

# Housing Implementation Checklist

This checklist is meant as a guide to help your community assess where they currently stand with efforts to implement changes to advance attainable housing. *Not every item on the checklist will be appropriate for every community.* This checklist is meant to serve as a starting point for local conversations about identifying barriers and creating more opportunities to meet housing goals.

## Zoning Plan (within the Master Plan)

Our community has...	No	YES	NOT SURE
Adopted strategic housing policy recommendations within the Zoning Plan (in the Master Plan) that align with the Plan's goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specified policy recommendations in the Zoning Plan that will enable desired housing products/types identified within future land use classifications and the future land use map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Article:** A zoning plan is a required part of master plans in Michigan: [https://www.canr.msu.edu/news/changes\\_to\\_michigan\\_law\\_result\\_in\\_clearer\\_understanding\\_of\\_the\\_zoning\\_plan](https://www.canr.msu.edu/news/changes_to_michigan_law_result_in_clearer_understanding_of_the_zoning_plan)

**Resource:** Check List #1I: Adoption of a Plan Amendment:  
[https://www.canr.msu.edu/resources/check\\_list\\_1i\\_adoption\\_of\\_a\\_plan\\_amendment](https://www.canr.msu.edu/resources/check_list_1i_adoption_of_a_plan_amendment)

**Resource:** *Michigan Zoning Guidebook: For Citizens and Local Officials, 3rd Edition* (MSU Extension), order by following these instructions: <https://www.canr.msu.edu/resources/michigan-zoning-guidebook-for-citizens-and-local-officials-3rd-edition>



## Budget and Process

Our community has...	No	YES	NOT SURE
Established a realistic implementation strategy, such as a new Form Based Code, form-related amendments to our existing Zoning Ordinance, or a hybrid approach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified roles and capacity within staff, boards, and committees to help draft zoning amendments (we know where a consultant's help is needed and what we can do ourselves).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secured funding sources and budget for minor or major zoning ordinance amendments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drafted a Request for Qualifications (RFQ) and sent to consultants (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selected the most qualified consultant to assist with all housing-related amendments (zoning or other ordinances, or review/approval processes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected key stakeholders and elected officials to participate in the development of or provide comment on housing amendments (zoning or other).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected key stakeholders and elected officials to support and advocate for the finalized housing-related amendments prior to adoption.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Article:** Qualifications-based selection, not bidding, is best to contract with professional services: [https://www.canr.msu.edu/news/qualifications\\_based\\_selection\\_not\\_bidding\\_is\\_best\\_to\\_contract\\_with\\_profess](https://www.canr.msu.edu/news/qualifications_based_selection_not_bidding_is_best_to_contract_with_profess)

**Resource:** Housing North is a non-profit organization serving northwest Michigan, they have several helpful checklists and zoning resources to the public: <https://www.housingnorth.org/programs>

**Resource:** The effects of redlining continue in Michigan communities today. To learn more: <https://www.canr.msu.edu/redlining/index>



# Zoning Ordinance Amendments

Our community has...	No	YES	NOT SURE
Amended the zoning ordinance to include more housing types in appropriate zoning districts (thus reducing land area dedicated to exclusive, single-family residential).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Established preferred housing forms, such as for duplex, tri-plex or multi-plex within residential and mixed-use zones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adopted zoning amendments utilizing administrative approval for most housing types, where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Re-classified more housing types as permitted uses rather than special land uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed all remaining discretionary and non-discretionary standards for housing types remaining as a special land use: ensuring if they are still necessary and/or properly mitigate anticipate impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Created new application procedures and forms to streamline the application process for various housing types.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amended zoning districts to increase building envelope (decrease setbacks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced or eliminated off-street parking requirements within certain zoning districts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced dwelling unit minimum square footage (example, decrease from 720 sf to 450 sf).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amended the zoning ordinance to allow ADUs and duplexes within more zoning districts [including rural/agricultural zones].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased maximum building height, or added a height bonus, depending on form/housing product within specified zoning districts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Included mixed-use (such as live-work) building type / land use within commercial and other districts as permitted uses. Removed "office" districts and substitute with mixed-use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed cluster housing as a permitted use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Added inclusive housing for farm workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"Up zoned" areas to allow greater density and varied housing types in areas serviced by public water and sewer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documented unforeseen implementation issues to address in a second round of amendments (don't worry, this is normal).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## More considerations

Our community has...	No	YES	NOT SURE
Identified housing maintenance and rehabilitation services for residents to contact for more information (such as through a 211 service).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified state, federal, or local housing maintenance and rehabilitation services, grants, low-interest loans, no-interest loans, deferred loans, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified state, federal, or local emergency housing repair services, grants, low-interest loans, no-interest loans, deferred loans, etc. (such as for emergency roof repair, heating system or water heater replacement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified homeowner assistance programs and homeowner counseling programs by banks, other agencies, and nonprofit agencies that support homeownership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensated the building inspector or building official to assist the local unit of government with contract development for housing rehabilitation/maintenance programs managed by the local unit of government. [This detailed documentation serves as a basis for the local unit of government's bidding and contractor selection.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implemented a rental inspection program (based on a rental ordinance) with trained staff and adequate budget for enforcement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implemented a short-term rental ordinance with trained staff and adequate budget for enforcement.			
Established an appropriate budget to hire a municipal attorney to assist with ordinance review, policy questions, and enforcement, when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Established a Landbank, tax increment financing (TIF) capture district, abandoned lot ordinance, etc. and identified programs/procedures to support or streamline targeted development in these areas (such as reduced utility hookup fees, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Implementation strategies are unique to each community. As a start, consider strategies that could produce a few quick "wins" to build momentum for more complex solutions. For each item marked "Not Sure" make a note to follow up on that information with peers or staff. For items marked "No", consider how an alternative approach or policy would be better suited or if that strategy is simply not applicable to your community.

