ECONOMIC AND COMMUNITY DEVELOPMENT
OF THE COMMON COUNCIL

125 East Avenue
P.O. Box 5125
Norwalk, CT 06856

TO: MEMBERS, ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE COMMON COUNCIL

FROM: JOHN KYDES, CHAIRMAN

DATE: NOVEMBER 29, 2022

RE: MEETING NOTICE

There will be a Special Joint meeting of the Economic & Community Development Committee and the Planning and Zoning Commission on Thursday, December 1, 2022 at 7:00pm, followed by the Regular Meeting of the Economic & Community Development Committee. To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.

Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Maritza Alvarado at malvarado@norwalkct.org to provide written public comment prior to the meeting.

ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE COMMON COUNCIL
REGULAR MEETING
DECEMBER 1, 2022 @ 7:00PM
AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC PARTICIPATION

I. ADMINISTRATION

A. Approval of the Minutes of November 3, 2022 Meeting.

II. NEW BUSINESS

A. REDEVELOPMENT AGENCY

1. Presentation and update on Webster Street Lot.

B. PLANNING AND ZONING

1. Authorize the Mayor, Harry W. Rilling to execute all documentation and/or resolutions associated with the City of Norwalk's opt out of the State of Connecticut Accessory Dwelling Unit Provisions of Public Act No. 21-29 (HB 6107).

2. Authorize the Mayor, Harry W. Rilling, to execute any and all documentation to amend the City of Norwalk Plan of Conservation and Development to include and ratify the Waterfront Industrial Zones Study.
   Waterfront Industrial Zones Study Link:
   https://norwalkct.org/documentcenter/view/28425/FINAL-Waterfront-Study-Report

C. BUSINESS DEVELOPMENT & TOURISM

1. Authorize the Mayor, Harry W. Rilling, to execute a grant agreement between The City of Norwalk Arts Commission and The Connecticut Office of the Arts in the amount of $1,200.

2. Approve the sole source request with Kiva User Funds, LLC in an amount not to exceed $25,000 for the management and disbursement of American Rescue Plan Act Funds for WMBE matching within the existing Kiva platform.
   ACCT: 0922-3710-5777-C0773
   923-3710-5777-C0773

3. Authorize the Mayor, Harry W. Rilling, to execute a contract with Kiva User Funds, LLC in an amount not to exceed $25,000 to disperse $247,500 to Norwalk Women and Minority Owned Enterprises over the next three years.
   ACCT: 133710-5796-AEC09 (ARPA)
   0922-3710-5777-C0773
   0923-3710-5777-C0773

III. OLD BUSINESS

ADJOURNMENT

CITY OF NORWALK
ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE
NOVEMBER 3, 2022
VIA TELECONFERENCE

ATTENDANCE: John Kydes, Chair; David Heuvelman; Thomas Livingston; Bryan Meek; Barbara Smyth; Darlene Young

STAFF: Sabrina Godeski, Director of Business Development and Tourism; Jessica Vonashek, Chief of Economic and Community Development

CALL TO ORDER

Mr. Kydes called the meeting to order at 7:02 p.m.

ROLL CALL

Mr. Kydes called the Roll as indicated above.

PUBLIC PARTICIPATION

Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted.

Ms. Diane Lauricella discussed the item related to the Tree Master Plan Program and asked how these goals compare to the West COG study. She said that $150,000 is a lot of money and she wants to be sure the study, that was done by professionals, is not being replicated. She asked why they would be replicating the data when the money could be spent on other pressing needs. She said the inventory and canopy assessment seems to be a replication.

There were no other members of the public who wished to comment.

I. ADMINISTRATION

A. Approval of the Minutes of October 6, 2022 Meeting.

The following correction was made to the minutes:

Page 3: She said this was more geared towards families and they were going to close Washington between MLK and Main, Santa will make a big entrance.

**** MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**
**** MOTION PASSED UNANIMOUSLY**

II. NEW BUSINESS

A. ECONOMIC AND COMMUNITY DEVELOPMENT

** **MR. LIVINGSTON MOVED TO FORWARD TO THE COMMON COUNCIL THE AUTHORIZATION FOR THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT BETWEEN THE CITY OF NORWALK AND PLANIT GEO, INC. IN AN AMOUNT NOT TO EXCEED $150,000 FOR THE TREE MASTER PLAN PROGRAM – INVENTORY AND CANOPY ASSESSMENT. ACCT: 133710 5796 AEC17 (ARPA)**

Ms. Vonashek reviewed the request and said they put out an RFP and interviewed two vendors. They chose PlanIT Geo. She reviewed the scope of work and said there are eight deliverables. If approved, they plan to start this project immediately and complete the tree planting by June 2023.

Additional costs in 2024-2026 would be if they keep the tree plotter tool; however, if they decide not to use it then can extract the data and enter it into the City's GIS system. Ms. Smyth asked how difficult it would be to enter the information into the City's GIS system. Ms. Vonashek said the data is transferable and described the process. She added that it has a plug in that allows a 3D viewer and they may be able to add a column with a link to Google Earth.

Committee members expressed their enthusiasm. Ms. Vonashek expressed her thanks to the Public Works department, Mr. Plotnick, Mr. Hughes, Mr. Torre and Mr. Stowers.

** **MOTION PASSED UNANIMOUSLY**

B. BUSINESS DEVELOPMENT & TOURISM

1. Update on business-related City offered programming, the opening of the Business Development Center, and funding expenditures.

Ms. Godeski reported that they held the ribbon cutting today for the Business Development Center. She described the programs that will be offered there. In addition, they have partnered with SCORE Black Business Alliance, the Greater Norwalk Chamber of Commerce and the Norwalk Hispanic Chamber of Commerce to provide educational opportunities and technical support.

Ms. Godeski explained that they will offer educational opportunities in English and in Spanish. In addition, if they are unable to help they will be able to point an individual in the direction of somebody who can. She talked about various programs such as the Small Business on Main Street program. To date they have assisted over 80 businesses and have spoken to over 450 businesses over the past three years. In addition, over 75% of the businesses they've assisted have been minority or women owned. They provide connections to local professional providers for legal and tax advice.

III. **OLD BUSINESS**

Mr. Kydes said the LDA for Chestnut Street and the Webster Street parking lot will be on future agendas.

ADJOURNMENT

**** MS. SMYTH MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 7:49 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

NORWALK
The Sound of Connecticut

Memorandum

November 29, 2022

To: Economic & Community Development Committee

From: Steve Kleppin, Planning & Zoning Director

Re: Update to the Citywide Plan (POCD) – Industrial Waterfront Study

At your November 3rd joint meeting with the Planning & Zoning Commission, P&Z staff reviewed the public draft of the Industrial Waterfront Plan "Plan". The action before the Council, is the referral of the amendment to the Citywide Plan (POCD), from the Planning and Zoning Commission, incorporating this plan, into the Citywide Plan. *Proposed Amendment*:

Page 250, Modify "v"

Implement the recommendations of the Industrial Zones Study and the Norwalk Industrial Waterfront Land Use Plan. The City will further evaluate, modify as necessary and implement the recommendations within ~~the study~~ these studies.

When: 2022-2029
Who: Planning & Zoning
Resources: Staff time

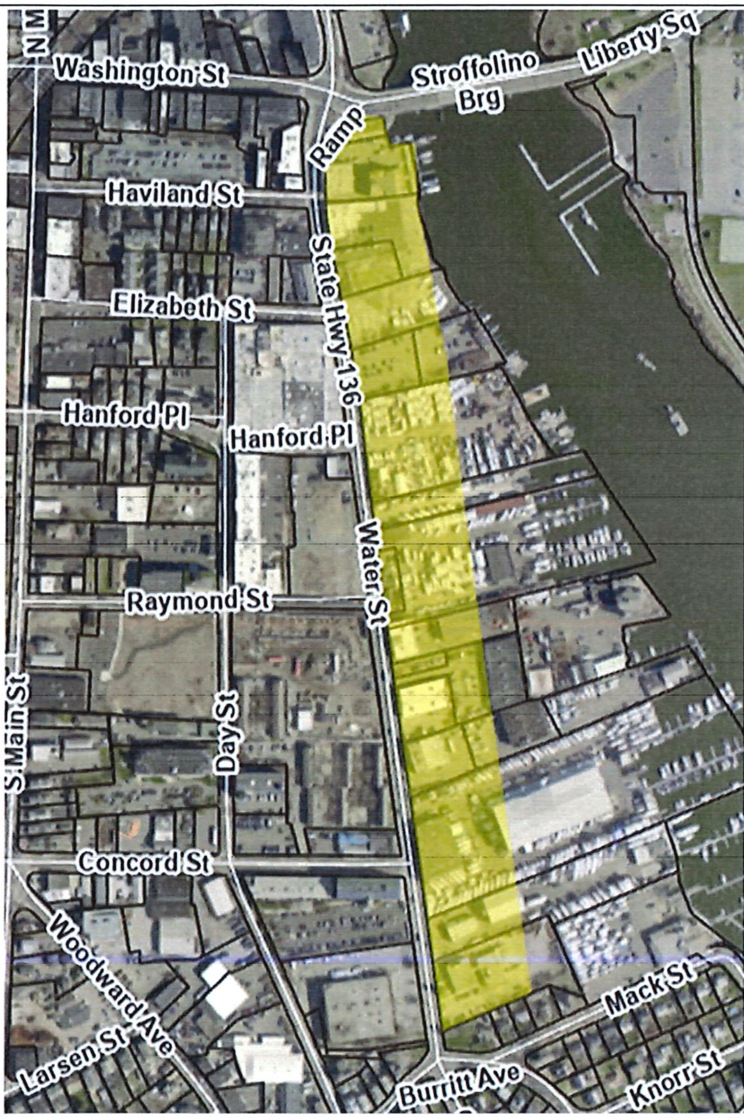
The draft plan can be viewed at: https://www.norwalkct.org/DocumentCenter/View/28425/FINAL-Waterfront-Study-Report

For your convenience, I have attached the full page 250 of the Citywide Plan. The Citywide Plan can be viewed at: https://tomorrow.norwalkct.org/wp-content/uploads/2020/10/Norwalk-Citywide-Plan.pdf

Unlike the Industrial Zones Study, several areas within the bounds of this Plan, have several plausible land use designations. The decision to include several possibilities was based on recommendations of the consultant team, broad input and recommendations of the steering committee tasked with overseeing the Plan and input from the public. There are several advantages of having multiple options for these areas within the Plan. First, there is no certainty on future ownership on any of these properties, so allowing flexibility will make future zoning changes on these properties simpler and more consistent with the Citywide Plan. Second, if the City ever sought to seek grant funding for one of these properties and the designation within the Plan aligns with the intent the City seeks for the parcel(s), that could aide in strengthening the City's argument regarding consistency with long-term planning efforts. Lastly, holding off on a final decision regarding the zoning designation on these areas, until the new zoning regulations are adopted, allows for additional public input into the process.

Water Street was the one area where the land use recommendations were more developed. During the planning process, Water Street was often the focus of the conversations and had significant interest from the property and business owners. The following is a summary of the zoning recommendations under consideration:

As-of-right density (1 unit/1,650 SF). Developments within 0.5 miles of the station eligible for bonuses & reductions:



- 1 unit/1,500 SF
- 10% reduction in parking
- Development confined to first 250' from Water St.
- Must front on Water Street and abut the water
- Minimum 26' wide corridor on at least one side (ensure access & provide view corridor)
- The remainder of the site shall be dedicated to Water Dependent Use(s) and/or public access. In addition, a minimum of twenty-five (25) feet, beginning at the mean high-water line, shall be dedicated to public access, unless operations of the Water-Dependent Use make public access unsafe, and/or resiliency and stormwater management improvements.
- There is investment and expansion of the primary, Water-Dependent use.
- Improvements are made to the streetscape and Public Realm, including the preservation of view corridors to the water and public access to the water is provided where operations permit.
- Have floodable industrial or commercial ground floor use with dry access to upper floors

END

Actions	When	Who	Resources
ii. **Review existing zoning districts to eliminate or replace zoning districts that do not contribute to achieve the plan vision.** Potential revisions include: • Prepare a study to evaluate the industrial zoning districts against modern industrial requirements, market demand, future trends, and economic development goals. Create refined performance standards and update the use table (e.g., allow by-right warehouse and wholesale distribution facilities, boutique manufacturing, clean industry, etc.). Consider eliminating the LI-2 district. • Consider creating a new open space zoning district for permanently protected public parks and open spaces with building restricted to small-footprint recreation- or conservation-related structures. • Review the boutique/artisan manufacturing use requirements, especially the floor area restriction, to ensure that it allows for usable space to appeal to a variety of potential users. • Evaluate the B-1 and B2 zones to determine whether they can be combined or need basic design standards to promote walkability. • Evaluate the Research and Development zoning district to determine whether it can be consolidated with another district.	2019–2022	Planning and Zoning	Staff time; consultant
iii. **Include place-making and functional design standards in the requirements for non-residential and mixed-use development.** These standards should go beyond the basic requirements of "no adverse impact." Applicants should be required to show how they meet or contribute to city goals in the plan and land use principles. In addition, form-based standards graphically illustrate basic design parameters that promote a walkable mixed-use environment.	2019–2022	Planning and Zoning	Staff time; consultant
iv. **Explore the pros and cons for the city and for applicants of requiring financial impact analysis on new special permit applications, regulations, zoning amendments, and zoning map changes.**	2020-2022	Planning and Zoning	Staff time; consultant
v. **Implement the recommendations of the Industrial Zones Study.** The City will further evaluate, modify as necessary and implement the recommendations within the study.	2022-2029	Planning and Zoning	Staff time

NORWALK
The Sound of Connecticut

DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 11/8/2022 **DEPARTMENT:** Business Development & Tourism

Procurement by non–competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☑	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☐	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). **Please forward this form and supporting documentation within 48 hours of the Emergency**
☐	Other, please explain:

TOTAL COST: $25,000 **MUNIS Account:** 0922-3710-5777-C0773

VENDOR: Kiva User Funds LLC

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
Sharon Conners Digitally signed by Sharon Conners Date: 2022.11.29 10:29:48 -05'00'	X	**Supports**	Sabrina Godeski
Purchasing Agent Name		**Does Not Support**	**Department Head Name**
	X	**Single Source Requires Common Council Authorization (in excess of $20,000.00)?**	Sabrina Godeski
Date			**Date** 11/08/2022

JUSTIFICATION:

The City launched the Kiva Crowd-Funded Microloan Program in August 2022 with the premise that we would use American Rescue Plan Act Funds to match loans to applicants that are Women and/or Minority Owned Enterprises. This would allow WMBE applicants to reach their fundraising goals in half the time. This would need to be a separate procurement and contract than the contract that was originally approved. Funds are wired directly to a User Fund to be expended within the system. Kiva currently acts as our loan servicer for the program and would additionally manage these funds on our behalf.

The $25,000 is a one time administration fee to disperse $247,500 to WMBE over the next 3 years (the end of the ARPA term). As loans are repaid, funds can be kept in the system to lend to other WMBE or we can withdraw the funds at any time for another expense. The administration fee will not be returned and will be paid from the Small Business Main Streets Capital Account to dedicate all ARPA funds directly to support businesses.

As we already have a contract with Kiva for the program, this is the only option to disperse the funds without contacting another loan service provider. Using another provider would increase administration costs as there would need to be separate contracts and applications for each applicant. This keeps the funds all in one place and easily managed by both the City, the applicant, and Kiva.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): ______________________

Vendor 1: ____

Vendor 2: ____

EMERGENCY: Explain in detail the nature of the emergency

kivaUS
Managed Lending

Our Approach - Kiva Managed Lending

Kiva US partners with organizations to augment funding microloans to entrepreneurs across the country at 0% interest. With Kiva's established Managed Lending program, organizations play a critical role in accelerating funding and/or broadening reach to US small business owners. Partnering organizations such as banking institutions, city/state governments, CDFIs, small business resource centers or corporations, expand Kiva's ability to fund prospective borrowers repeatedly with a single multi-year campaign.

Managed Lending partners that set up a revolving loan fund with Kiva can prioritize funding based on philanthropic interests and choose to have their organization name appear on corresponding borrower profiles - making this a simple way to disburse funds quickly and gain brand visibility on Kiva.org.

Managed Lending Details

When you partner with Kiva, you can make an impact for borrowers and run multiple multi-year campaigns with a single investment. We call it a managed lending fund. It's a revolving loan fund where your organization can deploy funds used for direct capital to borrowers. When they repay their loans, the funds return back to your company account. These funds can then be recycled for a future campaign, ultimately doubling or tripling the impact of the fund by the end of our partnership term. Benefits to becoming a Managed Lending partner include:

- **Proven turnkey model:** Launch a robust and customizable partnership model to unlock immediate and scalable impact using Kiva's easy-to-use platform.
- **Lending optionality:** Match loans from lenders to US borrowers that reflect your geographic and/or philanthropic interests at the rate multiples you want (1:1 up to 9:1).
- **Repeat lending:** Invest once and run multiple managed lending campaigns. When loans are repaid, they return to your company account to be lent again.
- **Measurable impact:** Access to detailed reporting and analytics at the borrower level.

MANAGED LENDING SPOTLIGHT

Local Initiatives Support Corporation

Through a national partnership with Kiva, LISC sponsors a one-to-one matching fund that helps business owners reach their crowdfunded loan goal on Kiva's platform. Borrowers work with a LISC Trustee to qualify for the matching funds. To date, LISC has funded over 150 borrowers through over $350k in loans.

LISC
LOCAL INITIATIVES SUPPORT CORPORATION

SAMPLE CONTRACT

[Date]

Dear [Mr./Ms. _______________],

Thank you again for [your / name of company, foundation, or organization] ("you" or "your") support of Kiva Microfunds ("Kiva") through Kiva's Engagement Program, which includes Loan Matching, Promotional Kiva Credits, and Lending Reward (the "Program"). As we have discussed, the following letter will serve as your confirmation to participate in the Program as more fully described below.

The purpose of the Program is to engage and expand Kiva's community of lenders through our Loan Matching, Promotional Kiva Credits, and Lending Reward features. The loan matching feature allows you to automatically match loans made by Kiva users, based on criteria you select in advance. Matching amounts will be disbursed from funds deposited into your designated Loan Matching Supporter Account ("Supporter Account"), with repayments on matching loans being returned to your Supporter Account. The promotional Kiva Credit feature allows an employee or customer of your company to make a free loan on Kiva, where the cost of the loan (i.e., the principal amount of the loan funded via the promotional Kiva Credit) will be covered through funds deposited into your designated Promotional Kiva Credit Supporter Account ("Supporter Account"), with repayments from the loan being returned to your Supporter Account. Each employee or customer who receives a promotional Kiva Credit will be required to create a Kiva user account in order to redeem the credit and make a loan. The Lending Reward feature gives a $25 free credit ("Lending Reward") to each Kiva user who makes a Kiva loan with their own funds (including an existing Kiva account balance) after coming to Kiva's website through a tracked URL. The Lending Reward then may be lent by the Kiva user. The Lending Reward value will be covered by funds in your designated Lending Reward Supporter Account ("Supporter Account"), and repayments toward loans made with Lending Rewards will be returned to your Supporter Account. Please be advised that philanthropic microlending via Kiva involves risk of principal loss, offers no positive rate of return, and repayment rates cannot be guaranteed. Your participation in the Program is detailed below:

1. You agree to wire a total of [$_____] to Kiva Microfunds (wire instructions attached) [by date]/[describe installment schedule]. Of this amount, [$_______] will be directed for deposit into your Supporter Account in support of the Program. The remaining balance of [$_______] will be contributed to Kiva as a tax deductible-eligible donation to help

cover Kiva's operational costs. [Throughout the period during which funds may be lent from your Supporter Account, you agree to contribute an additional [*$*_______] to Kiva (which amount shall be eligible to be tax deductible) each [recurring month] to help cover Kiva's ongoing operational costs. You authorize Kiva to deduct these amounts from the Supporter Account.]

Please note that your Supporter Account is a "for benefit of" account held with Kiva User Funds LLC, and funds in your Supporter Account are held separate and apart from operation funds belonging to Kiva Microfunds. Please also note the amount deposited into the Supporter Account is not considered to be a charitable donation to Kiva's operations (unless and until any remaining funds in the Supporter Account are converted to a donation to Kiva).

2. Repayments to the Supporter Account may continue to be reinvested toward new Kiva loans until [date] unless you give us alternative instructions by advance written notice. After such date, all repayments to the Supporter Account will automatically be donated to Kiva. This agreement shall remain in effect until all funds from your Supporter Account have been donated to Kiva and there are no future repayments due to the account.

3. Loans funded from the Supporter Account may be used to lend to any fundraising borrower posted to the Kiva website, which encompass a variety of countries, industries, activities, intended use of funds, levels of delinquency and default risk, social performance standing, and length of term of loan (which in rare cases may be longer than ten years). Funds may be used to support both loans facilitated by field partner organizations, and loans made directly to borrowers in the US (with no field partner involvement). Loan matching funded from the Supporter Account initially will be used to match loans that meet the criteria provided by you. You may request and agree to changes to these criteria by email correspondence with Kiva. Kiva's community of lenders will be notified of loan matching opportunities on Kiva's website and via our various outreach channels. Funds that remain idle in your Supporter Account and are not lent out for a period of at least one year may be used by Kiva to match loans according to your selected criteria. In such instance, Kiva will notify you of the idle funds and the intention to activate the funds prior to initiating any loan matching.

4. For loan matching, Kiva will disburse the loan matching funds from the Supporter Account through a backend system which automatically matches loans that fulfill the criteria set forth above. For Kiva Credits, Kiva will disburse the promotional codes via email to your company, at which point you can send them via email to your employees/customers for redemption via a specific promotional Kiva Credit URL or to enter as a coupon on the checkout page of Kiva's website. For Lending Reward, Kiva will disburse Lending Reward credits from the Supporter Account through a backend system

that notes when a Kiva user makes a loan with their own funds after coming to Kiva's website through the tracked URL, and gives the Kiva user one $25 Lending Reward per campaign. The source of funds for the Program will be noted [as coming from you]/[as coming from an anonymous supporter of Kiva]. On a [monthly/quarterly/annual] basis, Kiva will provide a report detailing the loans supported by your funds, as well as the repayments received as of the end of the period covered by the report.

5. Lastly, you acknowledge through your participation in this Program that Kiva makes no warranty, representation, covenant or guarantee, whether express or implied, including, without limitation, that any funds that are lent via the Program will be repaid in whole or in part. You understand that loans made under this Program are unsecured and subject to a risk of non-repayment, and that certain types of loans (such as loans facilitated by "Experimental" field partner organizations, and loans to US borrowers not facilitated by field partners) are subject to a higher risk and lower overall rate of repayment than other loans (such as loans facilitated by field partners with a high star-risk rating). Please note that individuals who participate in the Program will receive periodic emails from Kiva. All participants have the ability to modify their email delivery options through Kiva's portfolio settings. Finally, all loans made via your and your employees'/customers' participation in the Program are additionally subject to Kiva's Terms of Use Agreement, found at www.kiva.org/legal/terms, as may be updated from time to time.

Thank you again for your generous support of Kiva!

Sincerely,

Kiva Microfunds
Sarah Marchal Murray
Chief Strategic Partnerships Officer

Accepted and Agreed:

[Name of organization]

Signature: ____________________________________

Printed Name: _________________________________

Date: ____

Kiva Wire Instructions

Beneficiary Account Information:

Beneficiary Name: Kiva User Funds LLC

Account Number: 4348144645

Address: 986 Mission St, 4th Floor, San Francisco, CA 94103

Beneficiary Bank Information:

Bank Name: TD Bank

Routing or ABA Number (for domestic wires): 031101266

SWIFT Code (for transfers originating in USD): NRTHUS33XXX

SWIFT Code (for transfers originating in other currencies): TDOMCATTTOR

Branch Address: 1701 Marlton Pike E, Cherry Hill, NJ 08003

Kiva ACH Instructions

Beneficiary Account Information:

Beneficiary Name: Kiva User Funds LLC

Account Number: 4348144645

Address: 986 Mission St, 4th Floor, San Francisco, CA 94103

Beneficiary Bank Information:

Bank Name: TD Bank

Routing or ABA Number: 054001725

Branch Address: 1701 Marlton Pike E, Cherry Hill, NJ 08003