

EAST LAMPETER TOWNSHIP
HOUSING NEEDS STUDY SCOPE OF WORK

February 2023

PURPOSE:

The Housing Needs Study will serve as a precursor to an updated comprehensive planning process for East Lampeter Township. Since the last comprehensive planning process in 2003 with Conestoga Valley Regional Comprehensive Plan and 2007 with Growing Together, A Comprehensive Plan for Central Lancaster County, a great deal has changed in housing within East Lampeter Township, Lancaster County, Pennsylvania, and the Nation. Housing makeup, household size, and housing choice have all played a part in the types of housing within the housing stock of East Lampeter Township.

In order to have a solid foundation regarding housing and demographics for the comprehensive planning process update, this study is to be undertaken a year prior to that process beginning.

The Housing Needs Study is anticipated to provide an analysis of current demographic, economic, and housing market conditions in the Township as well as a detailed housing supply and demand forecast to direct future Township policy regarding housing.

BACKGROUND:

East Lampeter Township has participated in two previous regional comprehensive plans. The Conestoga Valley Regional Comprehensive Plan adopted in 2003 was a joint effort between East Lampeter, Upper Leacock, and West Earl Townships as well as Conestoga Valley School District. East Lampeter Township also joined the 2007 Growing Together, A Regional Comprehensive Plan for Central Lancaster County as a member of the Lancaster Intermunicipal Committee. Each of these comprehensive plans has served East Lampeter Township in developing zoning, planning, and development policies which have been reviewed per the requirements of the Pennsylvania Municipalities Planning Code. In fact, Township staff considers the plans every five years to ensure that goals and objectives continue to drive policy of the Township effectively.

APPROACH:

An analysis of the current demographic, economic, and housing market conditions and patterns of housing affordability in East Lampeter Township with determination of the gaps between housing supply and demand.

Assessment of the economic and demographic issues that will direct future demand in East Lampeter Township. This assessment should include detailed forecasts of household growth and housing demand to 2040. Potential implications of gaps between supply and demand in the Township must be evaluated. The assessment must include forecasts of household growth by income, size, type and tenure based on trends of employment and demographics.

Assessing the extent and variety of affordable housing options within the Township must be analyzed to allow for appropriate policies to be implemented in the coming years to meet the demand in various

forms: income, size, location, type and tenure of housing. The correlation between the location of various housing options and employment which must be analyzed to determine the need for housing options throughout the Township. In addition, the lending practices (ie: new home owners, seasoned owners, reverse mortgage) and interest rates as economic factors must be considered in the analysis.

TASKS:

Task 1 – Kick off meeting with East Lampeter Township Staff to discuss methodology, data sources, and schedule.

Deliverables: final workplan, including schedule, milestone dates, monthly progress reports.

Task 2 – Housing profiles of condition, number of bedrooms within a unit, location, cost, age groups of dwellings and occupants, household makeup, type and tenure, etc. utilizing housing data available through Lancaster County, East Lampeter Township, US Census, and from onsite inspections of properties. It is expected that there are a number of dwellings that have been converted over the years from single family to two or multi-family that have not been tracked as it was allowed by right. In addition, there may be numerous condition issues that need to be addressed in order for certain types of housing units to be safely inhabited, the extent of which is unknown to Township staff at this time, thus prompting the need for onsite property inspections. The consultant shall work with the Township to establish a standard in which to rank condition issues.

Deliverables: Housing data inventory report

Task 3 – Housing Needs (Supply and Demand)

- a. Housing needs will include a detailed analysis of current demographic, economic, and housing market conditions in the Township as well as forecasts of household growth by household income, household size, type and tenure.
- b. Consultant will lead development of the housing needs. Periodic check-ins with East Lampeter Township Staff to review progress, address questions about data sources, and any other issues that arise.

Deliverables: Housing market analysis and forecasts, housing needs analysis, stakeholder inventory, public outreach reports shall be supplied to Township Staff.

Task 4 – Housing Gap Forecast

- a. Quantify current and projected gaps in housing stock.
- b. Identify the affordability gap by household type.
- c. Determine the key supply and demand parameters and assumptions.

Deliverables: Housing Gap Analysis to be supplied to Township Staff.

Task 5 – Policy Implementation

- a. Identify policies to increase housing varieties at many income levels to address the needs and gaps forecasted through 2040.

Deliverables: Analysis of current policy framework's impact on all housing needs and gaps. This shall include but not be limited to housing affordability, identification of barriers to housing affordability, recommended priority policies and tools to implement, final report with performance metrics based on planning strategies.

Task 6 – Draft and Final Housing Study

- a. Presentation of draft findings to East Lampeter Township Staff.
- b. Draft report is to be finalized after presentation to Township Staff and Township Staff is provided a review time.
- c. Final Report provided to Township Staff and set presentation date to Township Planning Commission
- d. Work with Township Staff to set date for presentation of final report to East Lampeter Township Board of Supervisors.

Deliverables: Draft and final reports.

PROJECT MANAGEMENT: The chosen consultant will manage the project and correspond with the designated Township staff through the life of the project, communicating issues and concerns that could potentially threaten the overall timeline or progress of the project.

STAKEHOLDER INVOLVEMENT AND PUBLIC PARTICIPATION: The chosen consultant, in coordination with Township staff, will facilitate stakeholder involvement to actively seek the participation of residents, business owners, local agencies, individual interest groups, and the general public. At a minimum the consultant will engage in three public meetings, twenty stakeholder discussions to help identify the issues facing East Lampeter Township and housing needs. These stakeholders may include: developers, affordable housing representatives, lending institutions, non-government agencies and government agencies but the Township is open to other considerations from the consultant.

SCHEDULE:

Kick off meeting to be held with East Lampeter Township Staff May 2023

Housing investigation/meetings to be held June/July 2023

Midpoint Check in to be held September/October 2023 with East Lampeter Township Staff

Draft Deliverable Report and presentation to the East Lampeter Township Planning Commission January 2024

Final Report and Presentation to East Lampeter Township Board of Supervisors February 2024

QUALIFICATIONS AND EXPERIENCE OF CONSULTANT: No more than 12 pages excludes cover page, table of contents, resumes, and appendices.

1. Provide a statement of the consultant's understanding that demonstrates knowledge of the project requirements. (30 Points)

2. Provide a description of the consultant's technical approach to the project, including an outline of the sequence of tasks further than those outlined in this document, major benchmarks and milestone dates. (30 Points)
3. Include a brief summary of key staff on the project team who will be directly involved in the project. (10 Points)
4. Provide a description of similar project experiences with the key staff noted to be involved. (10 Points)
5. Provide a draft agreement to accomplish the project within the time frame contained in this document. (10 Points)
6. Provide a cost estimate for the services. (10 Points)
7. Indicate any services that would be subcontracted and provide references of those subcontractors.

PRODUCTS: All data collected, mapping in shapefile or layer format for GIS, reports, and documents created shall be the property of East Lampeter Township, whether in draft and final form. The draft study shall be provided in electronic format, pdf and word, and 5 paper copies. The final report document shall be provided in a pdf format, MSWord format both of which are searchable, and 15 paper copies. Please check with staff to determine if paper copies are needed prior to printing.

SUBMISSION OF PROPOSALS: Proposals should be electronically submitted as a PDF via email to thitchens@eastlampetertownship.org with a subject line of East Lampeter Township Housing Study no later than 4:00pm eastern time on Friday April 14, 2023.