



**Northwestern Connecticut Regional Planning Collaborative – IHZ Study  
Scope of Work/Timeline**

What	Who	How	When
<b>Phase 1</b>			
Initial study kickoff meeting	<ul style="list-style-type: none"> <li>Planners</li> </ul>	<ul style="list-style-type: none"> <li>Form Advisory Committee</li> <li>Review Scope of Work</li> </ul>	completed
Request for Qualifications	<ul style="list-style-type: none"> <li>Planners</li> </ul>	<ul style="list-style-type: none"> <li>Develop and distribute a Request for Qualifications for Engineering and GIS services</li> </ul>	completed
Identify and evaluate locations meeting the IHZ criteria.	<ul style="list-style-type: none"> <li>Planners</li> <li>GIS consultant</li> </ul>	<ul style="list-style-type: none"> <li>Identify qualification criteria (per statute)</li> <li>Prepare GIS parcel maps of study area <u>or</u> inspect tax assessor maps</li> <li>Inspect land record information and ownership for identified sites</li> </ul>	completed
Meet with AHAC to assist with the identification of potential IHZ locations. Review existing housing plans and reports. Collect and summarize baseline data on affordable housing stock supply and demand.	<ul style="list-style-type: none"> <li>Planners</li> <li>AHAC</li> <li>Planners</li> </ul>	<ul style="list-style-type: none"> <li>Review study area maps with Affordable Housing Advisory Committee (AHAC)</li> <li>Collect and review existing housing plans/reports</li> <li>Analyze census data</li> <li>Analyze tax assessor data</li> </ul>	On-going  Completed
IHZ Buildout Analysis- calculating the amount of developable land within the proposed IHZ boundaries and determining the number of units which could be built at IHZ densities.	<ul style="list-style-type: none"> <li>Planners</li> <li>GIS consultant</li> </ul>	<ul style="list-style-type: none"> <li>GIS calculation <u>or</u></li> <li>Manual build-out calculation</li> </ul>	In progress
Meet with property owners to discuss potential interest in IHZ	<ul style="list-style-type: none"> <li>Planners</li> </ul>	<ul style="list-style-type: none"> <li>Review benefits of IHZ designation with property owners &amp; developers</li> </ul>	July
Evaluate existing sewer system capacity and condition relative to identified sites and buildout results.	<ul style="list-style-type: none"> <li>Engineer</li> <li>Planners</li> </ul>	<ul style="list-style-type: none"> <li>Inspect WPCA plans</li> <li>Analyze system records and maintenance reports</li> <li>Identify necessary improvements or upgrades</li> </ul>	June-August

Incentive Housing Zone Study

Analyze traffic impacts and access options.	<ul style="list-style-type: none"> <li>• Engineer Planners</li> </ul>	<ul style="list-style-type: none"> <li>• Calculate traffic generation per buildout results</li> <li>• Identify access options</li> </ul>	August
Identify and evaluate low impact stormwater management options.	<ul style="list-style-type: none"> <li>• Engineer Planners</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare technical guidelines to incorporate into regulations</li> </ul>	August
<b>Phase 2</b>			
IHZ map preparation	<ul style="list-style-type: none"> <li>• GIS Consultant</li> <li>• Planners</li> </ul>	<ul style="list-style-type: none"> <li>• Graphically depict overlay zone boundaries, prepare updated zoning map</li> </ul>	September
Conduct public outreach and workshops to obtain community input.	<ul style="list-style-type: none"> <li>• Planners</li> <li>• Local work group/PZC</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain website</li> <li>• Issue press updates</li> <li>• Schedule and organize public workshops with P&amp;Z Commissions in each town</li> </ul>	October
Regulations drafting and legal review	<ul style="list-style-type: none"> <li>• Planners</li> <li>• Legal Consultant</li> <li>• Local work group/PZC</li> </ul>	<ul style="list-style-type: none"> <li>• Draft regulations, coordinate with consultants and legal support</li> <li>• Support commission review and adoption</li> </ul>	September- November
Design guidelines development	<ul style="list-style-type: none"> <li>• Planners</li> <li>• Local work group/PZC</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare design guidelines to incorporate into regulations</li> </ul>	September- November
Review subdivision regulations, revise as needed	<ul style="list-style-type: none"> <li>• Planners</li> </ul>	<ul style="list-style-type: none"> <li>• Draft regulations, coordinate with consultants and legal support</li> <li>• Support commission review and adoption</li> </ul>	November
Draft "housing plan" per IHZ statute.	<ul style="list-style-type: none"> <li>• Planners</li> <li>• Local task force or PZC</li> </ul>	<ul style="list-style-type: none"> <li>• Draft plan for presentation at public workshop and adoption by Commissions</li> </ul>	December
Application to the state for Preliminary Determination of Eligibility	<ul style="list-style-type: none"> <li>• Planners</li> </ul>	<ul style="list-style-type: none"> <li>• Complete &amp; submit application</li> </ul>	February