

Merrimack Valley Regional Housing Plan Workplan 2017

Grey Tasks have been completed. **Orange Tasks are Regional Events.** **Green Tasks are Local Events.**

Task	Task Description	Dates
Task 1: Meet with DHCD	Meet with Phil DeMartino to determine what the requirements would be to create a Plan that serve as HPP for participating communities	Early January 2017
Task 2: Determine Community Participation	Contact the 13 communities to determine interest and confirm participation	Late January/Early February 2017
Task 3: Conduct Internal Kick-Off meeting	Organize a meeting of MVPC staff who will be working on the plan, review the timeline, and understand roles in the project.	Late February 2017
Task 4: Compile Existing HPPs and Housing Plans	Collect existing HPPs/Housing Plans and Chapters in and around the region and state and review: strategies, what has been accomplished, sample format for the plan, etc.	February 2017
Task 4.1 Brainstorm Stakeholders	Make a list of Open House participants and ideal participants for community workshops. For Open House, include contact information. Set a date 1 st event (late April)	March 2017
Task 5: Collect Data	Collect data and statistics on demographics, income, housing, school population, and future projections from U.S. Census, American Community Survey, Registry of Deeds, school districts, building departments, state/federal agencies, and other sources. Obtain past and current SHI numbers and CPA participation.	March-May 2017
Task 6: Conduct Regional Needs Assessment	Organize the 1 st Open House to identify housing needs in the region. This would serve as the comprehensive needs assessment to understand the current and projected future housing needs. <i>Scheduled for May 24, 2017</i>	May 2017
Task 7: Assess Existing Goals and Accomplishments	Review the goals and assess accomplishments from the HPPs/Housing Plans in the region, as applicable	May 2017
Task 8: Conduct Local Needs Assessments with each Municipality	Work with local planners to organize community workshops to discuss needs and goals in each participating community, and what has been accomplished since the last plan.	May/June 2017

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Create Sample Agendas/ Resources	Create sample agendas and guidance for each community workshop including: <ul style="list-style-type: none"> • What to accomplish • Existing or previous goals/strategies identified in local HPP • Maps needed (zoning, business as usual, overlay PDAs, transit, commuter shed) • Who to invite (Ideally include Planning/Zoning/Housing Committee members) • Hand-outs to support discussion 	Late April 2017
Task 9: Develop Regional Affordable Housing Goals	Organize 2 nd Open House to identify goals and strategies. From that feedback, develop regional housing production goals, and community-specific goals that meet the needs of the communities and the following affordable housing percentages of the total year-round housing units: annual growth - 0.5%, biannual growth - 1% and land area (1.5%). Timelines will be created in which 10% of the total year-round housing units will be affordable.	August 2017
Task 10: Develop Regional Affordable Housing Strategies	Develop housing strategies that achieve regional and local goals and address the affordable housing needs. <ul style="list-style-type: none"> • Consider strategies collected under Task 4 and other important strategies from organizations like APA, AARP, AIA, etc. 	August/Sept 2017
Task 11: Review Goals, Strategies and Identify Priority Parcels with each Municipality	Work with local planners to organize community workshops to finalize the goals and strategies for the participating communities. This task also includes identifying potential priority parcels for affordable housing development.	September 2017
Task 12: Prepare Draft Regional Housing Plan	Prepare a completed draft of the Regional Housing Plan.	October/November 2017
Task 13: Present Draft Regional Housing Plan	Organize 3 rd Open House to present the draft Plan.	Early December 2017

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Task 14: Local Adoptions	Work with local planners to coordinate presentations of the final Regional Housing Plan to the Board of Selectmen/Councils and Planning Board for final adoption.	January 2018
Task 15: Send the Adopted Plans to DHCD	Send the final, adopted Plan to the Department of Housing and Community Development for approval.	January 2018

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