

**State of Connecticut
Housing for Economic Growth Program
Technical Assistance Grant Application**

Name of Applicant: Town of Salisbury, Connecticut

Address of Applicant: Town Hall, PO Box 548
Salisbury, Connecticut 06068

Name and title of Authorized Official: Curtis Rand, First Selectman

Applicant Representative: Jocelyn Ayer, Collaborative Planner

Name of Project Manager: Christopher S. Wood, AICP, Collaborative Planner

Telephone Number of Project Manager: 202-558-0654

1. BUSINESS INFORMATION

1a. Federal Employer Identification Number: 06-6002078

1b. Grantee's Fiscal Year: From July 1 To June 30

2. PROJECT INFORMATION

2a.

- **Project Title:** Salisbury Incentive Housing Zone Study
- **Intended Use of Funds:** The project is intended to provide the Town of Salisbury with planning, engineering, and legal guidance to identify IHZ locations, develop design standards, adopt IHZ regulations and revise subdivision regulations as necessary, and ultimately to assist the town with applications for determination of IHZ eligibility.
- **Project Budget:** This project would be funded entirely by a **\$39,850** Technical Assistance Grant which would be used as further described below. The Northwestern Connecticut Regional Planning Collaborative will provide the planning services outlined below and will coordinate the provision of engineering, architectural, and legal services.

3. LOCAL APPROVALS

3a. Submit a certified resolution adopted in the last 60 days by the Town's legislative body (1) Authorizing submission of this grant application; (2) Identifying the individual who can sign the grant application and administer the grant.

See attached.

3b. Submit a certified resolution of the local zoning authority (1) endorsing the application for assistance; and (2) certifying that it will consider the creation of one or more housing incentive zones.

See attached.

4. PROJECT PLAN

Submit a detailed project plan which describes (1) the proposed use of the grant funds; (2) the way in which the use of the funds will facilitate the creation of a housing incentive zone; and (3) a schedule for (a) the use of the funds; and (b) the establishment of the housing incentive zones.

Proposed use of grant funds:

Grant funds would be used to identify any parcels with infill or redevelopment potential in the town's village center or in reach of the town's current sewer service area that could be appropriate for potential Incentive Housing Zones. Once these parcels are identified, an engineering study would be conducted to provide the town with an assessment of the current infrastructure serving these sites and estimate the cost of any upgrades that might be needed to support a potential Incentive Housing Development. Finally, if found feasible through these studies, the town would hold public forums to generate support for the IHZ and develop design guidelines and a housing plan as described in CGS Chapter 124b, and ultimately create and adopt one or more Incentive Housing Zones.

Way in which the use of the funds will facilitate the creation of a housing incentive zone:

In July of this year, a volunteer task force of Salisbury residents completed and released a study called "Housing Your Neighbors in Salisbury, 2020: The Need for Middle-Income, Starter and Senior Housing and for Low Income Rental Housing". This report analyzes the serious need for affordable housing and identifies the number and type of housing units that would need to be created "to achieve a steady state housing stock that could maintain the diverse population Salisbury enjoys today." This report estimates that somewhere between 9 and 42 housing units need to be created annually to keep up with demand. It then calls for another task force to be appointed which would identify the impediments to meeting the demand for such housing and create and implement solutions. This new task force has now been appointed and given the charges shown in the attached document. The studies proposed here would assist this task force in their important work.

As mentioned in the consultant selection section below, Collaborative staff have assisted three towns in Massachusetts to create similar incentive housing zones. In each of these three communities a task force was appointed to assist in identifying eligible IHZ areas, determining the overlay district boundaries, and assisting with the development of the IHZ regulation and design guidelines which were then recommended by the task force to the planning and zoning commission. This was a very successful model in the Massachusetts communities and resulted in all three towns adopting an Incentive Housing Zone.

The town of Salisbury has two village centers shown as Rural Community Centers on the State Locational Guide Map - Salisbury and Lakeville (see attached map). Both areas are served by public water and sewer. Within the current limited sewer service area, it is believed that most of the parcels are built out. The study proposed here will identify any infill or redevelopment potential in the village centers, including encouraging housing above commercial and retail. In addition, the parcels which are in reach of the current sewer service area will be analyzed to see if they might be appropriate for an Incentive Housing Development. An infrastructure gap analysis will then be done on the identified parcels.

The consultants would meet with landowners and potential developers of these properties to make them aware of the opportunities that an Incentive Housing Zone would create for them and offer them examples of the types of development that could be created in such a zone. If landowners are interested, we will seek to assist them in partnering with a potential developer. We would then keep these important stakeholders involved in the creation of the zone and design standards, ultimately encouraging them to take this opportunity to develop these parcels under the IHZ program.

In order to further facilitate the creation of housing in this zone, public forums would be held as described above, designed to generate public support for the zone. It is anticipated that the energy and dedication of the residents involved in the former and current task force and the study they have produced will do much to bolster support. In addition, public support may be needed if municipal investment is required as a component of an IHZ designation.

Schedule and Budget:

The Project will be completed in two Phases over an eight month period.

Phase 1: Identify Potential Incentive Housing Zones
 Planning and technical analyses

This Phase of the project will consist of the following:

Identifying and evaluating locations meeting the IHZ criteria;	\$2,100
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.	\$1,450
Infrastructure Gap Analysis- will evaluate wastewater treatment requirements and solutions, include traffic and access analyses, and low impact stormwater management options;	\$18,000
Working with task force, writing "housing plan" per IHZ statute; and	\$3,250
Conducting public outreach and workshops to obtain community input.	\$4,000
TOTAL	\$28,800

Deliverables from Phase 1 will be

- Potential IHZ boundary delineations on GIS maps;
- Planning reports on site feasibility
- Housing Plan; and
- Engineering reports on infrastructure needs and solutions.

Phase 2: Create Incentive Housing Zones
 Prepare zoning map and draft regulations

Based on the results of Phase 1, this Phase of the project will consist of the following:

IHZ map preparation;	\$300
Design guidelines development;	\$3,000
Regulations drafting and legal review;	\$4,000
Review subdivision regulations, revise as needed; and	\$500
Application to the state for Preliminary Determination of Eligibility under the IHZ program, where found appropriate, including a "housing plan" that describes the anticipated build-out of the zone or zones, including information on available and proposed infrastructure, compatibility of proposed incentive housing development with existing and proposed buildings and uses, and efforts that the municipality is making or intends to make to support and promote the residential construction permitted by the proposed regulations;	\$3,250
TOTAL	\$11,050

Deliverables from Phase 2 will be

- IHZ Overlay Zone Map(s);
- Design Guidelines;
- Draft Regulations, including legal review
- Subdivision regulation review and/or revisions; and
- Application to the state for Preliminary Determination of Eligibility under the IHZ program, including housing plan.

Note: the cost estimates for the services proposed in phase 2 are lower due to the anticipated efficiencies of providing similar regulations and conducting similar processes for several towns in the Northwestern Connecticut Regional Planning Collaborative area.