and Resale Standards.

Applicability - Each restricted housing program dictates both the initial sales price and the maximum resale price. The restrictions for each unit should be consulted for exact details. Affordable Housing Program - For the Affordable housing program, these Housing Department Rules and Regulations set out how to determine both the initial sales price and the maximum resale price.

Employment-Based Housing Program - The initial sales prices and maximum resale prices for Employment-Based housing units are determined by these Housing Department Rules and Regulations.

Workforce Housing Program - The initial sales prices for Workforce housing units are negotiated between the owner and the buyer. After the initial sale, the value will appreciate according to the Denver-Aurora-Lakewood CPI with a maximum of 3%. If the Denver-Aurora-Lakewood CPI no longer exists, another similar index will be used.

d. Attainable Housing Program - The Attainable housing program does not place limits on sale or resale prices, but buyers still must meet the qualification and eligibility rules laid out in Section 16.10.300. Qualification and Eligibility.

Other Programs - For other restricted housing units, the property's restrictions clarify how the sale and resale prices are configured.

Rental Rates - For information on maximum rental rates permitted by the rental housing programs, see Section 16.10.500.B. Tenancy and Rental Standards and Procedures. Maximum Sales Price.

The Housing Department updates the maximum sales prices for Affordable housing units obligated by the LDRs on April 1st of each year. The maximum sales prices are available on the Housing Department's website or at the Housing Department. The methodology listed below shall determine the maximum sales prices. The intent of the maximum sales prices is to ensure initial and long-term affordability. Median Family Income - Each year, the U.S. Department of Housing and Urban Development (HUD) releases Median Family Income figures for Teton County, Wyoming. The Housing Department uses this data to determine household incomes for the applicable restricted housing units based on

number of bedrooms and persons per bedroom. Household Size - The Household Size for determining maximum sales price is based on number of persons per bedroom in the applicable restricted housing unit.

Affordability Range - The household income for the applicable restricted housing unit is set at the middle of the affordability range to ensure affordability. For example: the income range for affordability range 3 is 81% - 120% MFI; therefore, an income of 100% MFI would be used in calculating the maximum sales price.

 d. Percentage of Income - The national standard for household affordability is that a household does not pay more than 30% of its gross income toward housing costs. Therefore, monthly payments (including principle, interest, taxes, insur ance and HOA dues) cannot exceed 30% of the Median Family Income for each affordability range.

Maximum Sales Price Calculation - The maximum sales price for a restricted housing unit is determined by calculating 30% of a qualifying household's income, using the following

22% of household income covers principal and interest, 8% of household income covers HOA dues, taxes, and

Assumptions for the mortgage include: 30-year mortgage.

5% down payment, 20-year rolling average interest rate for a qualifying household earning the median of the applicable

Potential Variability of Maximum Sales Price. The maximum sales prices will be lower if the unit is

below grade, or if there is no garage. If an owner is determined to be in default of their restrictions, the Housing Department will have the option to pur-

chase the property for a purchase price equal to the maximum resale price or the appraised value, whichever is less, subject to the Housing Department's ability to limit appreciation and or reduce proceeds, and on such other terms as are provided in

iii. If an owner is found to be in default of their restrictions the Housing Department may cease the appreciation of the property when determining the maximum resale value beginning on the known date the owner began being in default

Maximum Resale Price. The intent of the maximum resale price is to ensure long term affordability of the restricted housing units at resale. The maximum resale price (MRP) shall be the original purchase price (OPP) with the following adjustments:

Appreciation 3% or Denver-Boulder-Greeley CPI -Appreciation of the value of the restricted housing unit is based on the Denver-Boulder-Greeley CPI each year capped at 3%. The latest published numbers for Quarter 2 and Quarter 4 of each year will be used unless the deed restrictions or ground lease specifically reference an alternative appreciation

method or no measured appreciation. The following standards apply:

 Date of purchase is defined as seller's original closing date (date seller purchased the restricted housing unit). If the closing date is on or after the 15th of the month, the month is not counted for prorating the value. If the closing date is before the 15th of the month, the entire month is counted.

2) Three (3) months will be added to the date that the "Letter of Intent to Sell" is received and will be considered the esti-

If the Letter of Intent to Sell is received on or before the 15th of the month, the entire month is counted. If the "Letter of Intent to Sell" is received after the 15th of the month, the month will not be counted.

Each eligible whole month will be prorated.

Denver-Boulder-Greeley CPI - The CPI used to calculate maximum resale prices in some restrictions is the Denver Boulder Greeley CPI. New figures are published by the Colorado Department of Labor and Statistics twice a year, nor mally in March and August. In calculating the allowed maximum appreciation of a home, the latest reported figure will be averaged with the other reported figure for the year and used up to the date new figures are released. Once a Facilitation Agreement has been signed, new figures will not affect the maximum resale price. If the Denver Boulder Greeley Colorado CPI ceases to exist, a comparable index will be used Northwest Wyoming Cost of Living Index - The NWCLI figure used to calculate maximum resale prices in some ground leases is obtained from the Wyoming State Division of Economic Analysis and is calculated with All Items minus Housing. It is updated quarterly and released generally in June for the First (1) Quarter, October for the Second (2nd) Quarter, December for the Third (3rd) Quarter and March for the Fourth (4th) Quarter. The latest reported figure will be averaged with the other reported Quarters of the year and wil be used up to the date the new figures are released. Once a Facilitation Agreement has been signed, new figures will not affect the maximum resale price. If the NWCLI ceases to exist a comparable index will be used. iii. Flat Appreciation Rate of 2.5 Percent - The flat apprecia-

tion rate of 2.5% found in some restrictions is not based on an index. Rather, it is based on an analysis of incomes over 20 years, where it was found that incomes rose on average by

b. Cost of Actual Capital Improvements - Restricted housing units that have deed restrictions or ground leases allowing for improvement credits can add the value of these improvements to the appreciated value to calculate the MRP based on the

Credit for capital improvement expenditures on the restricted housing unit given at resale will be no more than 10% of the OPP of the home except where the Housing Department has determined otherwise. All capital improvements must be preapproved by the Housing Department and properly permitted and inspected by the Town of Jackson or Teton County Building Official. Approval/disapproval must be determined prior to actual construction to be considered at time of sale. Împrovements done without prior approval will not be considered for capital improvement credit. It is the owner's responsibility to secure any approval necessary from the restricted housing unit's Homeowners Association and obtain any necessary permits prior to undertaking any Capital Improvement. Please consult Section 16.10.50.A.5 for more details.

c. Depreciated Costs of Capital Improvements - The depreciated costs of Capital Improvements can be added to the

appreciated value to calculate the MRP, so long as they do not exceed ten percent (10%) of the OPP or as determined by the Housing Department on a project-specific basis. All capital

improvements will be depreciated as applicable according to the Marshall and Swift Residential Cost Handbook or a simi-Maintenance Adjustment - Households are required to keep restricted housing units in a properly maintained state. Housing Department staff and/or a third-party inspector hired by the Housing Department will inspect the property after receiving the "Letter of Intent to Sell" from the owner.

The inspector will provide an inspection report to the Housing Department. The Housing Department may require the owner to repair or replace items on the inspection report. The buyer also has the opportunity to inspect the property and provide the Housing Department with a list of items. If required repairs, replacement, or cleaning are not made by the owner prior to the Housing Department's final walkthrough two (2) business days before closing, the Housing Department will estimate the costs at its sole discretion, and an adjustment may be made to the seller's proceeds or to the maximum resale price. These funds will either be given to the buyer to make the repairs or held by the Housing Department at the Housing Department's sole discretion. If funds are given to the buyer, the buyer will be expected to make the repairs on their own. If the repairs are not made, the buyer will be charged when they sell the home. If the Housing Department holds the funds, the buyer will be reimbursed based on receipts received from the buyer. If any funds remain after the repairs are completed, they will be released to the seller.

Other Costs - Any additional costs allowed by the Housing Department pursuant to the policies in effect on the date of the restricted household's "Letter of Intent to Sell."

Selling Procedures - All restricted housing units shall be sold in accordance with applicable restrictions and/or these Housing Department Rules and Regulations as determined by the Housing Department, Town and/or County, which may vary depending on the specific housing program under which the restricted housing units were created.

Letter of Intent to Sell - The seller shall submit a completed Letter of Intent to sell form to the Housing Department to begin the selling process. The form can be found on the Housing Department's website or can be obtained from the Housing Department. The Housing Department staff will set up a meeting with the seller to review the selling process and the seller documents. The Letter of Intent must be submitted and the meeting with the seller must occur the week prior to the beginning of the weighted drawing entry period. See section 4. The seller shall be given the option to choose the Title Company. If the seller has no preference, the Housing Department will choose the Title Company. If the seller decides not to sell the unit after submitting the Letter of Intent to sell, the seller must reimburse the Housing Department for any costs the Housing Department has incurred. Once the contract has been signed by buyer and seller, both parties are legally bound by the contract.

Facilitation of Sale - The Housing Department facilitates the sales of restricted housing units to accomplish the sale according the the instructions in the Grund Lease/Deed Restriction and to provide a transfer to a Qualified Household. Specifically, the Housing Department facilitates sales of Affordable housing units, Employment-Based units, Workforce housine units, and Accessory Residential Units. Sellers will be required to enter into a Facilitaton Agreement with the Housing Department to sell their home. The Facilitiation Agreement must be executed prior to advertising the home for sale through a weighted drawing process.

Maximum Resale Letter - The resale price of the restricted

housing unit shall be calculated according to its restriction and stated in the "Maximum Resale Letter." Maximum resale prices will be rounded to the nearest dollar. An official copy will be mailed, or hand delivered. A copy can be requested from the Housing Department by email or fax. The Maximum Resale Price shall be the only exchange of value between parties to any sale of the restricted housing unit. Any exchange of value outside the allowed sale price shall invalidate the sale.

Facilitation Fee (2%) - At the closing of the sale, the seller will pay to the Housing Department a fee equal to two percent (2%) of the sales price, unless otherwise instructed in the deed restriction, for facilitation services. The Housing Department may instruct the Title Company to pay such fees out of the funds held for the seller at closing. The Housing Department may also waive the fee, or a portion thereof, in its sole discre-

Cost of Declining Inititiated Sale - If the seller decides not to sell the restricted housing kunit at any point before closing, the seller will be responsible for all advertising and/or other

costs associated with listing the unit for sale.

Viewing of Unit - Once the weighted drawing is completed, the first household drawn will be contacted by the Housing Department and a time set up to view the unit. This viewng shall occur within five (5) business days of the household being notified that they were selected first in the drawing. The household will have two (2) business days to respond to the Housing Department's efforts to contact them to notify them that they were selected. A phone call and an email will be sent to the household. If there is no response, the Housing Department will move on to the next household drawn. The seller is required to make the restricted housing unit available with reasonable notice on a minimum of two (2) occasions to show the property to the selected household prior to going

g. Inspection - The Housing Department will order a thirdparty inspection to be done on the home by a qualified home inspector. The inspection information/report is for the use of the Housing Department and will not be released to any buyer. Buyers shall have the option to order their own inspection to be done on the home. It is the Housing Manager's sole discretion as to whether items found by an inspector will be required to be repaired. A list of items required to be repaired will be given to the seller by the Housing Department. The seller is expected to have the items completed no later than

three (3) business days prior to the closing date. h. Complete Application - The household shall have five (5) business days from the day they are notified that they were selected first in the drawing to submit a complete application to the Housing Department. The Checklist for Complete Application and Application form can be obtained from the Housing Department's website or from the Housing Department. The Housing Department reserves the right to request additional documentation when verifying a Household's eligibility and qualification. If for any reason the buyer cannot close within three (3) weeks of the seller's time-

Qualification - The Housing Department shall review the application and supporting documents and calculate income, assets, and hours worked to verify eligibility and qualification This process normally is complete within five (5) business days of receiving the application. However, it may take longer in unique circumstances. Once the Housing Department completes the review and verification of eligibility and qualification, the applicant is notified of approval or denial. If the applicant does not qualify, the next household drawn in the weighted drawing will be notified and the process will start

Qualified Household Meeting - When the Housing Department has identified a qualified household who wishes to move forward with the purchase of the home, the qualified household will have five (5) business days to attend a meeting to review the purchase process and purchase documents, which include the Contract for Purchase and Sale of Residential Real Estate or Residential Improvements in the case of a Ground Lease and the buyer's Facilitation Agreement. The applicant has five (5) business days from the meeting day to review and execute the purchase documents and return them to the Housing Department with earnest money as called for in the Contract. If the contract is not signed and returned within five (5) business days, the next household selected in the drawing will be notified and given the option to purchase the home if qualified. The seller shall be notified immediately upon receipt of the signed contract and earnest money to execute the contract. The seller shall have two (2) business days to return the signed contract or the closing may be delayed. A copy of the contract and the earnest money are then delivered by the Housing Department to the

k. Final Ŵalk Through - A final walk through will occur generally two (2) business days prior to the closing date. If the Housing Department finds maintenance or repair items that have not been completed, the Housing Department will estimate the costs of the maintenance/repair items and withhold funds from the seller's proceeds. The funds are then given to the buyer and the buyer is responsible for completing the maintenance/repair items.

Closing - The closing will be held on or before fifty (50) days from complete execution of the Contract. The Buyer will take possession of the unit on closing day.

Capital Improvement Standards.

Approval Required - Owners must receive written approval from the Housing Department prior to beginning the work in order to receive credit for the capital improvement. To obtain approval, the "Request for Capital Improvement" form must be submitted along with estimated costs and drawings and/or plans and a narrative of the work to be done. Once the improvement is complete, copies of all receipts for materials and labor must be given to the Housing Department. No credit will be given for sweat equity. b. Workmanlike Manner - All improvements whether

approved Capital Improvents or other must be built in a workmanlike manner, and according to Town of Jackson or Teton County building codes. All required permits and completion releases must be obtained from the Town or County. Any owner that does capital improvements without obtaining the proper permits or if it is determined at the Housing Department's sole discretion that the improvements have not been done in a workmanlike manner may be required to make repairs or remove the improvements and return the home to

Approved Capital Improvements - A Capital Improvement is an improvement done to the home for which the homeowner can receive credit. The capital improvement requires an expenditure that either increases the value of the property or extends its life expectancy but is not a luxury item. The term "approved capital improvement" shall only include the follow-

Fixtures erected, installed or attached as permanent, functional, non-decorative improvements to real property, excluding repair, replacement and/or maintenance improvements;

r the benefit of seniors and/or handicapped persons; Health and safety protection devices (including radon);

Adding and/or finishing of permanent/fixed storage space;

Finishing of unfinished space;

vi. Landscaping; Adding trees, shrubs, lawn, patio, walkways, vii. Decks and balconies, and any extension thereto;

viii.Partial credit may be given for upgrade improvements that will increase the life of the component as compared to the original product or increase the long-term affordability of the

Improvements Not Approved for Credit - Approved capital improvements shall not include the following:

Jacuzzis, saunas, steam showers and other similar items; Upgrades or addition of decorative items, including lights, window treatments and other similar items;

 Upgrades of appliances, plumbing and mechanical fixtures. carpets and other similar items included as part of the original construction of a unit, unless replacement is shown to improve the lifespan of the component or the long-term affordability of the restricted housing unit;

iv. Repair and Maintenance Items - a repair or maintenance item is an expenditure that restores a property to a sound state.

Resale and Transfer Limitations.

Transfer of Title - Transfer of title is not allowed unless approved by the Housing Department. To apply for approval, owners need to complete the Housing Department's "Request for Transfer of Ownership (Title)" form and submit it to the Housing Department along with a fee in accordance with the Housing Department Fee Scheduled published annually, which covers legal and recording fees. In some cases, a complete application will be required to be submitted for qualifying purposes. Divorce - In the event of the divorce of an owner, the

Housing Department may consent to the transfer of the residential unit to a spouse of an owner, which spouse may not otherwise qualify as a qualified household, only upon receipt of an order issued by a Court of competent jurisdiction ordering such transfer.

Death - In the event of the death of an owner, the Housing Department may consent to the transfer of the residential unit to an heir or devisee of such deceased owner, which heir or devisee may not otherwise qualify as a qualified household only upon receipt of an order issued by a Court of competent jurisdiction ordering such transfer.

iii. Nonqualified Transferee - If title to the restricted hous-

ing unit vests in a nonqualified transferee, as defined in these Housing Department Rules and Regulations Section 16.10.500.B. Qualification, the restricted housing unit shall immediately be listed for sale in accordance with the restrictions and the Housing Department Rules and Regulations. The following shall apply when the Housing Department

determines there is a nonqualified transferee: a) A nonqualified transferee shall cooperate with the Housing Department to affect the sale, conveyance or transfer of the restricted housing unit to a qualified household (or the Housing Authority in the event of its exercise of its option to purchase) and shall execute any and all documents necessary to such sale conveyance or transfer.

 A nonqualified transferee shall comply with the restrictions, the Housing Department Rules and Regulations, and all other covenants regulations, ordinances, statutes, laws, or rules governing the ownership, occupancy, use, development or transfer of the restricted housing unit, and further may only occupy the restricted housing unit with the prior written consent of the Housing Department. Trusts - Restricted housing units may not be put into any

type of a trust. This is the equivalent of transferring ownership, and trusts are not qualified to be the owner of a restrict ed housing unit. Nontestamentary Transfer on Death - A "Nontestamentar

Transfer on Death "deed is allowed to be recorded on restrict ed housing units, and must include the following: It conveys an interest in real property to a beneficiary des

ignated by the owner and states the deed is effective upon the ii. It must be subject to all other encumbrances on the property to which the owner was subject to during their lifetime,

including the Restrictions on the property. The Housing Department must approve the document

d. Title - All adults who occupy the restricted housing unit for more than thirty (30) accumulative days in a calendar year, except for children attending college, must sign an Occupancy Agreement along with the owner. Situations that require an Occupancy Agreement include but are not limited to marriage, a significant other moving in, a friend moving in, a renter, etc. Additions and removal of names on the title constitute a transfer of title. The Housing Department must approve all transfers of title. An adult may not be moved into an Affordable unit for at least one year after closing and only with approval from the Housing Department. Adults may be moved into workforce units prior to one year, however, the household must be qualified and approved by the Housing Department. Owners and any adult residents of the unit must

sign an Occupancy Agreement. Other Sale and Resale Standards.

Privy to Purchase and Sales Agreement - Sellers and buyers shall provide a copy of the "Purchase and Sale Agreement to the Housing Department. All financial information shall remain confidential, except as follows:

Public Records - Any document that would customarily be a matter of public record in the public records of Teton County Wyoming, and is subject to the Wyoming Public Records Act; Weighted Drawing Positions - The names and positions of all persons who have participated in any Rental Weighted drawing held under these Housing Department Rules and

iii. Freedom of Information Act or Wyoming Public Records Act - Any other information, which a court of competent jurisdiction rules must be released under the Freedom of Information Act or the Wyoming Public Records Act; and iv. Audits - In addition, the Housing Department may allow access to personal and private information to any person or entity undertaking an independent audit of the records kept under these Housing Department Rules and Regulations, provided that such person or entity agrees to be subject to thi confidentiality provision.

Independent Legal Counsel - All sellers and buyers of restricted housing units are advised to consult independent legal counsel to examine all contracts, CC&Rs, deed restrictions, agreements, affidavits, closing statement, title documents, etc. The retention of such counsel, or related services shall be at the seller's and buyer's own expense. The sellers and buyers and/or their attorneys will not be allowed to make changes to Housing Department documents. A "Buyer's Acknowledgement" form will be required to be signed prior to closing acknowledging recommendation to obtain legal counsel. The "Buyer's Acknowledgement" form will be provided to the buyer for review prior to closing.

Title Company - The Housing Department advises sellers to use a title company and escrow agent located in Jackson, Wyoming to close the transaction because of their expertise with the Housing Department's restricted housing programs and their unique and technical closing documents. The seller and buyer shall authorize the Housing Department to review the "Settlement Statement" prior to closing. Sellers can select a title company and escrow agent of their choice. If no title company is indicated, the Housing Department will select one

Approved Lending Institutions - Borrowers are restricted to the following lending institutions licensed to engage in mortgage lending practices in the State of Wyoming:

An "institutional lender" such as, but not limited to, a federal, state, or local housing finance agency, a bank (including savings and loan association or insured credit union), an insurance company, or any combination of the foregoing, the policies and procedures of which Institutional Lender are subject to direct governmental supervision; or

b) A "community loan fund", or similar non-profit lender to housing projects for income-eligible persons (e.g. is not given to or acquired by any individual person); or

A non-affiliated, legitimate, "finance company." In no event shall such finance company be an individual or any company that is affiliated with or has any affiliation with the owner or any family member of the owner.

Required Down Payment and Loan to Value Ratio - The Housing Department requires that all buyers have at least 3.5% down payment on a purchase, and no refinance or second mortgage obtained after the original purchase is allowed to be higher than 95% loan to value.

iii. Debt to Income Ratio - The total debt to income ratio for a household may not exceed 45%.

iv. Qualified Mortgage - Lenders may submit a "Qualifying Mortgage" form to the Housing Department to have the mortgage deemed a "qualifying mortgage." When submitting a qualified mortgage request, a copy of the title commitment and the Transmittal Summary (HUD Form 1008), or other documentation containing the same information, is required

to be attached. The "Qualifying Mortgage" form can be obtained from the Housing Department or from the Housing

For homes that do not have a measured appreciation, such as Attainable homes, an appraisal recognizing the restriction on

The Housing Department reserves the right to require additional information before approving a mortgage as a "qualify-

Total Debt - Owners shall not incur debt, liens or other obligations secured by the restricted housing unit that exceed 95% of the Original Purchase Price of the unit and shall notify the Housing Department immediately when a change in the total of these secured obligations is anticipated. No second mortgages, including but not limited to home equity lines of credit, shall encumber the restricted housing unit without advance approval by the Housing Department.

Co-Ownership - Any co-ownership arrangement other than Joint Tenancy or Tenancy-In-Common must be approved by the Housing Department. All adults occupying the unit, with the exception of children attending college, must be on the title of the restricted housing unit or sign an Occupancy

Co-Signors - Co-signors are guarantors for payment of mortgage. If an exception to the "no co-signors" rule is granted, co-signors shall not occupy the unit. Co-signors are not coowners, so they are not allowed on the title. No lien or security can be placed on the property besides the mortgage itself. Homeowners Associations - The restricted housing unit

may be subject to a Homeowners Association (HOA). All owners of restricted housing units are required to pay HOA dues, and potential special assessments and fees if applicable, unless otherwise exempted. HOA dues may be substantial and are factored into the maximum sales price. Homeowners Associations frequently have interests and regulations, other than the Restriction, that affects the restricted housing unit. It is the owner's responsibility to be aware of these interests and regulations. Failure of an owner to comply with the HOA Rules and Regulations or CC&Rs constitutes default of the

Housing Department Rules and Regulations. Homeowners' Hazard Insurance - Owners are required to keep hazard insurance on their homes for 100% replacement cost. Since the homes are subsidized, this amount could be more than the price of the home. Often times Homeowners Associations provide insurance. Depending on how much coverage the HOA provides, the owner may be required to proride additional insurance to guarantee complete replacement of the home. Ground lease properties are required to name the Jackson/Teton County Ĥousing Authority as additionally

Tenancy and Rental Standards and Procedures - To maintain the character of neighborhoods and respect the nature of the community, restricted ownership units are not allowed to be rented without prior approval from the Housing Department. This includes renting any portion of the dwellng, any room within the dwelling or the garage.

Primary Residence - Owners of restricted housing units shall maintain the home as their primary residence.

Occupancy Requirement - Households shall occupy their nome full-time at least 10 months out of each calendar year. Business Activity Restricted - Households who rent a restricted housing unit shall not engage in any business activity in such dwelling, other than any home occupation use permitted in that zoning district and as permitted in the Lease

No Guests for an Extended Period - Households who own restricted housing units shall not permit any adult guests over the age of 18 for periods in excess of thirty (30) cumulative

Leave of Absence - A one-year exception may be granted in cases of illness, short-term leaves of absence for education or training purposes, or other exigent circumstances with the advance written approval of the Housing Department.

Rental of Restricted Unit during Leave of Absence - If ranted a leave of absence, the owner is allowed to rent the property according to the provisions below in Section 16.10.500.B.2. Rental Procedures for Owner-Occupied

After the restricted housing unit is rented for nine 9) months, owner will be required to notify the Housing Department in writing of either, (a) their intention to move back to the restricted housing unit upon expiration of the lease and/or the rent approval period; or (b) provide the Housing Department with a "Letter of Intent of Sell" form, which will begin the selling process of the restricted housing unit. If the owner chooses to sell the restricted housing unit

instead of returning when the lease expires, there will be no accrual of appreciation during the term of the rental (this does not apply to medical emergencies). Rental Procedures for Owner-Occupied Properties - The

Housing Department may approve rental of space within owner-occupied Affordable, Employment-Based, and Workforce units when pressing circumstances exist. The owner must continue to occupy the unit, and the Housing Department must certify that the renter meets the qualification and eligibility standards set out in Section 16.10.300 Qualification and Eligibility. A fee will be charged along with the request as set forth in the Annual Schedule of Fees.

a. Requests to Rent during Leave of absence - Approvals for "Requests to Rent" are given at the sole discretion of the Housing Department's Housing Manager. Approvals to rent will only be given for a maximum period of one (1) year. Approvals to rent will only be given in unique and pressing

i. Medical Emergency Documentation - Medical emergencies applicable to a restricted housing unit homeowner will require documentation using the "Housing Department Medical Emergency Leave" form to substantiate the need to leave the

ii. Processing Fee - A fee will be charged to a restricted housing unit homeowner for a "Request to Rent." A separate "Annual Schedule of Fees" document that is updated annually and published by the Housing Department provides the processing fee amount.

Qualification and Eligibility of Tenants.

Tenants shall be a Qualified Household according to the general Qualification and Eligibility Criteria contained in the recorded Restriction and these Housing Department Rules and Regulations.

ii. Tenants shall meet the Eligibility Criteria with respect to Income and Assets that apply to the particular restricted housing unit in question at time of initial occupancy.

iii. Prior to signing a lease for or occupancy of a restricted housing unit, owner must provide the Housing Department with proof of the tenant's qualification under the housing unit's specific program prior to occupancy.

 Qualification and eligibility shall be recertified by owner of the restricted housing unit at any time there is a change in occupancy of the restricted housing unit or renewal of lease

Execution of Lease - Rental of restricted ownership units must be by a written Lease provided by the Housing Department. The Housing Department will retain a copy of the fully executed lease.

Rent Limitations - Rent charged while the owner is on leave will be limited to Fair Market Rents as published by HUD or total housing costs (mortgage payment, taxes, insur ance, Ground Lease Fees and HOA dues), whichever is less.

Housing Department Fee - A fee will be charged by the Housing Department for a request to rent as set forth in the Annual Schedule of Fees updated annually and published by the Housing Department.

Requests to Rent a Room - Approvals to rent a room in a restricted unit are at the sole discretion of the Housing Manager and are only allowed in pressing circumstances. The following process will be followed:

Submittal of Request to Rent - The owner will submit a "Request to Rent" form to the Housing Department along with the associated fee as outlined on the fee schedule published annually by the Housing Department. The form can be found on the Housing Department website or from the Housing

ii. Approval by the Housing Manager - If the owner is in compliance with their restrictions, the Housing Manager will review the request to rent and approve or deny the request based on the circumstances. Approval can be given for a maxi-

 Identification of Tenant - When the owner has identified a potential tenant who they believe qualifies under the income, asset, and employment requirements of the restriction on the unit, the potential tenant is required to submit a complete application to the Housing Department.

Tenant Approval - The Housing Department will verify that the tenant qualifies under the income, asset, and employ-Lease Agreement - The Housing Department provides the

Lease Agreement to be signed by the owner, tenant, and the vi. Notification of Termination of Lease - The owner is

required to notify the Housing Department upon termination of the lease. If the owner still wishes to rent the room and still has approval from the Housing Department, the process will start again with Step d.iii. Identification of Tenant, above. vii. Rental Rates - The Housing Department will approve the rental rate based on the housing costs of the owner.

Selection of Qualified Household - A unique process applies for selecting each qualified household within each housing program. The following sections provide specific details regarding each housing program. The restrictive covenant should be consulted for exact details.

Weighted Drawing - In the event that the Housing Department receives one or more weighted drawing entry sheets at the maximum resale price from qualified households during the weighted drawing entry period, the buyer will be selected according to preferences set for that particular Housing Program. In the event no weighted drawing entry sheets are received during the weighted drawing entry period the selection process would be determined either by a bid process or a "first come first served" process. The restrictions on the property clarify which selection procedure to use.

Errors - Every effort is made by the Housing Department to ensure fair and equitable lotteries. Lotteries are not drawn by the Housing Department. Housing Department staff compiles weighted drawing entry sheets with all eligible house holds included. The weighted drawing is drawn by outside counsel. On the rare occasion that an error is made in compiling or drawing of a weighted drawing, the error will be corrected and the weighted drawing will be re-drawn.

Bid Process - If the restrictions require it, the qualified household submitting the highest bid price (not to exceed the maximum resale price) during the Bid Period shall have the first right to purchase the unit. The owner of the unit shall have the right to accept or reject the bid.

No Qualified Weighted Drawing Entries – Refer to Section

Other Sale/Resale Procedure.

Owner Selection - If the restriction permits, the owner of the restricted housing unit may be allowed to select the qualified household. Other than verifying that the qualified household meets the qualification and eligibility requirements for the restricted housing unit, the Housing Department shall not have any authority to choose the buyer of the restricted hous ing unit unless authorized by the owner.

Attainable Housing Program Sale Procedures When an owner wishes to sell an Attainable housing unit

they can either list the home with a realtor or for sale by owner. b) The owner of the Attainable housing unit is required to

submit a "Letter of Intent to Sell" to the Housing Department before listing or advertising the unit for sale. c) The owners will be responsible for advertising their

Attainable housing unit for sale with the exception that the Housing Department will advertise the unit on their website at no cost to the owner. d) There is not a maximum resale price for Attainable hous-

ing units. The owner will set the price with the understand-

ing that the household who buys the unit will need to qualify under income, asset, and employment criteria. The price may be negotiated before entering into an agreement to purchase. The buyer will be responsible for providing the "Purchase and Sale Agreement" at the time of making an offer to purchase an Attainable housing unit. The seller may make a counteroffer that includes changes to the "Purchase and Sale Agreement." The Attainable housing unit is under contract when an offer and/or a counteroffer is accepted and both the buyer and seller have signed it. The "Purchase and Sale Agreement" must contain a contingency that the Housing Department must verify that the buyer is "qualified" to purchase the Attainable housing unit. The Housing Department will not deem a buyer "qualified" until a contract has been

executed by the seller and the potential buyer. A full copy of the fully executed Purchase and Sale Agreement shall be provided to the Housing Department. All financial information shall remain confidential except as noted in Section 16.10.500.D.7.a. Privy to Purchase and Sales

In addition to the items listed in Section 16.10.500.D.3.a. Materials Included with Application, applicants must also include a complete copy of the fully executed "Purchase and

 Time of Submittal: The Attainable housing unit must be under contract before the buyer provides an application to the

2) Time to Process: If the application is complete and thor ough, the Housing Department will have a determination of qualification within five (5) business days of receiving the application. It may take longer if the Housing Department has to request further information from the applicant.

Qualified Buyer Letter: Once the household is deemed to be "Qualified" to purchase the Attainable housing unit, the Housing Department will provide a "Qualified Buyer Letter to the applicant. This letter will be used to verify to the seller and the title company that the household is qualified to pur

Lenders: See Section 16.10.500.A.7.d. Lenders.

Closing: The closing date and time is set between the sell ers, buyers, financial institution, the title company, and the Housing Department. The buyers will be required to sign a "Buyer's Acknowledgement" at the time of closing. This document will certify that the buyers acknowledge receiving a copy of the restrictions as well as agreeing to allow the Housing Department to release the sales price of the home, and also agreeing to the Housing Department's right of first option to purchase the unit in case of default by signing a Power of

the unit to see that it meets their household's needs. If the household decides to purchase the restricted housing unit, they will have the opportunity to inspect the unit further once Submit Application - The potential buyer will have five (5

Viewing of Restricted Housing Unit - The seller of the

restricted housing unit will allow the potential buyer to view

business days to submit a complete application. The required Housing Department documents are available from the Housing Department or from the Housing Department web Materials Included with Application.

Housing Department Application for Restricted Ownership

The Housing Department "Application for Homeownership" is a three (3) page form with an additional two (2) pages made up of a "Certification and Oath" section that will need to be signed by all applicants and notarized, as well as an "Authorization to Release Information." Buyers may be required to sign a "Power of Attorney in Case of Default" form appointing the Housing Manager of the Housing Department Attorney in Fact in the case of default and forced sale. The Housing Department may use other methods for remedying a default such as a mortgage against the property or a Quit Claim Deed held in Escrow, which would be agreed to at time of purchase. All documentation submitted with the complete application for the purchase of a home is the documentation that will be used to qualify a buyer. Documents will not be allowed to be changed once they are submitted (e.g. taxes submitted will be those used to qualify. Applicants will not be allowed to re-file taxes). The Housing Department

a) Weighted Drawing Entry Form - A "Weighted Drawing Entry" form must be completed and signed and submitted when entering a weighted drawing according to Housing Department processes. "Weighted Drawing Entry" forms may be submitted online, in person, or by USPS.

will review the application before accepting it to ensure it is

complete. The Housing Department may ask for additional

No incomplete "Weighted Drawing Entry" forms will be accept ed. This means that every blank must contain information 'N/A," or a strikethrough so that the Housing Department knows that it was not overlooked.

The Housing Department is not responsible for receiving Weighted Drawing Entry Forms. It is the responsibility of the household to confirm that the Weighted Drawing Entry Form was received and the household is entered in the weighted

b) Intake Form - All households are required to complete the "Online Intake Form." This form must be completed in its entirety before entering a weighted drawing. Any changes made to the form must be made prior to the opening of a weighted drawing the household wishes to enter or the house hold will be ineligible to enter the weighted drawing. The Intake form must be updated annually to be eligible to con

iii. Lender's Qualification Worksheet - A current "Lender Qualification Worksheet" (within one year of the date the weighted drawing begins) is required to be completed by a lending institution. The "Lender's Qualification Worksheet" must be submitted to enter a weighted drawing. "Lender's Qualification Worksheets" may not be faxed; they can either be emailed or submitted in person or mailed by USPS. The worksheet must reflect a loan amount and down payment amount that is equal to or greater than the sale price of the home. iv. Credit Report - A three bureau credit report including

credit scores (not more than one year old) is required to help Housing Department Staff determine if the Household is financially healthy and able to make payments on a mortgage The credit report also helps determine debt to income ratios. Verification of Down Payment - An account statement or

signed and notarized letter from someone supplying a gift, or other verification of funds for a down payment is required. vi. Verification of Hours and Years Worked - "Affidavits of Employment," detailed check stubs, or other adequate proof of hours and years worked is required at weighted drawing entry to receive points in the weighted drawing. Affidavits are required to be completed, signed, and notarized by the employer. They may not be completed by the applicant. If hours or years worked cannot be verified, they will not be counted. Historical information for hours and years worked will be kept on file with the Housing Department. Information is required

to be updated annually or if any changes occur. vii. Federal Tax Returns - Signed federal income tax returns and all attachments (including W-2s and 1099s) and schedules

for the last two (2) years for all adult household members are required. If there is self-employment, three (3) years of business and personal tax returns, along with a current "Profit and Loss Statement" and balance sheet, are required. The Housing Department uses tax returns to verify several different aspects of qualification such as but not limited to income,

assets, residential homeownership, and sources of income.

viii.Power of Attorney in Case of Default - Buyers may be required to sign a "Power of Attorney in Case of Default" form appointing the Housing Manager of the Housing Department Attorney in Fact in the case of default and forced sale. The Housing Department may use other methods for remedying a default such as a mortgage against the property or a Quit laim Deed held in Escrow, which would be agreed to at time

ix. Certification and Oath - A sworn statement of the facts contained in the application will be required including at least the following certifications:

That the facts contained in the application are true and

correct to the best of the applicant's knowledge;

 b) That the applicant has been given the standard application information packet by Housing Department Staff; and That the applicant, on the basis of the application presented, believes the Household qualifies to occupy the restricted housing unit in question according to the restriction, these Housing Department Rules and Regulations, and all other applicable procedures.

This "Certification and Oath" is required to be signed by all applicants and notarized. There are public notaries available

at the Housing Department. Additional Information - Additional information may be

requested to determine eligibility or qualification status. This a) Verification of Household Net Assets - Household net assets are verified through tax returns, account statements, verification of deposits from financial institutions, and the

NADA or Kelly Blue Book. b) Verification of Current Employment in Teton County - One or more of the following are needed to verify employment in

Employer name, address, and phone number.

Contract for employment.

"Affidavit of Employment" (Housing Department). "Authorization to Release Information" form signed by

all adults in the household to obtain third party employment

Verification of Completion of Homebuyer Education Course - At least one adult per household must complete the Homebuyer Education Course." The required course is offered by the Wyoming Housing Network or if not available, another course approved by the Housing Department. This applies to all households regardless of whether they have owned a home or not. This certification only needs to be completed once; however, if a household changes size and the adult who completed the certification is no longer a part of the household, it will need to be taken by an adult who is a part of the household. The Housing Department will keep a record of the certificate It is encouraged that households keep a copy as well. The applicant must provide evidence of attendance of an approved Homebuyer Education Course" prior to purchase. This is

required to be submitted at time of weighted drawing. d) Uniform Residential Loan Application - Applicants must provide a copy of the final "Uniform Residential Loan Occupancy Agreement - No persons outside of the persons ncluded in the household on the "Weighted Drawing Entry

Form" and "Intake Form" at time of weighted drawing entry may be moved into the home without express written approval of the Housing Department. Approval will not be given within twelve (12) months from closing on a home for adults being added to the household. An "Occupancy Agreement" will be required to be signed by buyers at or before closing. Any adult that is added to a household will be required tosign an Occupancy Agreement along with the Owner.

Power of Attorney in the Case of Default - All households purchasing a home are required to sign a Power of Attorney in the Case of Default at closing. The Power of Attorney will be assigned to the Housing Manager to affect the sale of the housing unit. The Housing Department may use other methods for remedying a default such as a mortgage against the property or a Quit Claim Deed held in Escrow, which would be

agreed to at time of purchase. Accessible Unit Preference - Applicants that wish to be

considered for accessible units must submit a "Verification Form for Accessible Unit Preference."

g) Critical Services Provider - Organizations applying for critical services provider approval and their corresponding approved positions must gain approval before a critical service worker can gain points in a weighted drawing. The organization must complete a "Critical Services Organization Application" and submit it to the Housing Department. If the organization and positions are approved, a "Supervisor Questionnaire" must be completed by the applicant's supervisor and submitted with the other required documents when entering the weighted drawing. All certifications must be completed for the position and a recommendation from the supervisor is required. The "Supervisor Questionnaire" will need to be updated every six months.

Birth Certificate for Children Under One (1) Year of Age -Applicants must provide the birth certificate for children less

than one (1) year of age.

Verification of Application - To protect the interests of the community that has invested in the creation of restricted housing units, the Housing Department verifies that information submitted on the Application is true and correct and may request documents outlined in Section 16.10.500.D.3.a.x. Additional Information to assist in this process. The Housing Department strives to complete verification within two (2) weeks of application submittal. Any material misstatement of fact or deliberate fraud by the household in connection with any information supplied to the Housing Department shall be cause for immediate expulsion from the application process and/or forced sale of the restricted housing unit.

5. Verification of Qualified Household - The Housing Department verifies that each Household selected to purchase a restricted housing unit meets the qualification and eligibility requirements specific to the restricted housing unit. See Section 16.10.300 for more details on the verification process for each housing program.

6. Qualification Letter - Once the Housing Department verifies that the household meets the Qualification and Eligibility criteria for the particular restricted housing unit, it will issue a "Qualification Letter" to the buyer, a copy of which will be provided to the title company upon request.

Purchase and Sale Agreement - Buyers must sign a "Purchase and Sale Agreement" within five (5) business days of the date of the Buyer Meeting with the Housing Department. Buyers will be given the five (5) business days to review the "Purchase and Sale Agreement" and are encour-

aged to get legal advice. Sellers and buyers shall make the Housing Department privy to the "Purchase and Sale Agreement." All financial information shall remain confidential except as noted in Section 16.10.500.A.7.a. Privy to Purchase and Sales Agreement.

a. Earnest Money - At time of signing the "Purchase and

Sale Agreement," one thousand dollars (\$1,000.00) in earnest money will be required. The check is made out to the title company referenced in the "Purchase and Sale Agreement. Closing Date - In most cases, the buyer has fifty (50) days to close on the property. The Closing Date will be agreed upon between the buyer and the seller and will be included in the Purchase and Sale Agreement." The closing date will be the date the buyer takes possession of the restricted housing unit.

 Inspections - The buyer may perform inspections on the restricted housing unit commencing on the effective date of the contract until closing. However, the buyer will have 30 days from the effective date of the contract to notify the Housing Department of any objections to items found during inspections. Sellers shall make the restricted housing unit available for inspections. If the seller refuses to remedy the objection, the Housing Department will notify the buyer, and the buyer will have three (3) business days to give notice to the Housing Department of their intention, either:

Waiving the objection and proceeding to closing, or

Terminating the "Purchase and Sale Agreement."

Facilitation -Pursuant to Wyoming Statute 33-28-101 through 124, the "Real Estate License Act of 1971", the Housing Department is participating in the transaction as a facilitator without a Wyoming real estate license and in the performance of official duties.

Buyer's Acknowledgement - The buyers will be required to sign a "Buyer's Acknowledgement" at closing. This document will certify that the buyers acknowledge receiving a copy of the restrictions as well as agreeing to allow the Housing Department to release the sales price of the home. In addition, by signing this form, the buyer agrees to the JTCHA's right of first option to purchase the unit in case of default.

 D. Business Option - The "Business Option" is a mechanism specific to a developer's Housing Mitigation Plan that must be approved by elected officials on a case-by-case basis. It only applies to exempt units, meaning restricted housing units that are not required by the LDRs. The "Business Option" allows a business to identify a proposed purchaser from their employ ees or someone who has a material nexus to the business or organization, which would allow the household to have the first option to purchase the restricted housing unit. Purpose and Program Goals - The intent of the "Business

Option" program is to help qualified businesses house their employees by providing the employees first option to purchase. This program furthers the Jackson/Teton County Comprehensive Plan's goal of housing 65% of the workforce locally and its transportation goals.

Applicability - This section applies to restricted housing units that have been approved by the Board of County Commissioners or Town Council for the "Business Option" pro-

Qualified Business - A qualified business is a non-profit entity, governmental entity, charitable foundation, or for-profit business which meets the definition of a qualified business according to the special restrictions on the property and/or the Housing Department Rules and Regulations.

Qualified Business Application - The business completes a Qualified Business Application," which can be obtained from the declarant or from the Housing Department and submits it to the Housing Department. If the business has affiliates, it must be indicated on the application.

Verification - The Housing Department verifies that the business meets the criteria of a qualified business with the following documentation. The Housing Department may ask for additional documentation.

Option Agreement - The Housing Department verifies that the business is a true local business, organization, or government agency operating in Teton County.

Determination of Qualification.

The Housing Department will provide a "Qualified Business Letter" once the verification process is complete and the business is approved to be a qualified business. The Housing Department will then sign the "Option Agreement"

If the business is not deemed to be a qualified business, the Housing Department will inform the business with a written letter and copy the declarant or option holder. The business will not be allowed to obtain an option if it is not approved as qualified by the Housing Department. Cause for Expulsion - Any material misstatement of fact or deliberate fraud by a business in connection with any information supplied to the Housing Department shall be cause for immediate expulsion from the application process and/or for obtaining or keeping an option.

Option Procedures.

Obtaining an Option - Options are available from a declarant or from another option holder. A declarant can choose to provide an option if the business is a qualified business and does so by recording an "Option Agreement" signed by the declarant, the Housing Department, and the qualified business. An option holder may provide an option to a qualified business by assigning the option.

b. Notice of Right to Exercise or Waive Option - The Housing Department will immediately send a notice to the business holding the option (optionor) upon the following three events:

Housing Department's receipt of a "Notice to Sell" by the owner of the property.

ii. Housing Department's exercise of its default option as set forth in the special restrictions. iii. The occurrence of a default and forced sale as set forth in

the special restrictions. This notice triggers the timeframe the optionor has to identify a proposed purchaser as outlined in the "Option Agreement."

Exercise of Option - An optionor shall have a timeframe as outlined in the "Option Agreement" to exercise the option. The timeframe will begin upon receipt of the "Option Notice." To exercise the option, an optionor must notify the Housing Department on or before the expiration of the timeframe that they have identified a proposed purchaser for the home. Additionally, the proposed purchaser must submit a complete application, as outlined in Section 16.10.500.E.3.a. Qualified Business Application, on or before the expiration of the timeframe. The Housing Department will take approximately five (5) business days to determine whether the proposed purchas-

Qualified under "Option Agreement."

Qualified under terms of the Housing Department's spe-

The Housing Department will verify that the business continues to be a qualified business each time the option is exercised (See Section 16.10.500.E.3.b. Verification).

Waiver of Option - If the Optionor does not wish to exercise the option, they can sign the "Affidavit of Waiver" indicating they are waiving the option. This affidavit will be recorded with the Teton County Clerk's Office. In the case where an option is waived, the Housing

Department will find a buyer using the process outlined in Section 16.10.500.C. Sales and Resale Procedures of these Housing Department Rules and Regulations. Failure to Identify Purchaser during Required Timeframe

If the optionor does not identify a proposed purchaser on or before the expiration of the timeframe, the optionor will automatically have waived their option. Assignment - An optionor can assign its option to another

option ceases to be a qualified business, they must assign the option. This is done using the following process: Written Notice - The optionor provides the Housing Department with written notice that they wish to assign their

qualified business. If at any time the business holding the

Application - The business that is being assigned the option submits an application to the Housing Department to become a qualified business (see Section 16.10.500.E.3.a

Qualified Business Application). iii. Housing Department Approval - If the business qualifies the Housing Department will provide a "Qualified Business Letter" to the business and sign the "Option Agreement." iv. Consideration - The assignment may not have any consid eration except for consideration required to make the assign-

5. Qualified Purchaser - The Housing Department will deter mine whether a household is qualified to purchase based on

Letter of Certification - The purchaser will be qualified by the Housing Department only if they have a material nexus to the optionor as approved by the Housing Department. A "Letter of Certification" form demonstrating the material nexus the proposed purchaser has with the Optionor must be completed by the optionor. The "Letter of Certification" form is available from the Housing Department. The optionor must deliver documentation satisfactory to the Housing Department that verifies (1) that the proposed buyer is a full-time employ ee of optionor; or (2) that the identified purchaser otherwise has a material nexus to optionor.

Qualified Household - A Household will be qualified by the Housing Department using the Application and Verification process outlined in Section 16.10.500.D. Purchase Procedures of the Housing Department Rules and Regulations. If the identified purchaser does not qualify because of not meeting the Housing Department Rules and Regulations requirements, Housing Department special restrictions, or "Option Agreement," and the timeframe has not expired, the optionor may identify another proposed purchaser. Affidavit of Exercise - When the Housing Department

determines the household meets qualifying criteria of the "Option Agreement," these Housing Department Rules and Regulations, and Housing Department special restrictions, the Housing Department will sign an "Affidavit of Exercise of Option Right" indicating the household is qualified. The optionor will also sign the "Affidavit of Exercise of Option Right" indicating they are exercising the option right. The affidavit will be recorded with the Teton County Clerk's land

16.10.600 Rental Standards and Procedures.

 A. Applicability - All rental housing units administered by the Housing Department, including the Affordable Rental program (which includes legacy Employee housing units) and the Workforce Rental program (which includes the legacy AR program), are subject to these Housing Department Rules and Regulations, with the exception of units that are owned by Teton County or the Town of Jackson and used for housing their employees. Section 6-1 does not apply to cases where the Housing Department has approved rental of a room in a unit

Affordability - To ensure that the rents are affordable to households earning less than one hundred and twenty percen (120%) AMI for Affordable units, rents will be calculated using the following method (rents for workforce units are set by

a. Standard of Affordability - The standard for affordability provided by HUD is that no more than thirty percent (30%) of a household's income should be spent on housing costs. Included in this thirty percent (30%) are rent, property tax, water, sewer, gas and/or electric, and trash removal. One parking space is required at no charge to the tenant unless otherwise approved by the Town Council or Board of County

b. Household Size for Rent Calculation - For purposes of calculating rental rate only:

One-bedroom: One (1) person Two-bedroom: Two (2) persons Three-bedroom: Three (3) persons Four-bedroom: Four (4) persons

c. Calculation of Rent - Monthly rent will be the lower income limit for each respective affordability range (specific to the number of bedrooms to determine household size), divided by twelve (12), and multiplied by thirty percent (30%). Studio units may charge eighty percent (80%) of a one-bedroom unit. Dorm units may charge seventy-five (75%) of a studio. See Section 16.10.003(C) for income ranges.

"Plus" Units - Fifty dollars (\$50) will be added for "Plus" units. "Plus" units have extra floor area for offices, play areas,

ii. Lease Renewals - The rent will be calculated each year and applied to a lease renewal Tenants will be notified three (3) months in advance of the new lease amount. The new calculation will also be applied for new households signing a

d. Tenant households must qualify under the housing program designated to each unit. See Section 3-3. Tenant households will be required to re-qualify annually. Household income will qualify as long as it is below the income limit for the income range.

All leases are required to be approved by the Housing Department.

2. Primary Residence.

a. Occupancy Requirement - Households shall physically occupy their home full-time at least eighty percent (80%) of

Business Activity Restricted - Households who rent a restricted housing unit shall not engage in any business activity in such dwelling, other than any home occupation use permitted in that zoning district and as permitted in the Lease

No Guests for an Extended Period - Households who rent restricted housing units shall not permit any adult guests over the age of 18 for periods in excess of thirty (30) cumulative

Eviction - In the event that a tenant household is in default of their lease agreement, they will be evicted from the rental unit. The eviction process will be in accordance with Wyoming law and all applicable Wyoming Statutes.

Rental Procedures.

Selection Process - A unique process applies for selectng each qualified household within each housing program. The following sections provide specific details regarding the Housing Department-administered rental housing programs. Weighted Drawing - When an Affordable rental owned by the Housing Authority is available, tenants will be identified through the weighted drawing process. Applicants will submit a complete application, which will be kept on file for one year (Affidavits of Current Employment will need updating after six (6) months). Weighted Drawing entries for draw-

ngs entered within the one year will only need to submit Weighted Drawing Entry Form assuming a complete up to date application is on file with the Housing Department. qualified household shall be selected to rent according to the rules set forth in these Housing Department Rules and Regulations, Section 16.10.400 Weighted Drawing. First Come First Served - In the event no weighted draw ing entries are received during the weighted drawing entry

period, the selection process will be determined by a first come first served basis. The first qualified household submitting a complete application will be allowed an opportunity to rent if

Complete Application – Each household entering a weighted drawing to rent a restricted housing unit owned by the Housing Authority is required to submit a completed "Application for Restricted Rental Housing" and or a Weighted Drawing Entry" form. Weighted Drawing Entry Forms will only be accepted if a complete and up to date application is on file with the Housing Department. A certification page will also be signed by the applicant and notarized. In addition, an "Authorization to Release Information" is signed by the applicant, which allows the Housing Department to obtain banking information and any other relevant information. Application forms can be obtained from the Housing

Verification of Selected Household - The Housing Department verifies that each household selected to rent a restricted housing unit meets the qualification and eligibility requirements specific to the restricted housing unit.

Department or from the Housing Department's website.

Materials Required - To determine that a household desiring to rent a restricted housing unit meets all of the required criteria, the Housing Department will request all of the following for a complete application, which will be submitted at weighted drawing entry:

Housing Department Application for Restricted Ownership or Rental Housing - Completed and signed Housing Department Application for Housing. b. Weighted Drawing Entry Form - Completed and signed

Weighted drawing Entry" form. See Section 16.10.500.D.3.a. Materials Included with Application. Credit Report - Full three-bureau credit report that

reflects credit scores for all adult household members dated no more than 30 days from submittal of application.

Federal Income Tax Returns - Signed federal income tax returns (electronic signature is not sufficient) and all attachnents (including W-2s, 1099s) and schedules for the last two 2) years for all adult household members.

Verification of Current Employment in Teton County - One or more of the following will be required for verification of Current Employment in Teton County includes:

Employer name, address, and phone number;

Contract for employment;

"Authorization to Release Information" form signed by all adults in the household to obtain third party employment

If deemed applicable, the Housing Department may request the following be submitted with an application:

If self-employed, three (3) years of business and personal tax returns along with a current "Profit and Loss Statement"

Verification Form for Accessible Unit Preference."

Any other documentation that the Housing Department deems necessary to determine qualification, such as, divorce decrees, Social Security income, rental income, etc. 4. Verification of Application - To protect the interests of the community that has invested in the creation of restricted nousing units, the Housing Department verifies that infor-

mation submitted on the application is true and correct and may request documents outlined in Section 16.10.500.D.4. Verification of Application to assist in this process. All financial information shall remain confidential, except as documented in Section 16.10.500.A.7.a. Privy to Purchase and Sales Agreement.

5. Qualification Letter - After the Housing Department verifies that the household meets the qualification and eligibility criteria for the particular restricted housing unit, it will issue a "Qualification Letter" to the potential renter within 10 business days.

Standards and Procedures.

16.10.700 Compliance and Exception, Appeal, and Grievance

A. Compliance Process - Special Restrictions are recorded on all Housing Department homes. These restrictions control the occupancy and use of the unit. They also refer to these Rules

The Housing Department Compliance Specialist monitors occupancy and use restrictions to ensure owners are in compliance, and acts on various complaints from the public concerning compliance issues. The Housing Department Compliance Specialist also receives and processes requests for exceptions, appeals, leave of absence, requests to rent, transfer of title, and

qualified mortgages. 1. Compliance Requirements.

a. Affordable Units - - Owners of Affordable housing units with restrictions recorded after June 4, 2018 will receive annual requests for information concerning employment, insurance requirements, ownership of residential real estate and occupancy of the unit. Owners of Affordable housing units with

restrictions recorded prior to June 4, 2018 are not required to verify continued employment annually or ownership of residential real estate, however, they may be required to verify occupancy and insurance requirements.

Employment-based and Workforce Housing Units -Employment-based units and Workforce housing units are required to provide information to the Housing Department annually concerning income, employment and ownership of other residential real estate.

Employee Housing Units - Owners of Employee housing units will be required to submit information annually about the occupants of the units, their income, employment, and ownership of other residential real estate.

d. Accessory Residential Units - Owners of ARUs will be required to annually submit information concerning the occupants of the units, their employment, and ownership of resi-

Exemption for Retirees - During ownership, if one (1) member of the household meets the retirement age as defined by the Federal Social Security Administration defined in these Housing Department Rules and Regulations, the household will be exempt from continued compliance with income and employment eligibility standards.

Submittal and Timeline.

Housing Department Request for Information - The Housing Department will send a letter to owners of restricted units requesting information. The letter will outline what type of information is required based on the unit's restrictions The owner will be given thirty (30) days from the date of the letter to submit the requested information to the Housing

b. Default - Failure by the owner to submit requested information will be considered default.

3. Common Default Violations - In cases where the restriction defines the default process, it will control the process. If the restriction does not define the process, the default process

Common violations include, but are not limited to:

Occupancy - A household that does not occupy the restricted housing unit for the number of months in a calendar year as required by the restriction is in violation of the Housing Department Rules and Regulations.

Guests - Guests over the age of 18 are not allowed to occupy a restricted housing unit in excess of 30 cumulative days

Renting - Renting a restricted ownership unit is only allowed per the restrictive covenant or as set out in Section 16.10.500.B.2. Rental Procedures for Owner-Occupied Leave of Absence - Leaves of absence must be preapproved

if the household is expected to be gone longer than permitted by the Housing Department Rules and Regulations or the e. Pets - Specific policies for pet ownership are outlined in

the Covenants, Conditions and Restrictions and/or the Master Rules and Regulations and are enforced by the Homeowners Association. Policies for rental units are outlined in the lease

Mortgage Delinquency - Failure to maintain obligations required under any mortgages is considered a default under HOA Delinquency - Failure to pay Homeowners

Association dues is considered a violation of the special restrich. Ground Lease Delinquency - It shall be an event of default

if lessee fails to pay the ground lease fee or other charges required by the terms of the lease. Water/Sewer Dues Delinquency - Unpaid water and sewer dues can result in a lien placed on property that would consti-

tute a violation of the special restrictions.

Employment Verification - Employment-based and Workforce units require an owner to work an average of 30 hours per week at a local business located in Teton County, Wyoming. The owner must earn at least 75% of their house hold income at a local business within Teton County. Annual verification of employment and income is required for owners of Employment-based and workforce restricted housing units. Affordable units built after June 4, 2018 will be required to provide proof of employment in Teton County at a local busi-

Ownership of Residential Property - Owners of Employment-based and Workforce housing units are not allowed to own residential property within 150 miles of Teton County. All renters of Housing Department-administered rental units are not allowed to own residential property within 150 miles of Teton County.

Estate Planning - Restricted housing units cannot be put into a trust. A trust does not meet the definition of qualified household and therefore cannot own a restricted housing unit The Housing Department does accept other related documents for estate planning (Non-testamentary Deed upon Death). m. Covenants, Conditions and Restrictions (CCR) Violations - Any default or breach of the CCRs, Mortgage Agreements,

and/or Master Rules and Regulations is considered a default of the special restrictions or ground lease. This includes but is not limited to prompt payment of Homeowners Association dues and ground lease fees. Bankruptcy – Restrictions are recorded on properties with

the strict intent that the restrictions will run with the property in perpetuity. Restrictions may not be stripped from the property in cases of bankruptcy
B. Process for Default Contested Case Hearings - All default

hearings are conducted in compliance with the Wyoming Administrative Procedures Act and are contested cases for which the rules and processes are set forth herein. All requests for hearings and subsequent documents shall be submitted and filed with the Housing Department, and all records related to the contested case hearing shall be maintained by the Housing Department. Notice of Default - When the Housing Department deems

an owner to be in default of a special restriction, the Housing Department shall notify the owner with a Notice of Default

The Notice of Default shall be sent to the owner via U.S. Mail certified with return receipt requested and via email, if an email address is known. The letter will be considered delivered on the date it is sent. The owner shall have thirty (30) days from the date of the

Notice of Default to: Cure the default,

Request a default hearing of the Jackson/Teton County Housing Authority Board, or iii. Provide the Housing Department with a "Letter of Intent to Sell" the home or unit in accord with the special restriction The Housing Department shall determine what constitutes a cure of the default based upon the special restriction

and the circumstances of the owner. Request for Default Hearing - In the event the owner fails to cure the default or desires to challenge the default identified by the Housing Department, the owner may request a hearing before the Jackson/Teton County Housing Authority Board (JTCHA) to determine the merits of the allegations of

To request a hearing, the owner must submit a "Request for Default Hearing" form to the Housing Department within the thirty (30) day cure period. A fee shall be charged by the Housing Department for

such "Request for Default Hearing." The fee amount will be

set annually in a separate document titled "Annual Fees" to be updated and published by the Housing Department. Failure to Respond to Default - If the owner fails to respond to the Notice of Default, the Housing Department will consider the non-action or failure to respond as a breach of default and shall take steps to enforce the default in accord with the applicable Special Restriction and/or the Housing Department Rules and Regulations. Enforcement of the breach or violation includes but is not limited to forcing the

JTCHA may designate a Hearing Officer and sign an "Order Appointing the Hearing Officer." If JTCHA desires they can elect to appoint a non-exclusive Hearing Officer for a period of two (2) years, recognizing that there may be a need to appoint a different Hearing Officer in some cases including but not limited to a conflict of interest or absence. Within thirty (30) days of the signed Order, the Hearing

Officer will issue a scheduling order, which shall include the Official Notice of Hearing, and deadlines for the parties to submit evidentiary documents, exhibits, witness lists, and/or pre-hearing memorandums.

Evidentiary documents, exhibits, witness lists, and or pre-hearing memorandums, to include a written state ment of facts, conclusions of law, and proposed order shall be exchanged by the parties, filed with the Housing Department in the contested case proceeding, submitted to the Hearing Officer and to the JTCHA, at least fifteen (15) days prior to the hearing date. Any document or witness not included in these submissions by the deadline shall not be raised at the hearing and shall not be admitted into evidence at the hear

d. Hearing proceedings may be recorded but are not required to be transcribed. If either party wishes to have a court report er present to transcribe a hearing, all associated costs shall be paid by the party unless the parties agree to share costs

e. All witnesses who provide testimony at the hearing wil be sworn in under oath by either a court reporter if one is present, the Hearing Officer, and if no Hearing Officer, the JTCHA Chair. The parties shall be permitted to cross-examine witnesses, and the JTCHA and the Hearing Officer shall have the opportunity to ask questions of the witnesses and Housing

The Housing Department's determination the Notice of Default is presumed to be correct, and the burden of proof shall be on the complainant, not on the Housing Department.

If the owner requires an interpreter, the Housing Department will make arrangements to provide one and bear If the complainant fails to appear at the hearing, the

JTCHA may make a determination to postpone the hearing, can proceed to review the evidence based upon the written submissions, or can deem the failure to appear as a breach of

JTCHA Deliberation and Decision.

Deliberation - The Hearing Officer or JTCHA Chair, if no Hearing Officer is present, shall close the evidentiary hearing and the Housing Authority Board will commence deliberation in public to include the following:

The JTCHA will examine the special restriction, the evidence presented in writing, and any testimony provided at the hearing and shall make a determination on the allegations of the Notice of Default based upon the preponderance of evi dence standard of review.

The burden of proof shall be on the owner to refute the

b. JTCHA Decision - The JTCHA Decision will be to either: Affirm the Housing Department's Notice of Default. The Housing Department would proceed to exercise its remedies against the owner according to the special restriction or ground lease recorded on the property, or

ii. Reject the Notice of Default of the Housing Department and no further action would be pursued for the specific allege default under the special restriction or ground lease recorded

JTCHA Decision and Motion - The JTCHA shall make a motion in the affirmative (e.g.: I move to affirm the Housing Department's assertion that the owner (owner's name) of (address) is in default of the Special Restriction recorded on the property pursuant to the Notice of Default.} The motion shall receive a second. JTCHA will enter into discussion on the motion and vote. If the motion carries, the JTCHA affirms the Notice of Default. If the motion fails, the JTCHA has decided as  $\frac{1}{2}$ sion. d. Order of Decision - The prevailing party will draft the

Findings of Fact and Conclusions of Law and Order, which shall set forth the Board's decision. The Findings of Fact and Conclusions shall be transmitted to the Hearing Officer, then reviewed and approved by the JTCHA at a subsequent meeting of the JTCHA in a timely manner no later than sixty (60) days following the hearing date, which shall be properly noticed and open to the public. The Order shall be filed in the contested case file with the Housing Department. No appeal of the JTCHA decision shall be made to the Jackson Town Council or the Board of County Commissioners. Any appeal of the JTCHA Order shall be to the District Court of Teton County, Wyoming, unless otherwise stated in the Special

C. Process for Exception Hearing Process.

1. Request for Exception - The Housing Department will consider requests for exceptions to rules pertaining to qualification and eligibility criteria as well as to rules pertaining to occupancy and use. Granting of exceptions is rare; however, it is recognized that certain unique circumstances exist that are not contemplated in these Housing Department Rules and Regulations. Exceptions will only be granted in unique circumstances that are beyond control of the household and are not addressed in these Housing Department Rules and

a Workforce or Affordable home will be required to verify that they are meeting the employment requirement. At least one adult in the household must be employed with a local business a minimum of an average of thirty (30) hours per week or one thousand five hundred sixty hours annually. The employment calculation will be based on the prior calendar year. Affordable homes sold prior to June 4, 2018 will not have this require-

C. No Teton County Residential Real Estate - No member of the Qualified Household may own (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) residential real estate within one hundred fifty (150) miles of Teton County, Wyoming at any time during occupancy of the Residential Unit.

Household Occupancy - Each residential unit shall be occupied as the Qualified Household's sole and exclusive primary residence, and each tenant of a residential unit shall physically reside therein on a full-time basis, at least eighty percent (80%) of the term of the lease. Each owner of an owner-occupied residential unit shall physically reside therein on a full-time basis, at least ten (10) months each year (a year being twelve (12) months beginning with the first month following the month the month the household took ownership).

Department may grant a one (1) year leave of absence if the household submits a "Request for Leave of Absence" form, along with the coinciding fee. Permission to Rent - Owners who need a leave of absence

Leave of Absence - The Housing Manager of the Housing

may request to rent their residential unit. This is done by submitting a "Request to Rent" form to the Housing Department along with the coinciding fee. Attainable Housing Program Exception - Attainable housing owners are allowed to rent a room in their home as long as the owner still occupies the units on a substantially

full-time basis (9 months per year as required by their Special Owner Occupancy - Owners of Affordable or Workforce rental units shall not reside in or occupy the residential unit For purposes of this paragraph, if owner is an entity (including without limitation, a partnership, limited partnership, Limited Liability Company, corporation, association, or other) or a trust, this prohibition on owner-occupancy shall extend to any

partner, member, shareholder, other principal or owner of the

entity, and any trustee or beneficiary of the trust. Household Composition - Only members of the Qualified Household may occupy a Residential Unit, except that Owner may restrict who may reside in a residential unit, provided that such owner-restriction does not violate federal or state fair housing laws. Notwithstanding the foregoing, occupancy of the residential unit shall be in compliance with any and all building codes (or other relevant law, code, statute, ordinance or the like) regarding maximum occupancy standards or limi-

Guests - No persons other than those comprising the Qualified Household shall be permitted to occupy Affordable or Workforce rental units for periods in excess of ten percent (10%) of the rental term in cumulative days per calendar year. No persons other than those comprising the Qualified Household shall be permitted to occupy Affordable or Workforce ownership units in excess of thirty (30) cumulative

days per calendar year. Business Activity - No business activities shall occur in a residential unit, other than a home occupation use that is

allowed by applicable zoning and properly permitted. Compliance with Laws, Declaration - The residential unit shall be occupied in full compliance with these Housing Rules and Regulations, Special Restrictions, along with all laws, statutes, codes, rules, or regulations, covenants, conditions and restrictions, and all supplements and amendments thereto, and any other rules and regulations of any applicable homeowner's association, as the same may be adopted from time to

3. Maintenance - The owner shall take good care of the interior of the residential unit and all other aspects of the residential unit not otherwise maintained by the homeowner's association and shall make all repairs and maintain the residential unit in a safe, decent, sanitary (see definitions) manner. In case of damage to the residential unit the owner shall repair the damage or replace or restore any destroyed parts of the residential unit as speedily as practical.

4. Capital Improvements - The owner may only undertake capital improvements according to these Rules and Regulations (Section 5-1.e). The policy includes but is not limited to, a limitation on the valuation of such improvements at resale, requirements regarding the advance written approval of such improvements, and documentation of proposed and completed improvements.

Insurance - The owner shall keep the residential unit continuously insured against "all risks" of physical loss (not otherwise covered by a homeowner's association insurance), for the full replacement value of the residential unit.

6. Periodic Reporting, Inspection - In order to confirm compliance with the Special Restrictions, the Rules and Regulations and other covenants, regulations, ordinances, or rules governing the ownership, occupancy, use, development or transfer of a Residential Unit, Owner shall comply, and shall cause all occupants to comply, with any reporting or inspection requirements as set forth herein and as may be required by the Housing Department from time to time. Upon reasonable notice to Owner, the Housing Department shall have the right to inspect the Residential Unit from time to time to determine compliance with the Special Restrictions and the Rules and Regulations and to review the written records required to be maintained by Owner. Owner shall maintain such records for a period of two (2) years. 16.10.900 Definitions.

A. Definitions.

Accessible Unit: A unit that has been built or adapted with specific design features that make the unit accessible to those with mobility and hearing handicaps.

Application: A packet that households who are selected in an affordable housing weighted drawing submit for Housing Authority staff to verify that the household is qualified to purchase the home. The application consists but is not limited to the following:
a. Housing Department Application for Restricted Ownership

or Rental Housing

income meets the requirements of the restriction.

- - Signed Authorization to Release Information Completed Lender's Qualification Worksheet (completed

  - Full three tier Credit Report that includes credit scores (Can be obtained from lender) Previous two years of tax returns with W-2s
  - Employment Affidavit for each job currently held by wage earners in the household
  - an income statement and a balance sheet. Appeal: A process requested by an applicant/owner/renter when they understand the qualification, eligibility, and preference criteria and have requested an exception from the

If self-employed, previous three years of tax returns with

- Housing Manager and have been denied. Approved Lending Institution: Approved lending institutions include institutional lenders; community loan funds, or other similar nonprofits; or other legitimate, non-affiliated finance companies. See Definitions of Institutional Lenders and Community Loan Fund.
- Asset: see Household Net Asset. Assigned Number: A computer-generated number based or
- first name of applicants in alphabetical order that households are listed in a weighted drawing. Area Median Income (AMI): A figure published annually by HUD which is calculated by dividing households residing ir
- counties into two equal segments with the first half of house holds earning less than the median household income and the other half earning more. Authorization to Release Information Form: This form,
- which an affordable housing applicant signs, allows the Housing Department staff to verify information supplied by applicants from banks, employers, etc. Balance Sheet: A statement of the total assets and liabili-
- Bid Period: The time period that the Housing Authority accepts bids for an available housing unit. The bid period only takes place if no weighted drawing entry sheets are submitted
- for an available restricted housing unit. 11. Borrowed Light: An indirect source of natural light; for example, a room in a home uses borrowed light when it has a
- window that looks into another room, where the other room receives direct sunlight. 12. Capital Improvements: Improvements done to the home
- for which the homeowner can receive credit. The capital improvement requires an expenditure that either increases the value of the property or extends its life expectancy. 13. Caregiver: A full-time Teton County, Wyoming; Teton County, Idaho; or Lincoln County, Wyoming resident who is or was volunteering all or a portion of their time caring for their own children or an ailing or disabled immediate family member and was therefore unable to gain full-time employment in
- 14. Closing Date: The date on which ownership of property
- transfers from the former owner to the new owner. 15. Combined Loan to Value. (CLTV) Loan to Value is the ratio of the loan amount to the value of the home. Combined Loan to Value is when a second mortgage exists and the two loan amounts are combined and compared to the value of the hom

16. Community Loan Fund: A loan fund that is set up in a

- community for the purpose of providing down payment assis tance or other types of loans for restricted housing units. Critical Services Provider: An employee or volunteer of a community based institutional or non-profit organization on call 24 hours per day for public safety emergencies.
- 18. Debt to Income. (DTI) This is a ratio that compares the amount of debt a household has to the amount of income they make. It is used to analyze the ability of a household to pay
- Deed Restriction: A document recorded against a housing unit that describes the unit's housing program. It provides restrictions on the purchase, occupancy, use, and resale of the restricted housing unit. A deed restriction is a type of restrictive covenant that is recorded at the time of certificate of occu
- 20. Dependent: A child or adult who lives with the household and can be claimed on the tax returns of an adult in the
- 21. Developer: An individual or group who builds housing 22. Disabled: Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having
- 23. Earnest Money: Money that a buyer gives to a seller to bind a contract. Earnest money goes toward the costs of the purchase of the home and is held in escrow by the title com-
- 24. Eligibility Criteria: Criteria defined in either the Deed Restriction or the Housing Department Rules and
- Regulations, which are used to measure whether a household is eligible to apply for a unit. Employment-Based: A restricted housing unit where occupancy is limited to employees in Teton County, Wyoming
- There are no income qualifications for an occupant. This type of unit may include, but is not limited to, Accessory Residential Units and Employment-Based Units. 26. Employment Requirement: At least one member of a
- household must demonstrate an average of 30 hours per week (1560 hours per year) of employment in Teton County, Wyoming; or demonstrate a clear intent to work an average of 30 hours per week in Teton County, Wyoming (must have been
- hired even if hasn't started the job yet.) 27. Exception: If a household understands the eligibility and qualification criteria, but feels their situation is unique and there is a compelling reason the rule(s) should not apply to
- them, they may request an exception. Exceptions are only considered before a weighted drawing process opens or before an application is submitted. 28. Fair Market Rents (FMR): Fair market rents are the maxi-
- mum chargeable gross rent, including utilities, in an area for projects participating in the Housing and Urban Development (HUD) Section 8 Program. The HUD Section 8 Program targets incomes of 80% and below of the Median Family Income (MFI). The Jackson/Teton County Affordable Housing Department does not participate in HUD's Section 8 Program; however, FMR applies to some Employee Housing rental units. The rental rate corresponds to the amount of bedrooms in a
- 29. Final Development Plan Approval: The point in the development review process when either the Teton County Board of County Commissioners or the Town of Jackson Town Council approves a development.
- 30. Final Inspection: The inspection that is done on a home at least 48 business hours before closing on the sale of the home.

Regulations. Requests for exceptions must be submitted prior to the opening of a weighted drawing for a home. In cases

where a weighted drawing is not used for identifying a buyer, the request must be submitted prior to submission of an application. All Requests for Exceptions are subject to the review and approval of the Housing Manager A household may submit a "Request for Exception" to the Housing Department using the "Request for Exception" form

with the required fee, which is specified in a separate "Fee Schedule" document that is updated annually. The Housing Manager will review and render a decision on the Request for Exception within fifteen (15) days from the date of submittal. Request for Exception Hearing Process - If the Request for

Exception is denied by the Housing Manager, the applicant may request a hearing of the JTCHA. Submit a Request for Hearing form with a fee to the Housing Department within fifteen (15) days of the date of

denial of "Request for Exception." Requests for Exception Hearings must contain the follow-

The particular ground(s) upon which it is based, includng a copy of the Request for Exception and the Housing Manager's decision;

The action or remedy requested; The name address, telephone number of the complainant

and similar information of complainant's representative, if d) Proof of notification of hearing request to the housing

unit's Homeowners Association, if applicable; and

Housing Department Review and Recommendation - All requests for hearings will be reviewed by Housing Department for completeness and provided to the JTCHA Board within thirty (30) days with a recommendation for action, copied to the complainant and/or representative.

Hearing - The hearing will be heard by the JTCHA Board at a properly noticed meeting scheduled at least thirty 30) days following the Housing Department's receipt of the Request for Hearing" to ensure notice and due process

Hearing Officer. JTCHA may designate a Hearing Officer and sign an Order Appointing the Hearing Officer." If JTCHA desires, they can elect to appoint a non-exclusive Hearing Officer for a period of two (2) years, recognizing that there may be a need

to appoint a different Hearing Officer in some cases including out not limited to a conflict of interest or absence. If a Hearing Officer is designated, within thirty (30) days of the signed order, the Hearing Officer will send out a scheduling order (Official Notice of Hearing) and timeline.

iii. Hearings may be recorded and are not required to be transcribed. If owner wishes to have a hearing transcribed, all associated costs shall be paid by owner.

JTCHA may designate a Hearing Officer and sign an Order Appointing the Hearing Officer."

Within thirty (30) days of the signed order, the Hearing Officer will send out a scheduling order (Official Notice of Hearing) and timeline for the parties to submit evidentiary documents and a list of witnesses.

iii. Evidentiary documents and witness list along with a written statement of facts shall be submitted by each party to the opposite party fifteen (15) days prior to the hearing date. Hearings may be recorded and are not required to be transcribed. If owner wishes to have a hearing transcribed, all

associated costs shall be paid by owner. All witnesses that provide testimony will be sworn in under oath by the court reporter, and if no court reporter, the Hearing Officer, and if no Hearing Officer, the JTCHA Chair. Both parties shall be permitted to cross-examine witnesses, and the JTCHA shall have the opportunity to ask questions of

the witnesses and Housing Department staff. vi. The Housing Department's decision concerning the exception will be assumed correct, and the burden of proof shall be

vii. If the complainant fails to appear at the hearing, the JTCHA may make a determination to postpone the hearing, may make a determination based upon the evidence submitted, or may dismiss the matter for failure to appear. JTCHA Decision Binding - Based on the evidence considered at the hearing, the JTCHA will provide a decision

by means of a motion and majority vote. The decision of the JTCHA shall be binding, and the Housing Department shall take all actions necessary to carry out the decision. No appeal of the JTCHA shall be made to the Town Council or County Commissioners. Any appeal shall be made to the District Court of Teton County, Wyoming.

Other Remedies - The Housing Department shall have the right to enforce the provisions of these Housing Department Rules and Regulations under any civil or criminal remedy provided under Wyoming Law.

Grievance Procedure - A grievance is any dispute that seller, buyer, or owner may have with the Housing Department with respect to an action or failure to act in accordance with the individual's rights, duties, welfare, or status. A grievance

may be presented to the Housing Department under the pro-1. Request for Grievance Form - Any grievance must be presented in writing to the Housing Department on the "Request

for Grievance" form and include:

a. The particular ground(s) upon which it is based;

The action or remedy requested; The name address, telephone number of the complainant and similar information of complainant's representative, if

any; and Grievance fee.

2. Housing Department Review and Decision.

The Housing Department Housing Manager will review all "Requests for Grievances." The Housing Manager shall issue a written letter summa-

rizing the decision regarding the requested grievance within thirty (30) days of receipt of the "Request for Grievance. The letter will be sent via U.S. mail certified return receipt requested and via email if an email address is known.

The applicant may request a hearing of the JTCHA pursuant to Section 16.10.007.3.a.2. if the grievance decision of the Housing Manager is disputed. 16.10.800 Occupancy and Use

Rental and ownership units have occupancy and use restrictions. Households will be required to obey the following occupancy and use restrictions.

A. Household Income - Households who own or rent a Workforce home and households who rent an Affordable home will be required to requalify annually to verify that their

Signed Certification and Oath

The purpose is to determine whether the home has been properly cleaned and that proper maintenance and repairs have

31. Finance Company: A company that regularly makes loans

Garage: An enclosed shelter for automotive vehicles. 33. Grievance: A dispute that sellers, buyers, or owners may have with the Housing Department with respect to an action or failure to act in accordance with the individual's rights, duties, welfare, or status.

34. Habitable Floor Area: Habitable floor area is floor area used for living purposes, usually having access to heat, plumbing, and electricity. It includes foyers, hallways, restrooms, closets, storage, and other common areas within a building. Habitable floor area does not include mechanical rooms, elevators and fireplaces. Habitable floor area is measured either from the exterior of the faces of the building or the exterior limits of any interior wall that separates habitable floor area from uninhabitable floor area, whichever is applicable.

Hearing Impaired: Individuals with hearing measures

between 25 dB and total hearing loss.

Mentally Challenged: Individuals who have an intellectual functioning level that is well below average and that causes significant limitations in daily living skills.

Mobility Impaired: Individuals who have reduced function of legs and feet that leads them to be permanently dependent on a wheelchair or an artificial aid to walking.

36. Heir: A person legally entitled to the property of another person upon the latter person's death.

7. Homebuyer Education: Class required by the Jackson/ Teton County Housing Authority for households to be eligible to purchase a restricted housing unit. The class educates homebuyers about the entire home buying process. 38. Homeowners' Association: An organization comprised of

neighbors concerned with managing the common areas of a subdivision or condominium complex. These associations take on issues such as plowing, clearing sidewalks, painting exteriors of a subdivision and collecting dues from residents. The homeowners' association is also responsible for enforcing Covenants, Conditions & Restrictions (CC&Rs) that apply to the property. They do not enforce Deed Restrictions. 39. Household Income: The current income going forward 12

months of all adult wage earners within a household before taxes. Income from dependents that are enrolled in college or another type of school is not included in the household income calculation. For self-employed individuals, Income is the net income from the business with depreciation added back in averaged over either the life of the business or the last three 3) years, whichever is shorter. Other types of deductions may be added back in as well, such as home business use.

40. Household Net Assets: The value of all assets over \$500 in value including, but not limit too, bank accounts, investment accounts, life insurance, furniture, automobiles, jewelry, computer equipment, real estate, and recreational equipment; less any debt the household has. Net assets do not include retirement accounts, business assets are limited to liquid assets. 41. Housing Programs: Programs intended to provide housing

for the workforce of Teton County and administered under the Jackson/Teton County Affordable Housing Department They include ownership and rental units created through the Land Development Regulations, through the direct construction of restricted housing units, or the financing thereof. 42. Housing Mitigation Plan: The portion of a development

plan that specifies how an applicant will satisfy the Affordable and/or Workforce Housing requirements in Division 6.3.6 of the Teton County and Town of Jackson Land Development 43. Immediate Family Member: Individuals that include a

parent, spouse or child, including stepchildren, foster children, step-parents and foster parents.

44. Initial Inspection: An inspection done on a home once a letter of intent to sell is received by the Housing Department. The purpose is to inform the seller of the selling process and to check for maintenance and repairs that may be required before the sell occurs.

45. Institutional Lender: A lender that is a legitimate financial institution that regularly loans money for real estate transac-

46. Joint Tenancy: When two or more people own property as joint tenants and one owner dies, the other owners automatically own the deceased owner's share. No will is required. 47. Leave of Absence: Permission granted by the Housing Department for an owner of a restricted housing unit to be absent from the unit for an extended period of time for a legitimate and compelling reason, without violating the unit's deed

48. Lawful Permanent Resident: Any foreign national who has been granted the right to reside permanently in the United States. Lawful Permanent Residents may apply for Affordable and Attainable housing but are ineligible to apply for Employment-Based housing, as it is available for US Citizens

49. Lender's Qualification: The Institutional Lender's judgement of the household's financial ability to obtain financing for purchasing a home.

50. Letter of Intent to Sell: A letter that a homeowner submits to the Teton County Housing Authority informing the Housing Department that they desire to sell their restricted housing unit. The Housing Department must receive this letter before the selling process can begin.

51. Liabilities: Any debt, loans, or balances that a household owes. Liabilities are subtracted from assets when calculating Household Net Assets.

52. Living Space: A room in a home used by a family for leisure activities, entertaining guests, etc. It includes space for couches, chairs, tables, and may open to the kitchen.

53. Local Business: A) A local business means (1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming, and (2) the business serves clients or customers who are physically located in Teton County, Wyoming, and (3) the employees/owners must work in Teton County, Wyoming to perform their job Or B) A business physically located in Teton County Wyoming who employs two or more Qualified Employees, which qualified employees must work in Teton County Wyoming to perform their job

54. Maintenance: A repair or maintenance item is an expenditure that restores a property to a sound state.

55. Maintenance Adjustment: The amount of money credited to the buyer at closing for maintenance, cleaning, or repairs that are found to be needed on the home at the final inspec-

56. Maximum Rental Rates: The maximum rental rate that may be charged to a tenant occupying an Employee Housing unit. The rates must include basic utilities (water/sewer, electric, gas, and trash removal). The specific restriction recorded on the unit instructs the method to be used to calculate maxi-

ing Social Security. 86. Safe Decent Sanitary Housing: Safe, decent sanitary hous-

57. Maximum Resale Price: The maximum amount that a restricted housing unit can be sold for. This price is calculated by the Housing Department according to the restricted housing unit's deed restriction or the Housing Department Rules and Regulations.

58. Maximum Resale Letter: A letter given to a seller of an Affordable or Employment-Based housing unit informing them of the maximum amount that the unit may be sold for 59. Maximum Sales Price: The maximum amount that newly provided ownership housing units can be sold for initially. There is 10 percent reduction from the maximum sales price for no garage and a 20 percent reduction from the maximum sales price if the unit is below grade.

60. Median Family Income (MFI): The Department of Housing and Urban Development (HUD) calculates this figure by dividing households residing in counties into two equal segments with the first half of households earning less than the median household income and the other half earning more. Then, adjustments are made based on family size. The Jackson/ Teton County Affordable Housing Department uses MFI to determine eligibility for restricted housing units. The Housing Department also uses MFI to calculate maximum sales prices. 61. Military Service: Active deployment in the U.S. Armed Services for any amount of time. Military Service counts as employment in Teton County, Wyoming for the sake of gaining the 1-year eligibility in the weighted drawing if the person deployed met employment criteria in Teton County Wyoming for minimum of two years immediately prior to deployment. Net Livable Floor Area: This area is calculated on interior living area and is measured interior wall to interior wall including all interior partitions including, but not limited to habitable basements and interior storage areas, closets and laundry areas. Exclusions include, but are not limited to, uninhabitable basements, mechanical areas, exterior storage, stairwells, garages (either attached or detached), patios, decks

63. Nonqualified Transferee: A household to whom the title of a restricted housing unit is transferred, but it does not meet the qualification and eligibility standards set out in these Housing Department Rules and Regulations.

64. Occupancy Requirements: A type of preference used in the Affordable and Employment-Based Programs' weighted drawing selection processes through which household is eligible to enter a weighted drawing based on how closely it aligns with

65. Original Purchase Price (OPP): The amount the current homeowner originally paid for the home.

66. "Plus" Units: Restricted housing units that have extra floor area for offices, play areas, etc.

67. Post-Secondary Education: Attendance as a full-time student at an educational establishment after high school or college preparatory school.

68. Possession Date: The date a buyer takes possession of a home. This is normally the date of closing unless for some reason funds are unable to be disbursed on that day or other arrangements are made. 69. Price Opinion: The market value of residential or commer

cial property, as determined by a local real estate firm. Primary Education: Attendance at a school for primary education located in Teton County Wyoming.

71. Primary Residence: A Household's sole residence, occupied at least ten (10) months during each calendar year, or as otherwise stated in the Housing Unit's Restriction.

72. Profit and Loss Statement: A statement showing a business's income and expenses up through the month prior to 73. Purchase and Sales Contract: Contract entered into by the

seller and the buyer which outlines the terms and conditions under which the property will be sold. Qualified Critical Services Provider: An employee or vol-

unteer on call 24 hours per day for public safety emergencies of an approved community-based organization that provides immediate response to health and safety services. 75. Qulaified Employee: A person who works for a local busi-

ness in Teton County Wyoming a minimum of 1,560 hours annually (average of 30 hours per week). Qualification Letter: Letter issued to applicant confirming that they are qualified to purchase the home. This letter is

needed by the Title Company in order to allow the closing to Qualified Households: Households that have applied for housing through the Housing Department, where Housing Department staff deem them as eligible to purchase a restricted housing unit after verification of information, based on the

unit's Deed Restriction and the Housing Department Rules and Regulations. Information includes but is not limited to household income, assets, employment, and minimum occupancy requirements.

78. Qualified Mortgage/Qualified Mortgagee: A loan attained from an Approved Lending Institution/the buyer of a restricted housing unit that has been approved for a mortgage. 79. Resale Process: The process by which an owner of a restricted housing unit sells it to a new owner.

80. Residential Property: A parcel that either includes a residential dwelling unit, or has the by-right potential for developing a residential dwelling unit per local zoning regulations.

81. Restricted Housing Unit: Any housing units in the Town of Jackson or Teton County that have Restrictive Covenants or Ground Leases that regulate the occupancy, use, sale, and/or rental of the unit or are restricted by the Land Development Regulations in order to further the Town/County's workforce housing goals.

82. Restrictive Covenant: a contract between the Board of County Commissioners/Town of Jackson and the owner of real property developed or designated to ensure the affordability of a housing unit for perpetuity (sometimes referred to as Special Restrictions, Deed Restrictions, or Restrictions).

83. Restrictive Covenant Template: A standard form to be used as a recorded instrument on all restricted housing units. 84. Restrictive Covenant Information Sheet: A form that the developers of restricted housing units must fill out as part of the Housing Mitigation Plan. 85. Retirement Age: The age at which the Federal Social

Security Administration allows an individual to begin collect-

ing means that housing units must be kept in a havitable state fit for human occupancy to protect the physical health and safety of the renter. Landlords must:

a. Maintain common areas of the residential unit in a szanitary and reasonably safe condition.

b. Maintain electrical systems, gas systems, plumbing, heating and hot and cold water and keep them in working order. Unit must be structurally sound, clean, weathertight, in good repair, and meet local building codes in place at time of construction or as required for a change of use, if applicable. d. Maintain other appliances and facilities as specifically con

87. Secondary Education: Attendance at a high school or college preparatory school located in Teton County, Wyoming. 88. Settlement Statement: Itemizes all costs, and/or credits due from the buyer and seller at closing. 89. Teacher: Any individual who (1) works with individuals age three (3) – eighteen (18), and (2) whose duties involve

tracted in the ental agreement.

classroom or other instruction or the supervision or direction of classroom or other instruction, and (3) whose primary employment is at least thirty (30) hours a week for at least nine (9) months per year, but is not employed in that position for at least two (2) months per year. 90. Tenancy-In-Common: When two or more people own a

shared interest in a property. If one owner dies, they can will their portion to other beneficiary(s) and not to the other owner(s) if they desire. 91. Uniform Residential Loan Application (or Fannie Mae

Form 1003): The application required by law for mortgage lenders to use to supply home loans. The Housing Department may require that applicants supply this application when applying for a restricted housing unit.

92. Verification Checklist: Checklist used by JTCHA to verify whether a household is qualified to purchase a particular

93. Voluntary Affordable/Employee Housing Units: Units with a restricted rent or sale price to be affordable to households earning no more than 200 percent of Teton County Median Family Income. An applicant may propose these units in addition to those required by the Land Development Regulations. 94. Weighted Drawing: The event that selects the order, of all the applicants for an applicable restricted housing unit, which the home will be offered for sale.

95. Weighted Drawing Entry Period: The period (normally two weeks) that the Housing Department accepts weighted drawing entry sheets for an available

96. Weighted Drawing Entry Sheet: Households complete a weighted drawing entry sheet and submit it to the Housing Department along with other documentation within the weighted drawing entry period when the household is interested in purchasing an available restricted housing unit. 97. Weighted Drawing Number: A number that a household receives from a weighted drawing that reflects the household's standing in the weighted drawing for an applicable restricted

98. Weighted Drawing Form: The form used to record all households who submitted weighted drawing entry sheets for a particular home. The households are recorded in alphabetical order. This form is given to outside counsel who then assigns each household a number. The numbers are placed in a pool and drawn out one by one. The results of the drawing are recorded in order on the Weighted drawing Form and returned to the Housing Department.

Weighted Drawing Process: The process by which the Housing Department accepts weighted drawing entries from households wishing to purchase a restricted home and determines the order the households will be offered the home for purchase. (Separate lotteries are conducted for each program) Workforce Housing Program: An incentive program applicable within the Town of Jackson through which bonus

floor areas are available in nonresidential or mixed-use buildings if the developer provides restricted housing units. These units can be either Ownership or Rental, and the number of units to be provided is determined by a ratio set out in the

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitution al by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining por-

This Ordinance shall become effective after its passage approval, and publication.

PASSED 1ST READING THE 19TH DAY OF AUGUST, 2019 PASSED 2ND READING THE 3RD DAY OF SEPTEMBER

PASSED AND APPROVED THE 7TH DAY OF OCTOBER

Dated this October1, 2019 S. Birdyshaw, Town Clerk Publish: 10/09/19

# GENERAL PUBLIC NOTICES

## • ESTATE PROBATE •

IN THE DISTRICT COURT OF THE STATE OF WYOMING IN AND FOR THE COUNTY OF TETON NINTH JUDICIAL DISTRICT

IN THE MATTER OF THE ESTATE OF: THOMAS W. HOWARD, Deceased

Probate No.: 3289

#### NOTICE OF PROBATE

You are hereby notified that on the 23rd day of September, 2019, the Last Will and Testament of Thomas W. Howard was admitted to probate with administration by the above named court. Any action to set aside the Will shall be filed in the Court within three (3) months from the date of the first publication of this Notice or thereafter be forever barred. Notice is further given that all persons indebted to Thomas

W. Howard or to Thomas W. Howard's Estate, are requested to make immediate payment to the undersigned in care of: Richard D. Newell, Personal Representative, P.O. Box 2922, 125 S. King Street, Suite 2A, Jackson WY 83001-2922. Creditors having claims against the decedent or the estate are required to file them in duplicate with the necessary vouchers in the Office of the Clerk of Court on or before three (3) months after the date of the first publication of this notice; and if such claims are not so filed, unless otherwise allowed or paid, they will be forever barred.

DATED this 26th day of September, 2019.

M. Jason Majors Majors Law Firm, P.C. Attorney for Personal Representative 125 S. King Street P.O. Box 2922 Jackson, WY 83001 (307) 733-4117 Phone (307) 733-4117 Facsimile Wyoming Bar Registration # 6-3789

Publish: 10/09, 10/16, 10/23/19

#### • PUBLIC NOTICE •

MELODY RANCH IMPROVEMENT AND SERVICE DISTRICT NOTICE OF INTENT TO DISCONNECT WATER TO CERTAIN RESIDENCES

Notice is hereby given that the Melody Ranch Improvement and Service District intends to disconnect water service to the following properties, effective on the dates listed below:

Owner
Date of Disconnect
1. Donald Beale
Drive October 30, 2019

4166 Melody Ranch

Address

Pursuant to Rule 2.6 of the Rules and Regulations of the Melody Ranch Improvement and Service District (the "Rules"), water to the above-listed properties is being disconnected for the owners' failure to make payment on delinquent accounts. In addition to disconnection of water service, all unpaid charges shall constitute a perpetual lien on your property until paid, and may be foreclosed as set forth in Rule 2.5 of the Rules and as allowed by Wyoming law. In the event of foreclosure, a delinquent property owner is also liable for costs of collection, including interest and a reasonable attorney's fee.

Melody Ranch Improvement and Service District Bob Hammond, President

Publish: 10/09/19

#### • FORECLOSURES •

# FORECLOSURE SALE NOTICE

WHEREAS, default in the payment of principal and interest has occurred under the terms of a Promissory Note (the "Note") dated March 20, 2006, executed and delivered by J. Douglass Jennings, Jr. and Peggy L. Jennings, Co-Trustees of the J. Douglass Jennings, Jr. and Peggy L. Jennings Family Trust, a revocable inter vivos trust dated November 14, 1985 ("Mortgagors") to The Jackson State Bank & Trust, and a real estate Mortgage (the "Mortgage") of the same date securing the Note, which Mortgage was executed and delivered by said Mortgagors, to said Mortgagee, and which Mortgage was recorded on March 24, 2006, at Reception No. 0672269, in Book 621, at Page 509-535, and re-recorded on April 13, 2006, at Reception No. 0673236, in Book 623, at Page 59-85 in the public records in the office of the County Clerk and ex-officio Register of Deeds in and for Teton County, State of Wyoming; and

WHEREAS, the Mortgage was assigned for value as follows:

Assignee: CitiBank, N.A., as Trustee for the holders of Structured Asset Mortgage Investments II Inc. Bear Stearns Alt-A Trust, Mortgage Pass-Through Certificates Series 2006-

Assignment dated: November 24, 2009
Assignment recorded: December 14, 2009
Assignment recorded: December 14, 2009

Assignment recorded: December 14, 2009
Assignment recording information: at Reception No. 0764878, in Book 746, at Page 142

All in the records of the County Clerk and ex-officio Register of Deeds in and for Teton County, Wyoming.

WHEREAS, the Mortgage contains a power of sale which by reason of said default, the Mortgagee declares to have become operative, and no suit or proceeding has been instituted at law to recover the debt secured by the Mortgage, or any part thereof, nor has any such suit or proceeding been instituted and the same discontinued; and

WHEREAS, written notice of intent to foreclose the Mortgage by advertisement and sale has been served upon the record owner and the party in possession of the mortgaged premises at least ten (10) days prior to the commencement of this publication, and the amount due upon the Mortgage as of October 7, 2019 being the total sum of \$1,133,383.79, plus interest, costs expended, late charges, and attorneys' fees accruing thereafter through the date of sale:

WHEREAS, the property being foreclosed upon may be subject to other liens and encumbrances that will not be extinguished at the sale. Any prospective purchaser should research the status of title before submitting a bid;

WHEREAS, if the foreclosure sale is set aside for any reason, the Purchaser at the sale shall be entitled only to a return of his/her/its money paid. The Purchaser shall have no further recourse against the Mortgagee, Mortgagor, Servicer or their attorneys;

# • Public Notices •

NOW, THEREFORE Wilmington Trust, National Association, as Successor Trustee to Citibank, N.A., as Trustee for Bear Stearns ALT-A Trust, Mortgage Pass-Through Certificates, Series 2006-4, as the Mortgagee, will have the Mortgage foreclosed as by law provided by causing the mortgaged property to be sold at public venue by the Sheriff or Deputy Sheriff in and for Teton County, Wyoming to the highest bidder for cash at 10:00 o'clock in the forenoon on November 7, 2019 at the Teton County Courthouse located at 180 South King, Jackson, WY 83001, for application on the above described amounts secured by the Mortgage, said mortgaged property being described as follows, to-wit:

Unit 481 of Grand View Lodges Condominums, First Addition to the Town of Jackson, Teton County, Wyoming, according to that Plat recorded December 13, 2005 Plat No. 1169 and further defined and described by Declaration of Condominium recorded December 13, 2005 in Book 611 of Photo, page 1088-1110.

#### MORE ACCURATELY DESCRIBED AS:

Unit 481 of Grand View Condominiums, First Addition to the Town of Jackson, Teton County, Wyoming, according to that Plat recorded December 13, 2005 Plat No. 1169 and further defined and described by Declaration of Condominium recorded December 13, 2005 in Book 611 of Photo, page 1088-1110.

With an address of 548 Snow King Loop #481, Jackson, WY 83001 (the undersigned disclaims liability for any error in the address).

Together with all improvements thereon situate and all fixtures and appurtenances thereto.

Mortgagee shall have the exclusive right to rescind the foreclosure sale during the redemption period. In the event that the sale is rescinded or vacated for any reason, the successful purchaser shall only be entitled to a refund of their purchase price and/or statutory interest rate.

Dated: September 30, 2019 Wilmington Trust, National Association, as Successor Trustee to Citibank, N.A., as Trustee for Bear Stearns ALT-A Trust, Mortgage Pass-Through Certificates, Series 2006-4

> By: Shelly M. Espinosa Halliday, Watkins & Mann, P.C. 376 East 400 South, Suite 300 Salt Lake City, UT 84111 801-355-2886 HWM File # 55538

Publish: 10/09, 10/16, 10/23, 10/30/19

#### • CONTINUED PUBLICATIONS •

Notice to Maximiliano Beristain Galicia Current Address: Unknown You are notified that a Petition for Termination of Parent-Child Relationship, Civil Action No.18061 has been filed, in the Wyoming District Court for the Ninth Judicial District, whose physical address is 180 South King, Jackson, WY 83001 and whose mailing address is -PO Box 1036, Jackson, WY 83001, seeking to terminate your parental rights in the Petitioner's favor. Unless you file a Response or otherwise respond to this Petition for Termination of Parent-Child Legal Relationship within 30 days following the last date of publication of this notice, a Default Judgment will be taken against you and the relief sought in the Petition will be granted. Publish: 10/02, 10/09, 10/16, 10/23/19

1995 Ford F250

VIN: 1FTHX26F7SKB55674

Fees Due: \$8,963.00

1995 Nissan Pickup VIN: 1N6SD11S9SC440137 Fees Due: \$8,240.00

1999 Honda Civic VIN: 2HGEJ6617XH517146 Fees Due: \$2,025.00

1987 Mazda RX-7 VIN: JM1FC3317H0520831 Fees Due: \$1,731.00

1985 GMC 3500 VIN: 1GDHC34W8FV602064 Fees Due: \$3,450.00

1998 Honda Civic VIN: 2HGEJ6627WH560070 Fees Due: \$6,278.00

2003 Ford Windstar VIN: 2FMZA51433BB10932 Fees Due: \$1,250.00

1984 Ford Econoline VIN: 1FTDE14Y1EHC18417 Fees Due: \$2,700.00

Alpha Gold Camper VIN: A511637RK004304 Fees Due: \$8,038.00

UNKNOWN SILVER CAMPER VIN: CFEC1900SCS4029 Fees Due: \$2,675.00

UNKNOWN COLEMAN UTILITY TRAILER VIN: 59051A Fees Due: \$4,425.00

Auction Date is October 16, 2019. Auction is held at 1175 S. Highway 89, Jackson WY 83002. If you have any questions, please call 307-733-1960 and ask for Megan or Sheila. **Publish: 10/02, 10/09/19** 

The Jackson Hole Airport Board will meet on Wednesday, October 16, 2019 at 9:00 am in the Airport Board Room. **Publish: 10/02, 10/09/19** 

JACQULIN M. SHANOR LIVING TRUST DATED JULY 9, 2014 JACQULIN M. SHANOR, TRUSTMAKER

#### NOTICE OF INTENT TO DISTRIBUTE TRUST ESTATE

YOU ARE HEREBY NOTIFIED that by instrument dated July 9, 2014 (the "Trust Agreement"), Jacqulin M. Shanor, as trustmaker and trustee, established the Jacqulin M. Shanor Living Trust (the "Trust"), and conveyed certain assets to the Trust. Jacqulin M. Shanor died on August 22, 2019. The successor trustee of the Trust, Nichole Marie Erickson a/k/a Nikki Erickson, of Tensleep, Wyoming, intends to distribute the remaining trust estate according to the terms of the Trust Agreement.

The current trustee's name and address is Nichole Marie Erickson a/k/a Nikki Erickson, 3833 Road 82, Ten Sleep, Wyoming, 82442, c/o Thomas W. Shanor, attorney at law, Shanor Law Office, 123 W. 1st Street, Suite 620, Casper, WY 82601. Pursuant to Wyo. Stat. §4-10-507, creditors having claims against the trustmaker or the trust estate shall make such claims in writing to the trustee within 120 days of the date of the first publication of this Notice, or thereafter be forever barred. Any proceeding to contest the validity of the Trust or the proposed distribution of the trust estate by the trustee must be commenced within 120 days of the date of the first publication of this Notice, or thereafter be forever barred.

DATED this 23rd day of September, 2019.

Thomas W. Shanor, attorney for Nichole Marie Erickson a/k/a Nikki Erickson, Trustee of the Jacqulin M. Shanor Living Trust, dated July 9, 2014

Publish: 10/02, 10/09/19

#### NOTICE OF CONTRACTOR'S SETTLEMENT

County of Teton

State of Wyoming

Notice is hereby given that on the 23rd day of October, 2019, final settlement will be made by Jackson Hole Airport Board, for and on account of the contract of said: Wadman Corporation, a company organized under the laws of Utah, having an address of 2920 South 925 West, Ogden, UT 84401 for the furnishing and installation of improvements to the Jackson Hole Airport, Restaurant Temporary Remodel Project and any person, co-partnership, association or corporation who has an unpaid lien against said Wadman Corporation for or on account of the furnishing of labor, materials, team hire, sustenance, provision, provender or other supplies used or consumed by such Contractor or any of the subcontractors in or about the performance of said work, may at any time up to and including said time of final settlement on said 23rd day of October, 2019, file a verified statement in the amount due and unpaid on account of such claim with Jackson Hole Airport

Failure on the part of the claimant to file such final statement will relieve said Owner from all and any liability for such claim.

Jackson Hole Airport Board State of Wyoming **Publish: 10/02, 10/09, 10/16/19** 

The Jackson Hole Airport Board has issued a Notice of Proposed Rulemaking for General Operating Rules. The Board proposes to adopt General Operating Rules to collect and formalize a number of existing policies, and in some cases to address areas for which no formal policies now exist. The included proposed rules related to (a) aircraft operations, (b) aircraft accidents, (c) materials storage and handling, including glycol, (c) fueling and fuel storage, including the exercise of an exclusive right to store aviation fuel, (d) aircraft maintenance, (e) motor vehicle operation and parking, (f) airport security and restricted areas, (g) the accommodation of Frist Amendment activity, (h) protection of the Airport environment, and (i) smoking.

Copies of the proposed General Operating Rules and the Notice of Proposed Rulemaking may be obtained by contacting Anna Valsing, Assistant Administrative Manager, Jackson Hole Airport Board, PO Box 159, 1250 East Airport Road, Jackson, Wyoming 83001 or anna.valsing@jhairport.org. The proposed Rules are also posted on the Airport's website at www.jacksonholeairport.com under "About JAC" and "Reports & Records".

The Airport Board solicits comments (including the submission of data, views or arguments) on the proposed rules. Written comments and opinions should be submitted no later than November 15, 2019 to Anna Valsing at the address indicated above.

Publish: 10/02, 10/09/19

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County of Teton

State of Wyoming

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or corporation who has an unpaid lien against said Wadman Corporation for or on account of the furnishing of labor, materials, team hire, sustenance, provision, provender or other supplies used or consumed by such Contractor or any of the subcontractors in or about the performance of said work, may at any time up to and including said time of final settlement on said 23rd day of October, 2019, file a verified statement in the amount due and unpaid on account of such claim with Jackson Hole Airport Board.

Failure on the part of the claimant to file such final statement will relieve said Owner from all and any liability for such claim.

Jackson Hole Airport Board State of Wyoming **Publish: 10/02, 10/09, 10/16/19** 

NOTICE OF CONTRACTOR'S SETTLEMENT

County of Teton

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Failure on the part of the claimant to file such final statement will relieve said Owner from all and any liability for such claim.

Jackson Hole Airport Board State of Wyoming **Publish: 10/02, 10/09, 10/16/19** 

WYOMING DEPARTMENT OF TRANSPORTATION CHEYENNE, WYOMING NOTICE OF ACCEPTANCE OF AND FINAL SETTLEMENT FOR HIGHWAY WORK Notice is hereby given that the State Transportation Commission of Wyoming has accepted as completed according to plans, specifications and rules governing the same work performed under that certain contract between the State of Wyoming, acting through said Commission, and Evans Construction The Contractor, on Highway Project Number N104093 in Teton County, consisting of electrical work and reconstruction and the Contractor is entitled to final settlement therefore; that the Director of the Department of Transportation will cause said Contractor to be paid the full amount due him under said contract on November 5, 2019.

The date of the first publication of this Notice is September 25,

STATE TRANSPORTATION COMMISSION OF WYOMING

By:

Caryn Erickson
Senior Budget Analyst
Budget Program
Publish: 09/25, 10/02, 10/09/19

# Daily headlines delivered to your inbox. KEEP UP WITH LOCAL, STATE AND REGIONAL NEWS. Today's Headlines: Yyoming & the West from the Jackson Hole Daily Local News Rec center master plan includes six-lane bowling alley A new master plan for the Teton County/Jackson Recreation Center includes a sixlane bowling alley among the \$16 million in improvements it proposes Barrasso wants to streamline and double Forest Service logging A bill introduced by Sen. John Barrasso that would more than double the amount of timber harvested on Forest Service land will be discussed in a Senate hearing today. Palisades cuts flow to ensure electricity this summer The Bureau of Reclamation is cutting outflow from Palisades Reservoir this week to keep water on hand to guarantee electricity this summer for Idaho farmers. Located at the base of Snow King Mountain, Lift Bar and Restaurant will host a grand

Sign up for our 'Wyoming and the West' email alert at

jhnewsandguide.com

Jackson Hole Daily