

ANNUAL WORK PLAN – Housing Commission

Budget year: FY24

DEPARTMENT: Community Development

Budgeted staff: Town Planner

Primary function(s): The Commission advises the Selectboard, Planning Commissions, and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission maintains and analyzes the community’s demographic and housing stock information and provides periodic updates on housing issues to elected officials. The Commission also works to educate the public on housing topics and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community’s housing goals.

Regular work (happens every day/week/month/year)

TASK	Frequency	Timeframe	Other departments involved
Staff support for Housing Commission (zoning & subdivision regulation updates, housing trust fund, inclusionary zoning, etc.)	Monthly	Year -long	
Development of Inclusionary Zoning	Monthly and as needed	Year-long	
Development of a Housing Trust Fund	monthly anticipated	Year-long	
Educate the public on what they do and how they can be involved	Varies	Year-long	Public Works & Parks & Rec.
Work on Town Plan update	Several times during the year	Spring and summer '23	Other boards and committees
Work on revised HC charter with split with City HC	Several Months	Spring '23	
Re-evaluate work plan going forward with split with City HC	Several Months	Spring, Summer '23	