

MEMORANDUM

To: North Stonington Affordable Housing Advisory Committee

From: Jason Vincent, AICP

Date: December 13, 2011

Subject: **Housing Plan**

Commissioners:

We are very excited to have a chance to work with the Town of North Stonington.

For our initial conversation, we have prepared a DRAFT Scope of Work based on the project approach we identified in our Qualifications Package.

As mentioned during the interview, we are very flexible in how we approach a project, but we felt it was important that we provide you with how we might proceed, and what that work would cost.

See you next Thursday night.

Jason.

The following summarizes how we would approach the tasks outlined in the RFQ.

We envision a process with three tasks:

1. Project initiation, goal confirmation and policy review;
2. Housing needs and market assessment; and
3. Develop housing strategies and Comprehensive Housing Plan.

TASK 1 Project Initiation, Goal Confirmation and Policy Review

The first step of the process is to confirm the overall goals for the study with the North Stonington Affordable Housing Advisory Committee (NSAHAC). Therefore, we will meet with the NSAHAC to housing issues and concerns and to “Plan the Work,” including the types of deliverables desired and when public workshops should be conducted.

When addressing policy issues, we find it is helpful to first understand what the community’s concerns are before embarking on discussions about strategies and solutions.

We are strong proponents for public participation and believe that good public participation is the foundation that is needed for effective plan implementation. The public is usually aware of the key issues in the community but may not know how to find solutions. We have designed various interactive workshop formats and tools to engage residents in the planning process. We typically recommend holding hands-on workshops at the beginning of the process and prior to developing housing strategies.

We will then review the Plan of Conservation and Development (North Stonington), existing plans and studies related affordable housing. We will then talk with town staff and others (e.g., realtors, developers) about current housing policies and experiences in North Stonington.

Our Proposal

Initial Preparation (included)	<ul style="list-style-type: none"> • Collect materials from Town
Introductory Meeting & Issues Identification \$1,000	<ul style="list-style-type: none"> • Review project scope • Discuss planning issues
Public Workshop / “Kick-off” \$3,000	<ul style="list-style-type: none"> • Provide Town with materials for publicizing workshop • Design and facilitate workshop with interactive exercises and open forum discussion, to identify housing issues and concerns: 1 public workshop
Conditions & Trends \$3,500	<ul style="list-style-type: none"> • Compile baseline population and housing conditions and trends analysis utilizing available data
Assessment Report (included)	<ul style="list-style-type: none"> • Prepare assessment report outlining Conditions & Trends, community issues (identified in public meeting), and implications for this project • Meet with Town to review reports

Optional Project Add-ons

Conditions & Trends \$10,000	<ul style="list-style-type: none"> • Create a detailed market analysis of housing conditions
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TASK 2 Housing Needs and Market Assessment

Planimetrics will work with the NSAHAC to gain an understanding of the necessary baseline information and document (graphically and in text form) the opportunities that exist for affordable housing, and the purpose(s) the market assessment intends to satisfy.

We will research housing data and create an inventory of existing housing conditions. We also plan to conduct a migration analysis and analyze demographic projections to determine specific housing needs and issues in the Town.

We help communities review available data, convert that data into information and focus on information that is relevant to strategic planning in the community. If desired, we have partnered with real estate specialists to perform detailed market studies. These are typically done to confirm that financing a development is a wise business decision and may not be required for this planning process.

Our Proposal

Mapping \$500	<ul style="list-style-type: none"> • Prepare / coordinate housing maps with data provided by Town
Strategy Development \$10,000	<ul style="list-style-type: none"> • Meet with Town to formulate draft strategies and recommendations • Provide 2 case studies of strategies used in other communities
Strategy Refinement \$2,000	<ul style="list-style-type: none"> • Meet with the Town to review summary report and evaluate and select development and infrastructure strategies

Optional Project Add-ons

Additional Case Studies \$1,000 / study	<ul style="list-style-type: none"> • Prepare a one-page case study on best practices for particular strategies
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TASK 3 Develop Housing Strategies and Comprehensive Housing Plan

Planimetrics will review the various housing strategies that exist to determine which strategies might be appropriate for North Stonington based on information obtained in previous tasks. We will provide the NSAHAC with:

- case studies of “best practices” from other communities, when appropriate;
- identification of potential funding sources for implementation; and
- an analysis of the impediments for implementation.

Once the strategies have been reviewed and accepted by the community we will prepare a Comprehensive Housing Plan. We will also provide assistance for adoption of this policy document, including hosting public information sessions and attending public hearings.

An implementation table of the strategies will be developed as part of the Comprehensive Housing Plan to help the community prioritize tasks, establish deadlines and monitor the progress plan implementation.

The implementation plan will also include step-by-step tasks to facilitate implementation. We will identify potential partners and opportunities to create partnerships as part of the implementation strategy.

Our Proposal

Draft Housing Plan \$5,000	<ul style="list-style-type: none"> • Prepare a Draft Housing Plan with Implementation Table • This document will be in a format that is appropriate for submission to the Planning and Zoning Commission for adoption • Identify potential funding sources • Identify potential implementation impediments
Final Edits (included)	<ul style="list-style-type: none"> • Make final edits to the Plan • Project Completion
Final Printing (included)	<ul style="list-style-type: none"> • Assist Town Staff with the coordination final printing / publication activities

Optional Project Add-ons

Public Presentation of Draft Housing Plan \$1,500	<ul style="list-style-type: none"> • Provide Town with materials for publicizing meeting • Attend meeting and provide an overview of the Plan
Adoption Varies	<ul style="list-style-type: none"> • Meet with Town to review final edits and assist Town Staff with adoption by the Planning and Zoning Commission