



**BOARD OF COUNTY  
COMMISSIONERS**



**TOWN COUNCIL**

## **JOINT INFORMATION MEETING AGENDA DOCUMENTATION**

**PREPARATION DATE:** September 7, 2016  
**MEETING DATE:** September 12, 2016

**SUBMITTING DEPARTMENT:** START  
**DEPARTMENT DIRECTOR:** Darren Bruggmann  
**PRESENTER:** Darren Bruggmann

**SUBJECT:** START – Employee Housing

### STATEMENT/PURPOSE

The Purpose of this item is to review and approve the concept plan for Employee Housing Option C (Revised) and provide authorization to proceed with preparation of a scope of services for final construction documents for Revised Option C.

### BACKGROUND/ALTERNATIVES

At the August 1, 2016 JIM meeting an update of the completion of the START Facility Construction Documents was presented. Also presented were three options for the Employee Housing portion of the Facility Master Plan. The START/TOJ Public Works Maintenance Facility and employee housing component are identified in the Integrated Transportation Plan (ITP) as approved in September 2015 and meets Community Priorities for Transportation and Housing.

During the JIM meeting, the BOCC and Town Council selected Option C consisting of 4 stories of housing with the first floor configured as a partial basement based on a desire to maximize the number of units. The design team was authorized to complete a concept design of Option C and has completed that concept design. The BOCC and Town Council expressed a desire to maximize the diversity of the unit mix in order to provide a variety of unit types (2 bedroom, 1 bedroom, and studio). Revised OPTION C is described below:

**OPTION C (Revised):** - 24 Units @ approximately 18,250 building square feet and 2,720 exterior

Proposed Mix:

7 units	2 Bedrooms (4 people/2 stories)
5 units	2 Bedrooms (4 people/1 story)
1 unit	1 Bedroom (2 people/2stories)
6 units	1 Bedroom (2 people/1 story)
5 units	Studio (1 people/1 story)

**Total Units = 24**

**Total Bedrooms = 36**

**Max. People Housed = 67**

Included in this option is public space, private space, storage, laundry, and trash/recycling. The program includes 24 parking spaces of which 76% are shared spaces with the facility. Additional parking options are available should this shared program prove problematic (Note: the LDR's allow for 100% of the employee housing to be shared).

The height of the housing is approximately 38'-6" above grade with approximately 4' of the first floor buried in a partial basement configuration. The existing stair tower on the south end of the building is 39'-2" above grade.

Staff has completed a cursory review of Town and County employee demographics with an eye towards potential housing needs. We have a mix of employees who are single, married with no children living at home, and married with children living at home. These employees include full time Town employees, full time County employees, seasonal START Bus employees as well as seasonal Parks and Rec employees. Based upon this review, the number and types of rental units already owned by the Town of Jackson, the ability for the Town to construct at least three more single family rental homes along Flat Creek Drive in the future, and the type of units proposed for the Park Maintenance facility, Revised Option C will best meet the needs of Town and County employees for this site and at this present time. The need for employee housing for the Town and County into the future will only intensify and the mix of units provided at this site will offer the variety needed to meet those needs. Currently, the most common request for housing from the Town of Jackson is for studio, 1 bedroom, or 2 bedroom units.

## [ATTACHMENTS](#)



160831 HJA START  
ORC PRESENTATION

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## [FISCAL IMPACT](#)

The impacts will be identified in the final scope of services for the preparation of Employee Housing Option C that will be presented at the October 3, 2016 JIM should the BOCC and Town Council approve the concept plan for Option C (Revised).

## [STAFF IMPACT](#)

Ongoing work in progress. Time constraints will be more significant for Transit Director as process continues toward construction.

## [STAKEHOLDER ANALYSIS](#)

The START Ownership Review Committee (ORC) comprised of key stakeholders has reviewed the concept plan, including; number of units, building height, circulation, storage, common area, and parking. ORC recommends proceeding to preparation of scope of services for final construction documents. (The START Advisory Board will convene on Thursday, September 8<sup>th</sup> for discussion but not in time for this Staff Report deadline. START Board had previously expressed support of maximizing units with Option C).

## [LEGAL REVIEW](#)

None at this time

## [RECOMMENDATION](#)

Provide comment on Employee Housing Option C (Revised) and approve the concept plan for Option C (Revised).

[SUGGESTED MOTION](#)

I move to approve the concept plan for Employee Housing Option C (revised) and direct staff to work with the design team to develop a scope of work and fee estimate to develop construction documents and estimates for BOCC and Town Council review at the October 3, 2016 JIM.

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Synopsis for PowerPoint (120 words max):

Purpose:

Background:

Fiscal Impact: