



2022 AFFORDABLE HOUSING REPORT City of Summit



This status report identifies 2022 action to address affordable housing development in the City of Summit.

QUARTER 1, 2022 (JANUARY ~ FEBRUARY ~ MARCH)

- A meeting of the Affordable Housing Committee, local clergy and other stakeholders was convened to review and discuss this 2021 Annual AH Status Report on February 7, 2022 at 6pm.
- The city's affordable housing webpage was modified to include housing resources based on feedback from the committee meeting.
- At the regular meeting of the Common Council (2/15/2022), the Annual AH 2021 Status Report (including opportunity for public comment) was reviewed.
- Morris Habitat met with the city to verify their unit costs and began administering their for-sale affordable units at 146 Morris Avenue.
- Tenants were identified for affordable units at 708A, 710A, and 125 Summit Avenue.
- Professionals from the Broad Street West met with the Municipal Housing Liaison (MHL) and Administrative Agent (AA) to finalize bedroom distribution and income levels for affordable units proposed at the development.
- A public meeting was held to review plans for the Broad Street West-Phase 3 redevelopment project.
- An application for development of a 52-unit mixed use development at 557-565 Morris Avenue has been scheduled for hearing before the zoning board. If approved, 8 affordable units will be required per the city's multi-family set-aside ordinance.
- The Summit Civic Foundation was contacted about their non-deed restricted units on Glenwood Avenue about possible deed restriction and rehabilitation spending.
- The MHL and AA began finalizing the 5-year plan on unit creation and spending through 2025 (the end of the COAH Round III agreement).
- Approximately \$43,424 in 2022 development fees were collected in Q1.
- Easements for Ashwood Court were finalized, and footing/foundation construction permits released to Morris Habitat to begin construction.

QUARTER 2, 2022 (APRIL ~ MAY ~ JUNE)

- Water and sewer easements were secured from properties on Ashwood Court and filed with the County/shared with NJ American Water to allow for Morris Habitat to commence site work at 146 Morris Avenue (related to their 12-unit all-affordable housing project).
- Morris Habitat met with various city departments (Tax, UCC, zoning, engineering, Colliers) to review permit submittal documents and site / project plans.
- Morris Habitat began construction on foundations for both buildings at 146 Morris Avenue.
- Common Council continued to work with Broad Street West professionals and the public on BSW plans but have pushed any further action until Fall of 2022.
- Approximately \$48,229.74 in development fees were collected in Q2 of 2022.
- A DRAFT 5-year AH spending and unit creation plan was drafted to manage the 2nd half of the 10-year COAH Round III agreement goals.
- A meeting was held with the Executive Director of the Summit Housing Authority (SHA) to explore rehab eligible projects on SHA units.
- Research into planners began for the City's development of the two affordable units on Ashwood Court (part of the 146 Morris Habitat project).
- The Summit Civic Foundation was approached about deed restricting any or all their 25 self-managed affordable units on Dennis Place. After careful consideration, their board decided not to pursue deed restriction at this time.



2022 AFFORDABLE HOUSING REPORT City of Summit



QUARTER 3, 2022 (JULY ~ AUGUST ~ SEPTEMBER)

- A concept plan was created for two new units on Ashwood Court.
- A 10% state required Medicaid bed set-aside was established for Brandywine Assisted Living facility at 41 Springfield Avenue due to renovations. Written confirmation was pursued by the Municipal Housing Liaison and the AH attorney.
- Morris Habitat (MH) continued construction at 146 Morris and Ashwood court including utility installment and preparation for modular delivery in early October.
- MH held a groundbreaking ceremony on 9/25/2022 which included City elected officials and MH leadership.
- Common Council continued to work with Broad Street West professionals and the public on planning with a return for further action in Fall of 2022. This included the formation of an advisory committee with citizen participation.
- The application for development of a 52-unit mixed use development at 557-565 Morris Avenue had been revised and re-scheduled for a Zoning Board hearing in October. If approved, the newly revised 46-unit count project would generate seven (7) affordable units required per the city's multi-family set-aside ordinance.
- Approximately \$129,317.21 in development fees were collected in Q3 of 2022.
- Our House, developmental disability housing providers with houses in Summit, was approached about deed restriction of their current housing stock. They expressed interest in approximately one (1) unit being restricted and rehabilitated (4 bedrooms). Talks are ongoing.
- The Administrative Agent is finalizing an updated Operating Manual and materials to promote qualifying for housing in Summit along with what rehabilitation and affordability assistance is available through the AH trust.
- Additional resources including emergent housing services were placed on the City's AH website based on an uptick in inquiries for these services.
- A Market to Affordable feasibility analysis was started to assist in bringing new units online. The analysis will ensure the City has a clear understanding of the amount of funds it will take to write down a market rate unit in Summit.
- "AH 101" materials for inclusion on the city's website was written and a final draft completed to help the public understand the City's AH obligation and progress towards Summit's settlement agreement goals.

QUARTER 4, 2022 (OCTOBER ~ NOVEMBER ~ DECEMBER)

- The final version of an "Affordable Housing 101" was published on the city website to assist in education about Summit's housing rehabilitation and new construction obligations
- The Municipal Housing Liaison, Affordable Housing Attorney, and Administrative Agent gave a public presentation on Summit's obligation and progress towards goals at the November 14, 2022 council meeting. The meeting included public comments / Q&A. The presentation is posted on the city's website.
- Morris Habitat (MH) continued construction at 146 Morris and Ashwood court including the delivery and installation of modular units.
- Common Council considered a resolution to implore the Governor to re-institute the COAH board through litigation. Council declined to do so and chose to pursue less litigious means to ascertain the state's plan for COAH reestablishment.
- Common Council continued to work with public stakeholder groups and Broad Street West professionals on BSW planning.
- A Fall AH Committee update meeting was held via ZOOM to review 2022 AH activities to date.
- The application for development of a 52-unit mixed use development at 557-565 Morris Avenue, which had been revised to a 46-unit was approved at the December 22, 2022 meeting and will generate seven (7) affordable units required per the city's multi-family set-aside ordinance. These units will count toward Summit's 50 new construction goal by 2025.
- Approximately \$90,457.38.22 in development fees were collected in Q4 of 2022.



2022 AFFORDABLE HOUSING REPORT

City of Summit



- A meeting was held with Our House to continue exploring interest in approximately one (1) unit being restricted and rehabilitated. Talks remain are ongoing. If deed restrictions are agreed upon, 4 units would be gained by the city.
- The Administrative Agent is finalizing an updated Operating Manual and materials to promote qualifying for housing in Summit along with what rehabilitation and affordability trust fund assistance is available.
- Market to Affordable feasibility analysis was completed to assist in bringing new units online. The analysis will ensure the City has a clear understanding of the amount of funds it will take to write down a market rate unit in Summit.
- Brandywine Living (assisted living facility) at 41 Springfield Avenue is a 100-unit complex that recently underwent a renovation. State set-aside rules mandate 10% to be reserved for Medicaid residents. Therefore 10 units were finalized in writing and added to the city's long-term unmet need goals.
- The annual mailing to tenants and landlords was sent out in December 2022.
- The Municipal Housing Liaison attended a seminar in which a national database with housing data broken down by county was shared. Created by the National Association of Counties, the Housing Solutions Matchmaker Tool can be found here: <https://www.naco.org/resources/housing-solutions-matchmaker-tool>.
- An RFP is being drafted to identify a developer for the two proposed affordable units on Ashwood Court because of the Morris Habitat settlement.
- The exploration of an accessory apartment program was explored but is not viable in Summit based on the lack of such structures within the city.

UNMET NEED STATUS

Project	# Units	50 Unit	Balance
Unmet Need			702
Elizabeth RCA	26		676
RDP Surplus	13		663
412 Morris Avenue (Multifamily Set-aside)	1	1	662
146 Morris Avenue (Habitat for Humanity)	12	12	650
123-127 Summit Avenue	3	3	647
Ashwood Court (Habitat Settlement)	2	2	645
557-565 Morris Avenue (Multifamily Set-aside)	7	7	638
Brandywine Assisted Living (State Set-aside)	10		628
Broad Street West (Redevelopment)	TBD	TBD	
Overlay Zones 1-7	TBD		
Current Subtotal:		25/50	628

ADMINISTRATIVE AGENT ACTIVITY

PHONE INQUIRIES	
MONTH	TOTAL
January	2
February	3

WEB SIGN-UPS	
MONTH	TOTAL
January	21
February	8

HOUSEHOLDS QUALIFIED	
MONTH	TOTAL
January	0
February	1



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March	2
April	1
May	2
June	0
July	3
August	6
September	6
October	3
November	1
December	2
TOTAL:	31

March	12
April	13
May	17
June	7
July	14
August	24
September	25
October	23
November	22
December	20
TOTAL:	206

March	1
April	0
May	1
June	0
July	0
August	0
September	1
October	0
November	0
December	0
TOTAL:	4

2022 TRUST FUND BALANCE (as of December 2022)

ACCOUNT ACTIVITY DETAIL					
Date	Description	Deposits	Withdrawals	Balance	
12/01	BEGINNING BALANCE			\$1,532,662.11	
12/09	DEPOSIT	\$16,126.62			\$1,548,788.73
12/27	CHECK #186			\$4,603.75-	\$1,544,184.98
12/27	CHECK #187			\$10,863.72-	\$1,533,321.26
12/29	CHECK #185			\$1,921.25-	\$1,531,400.01
12/30	DEPOSIT	\$19,771.05			\$1,551,171.06
12/30	INTEREST CREDIT	\$3,476.91			\$1,554,647.97
12/31	ENDING BALANCE			\$1,554,647.97	

2023

- AH Committee meeting scheduled via ZOOM on February 13, 2023 to discuss the 2022 Annual Report, current and future activities (30-day notice provided via certified mail and a Star Ledger advertisement).
- Common Council scheduled to receive its Annual AH report (2023) on February 21, 2023, including opportunity for public comment.