AFFORDABLE HOUSING
TECHNICAL ADVISORY GROUP
HANDBOOK

2/1/2011
Town of Chapel Hill

Contents

Contact Information

Table 1 : Contact Information

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Purpose

Council Goal: In June 2010, the Council adopted a goal to create one-page strategies for the following Council focus areas: Public Art, Communications, Sustainability, and Affordable Housing.

Affordable Housing Strategy: The purpose of developing an affordable housing strategy is to build a more comprehensive understanding of the affordable housing system in Chapel Hill that would allow the Town Council to consider affordable housing issues in the context of the full spectrum of affordable housing needs and resources that exist throughout the Town.

Affordable Housing Technical Advisory Group: The purpose of the advisory group is to support the development of an Affordable Housing Strategy for the Town of Chapel Hill through providing input and guidance to Town staff.

Development Process Objectives

The Affordable Housing Strategy development process was designed by staff to address two objectives, described below:

1. Use a process that is inclusive of all community stakeholders. We seek input from those who are knowledgeable about affordable housing as well as those who are not typically identified with the topic and administration of affordable housing.

2. Present a draft strategy to the Town Council by June 13, 2011. Because many issues before the Town Council are related to affordable housing, we believe it is important to provide comprehensive guidance about the issue as soon as possible.

Development Process Schedule

The process will include four stages, described below and illustrated in Figure 1:

1. Stage One: Groundwork
   January and February, 2011
   2 meetings: one kick-off meeting and one meeting to discuss goals for the strategy.

2. Stage Two: Public Outreach
   Mid-February to March, 2011
   Multiple meetings about affordable housing with small focus groups.

3. Stage Three: Integration
   April and Early May, 2011
   3 meetings to synthesize and integrate information and ideas.

4. Stage Four: Town Review
   Late May, 2011
   Review by Town Managers and Town Attorney for the June 13 Council Business Meeting.

Figure 1: Development Process Schedule

	Task Name	Jan 2011					Feb 2011				Mar 2011				Apr 2011				May 2011				Jun 2011	
		1/2	1/9	1/16	1/23	1/30	2/6	2/13	2/20	2/27	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12
1	Groundwork	███																							
2	Public Outreach							███																	
3	Integration															███									
4	Town review																					███			

Charge

Members are asked by Town staff to act as technical advisors for the development of an affordable housing strategy for the Town of Chapel Hill. Expectations for participation include:

1. Attendance at the Technical Advisory Group meetings and some of the small focus group meetings.

2. Provide input and guidance to the Town staff leading the project.

3. Support the purpose, objectives and schedule for the development of an affordable housing strategy that are outlined in this handbook.

Core Values for Meeting Facilitation

The Technical Advisory Group will engage in a discussion to establish its meeting ground rules during the group's second working meeting. However, as a guide for that discussion and for working together as a group, we provide the following core values for meeting facilitation that are used in the Facilitative Leadership Model.*

- Transparency: sharing all relevant information, including your thoughts and feelings about the topic of conversation, about how the conversation is going and your strategy for having the conversation.

- Curiosity: being genuinely interested in others' views feelings, needs, concerns, interests, etc. and in seeking them out so that you and others can learn.

- Accountability: accepting responsibility for and explaining beliefs, expectations, decisions, and actions.

- Informed Choice: making decisions and maximizing others' abilities to make decisions based on relevant information in a way that builds commitment.

- Compassion: being willing to temporarily suspend judgment to appreciate your own and others' situations.

*Schwarz, Roger, et al. The Skilled Facilitator Fieldbook. San Francisco, CA: Jossey-Bass, 2005.