

AGENDA FOR MEETING OF THE LIVABLE CITY INITIATIVE BOARD OF DIRECTORS (LCI BOARD) WEDNESDAY FEBRUARY 28, 2024 at

6:00 P.M. WEB-BASED MEETING HOSTED ON ZOOM. Note: Since the meeting is remote, participation by a quorum of members is expressly prohibited at the physical location will not be present however any member of the public may request, in writing, a physical location and “any electronic equipment necessary” to attend the meeting in real time no later than twenty-four (24) hours prior to the meeting. Said individual shall have the “same opportunities to provide comment or otherwise participate” in the meeting as would be afforded if the meeting was held in person with the following exception: Under law, if such person loses the ability to participate because of an interruption, failure or degradation of such person’s connection to the meeting by electronic equipment the committee is not required to adjourn or postpone the meeting. Please contact Evan Trachten, Livable City Initiative Acquisition & Disposition Coordinator: etrachte@newhavenct.gov Office (203) 946-8373

Time: Feb 28, 2024 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://newhavenct.zoom.us/j/81112216723?pwd=8d3chqwYProemnasi0eWgxXFqfR1V3.1>

Meeting ID: 811 1221 6723 Password: 1234567a

Meeting Materials click here: [https://www.newhavenct.gov/government/boards-commissions/boards-com\]missions-listed/livable-city-initiative-board](https://www.newhavenct.gov/government/boards-commissions/boards-com]missions-listed/livable-city-initiative-board)

I. Call to Order / Roll Call of members

II. Approval of Minutes from January 24, 2024 Meeting of LCI Board of Directors

III. New Business

Presentation by City Plan Department Accessory Dwelling Units (ADU’s)

IV. Old Business

- Motion to amend PAD Guidelines
- Nominations for Officers February 28, 2024 / Election of Officers March 27, 2024

V. Adjourn

****Full Zoom meeting invitation below**

LCI Board Meeting Minutes
January 24, 2024 (Via Zoom)

PRESENT Hon. Richard Furlow, Nadine Horton, Addie Kimbrough, Seth Poole, Arlevia Samuel (Executive Director), Evan Trachten (LCI staff) Michael Pinto (Office of Corporation Counsel)

Absent: Taneha Edwards

Meeting called to order at 6:03 P.M.

Roll call of members

Review of LCI Board meeting minutes from November 29, 2023 Special Meeting. A motion to approve was made by Nadine Horton, seconded Addie Kimbrough, roll call of members was taken, approved unanimously.

New Business

815 East Shore Parkway

Evan told the Board that LCI proposes to sell this sliver lot to the New Haven Port Authority for \$430.00 as a commercial sliver lot sale at \$2.00 per square foot. The parcel is only 215 square feet. The Port owns several adjacent parcels. The lot will be utilized for port activities such as laydown and storage. There isn't any other use for this parcel given its size. This proposal is consistent with the Comprehensive Plan of Development.

Board members asked about this location. Evan described the parcel being near the highway and near the Colony Hardware site. There has been some illegal dumping of tires at this location, but they will be cleaned up as part of this sale.

Seth Poole made a motion to approve the disposition of 815 East Shore Parkway for \$430.00 to the New Haven Port Authority, seconded by Nadine Horton, roll call was taken, approved unanimously.

756-762 Congress Avenue

Evan told the Board LCI proposes to sell these vacant lots as part of an RFP. LCI Board approved a few RFP items in the fall, this item was held back because the applicant needed a Residential Rental License for her adjacent property at 744 Congress Avenue. The property has been inspected and licensed, and LCI is moving forward with this proposal. The applicant seeks to develop an apartment building at this location. There is a narrative in the file stating that the apartments will be geared towards seniors, but the applicant will also rent to non-seniors. This sale will be subject to a minimum of 20% of the units being deed restricted at 80% AMI for a 20-year minimum term per local

regulations. The applicant has estimated that she will develop 20-units, but that number is subject to change. Evan explained that the property is in a BA zone and the size of the building is based upon a floor area ration (FAR). The FAR increases if the applicant opts into the Inclusionary Zoning Ordinance (IZ). The proposal will be subject to further review by the City Plan Commission and possibly the Zoning Board of Appeals. There is a preliminary site plan in the file. Evan said the Board is looking at this proposal for the purposes of entering into an LDA. Evan noted that several LCI objectives are met by this proposal such as eliminating blight, increasing the tax base, creating affordable housing, and increasing density. Evan also told the Board LCI may also sell the applicant 169 West Street for additional parking in the future.

Nadine asked a few questions. How many senior units will be developed and will she be redeveloping her existing structure? Evan said her existing building has been improved and the applicant will continue to improve her building. The new building will likely be a mix of senior housing and market units. The final number of units hasn't been established. As the proposal works through the Zoning and City Plan review the final number will be determined. Nadine asked about the funding. Evan noted the applicant's narrative mentions several sources of funding. LCI will require proof of funding prior to closing the file. Evan told the Board the applicant's existing building was not constructed by the applicant, it is an existing structure.

Seth asked about the parking, what is the plan? Evan said the applicant will likely opt into the Inclusionary Zoning program (IZ) so there are no parking requirements. The current site plan shows 5 parking spaces. Evan noted the site plan also shows additional parking at 169 West Street. Evan said there is ample on-street parking on Congress Avenue. Utilizing the land for housing is a better use than utilizing the land for parking and the IZ program embodies that concept. LCI staff do not believe that parking is an issue. Attorney Pinto noted that if the proposal doesn't go through IZ it will go to Zoning. This proposal is in keeping with the new way the City is approaching in-fill housing. This proposal is appropriate for a BA zone and there are some larger buildings on Congress Avenue. This proposal will fill a void in the block. There will be much more review of this project if an LDA is approved. Seth asked about the terms of the LDA. Evan said it will be a standard LDA to pull a permit within 6 months and complete the project within 18 months. Seth noted the purchase price is \$43,025 which is \$5.50 per square foot.

Nadine Horton made a motion to approve the disposition of 756-762 Congress Avenue for \$43,025, seconded by Addie Kimbrough, roll call was taken, approved unanimously.

PAD Guidelines / Motion to amend

Seth asked the Board if they would like to have more time to review the Guidelines? Attorney Pinto told the Board staff need to make some minor tweaks. The concept of the LCI Director or Development Administrator signing a contract subject to Board of Alder approval may violate the Charter. Staff will

make updates and circulate the proposed changes. **Item passed over / No action taken**

LCI election of officers

Seth told the Board that Pat Brett recently resigned to spend more time with her family. Seth said he no longer intends to take some time away from the Board after April 2024 when his term expires. Nadine noted that her term expired some time ago and she will be resigning after tonight's meeting. Nadine thanked the Board and staff for their work. Nadine is planning to join another Board in the City and has been approached by two Boards that interest her. Nadine said she wanted to lift-up the policy piece of LCI in addition to approving real estate sales. Nadine encouraged LCI to focus on policy changes and there is so much more LCI can do. She wants to see more policy changes and she currently hasn't seen much. Leaving the Board wasn't an easy decision. Nadine wants to affect policy elsewhere. Arlevia thanked Nadine for her service. Arlevia would like to hear Nadine's policy ideas. Nadine will share her ideas.

Item passed over / No action taken.

A motion to adjourn was made by Seth Poole, seconded by Addie Kimbrough, all were in favor.

Meeting adjourned 6:45 PM



Arlevia T. Samuel, M.S.
Executive Director

CITY OF NEW HAVEN

Justin Elicker, Mayor

LIVABLE CITY INITIATIVE

165 Church Street, 3rd Floor
New Haven, CT 06510
Phone: (203) 946-7090 Fax: (203) 946-4899



Michael Piscitelli
Economic Development
Administrator

Summary of proposed changes to PAD Guidelines

- Update document to remove gender
- Reduce the number of committee members from 9 to 7
- Removing the objective to reduce density
- Adding the Land Bank to the guidelines
- Removing regulations about selling properties to religious organization
- Increasing the cost of commercial sliver lots from \$2.00 to \$3.00 per square foot
- Allow development of sliver lots
- Increase minimum owner occupancy period to ten (10) years on dispositions to owner-occupants
- Imposing a 20-year minimum affordable rental period on affordable rental dispositions

Additional recommendations:

Charge different prices based on the use of a sliver lot: open space (side-yard, parking, open space) utilize existing pricing. Building structure on sliver lot at \$7.50 per square foot for new dispositions.

Address old sliver lot LDA's that would like to be developed for housing: Charge a fee, require an owner occupancy term 10-years, 80% AMI for 20-years for rental properties:

1. Applicants will be charged \$10,000 to develop previously sold sliver lots upon amendment by BoA (\$15,000 if building a two-family)
 2. All properties must be owner occupied for 10-years (or sold with this covenant to owner occupants)
 3. If building a two-unit structure the second units must be deed restricted at 80% AMI for 20 years
 4. Standard LDA with 18-month completion period and penalty provision for incomplete projects
-

ORDER OF THE NEW HAVEN BOARD OF ALDERS AMENDING A MATTER PREVIOUSLY ADOPTED ON July 6, 2009 APPROVING THE LAND DISPOSITION AGREEMENT GUIDELINES BY AMENDING CERTAIN PORTIONS HEREIN:

WHEREAS: The New Haven Board of Aldermen approved an amended version of the Land Disposition Agreement Guidelines on July 6, 2009; and

WHEREAS: The City of New Haven engages in the development of residential property to create home ownership opportunities through new construction activities as well as through the rehabilitation of existing properties; and

WHEREAS; The guidelines provide for periodic updates of the same in order to ensure that the guidelines reflect City policies and procedures, and current objectives of housing policy.

NOW THEREFORE BE IT ORDERED BY THE NEW HAVEN BOARD OF ALDERS that the Land Disposition Guidelines as passed by the Board of Aldermen on July 6, 2009 be and are hereby amended as follows:

LAND DISPOSITION GUIDELINES

SECTION I: PURPOSE

These amended land disposition guidelines clarify and supersede the land disposition process for properties owned by the City of New Haven (City) and update the pricing guidelines established by the Board of Aldermen in the original order of December 1, 1997 as amended from time to time.

SECTION II: DEFINITIONS:

Sliver Lot: Any lot that does not meet the minimum required lot area (pursuant to the Zoning Ordinance) for new residential construction, or is otherwise determined to be unsuitable for new development as determined by the Zoning Enforcement Officer after considering site features (including but not limited to topography, flood zone, soils, wetlands and watercourses).

CDBG: Community Development Block Grant. ("CDBG") Pursuant to Title 1 of the Housing and Community Development Act of 1975 and 24 CFR Part 570, the City of New Have receives an annual grant from the US Department of Housing and Urban Development. Based on federal criteria, certain areas of the City are designated eligible areas to receive CDBG funds.

City Land Use Policy: Means collectively the goals and objectives of the Comprehensive Plan of Development; Empowerment Zone Neighborhood Plans;

Consolidated Plan of Housing Development; New Haven Strategic Plan; Municipal Development Plans; Redevelopment Plans; and Neighborhood Revitalization Plans as each may be applicable to a particular parcel.

City Plan Commission: Per Section 64 Code of Ordinances

PAD: Property Acquisition and Disposition Committee ("PAD"). PAD is established pursuant to land disposition guidelines approved by the Board of Aldermen on December 1, 1997, as amended from time to time. There shall be seven (7) members of PAD, composed as follows: Development Administrator, or designee; Deputy Director of the Office of Economic Development, or designee; Livable City Initiative Director, or designee; City Plan Department Director, or designee; Controller, or designee; two (2) members of the Board of Alders as designated by the Board of Alders.

LCI: The Livable City Initiative ("LCI"). For LCI powers and duties, see Code of Ordinances, Article IV. The LCI Property Division shall be responsible for day-to-day administration and activities covered under these guidelines.

Section III TYPES OF DISPOSITIONS

The disposition of City-owned property shall occur in a manner consistent with City policy as approved by the Board of Alders. This means that any proposed disposition shall be reviewed for financial viability, for consistency with City plans and policies, and for consistency with the City's Plan of Conservation and Development. This includes disposition of City-owned property to any land bank authority in the City of New Haven.

City-owned property may be disposed in one of four (4) methods: (a) by Development Competition; (b) by Programmatic Disposition; (c) by Negotiated Sale; or (d) by a General Disposition method. LCI shall have the authority to select which type of disposition process shall be utilized.

In the majority of cases in which the City is prepared to dispose of a property, a Request for Proposal (RFP) will be issued or program guidelines will be publicly distributed, contingent upon the disposition method selected by the LCI Property Division, to obtain proposals that best meet the City's interests.

Regardless of method, a Land Disposition Agreement (LDA) containing terms and conditions of the dispositions shall be prepared, executed and recorded on the New Haven Land Records. The LDA shall include appropriate covenants to ensure compliance with City policy and the purchaser's stated intentions. Appropriate reversionary covenants shall be included in the LDA.

A. Development Competition Dispositions

1. Certain properties are of significant public and/or neighborhood interest and, therefore, may warrant a competitive disposition process.

2. LCI shall issue a Request for Proposal (RFP). The RFP shall include a property description, a description of the City's redevelopment intentions and standards (in accordance with established City policy as more fully described in subsections C.5 and D.2, and the process for selection of a proposal and all other standard due diligence materials/required submissions.

3. LCI shall review all responses for completeness. Complete applications shall be forwarded to a Select Committee for review.

4. The Development Administrator shall appoint the Select Committee, which may include interested residents, members of the Board of Alders, and City officials. The Development Administrator, or designee, shall chair the Select Committee.

5. The Select Committee shall recommend up to three (3) proposals, with a summary of the recommendations.

6. The Select Committee shall evaluate proposals based on a combination of factors, including but not limited to the qualifications and track record of the buyer, the likelihood that the completed project will contribute to the long-term benefit of the community, the likelihood the buyer will be able to complete the project in a timely fashion, any requested financial assistance from the City and the financial benefit to the City both in terms of price offered and future tax revenues and any/all other information which as articulated in the RFP.

7. The Development Administrator, acting through LCI shall communicate the selected proposal to the City Plan Commission for advisory review and then to the Board of Alders for action on the disposition.

8. A favorable action of the Board of Alders authorizes the Mayor, acting on behalf of the City, to execute any and all documents and convey the property to the buyer.

B. Programmatic

1. Programmatic dispositions refer to properties acquired by the City through a Board of Alders-approved Redevelopment Plan and/or Municipal Development Plan (MDP).

2. The disposition of these properties shall be in a manner consistent with an approved plan as enabled under state statute (examples include Redevelopment Plan, Municipal Development Plan, Neighborhood Revitalization Zone Plan), under the local purview of either the New Haven Redevelopment Agency the New Haven Development Commission .

3. LCI and/or the Development Administrator shall administer these dispositions in a manner consistent with the approved plan.

4. Upon referral from the City Plan Commission, a favorable action of the Board of Alders authorizes the Mayor, acting on behalf of the City, to execute any and all documents and convey the property.

C. Negotiated Sale

1. Certain properties, including, but not limited to, those acquired through tax foreclosure, mortgage foreclosure or surplus city property, are appropriate for disposition through a negotiated sale.
2. A negotiated sale refers to those dispositions in which the purchaser proposes to meet one or more city policy objectives as identified in Section C.5.
3. LCI shall determine which properties are available for disposition.
4. LCI shall seek and entertain offers to purchase available properties.
5. In determining compliance with City Land Use Policy, LCI shall, in all instances review the following:
 - (a) LCI Objectives.
 - (i) Removal of blight and blighting influences.
 - (ii) Provision of homeownership opportunities.
 - (iii) Provision of affordable housing.
 - (iv) Generation of tax revenue.
 - (b) Comprehensive Plan of Development. The City Plan Commission 2015, or as updated from time to time
 - (c) Annual report and recommendations of the Affordable Housing Commission as submitted to the Board of Alders.
 - (d) Consolidated Plan of Housing and Community Development. Consult the then current 5-year annual plan and the annual strategic plan.
 - (e) Municipal Development Plans, Redevelopment Plans, Neighborhood Revitalization Plans Consult Alders-approved plans when in effect for the subject area.
6. LCI shall review these plans and seek consistency with one or more of the applicable planning objectives as outlined in City Land Use Policy. The LCI Property Division shall include a brief statement relating the proposed disposition to City Land Use Policy as expressed in one or more of these documents as part of the PAD review package.
7. When LCI finds that a proposed negotiated sale appears to be in the best interest of the City, the LCI Property Division shall negotiate price and terms within a reasonable time frame in which the property is formally or informally optioned to a potential purchaser.
8. The option period shall be of reasonable duration – six (6) months on average. The recommended purchaser shall be given a reasonable amount of time to option the property and complete a development proposal and to assemble financing.

9. Once the LCI Property Division is satisfied with the proposed terms, the proposal shall be forwarded in the following sequence for further vetting: 1. PAD (approval required); 2. City Plan Commission (advisory review); and 3. LCI Board of Directors (approval required).

10. An approved proposal shall then be forwarded to the Board of Alders for action on the disposition.

11. A favorable action of the Board of Alders authorizes the Mayor, acting on behalf of the City, to execute any and all documents and convey the property to the buyer.

D. General

1. Certain properties, including but not limited to Sliver Lots, not made available through a negotiated sale and / or development competition, shall be made available to the public in general in a manner consistent with City Land Use Policy .

2. In determining compliance with City Land Use Policy, the LCI shall in all instances review the following:

LCI Objectives.

- (i) Removal of blight and blighting influences.
- (ii) Provision of homeownership opportunities.
- (iii) Provision of affordable housing.
- (iv) Generation of tax revenue.

Comprehensive Plan of Development. The City Plan Commission 2015, or as updated from time to time

Annual report and recommendations of the Affordable Housing Commission as submitted to the Board of Alders.

Consolidated Plan of Housing and Community Development. Consult the then current 5-year annual plan and the annual strategic plan.

Municipal Development Plans, Redevelopment Plans, Neighborhood Revitalization Plans Consult Alders-approved plans when in effect for the subject area.

3. LCI shall review these plans and seek consistency with one or more of the applicable planning objectives of City Land Use Policy. LCI shall include a brief statement relating the proposed disposition to City policy as expressed in one or more of the City Land Use Policy documents as part of the PAD review package.

4. LCI shall maintain a portfolio of available properties. The portfolio of available properties (including address and assessor's code number) shall be available on a quarterly basis for public inspection in the office of the LCI Property Division.

5. LCI shall regularly advertise properties in the portfolio of available properties and use various promotional methods to generate interest.

6. However, in the event a property is advertised, all proposals received within the first sixty (60) days of listing shall be considered together. After 60 days, LCI shall review the proposals as submitted and select a recommended purchaser.

7. The recommended purchaser shall be given up to 30 days to complete a development proposal and to assemble financing.

8. The proposal shall be forwarded in following sequence for further consideration: 1. PAD (approval required); 2. City Plan Commission (advisory review); and 3. LCI Board of Directors (approval required).

9. An approved proposal shall then be forwarded to the Board of Alders for action on the disposition.

10. A favorable action of the Board of Alders authorizes the Mayor, acting on behalf of the City, to execute any and all documents and convey the property to the buyer.

E. City of New Haven Development (New Construction & Rehabilitation)

The City of New Haven engages in the development of residential property to create home ownership opportunities through new construction activities as well as through the rehabilitation of existing properties. Given that time is of the essence, these properties for sale through a licensed realtor shall be brought directly before the Board of Alders for approval. This type of sale shall require a signed contract between the City of New Haven and a prospective buyer stating that the sale is subject to Board of Alders approval. ~~Additionally, the Economic Development Administrator or the Director of the Livable City Initiative are authorized to execute a Purchase and Sale agreement with the express condition that such contract is subject to BoA of Alders approval.~~

Note on Selection Criteria: In selecting a recommended purchaser, LCI and all reviewing bodies shall evaluate proposals based on a combination of factors, including but not limited to, the qualifications and track record of the buyer, the likelihood that the completed project will contribute to the long-term benefit of the community, the likelihood the buyer will be able to complete the project in a timely fashion, the financial benefit to the City both in terms of price offered and future tax revenues and its consistency with established City policy as outlined in subsections C.5 and D.2.

Note on Sliver Parcels: It is City policy to offer a sliver parcel to adjoining property owners and give each adjacent property owner one-half, if both parties are interested, and submit appropriate plans for site improvements. In the event that only one of the adjoining property owners is interested in purchasing a sliver parcel, the entire parcel will be offered to the interested property owner. Although the provision of residential off-street parking for the adjoining property owners is a priority, the City will consider other uses. The proposed use of a sliver parcel must be included in the proposal and any zoning relief must be granted prior to and as a condition of final conveyance.

Note on Sales Price: Certain sliver parcels and single buildable parcels in CD-eligible areas shall be disposed at pre-determined prices, as defined in Section III herein.

SECTION III: Pricing Guidelines

1. Sliver Parcels

In the event that more than one of the categories below applies to a Sliver Parcel, the applicable category consisting of the highest price shall determine pricing.

Pricing Guidelines for Sliver Parcels:

- Twenty Five Cents (\$0.25) per square foot for adjacent residential owner occupants in CD-eligible areas.
- One dollar fifty Cents (\$1.50) per square foot for adjacent residential property not occupied by owner in CD-eligible areas.
- One dollar (\$1.00) per square foot for homeowners and non-profits in other neighborhoods.
- Two dollars (\$2.00) per square foot for adjacent residential property not occupied by an owner.
- Three Two dollars (\$3.00) per square foot for commercial uses.

2. Single Buildable Housing Lots. Buildable lots, which are not owned jointly with adjacent property, shall be made available for new residential construction. Although the provision of housing for homeownership is the priority, the City will consider other uses as appropriate. The proposed use of a Single Buildable Housing Lot must be included in the proposal to purchase the property, and any required zoning relief must be granted prior to disposition or included as a covenant in the LDA. The effectiveness and applicability of the pricing guidelines set forth in this Section III may be reviewed and updated by the City every five (5) years to provide a discount to purchasers that approximates the discount recognized when the guidelines were adopted in 1997.

Pricing Guidelines for Single Buildable Housing Lots:

- Market value or.
- One Thousand dollars (\$1,000) per unit for deed restricted affordable housing with a twenty (20) year minimum affordability period for rental housing and a ten (10) year minimum occupancy period for sales to owner occupants

Evan Trachten is inviting you to a scheduled Zoom meeting.

If you plan on joining this meeting via a mobile device. Please download the Zoom app from the google play store or the Iphone App Store

Topic: LCI Board February 28, 2024

Time: Feb 28, 2024 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Password: 12192315

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