



# Town of Knightdale

## *Staff Report*

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Title: Inclusive Growth & Housing  
Affordability Plan – Scope & Fee

Staff: Donna Goodman, Senior Planner –  
Long Range & Sustainability

Date: December 21, 2022

Director Signature: JB

Asst. Town Manager Signature: DT

Town Manager Signature: WRS

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### **BACKGROUND INFORMATION**

- On August 23, 2022 staff released a Request for Qualifications soliciting consulting firms to assist in preparation of an Inclusive Growth & Housing Affordability Plan. The submittals were due on September 19, 2022 and staff received two submittals. At the November 16, 2022 Town Council meeting, Council authorized staff to begin negotiations with UNCG on an Inclusive Growth & Housing Affordability Plan project scope and fee.

### **SUMMARY**

- The selection committee consists of Councilor Morris, Councilor Evans, Assistant Town Manager – Operations, Development Services Director, Recreation Program Supervisor, and Senior Planner – Long Range & Sustainability. Following the November meeting, the selection committee began working with UNCG to build the project scope.
- The total proposed cost of the Inclusive Growth & Housing Affordability Plan is \$98,888, which falls within the FY23 budgeted amount
- The following elements will be part of the plan development process:
  - Market Analysis
  - Needs & Gaps Analysis
  - Development of Housing Goals
  - Development of Inclusive Growth Goals
  - Barriers Analysis
  - Policies, Strategies, & Recommendations
  - Policies & Strategies Evaluation
- Throughout the process, there will be a robust public outreach effort, including:
  - Advisory Committee
  - Key Informant Interviews
  - Public Community Workshops
  - Focus Group/Roundtable Discussions
  - Public Opinion Survey
  - Project Website
- The project has an anticipated 12-month completion period, with work beginning January 2023. The attached document contains additional details on the full project scope and deliverable.



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### **RECOMMENDED ACTION**

- Authorize the Town Manager to execute the Inclusive Growth & Housing Affordability Plan contract with UNCG Center for Housing and Community Studies