



## **Municipal Affordable Housing Plans Guidance for NHCOC member towns**

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**GOAL:** The goal of this process is “to undertake a proactive Planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers”<sup>i</sup> as required by Section 8-30j of the Connecticut General Statutes (CGS).

CGS 8-30j states that the Affordable Housing Plan shall be adopted by the municipality. For our towns, we would suggest that the final draft plan be adopted by your Board of Selectmen but first endorsed by your Planning & Zoning Commission (as consistent with and/or supporting the town’s Plan of Conservation & Development).

**Who should guide the development of the Plan?** We would suggest that the Board of Selectman select a task team of 5-7 people that can work with your planning consultant on the development of the Housing Plan. This should include at least one representative from the following:

- Planning & Zoning Commission,
- local housing organization/committee and/or senior housing board (if applicable),
- economic development commission (if applicable) or major employer in your town,
- your social service director and/or senior center director.

You may also want to include a local builder and/or realtor, a local school board member, historic district commission member (if applicable), conservation commission and/or land trust member, local SustainableCT committee member (if applicable). If you’d like to delegate the oversight of the development of this Plan to your Planning Commission and/or your local housing commission, that can work too. However, you may want to bring in some of the other stakeholders listed above as well to make sure they are part of the Plan development process (if they are not already on the commission you are delegating this to). The request would be for these volunteers to meet 5 times (likely via Zoom) over the course of about 9 months to provide feedback to the consultant during the development of the Plan.

### **TIMELINE AND MAJOR TASKS- draft for discussion**

Please note, the tasks and timeline presented below would be discussed with the task team at the first meeting and refined as needed to meet the needs and current conditions in the town.

**Month 1:** (1) NHCOC conducts [housing needs and market data assessment](#) (2) Town forms task team and/or delegates Plan oversight to a town committee/commission

**Month 2:** NHCOC reviews housing needs and market data assessment with task team and begins planning for an online resident and employer survey of housing needs (if one has not been done recently). Team reviews the town’s Plan of Conservation & Development “housing” section as a starting point and results of any resident surveys conducted in the last 10 years about housing needs.

**Month 3:** Conduct [online survey, possible phone interviews](#) about housing needs with school principal, VFD and EMS chiefs, major employers, senior center/social services director, and any other key stakeholders that the team identifies as important to this study. Discuss whether [mapping](#) of areas that

could accommodate housing would be a helpful part of this process and/or is needed as part of the study.

**Month 4:** Review survey and phone interview results. Begin to discuss possible [goals and strategies](#) that could be included in the Plan. Plan for a [public input session\(s\)](#) to get feedback on possible goals and strategies.

**Month 5:** Discuss refined goals and strategies with task team. Get invite out to residents, town volunteers, employers, etc. about public input session(s); plan for sessions- develop agenda, multiple ways of collecting feedback and interactive forum tools, etc.

**Month 6:** Hold public input session(s) (likely will be held via Zoom) to get feedback on housing needs, goals, and strategies.

**Month 7:** Planning consultant will develop [draft Housing Plan](#) based on feedback received from surveys, interviews, and input session(s).

**Month 8:** Review draft Housing Plan with task team and get [feedback](#). Invite members of BOS, P&Z, and other town boards & commissions to attend this or the next team meeting to also provide feedback.

**Month 9:** Incorporate feedback, get task team approval of final draft Plan, present to P&Z for their endorsement.

**Month 10:** Present final draft Plan to the Board of Selectman for [adoption](#).

#### **POSSIBLE HOUSING PLAN CONTENTS:**

- Introduction- Reason for Housing Plan, process used to develop Plan, committee members
- Executive Summary
  - o Summarize key findings in the Plan, summarize goals & strategies
- History of housing efforts in town
  - o Include here or elsewhere what the municipal Plan of Conservation and Development says about housing needs and/or strategies
- List/inventory of existing deed restricted affordable housing units
- Need for additional housing units (examples below):
  - o Under 10%, open to 8-30g challenges
  - o Residents over 65 or under 35 yrs are leaving to find housing options they can afford
  - o Waiting lists at existing housing developments
  - o Interviews with business owners/managers stating that finding housing options their employees can afford is an issue
- Resident Input Summary
- Zoning Challenges, Opportunities, and Strategies
- Housing Production and Preservation Challenges, Opportunities, and Strategies
  - o List specific available properties and/or map "housing opportunity areas"
    - Consider town owned properties
    - Consider expansion of existing housing developments
    - Consider infill opportunities in town center areas
  - o Are there any currently "affordable" units whose deed restriction will be expiring or that require substantial rehab?

- Housing Rehab funds that help low income residents do necessary home repairs so they can afford to continue living in their home.
- Partnerships, Resources and Capacity Building
  - Local housing fund (examples)
  - Local housing committee, commission, authority (who will be responsible to see that the Plan is implemented? Do they have the resources they need to do this?)
  - Partners- list organizations and contact info for the regional and statewide orgs that can help (COG, regional housing non-profit, PSC, DOH, etc.)
- Action Plan- Goal, Strategies, Implementation Plan

**REFERENCE:**

Here is the whole of CGS Sec. 8-30j for your reference:

**Sec. 8-30j. Affordable housing plan. Hearing and adoption. Amendments. Filing requirement.** (a) At least once every five years, each municipality shall prepare or amend and adopt an affordable housing plan for the municipality. Such plan shall specify how the municipality intends to increase the number of affordable housing developments in the municipality.

(b) The municipality may hold public informational meetings or organize other activities to inform residents about the process of preparing the plan. If the municipality holds a public hearing, at least thirty-five days prior to the public hearing on the adoption, the municipality shall file in the office of the town clerk of such municipality a copy of such draft plan or any amendments to the plan, and if applicable, post such draft plan on the Internet web site of the municipality. After adoption of the plan, the municipality shall file the final plan in the office of the town clerk of such municipality and, if applicable, post the plan on the Internet web site of the municipality.

(c) Following adoption, the municipality shall regularly review and maintain such plan. The municipality may adopt such geographical, functional or other amendments to the plan or parts of the plan, in accordance with the provisions of this section, as it deems necessary. If the municipality fails to amend such plan every five years, the chief elected official of the municipality shall submit a letter to the Commissioner of Housing that explains why such plan was not amended.

(P.A. 17-170, S. 2.)

History: P.A. 17-170 effective July 24, 2017.

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<sup>1</sup> State of Connecticut Department of Housing Affordable Housing Plan Technical Assistance Grant Notice