

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: FEBRUARY 27, 2023

RE: MEETING NOTICE

The Regular Meeting of the Economic & Community Development Committee is scheduled for Thursday, March 2, 2023 at 7:00pm. 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
MARCH 2, 2023 @ 7:00PM
AGENDA**

**CALL TO ORDER
ROLL CALL
PUBLIC PARTICIPATION**

I. ADMINISTRATION

A. Approval of the Minutes of February 2, 2023 Meeting.

II. NEW BUSINESS

A. PLANNING AND ZONING

1. Development update
2. ULI Housing Plan and Affordable Housing Plan
 - a. Authorize the Mayor, Harry W. Rilling, to execute a contract for a Housing Plan between the City of Norwalk and the Urban Land Institute (ULI) in an amount not to exceed \$80,000 by way of sole source procurement.
Account Number: TBD (ARPA Funds)
 - b. Authorize the Mayor, Harry W. Rilling, to execute a contract for an Affordable Housing Plan between the City of Norwalk and AKRF, Inc. in an amount not to exceed \$120,000.
Account Number: 133710-5796-AEC22

B. REDEVELOPMENT AGENCY

1. Discussion on CDBG Funding.
2. Discussion and update on 15-17 Chestnut Land Disposition Agreement (LDA).
 - a. 8-24 Referral of conveyance of a portion of 30 Monroe Street in favor of SONO TOD II, LLC.

III. OLD BUSINESS

ADJOURNMENT

**CITY OF NORWALK
ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE
REGULAR MEETING
FEBRUARY 2, 2023**

ATTENDANCE: John Kydes, Chairman; David Heuvelman; Tom Livingston; Barbara Smyth; Lisa Shanahan; Darlene Young; Brian Meek (6:55 P.M.)

OTHER: Clinton Hamilton, Carver Foundation; Maria Palacios, Catholic Charities of Fairfield County; Jim Maloney, Connecticut Institute for Communities; Tamara Pardo, Domestic Violence Crisis Center; Sylvia Archibald, East Norwalk Improvement Association; Denise Cesareo, Elder House; Chrissy Cacace, Family and Children's Agency; Tina Kramer, Filling in the Blanks; Tristan Fields, Help Inc.; Sean O'Brien, Homefront's; Kim Carter, Keystone House; Maggie Young, Liberation Programs; Danielle Lebrando, Malta House; Phyllis Lodato-Suppa, Northeast Community Cycles; Adam Bovilsky, Norwalk Housing Authority; Michele Conderino, Open Door Shelter; Ruta Pakstas, Person to Person; Tonya Torian, Serving All Vessels Equally; Kate Guthrie, The Rowan Center; Ed Spilka, Wheel It Forward; Dajuan Wiggins, Youth Business Initiative; Brian Bidolli, Norwalk Redevelopment Agency; Heather Ely; Troy Deering; Stephen Ivan; Alan Kibbe; Garrett Bolella; Jessica Vonashek; Shawnee Knight; Shaye Ann McCormick

CALL TO ORDER

Chairman Kydes called the meeting to order at 6:02 P.M. There was a quorum present.

ROLL CALL

A Roll Call of those present was performed.

PUBLIC PARTICIPATION

There was no Public Participation at this time.

ADMINISTRATION

APPROVAL OF THE MINUTES OF JANUARY 5, 2023 MEETING.

**** MR. LIVINGSTON MOVED TO APPROVE THE MINUTES OF JANUARY 5, 2023 AS SUBMITTED.
** MS. SHANAHAN SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

NEW BUSINESS

REDEVELOPMENT AGENCY

COMMUNITY DEVELOPMENT BLOCK GRANT – REVIEW AND PRESENTATION OF CDBG

APPLICATIONS. (STEPHEN IVAN)

Mr. Clinton Hamilton came forward to represent the Carver Foundation. He said that the Carver Foundation had partnered with various organizations over the years, including Redevelopment, to take on projects such as energy efficient boilers, new gym floors, new bleachers, and a new HVA system. They are currently seeking funding to modernize their kitchen. He noted that many people, including seniors, were using the kitchen currently.

Ms. Maria Palacios came forward to represent the Catholic Charities of Fairfield County. They are requesting \$25,760.00 to support their expenses. Their Norwalk Immigration Services is currently the only program that provides immigration legal services. She reviewed the services provided.

Chairman Kydes asked if the majority of the funding would be going to the staff to help facilitate the legal help.

Ms. Palacios said that this was partially the case as they mainly wished for the funding to help cover fees and losses from providing services to those who lacked the ability to fully pay.

Mr. Maloney came forward to represent the Connecticut Institute for Communities. They operate the Head Start program and have two facilities. They plan to match the money from the grant. The money will go to improve the facilities including security, additional bathrooms, and other things. He highlighted some of the current security issues that needed addressing.

Chairman Kydes asked to clarify that they were asking for half of what the total project would cost and if they had the matching funding.

Mr. Maloney confirmed this.

Mr. Livingston asked if they had been in contact with Mr. Lo or Building Management to discuss the proposed renovations.

Mr. Maloney said that they had and had done an almost identical project recently.

Ms. Tamara Pardo came forward to represent the Domestic Violence Crisis Center. They are a State Certified provider of Domestic Violence Services. She provided an overview of the services that they offered. They are asking for \$16,705.00 to repaint and repair their Norwalk Safe House. The house has not been repainted in the three decades since its purchase. She reviewed the amount of use that the house has offered over the years. They are projecting that it will help appx. 50 individuals this year alone. She noted that the houses were over-capacity and people were staying in them longer than they were prior to COVID.

Ms. Sylvia Archibald came forward to represent the East Norwalk Improvement Association. She outlined the various programs that they have preformed such as literacy programs, robotic camps, music and art programs, and live plays. They are hoping to receive another award for the 2023-2024 period. They are requesting \$9,000 to continue their work for the community. They want to host more literacy programs, expand their robotics program, offer STEM programs over more age groups, and

continue to provide their family programs. She said that the T.T.D., which supports them with ~70% of their fund-raising, had decided to reverse an \$11,000.00 match that was designated as an incentive to fundraise. As a result, they need fiscal assistance.

Ms. Denise Cesareo came forward to represent Elder House. Elder House is an accredited medical model adult day center. They serve older adults and their family caregivers. She reviewed the issues that their clients often have that need servicing. Their requested funding will allow them to continue to enroll all seniors regardless of their ability to pay for support.

Ms. Chrissy Cacace came forward to represent the Family and Children's Agency. They are present to request funding for their Behavioral Health Services. She provided an outline of the service program. She noted that they were having trouble finding clinicians and looking to add things like group therapy.

Mr. Livingston asked if the money would go to serving any particular population.

Ms. Cacace said it would be mainly for Norwalk residents and residents who might not be able to pay co-pays.

Ms. Tina Kramer came forward to represent Filling In the Blanks. Their goal is to combat childhood hunger by providing children in need with meals on weekends. They are requesting \$51,716.00 to start school-based pantries. She outlined the amount of work they had done in providing food to children. She noted that high-school kids were averse to taking meal bags due to friends/peers being able to see that they are receiving food assistance. They are hoping to move to a school-based pantry to address this issue. They are also hoping to provide hygiene products at the pantry.

Mr. Tristan Fields came forward to represent Help Inc. They help increase College access to underrepresented groups of students. He outlined how they provided this service. The program is offered free to students. A lot of the students cannot hire private tutors to help them with studying. He reviewed the number of students that they currently assist.

Mr. Sean O'Brien came forward to represent Homefronts. He outlined some of the families that they have managed to help. They have revitalized 623 homes in Norwalk over the years. They are back to helping at pre-pandemic levels. They had 55 requests for help in Norwalk this year. He provided details on their current staff.

Ms. Kim Carter came forward to represent Keystone House. They are looking to replace the sanitary sewer line at one of their three homes. They had a licensed plumber conduct a hydro-jet snake video which showed tree root damage. Due to the severity of the damage, they are at great risk of ruptures and leaks. She reviewed the damage that had been done and the repairs that would be needed.

Ms. Maggie Young came forward to represent Liberation Programs. She outlined what her organization provided. Their proposal is for a child-care coordinator, and they are asking for \$15,000 to support this position. She outlined the tasks that they would be performing.

Ms. Danielle Lebrando came forward to represent Malta House. She outlined the services provided by Malta House. It is currently the only Transitional Living Program in the state where a mother and child

can live for long-term. They are permitted to stay in the house for up to 18 months. The program is designed to help end chronic homelessness. They also offer free childcare. Further review of the services offered followed.

Ms. Phyllis Lodato-Suppa came forward to represent Northeast Community Cycles. They were established as a 501c3 in 2012. This is their first year applying for this grant. She reviewed the services provided by their organization. They are looking to increase the amount of distribution of bicycles to Norwalk residents. They are requesting \$5,000.

Mr. Adam Bovilsky came forward representing Norwalk Housing Authority. He reviewed the services that they provided. They recently received a violation from the State for one of their elevators. They will need to perform repairs on it. They are requesting \$51,700 for the repair and have matching funds in place. They expect an additional \$28-29,000 in staff costs while the elevator is not in use.

Mr. Livingston asked if the elevator was currently working.

Mr. Bovilsky said it was operating but it was in violation.

Mr. Livingston asked how many floors were in the building.

Mr. Bovilsky said that there were four floors in the building. He stressed that the elevator being out would have a large impact on the seniors in the building.

Ms. Michele Conderino came forward to represent Open Door Shelter. She reviewed the services that they offered. They opened the Financial Opportunity Center in 2021. They are asking for support for their ongoing Employment Services. She reviewed the details of their employment services for those present.

Ms. Ruta Pakstas came forward to represent Person to Person. They are a 501c3 organization. She reviewed their mission statement and services provided for those present.

Mr. Tonya Torian came forward to represent Serving All Vessels Equally. He provided an overview of the services provided by his organization. They are requesting \$30,000 intended to be used for the salary of program coordinators. He provided further details on the programs in question.

Mr. Brian Meek joined the meeting at 6:55 P.M.

Ms. Kate Guthrie came forward to represent the Rowan Center. She is requesting \$50,000 for the Rowan Center's Long Term and Crisis Therapy Support. She provided a review of what their organization provided and the services they offered. The program comes at the request of their low-income clients and survivors of which over 97% voiced an interest in the program.

Mr. Ed Spilka came forward to represent Wheel It Forward. He provided an overview of the services that they provided. He noted that they had collected 70 tons of durable medical equipment and serviced 3,000 individuals. They are working on creating a provider network. They are requesting \$25,000 this year.

Ms. Shanahan asked how people found the organization.

Mr. Spilka reviewed the various manners in which the organization was advertised.

Mr. DaJuan Wiggins came forward to represent the Youth Business Initiative. They are asking for funding for their entrepreneurship program. He reviewed the history of the organization and the services that they provided.

Ms. Shanahan asked for more details regarding the offerings of the organization.

Mr. Wiggin provided more detail regarding how their programs operated.

Mr. Bidolli came forward to represent the Norwalk Redevelopment Agency. He provided an overview of the services that they offered. Discussion followed to clarify the costs being applied for.

Chairman Kydes noted that they would not be able to cover all the programs and would need to carefully pick which ones to support.

AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT FOR THE USE OF \$150,000 OF AMERICAN RESCUE PLAN ACT FUNDS FOR P3 ADVISORY SERVICES TO BE PROVIDED BY INFRASTRUCTURE ADVISORS, LLC AND TO BE ADMINISTERED BY THE NORWALK REDEVELOPMENT AGENCY RELATED TO THE WEBSTER STREET LOT PROJECT. (BRIAN BIDOLLI)
ACCOUNT NUMBER: TBD (ARPA FUNDS)

**** MS. SHANAHAN MOVED TO APPROVE ITEM AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT FOR THE USE OF \$150,000 OF AMERICAN RESCUE PLAN ACT FUNDS FOR P3 ADVISORY SERVICES TO BE PROVIDED BY INFRASTRUCTURE ADVISORS, LLC AND TO BE ADMINISTERED BY THE NORWALK REDEVELOPMENT AGENCY RELATED TO THE WEBSTER STREET LOT PROJECT.**

**** MR. LIVINGSTON SECONDED THE MOTION.**

Mr. Bidolli came forward to discuss this item. This item is related to the Webster Lot Redevelopment Project. They desire to have some outside services for technical review. The first task will be to review the proposal of the selected developer and do an audit of the developer's financials and pro-forma. The second task will be to analyze risks and policy objectives. The third task will be taking a look at potential grant funding opportunities and various public-private financing strategies. The fourth task will be a straight-ahead economic impact analysis. He provided further review of their project plans. The City hopes to use the \$150,000 in ARPA funds for this project.

**** THE MOTION PASSED WITH SIX (6) IN FAVOR (HEUVELMAN, LIVINGSTON, KYDES, SMYTH, YOUNG, SHANAHAN) AND ONE (1) OPPOSED (MEEK).**

PLANNING AND ZONING

AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH THE WANDERLUST GROUP, INC. FOR DOCKWA SUBSCRIPTION SERVICES FOR 1 YEAR IN AN AMOUNT NOT TO EXCEED \$2,000 WITH A 5-YEAR RENEWAL OPTION. (ALAN KIBBE)
ACCOUNT NUMBER: 400000-2628

Mr. Kibbe and Ms. Williams came forwards to discuss this item. They are looking to upgrade their software system. Ms. Williams noted that the City already uses this system. Mr. Kibbe reviewed the benefits offered by the software system. Further review of the boating and mooring system followed including the fees for the moorings. The Harbor Commission has budgeted funds from its Mooring Permit revenue to pay the annual fee. The request is to authorize an agreement for annual renewal.

Mr. Livingston asked what was being done currently.

Mr. Kibbe provided information regarding the moorings to answer Mr. Livingston's question.

**** MR. LIVINGSTON MOVED TO APPROVE ITEM AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH THE WANDERLUST GROUP, INC. FOR DOCKWA SUBSCRIPTION SERVICES FOR 1 YEAR IN AN AMOUNT NOT TO EXCEED \$2,000 WITH A 5-YEAR RENEWAL OPTION.**

**** MS. SHANAHAN SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

TRANSPORTATION, MOBILITY, AND PARKING

AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN ON-CALL CONTRACT WITH KERIN & FAZIO, LLC FOR APPRAISAL SERVICES IN AN AMOUNT NOT TO EXCEED \$10,000. (GARRETT BOLELLA/JIM TRAVERS)
ACCOUNT NUMBER: 133710-5796-AEC02

**** MS. SHANAHAN MOVED TO APPROVE ITEM AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN ON-CALL CONTRACT WITH KERIN & FAZIO, LLC FOR APPRAISAL SERVICES IN AN AMOUNT NOT TO EXCEED \$10,000.**

**** MS. SMYTH SECONDED THE MOTION.**

Mr. Bolella and Mr. Deering came forward to discuss this item. He provided an overview of the project. He reviewed the standards for sidewalk approval and why they desired the appraisal services to help meet those standards. He said that this item would allow them to streamline the designing and planning of sidewalks. Mr. Deering said that they were nearing the final stages of advancing the plans of the project. He reviewed the current status of the sidewalks that they were going to be improving. They have also come across some properties that will require small easements. They do not believe that the sidewalks will be a detriment to anyone and will, instead, be providing better walk scores and increasing the value of the properties. Further discussion followed.

**** THE MOTION PASSED WITH SIX (6) IN FAVOR (HEUVELMAN, LIVINGSTON, KYDES, SMYTH, YOUNG, SHANAHAN) AND ONE (1) OPPOSED (MEEK).**

OLD BUSINESS

There was no Old Business to consider at this time.

ADJOURNMENT

**** MS. SHANAHAN MOVED TO ADJOURN.
** MR. HEUVELMAN SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:37 P.M.

Respectfully Submitted
Ian A. Soltes
Telesco Secretarial Services



URBAN LAND INSTITUTE
Advisory Services Program
Summary of the Advisory Panel Process
2021



Overview

The Urban Land Institute Advisory Panel Program assembles teams of senior real estate and land use professionals to help solve your most challenging issues.

Our experience advising communities has been a core role for ULI since 1947, when it helped Louisville, Kentucky, solve transportation challenges during a time when America's exodus to suburbia was just beginning and the decline of the country's industrial metropolises was many years away. Over the past seven decades, ULI, through its Advisory Services Program panels, has provided nonpartisan and objective land use advice that is not influenced by local politics, special interest groups, or intractable interests.

Panels bring together the best and brightest from ULI's diverse membership – developers, planners, financiers, market analysts, economists, architects, designers, and public officials – to provide practical solutions and objective advice not available from any other source.

Providing guidance to more than 700 panels in 49 states and 21 countries, Advisory Services panels over the years have addressed issues ranging from small-scale, declining Rust Belt towns to burgeoning vacation resorts in the South China Sea, and from post-9/11 New York City to redevelopment challenges of historic structures such as the Astrodome in Houston and Navy Pier in Chicago.

Background

The Advisory Services Panel process is a for-fee service. ULI contracts with one or more "sponsors" who act as ULI's client during the process. A panel week usually begins on Sunday evening and concludes on Friday afternoon. The week is highly structured and over the past 70 years ULI has perfected the agenda to ensure maximum efficiency and participation from the sponsors.

Sponsors play a central role in the success of Advisory Services panels. From the very beginning, sponsors work with ULI staff to develop a unique panel program.



Sponsors are involved in all aspects of planning—from defining the panel scope and assignment and developing background materials and resources for panelists to identifying local resources and stakeholders for the panel to interview, including business leaders, community leaders, real estate leaders, residents, public officials, and others with helpful insights.

Before the Panel

ULI staff members meet with a potential sponsor to talk about their specific land use and development challenges, and discuss the scope of the panel, timing, travel logistics, panel recruitment from the ULI membership, and the preparation of briefing materials.

ULI handles all logistics. Logistical arrangements are completed exclusively by ULI staff and provide for panelists' travel, lodging, and workspace.

Throughout the entire panel process, ULI staff members work closely with the sponsor to create a scope of work to address the sponsor's land use and development challenges. The scope of work is usually provided as a series of 7-10 strategic questions.

The sponsor prepares briefing materials, arranges interviews with local stakeholders, and plans a tour of the study area for the panelists.

During the Panel

A panel tours and studies a problem and offers comprehensive recommendations all in five days. A typical five-day panel week is arranged as follows:

- Sunday: Panelists' arrival, orientation, and sponsor dinner;
- Monday: Panel assignment briefing, study tour, and public reception;
- Tuesday: Stakeholder interviews;
- Wednesday: Panel deliberations and work sessions;
- Thursday: Report and presentation preparation; and
- Friday: Presentation of the panel's findings and recommendations.



After the Panel

Approximately 90 days after completion of the panel, the sponsor receives a draft of a comprehensive report detailing the panel's comprehensive findings and recommendations.

After the sponsor submits comments on the manuscript, ULI publishes the report. The sponsor receives 150 printed copies of the report, as well as a digital version.

Stakeholder Interviews are the Key to Panel Success

An important part of the panel process includes stakeholder interviews held on the Tuesday of the panel week. These private and candid interviews are with key community leaders, businesses and institutions and allow the panel to dig deeply into the issues surrounding the land use challenge. A typical panel will interview anywhere from 80 to 100 stakeholders who represent not only land owners and businesses, but community institutions and grassroots organizations that have the knowledge, history and insight into the subject.

Timing, Cost and Deliverables

ULI can usually have a panel team on the ground within two months of signing a contract. This time is used to recruit panelists and arrange logistics.

A 5 Day ULI Advisory Services Panel costs \$135,000. This fee is mostly used to cover travel and on-site expenses such as food, lodging and transportation. The remainder goes back to the larger mission of ULI.

Sponsors will receive 150 full-color printed copies of the final report as well as a digital version for posting on websites.

For more information visit: <https://americas.uli.org/programs/advisory-services/>



Urban Land Institute

Advisory Services Program

A ULI Advisory Services Panel Report

Warwick Junction
Durban, South Africa
February 22–27, 2015



A ULI Advisory Services Panel Report

Frankfurt and Offenbach
Germany
May 3–8, 2015



A ULI Advisory Services Panel Report

Dallas
Texas
February 29–March 4, 2016



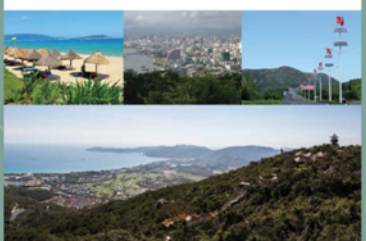
A ULI Advisory Services Panel Report

Seattle
Washington
June 21–26, 2015



A ULI Advisory Services Panel Report

Sanya
China
中国·三亚
August 11–16, 2013



AN ADVISORY SERVICES PANEL REPORT

H.H. Richardson Complex Buffalo, New York



Urban Land Institute

A ULI Advisory Services Panel Report

Houston Astrodome
Harris County, Texas
December 15–19, 2014



A ULI Advisory Services Panel Report

Georgetown
South Carolina
September 18–23, 2016



Helping Communities Help Themselves

**Experts Providing Practical Solutions
for Complex Land Use Issues**



Since 1947, advisory services panels have helped find creative, practical solutions for some of the most challenging issues facing today's urban, suburban and rural communities.

- ▷ Get timely, candid and unbiased input from expert land use professionals.
- ▷ Kick-start critical conversations and move beyond deadlock.
- ▷ Gain fresh insights and discover innovative solutions to the most complex real estate development challenges.

Panels bring together the best and brightest from ULI's diverse membership including developers, planners, financiers, market analysts, economists, architects and public officials to provide practical and candid advice that is not available from any other source. We work with local governments, private developers, community development corporations, and many other organizations to address the most challenging real estate and land use issues facing communities today.

www.uli.org/advisoryservices

To inquire about convening a panel in your community, or to serve as a panelist, contact Tom Eitler, Vice President, Advisory Services at 1-202-624-7186 or teitler@uli.org.



**Urban Land
Institute**

Advisory Services Program

Urban Land Institute, Advisory Services Program: Sole Source Justification

ULI – The Urban Land Institute, is a nonprofit research and education organization whose mission is to promote responsible leadership in the use of the land. To help fulfill its mission, the ULI maintains an Advisory Services program for the purpose of benefiting the general public through improved planning and utilization of urban land. Through its Advisory Services Program, ULI assembles teams of real estate planning, development, and financing experts who volunteer their time to provide objective advice on addressing challenging land use issues. It is ULI's ability to draw on the expertise of its more than 45,000 members with extensive experience and expertise in land planning and development that makes the Advisory Services Program a unique process that is not replicated by any other organization. The knowledge, development experience and commitment to objectivity by each panel member highlights the ULI Advisory Services Panel Program's unique nature. The multidisciplinary teams assembled by ULI provide a panel sponsor with an unbiased set of recommendations for strategic actions for moving a community forward. The team includes people and expertise that is not available for hire under any other means.

REVISED SCOPE FOR NORWALK AFFORDABLE HOUSING PLAN

2/16/2023

PHASE 1: PROJECT KICKOFF (AKRF & KDLLC)

- Task 1.1: Assign Diverse Leadership for Planning Effort**
- Task 1.2: Establish Communication Strategy**
- Task 1.3: Formalize Inclusive Community Participation Plan**
- Task 1.4: Prepare Data Collection and Analysis Plan**
- Task 1.5: Kickoff Meeting with Internal Team & Committee**

PHASE 2: DOCUMENTATION OF HOUSING PROGRAM & POLICY CONTEXT (AKRF)

- Task 2.1: Summarize Local History and Context of Affordable Housing**
- Task 2.2: Summarize Existing Programs and Policies**

PHASE 3: HOUSING NEEDS ASSESSMENT (KDLLC)

- Task 3.1: Analyze Local, Regional, and State Data on Demographics and Housing**
- Task 3.2: Conduct Market Analysis**
- Task 3.3: Engage Community in Housing Needs Assessment**
- Task 3.4: Finalize Housing Needs Report**

PHASE 4: ACTION AND IMPLEMENTATION PLANNING (AKRF)

- Task 4.1: Define Values, Goals and Objectives with Community Input**
- Task 4.2: Identify Existing Programs, Policies, and Housing Types that will Continue**
- Task 4.3: Establish Action & Implementation Plan with Community Input**
- Task 4.4: Assess the Impacts and Benefits of Proposed Actions**

PHASE 5: PLAN ADOPTION (AKRF)

- Task 5.1: Finalize Deliverables**
- Task 5.2: Prepare Guidebook to Affordable Housing Plan in Norwalk**
- Task 5.3: Compile and Transfer Data**
- Task 5.4: Draft Zoning Text and Regulatory Changes**

PHASE 1: PROJECT KICKOFF (AKRF & KDLLC)

Task 1.1: Assign Diverse Leadership for Planning Effort

- Establish inclusive internal project team
- Create diverse Affordable Housing Committee

Task 1.2: Establish Communication Strategy

- Create a website
- Develop social media marketing strategy
- Define strategies for maximizing inclusion for both needs assessment process and also for action/implementation planning

Task 1.3: Formalize Inclusive Community Participation Plan

- Document barriers to reaching diverse audiences and identify strategies for overcoming barriers
- Define general contents of housing needs survey
- Identify individuals & groups for stakeholder interviews, roundtable conversations, committee attendance, and live meetings
- Prepare schedule for needs assessment outreach events and for action/implementation planning outreach events

Task 1.4: Prepare Data Collection and Analysis Plan

- Prepare list of all available data with year, source, and contents
- Undertake spatial analysis showing the various ways geographic units that could be analyzed
- Identify data to be requested from city, county, state, real estate brokerages, and nonprofit organizations
- Describe strategies for overcoming data gaps for underrepresented communities

Task 1.5: Kickoff Meeting with Internal Team & Committee

- Present final scope including communicating strategy & inclusive community participation plan
- Invite community leaders to present affordable housing history
- Identify core values for planning effort including equity & inclusion

PHASE 2: DOCUMENTATION OF HOUSING PROGRAM & POLICY CONTEXT (AKRF)

Task 2.1: Summarize Local History and Context of Affordable Housing

Task 2.2: Summarize Existing Programs and Policies

- Comprehensive Plan Housing Element
- Zoning Code
- Fair Housing Laws
- Compliance with CGS 8-2
- Inclusionary Housing
- Norwalk Accessory Dwelling Unit Ordinance
- Norwalk Workforce Housing program
- Norwalk TOD Study

- AHP Guidance

PHASE 3: HOUSING NEEDS ASSESSMENT (KDLLC)

Task 3.1: Analyze Local, Regional, and State Data on Demographics and Housing

- Conduct Comprehensive Demographic & Household Analysis (Population, Race, Gender, Language, Income). Sources will include US Census American Community Survey and United Way ALICE Report.
- Inventory Housing Supply (including all available metrics for both market and affordable units).
- Analyze Housing Gaps (including both market and affordable units)
 - Examine Cost Burden Levels
 - Use HUD Comprehensive Housing Affordability Strategy Tool
 - Document waiting lists for affordable housing units
 - Present gaps identified in other housing needs assessments (Urban Institute, CHFA, OCA)

Task 3.2: Conduct Market Analysis

- Compile and analyze data on housing rents and sales for all relevant geographic units for both market and affordable units.
- Interview brokers and property managers about current market conditions.

Task 3.3: Engage Community in Housing Needs Assessment

- Conduct Stakeholder Interviews.
- Convene Roundtable Conversations.
- Conduct Online Survey. Survey will be circulated to a wide variety of stakeholder groups.
- Coordinate pop-up events aimed at maximizing participation in survey with Committee members and other volunteers.
- Host Housing Needs Webinar and in-person Housing Needs Community Forum
 - Present preliminary findings from housing needs assessment including results from data analysis, stakeholder outreach, and survey results gathered to date
 - Invite community to identify or prioritize additional needs and/or complete the survey
 - Provide community with education on the ways in which an AHP provides a pathway for meeting housing needs by articulating Housing Values, Goals, Objectives, and Actions
- Prepare Record of Community Engagement that documents diverse stakeholders included within the process and memorializes the findings from each outreach event.

Task 3.4: Finalize Housing Needs Report

- Integrate quantitative and qualitative findings into one integrated Housing Needs Report.
- Evaluate how existing housing policies or programs may or may not be meeting the housing needs identified through the HNA.
- Identify potential value propositions that would be responsive to the range of needs revealed by the assessment.
- Publish Housing Needs Report as a community tool for engaging in action and implementation planning.

PHASE 4: ACTION AND IMPLEMENTATION PLANNING (AKRF)

Task 4.1: Define Values, Goals and Objectives with Community Input

- Prepare Draft Values, Goals, and Objectives based upon the findings from the Community Needs Assessment.
- Present Draft Values, Goals, and Objective to Committee and Public.
- Specify alignment of local and regional goals.
- Ensure goals include provisions for equity, inclusion, and access.
- Outline recommendations, timelines, and responsible parties for implementation.
- Finalize Values, Goals, and Objectives

Task 4.2: Identify Existing Programs, Policies, and Housing Types that will Continue

Task 4.3: Establish Action & Implementation Plan with Community Input

- Define strategic actions for short, medium, and long-term for ALL kinds of housing units including market, missing-middle, mixed-income, affordable units, and naturally affordable units.
- Connect Actions to Goals.
- Include numeric targets (ranges) but emphasize the location, type, rationale, and impact (benefits) of different housing production goals for specific parts of the City.
- Identify responsible parties for implementing actions.
- Outline process for performance tracking.
- Define land use and zoning changes, such as:
 - Addressing conflicts with CGS 8-2
 - Updating density regulations
 - Revising overly restrictive design or conversion regulations
 - Facilitating transit oriented development
 - Facilitating housing for elderly, disabled, and lowest income tiers
- Provide conceptual site-specific recommendations (including for municipally owned land)
 - *Scope does not include conceptual site plans. Concept plans could be provided for an additional fee.*
- Identify funding options.
- Address production & preservation Incentives.
- Provide actions that specifically address equity and inclusion.
- Review Draft Action Plan with Committee & Community (one in-person meeting).
- Revise Draft Plan based upon input from Committee & Community (one round of review and edits).
- Action Plan will include recommendations, timelines, and identify responsible parties for implementation.

Task 4.4: Assess the Impacts and Benefits of Proposed Actions

- Provide top-level assessment of the impacts that various actions would have on meeting community needs/goals; regional housing needs; infrastructure and services; fiscal flows.
 - *Does not include detailed modelling; focus is simply on highlighting the comparative risk/reward of various actions.*

- Assumes that City of Norwalk GIS Department will be able to provide conceptual build-out information based on parameters provided by AKRF.

PHASE 5: PLAN ADOPTION (AKRF)

Task 5.1: Finalize Deliverables

- Draft AHAP for referral to the Planning and Zoning Commission, Common Council.
- Revisions to Draft AHAP based on comments from Planning and Zoning Commission, Common Council (one round of review and edits).
- Assist with filing copy of Draft AHAP with City Clerk's office and posting web-based version of Draft AHAP on City's website (35 days in advance of the Common Council public hearing).
- Preparation of presentation materials for the public hearing.
- Final AHAP for filing/postings (includes one round of review and edits based on public hearing)

Task 5.2: Prepare Guidebook to Affordable Housing Plan in Norwalk

- Completion of a "Guidebook to Affordable Housing in Norwalk" for use by residents and government officials, which would be based on the final AHAP.
- Guidebook is envisioned as a PDF document that can be posted to the City's website.

Task 5.3: Compile and Transfer Data

- All of the data utilized to complete the AHAP, including the baseline Housing Needs Assessment, development scenario(s), etc. would be made available as Word, Excel, and/or PDF documents.

Task 5.4: Draft Zoning Text and Regulatory Changes

- Provide recommended zoning and regulatory changes, including conceptual text recommendations to the zoning code.
 - Scope does not include the preparation of "adoption ready" zoning text amendments or guiding the zoning text amendments through the approvals process.

BUDGET

Phase/Task	Hours	Budget
Phase 1: Project Kickoff	55	\$9,862
Phase 2: Documentation of Housing Program & Policy Context	48	\$7,366
Phase 3: Housing Needs Assessment	228	\$43,493
Phase 4: Action and Implementation Planning	224	\$35,489
Phase 5: Plan Adoption	155	\$24,014
TOTAL	710	\$120,226
NOTES: - Does not include contingency budget. - Assumes all GIS work would be provided by the City of Norwalk. - All community engagement workshops and public hearings will be held in-person. - Some meetings with Planning/Zoning Department and Steering Committee will be conducted virtually. - Working draft distributed to the Planning/Zoning Department and Steering Committee members via email or digital platform.		

7. Planning/Zoning Department and Steering Committee members would have one round of preliminary review and one round of final review of draft Plan.
8. Includes 1 digital copy of the final AHAP and 25 bound hard color copies of the AHAP.
9. All other direct expenses (e.g., printing, mailing, and mileage) will be billed at cost.

THE ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE COMMON COUNCIL

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

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

FROM: NORWALK REDEVELOPMENT AGENCY STAFF

RE: PY49 FUNDING SUMMARY AND ACTION PLAN UPDATE

DATE: FEBRUARY 27, 2023

As the administering agent for the City's CDBG program, the Agency has worked with ECD Committee members to review applications presented at the February 2, 2023 meeting. Committee members were asked to rank Service applications and Housing and Facility applications to establish funding for planned activities to be used to draft the PY49 Annual Action Plan. HUD has made annual CDBG allocations available as of February 27, 2023, with Norwalk to receive \$843,561 in entitlement dollars. The Agency's anticipated program income of \$158,000 has not changed from that value estimated in the NOFO. An updated total of \$1,001,560.79 is anticipated to be the final funding for PY49 compared to the \$1,008,000.00 estimate posted in the PY49 NOFO.8

The below activities will be used to draft the PY49 Annual Action Plan. The Agency anticipates on releasing a draft of the Annual Action Plan for public comment from March 22, 2023 – April 21, 2023. The Agency anticipates on submitting a memo for the April 6, 2023 ECD Committee meeting to allow for solicitation of citizen input/comments regarding the 2023-2024 Annual Action Plan. All documents, in draft format, will be made available for public review from March 22, 2023 until April 21, 2023 at the Agency's CDBG page on the City of Norwalk's website: <http://www.norwalkct.org/1412/Community-Development-Block-Grant>.

REQUESTED ACTIONS:

- None at this time

PY49 (2023) Entitlement Funding: \$843,561				
Project	Organization	Program/Project	Funding Request	Actual Funding
Public Services	Catholic Charities of CT	Immigration/Legal Services for Norwalk Residents	\$ 25,760.00	\$ 24,187.59
	East Norwalk Improvement Assoc.	Litteracy and STEAM Programing	\$ 9,000.00	\$ 8,450.63
	Family and Children's Agency	Behavior Health and Addition Treatment Programming	\$ 25,000.00	\$ 23,473.98
	Malta House	Residential and Partnering Success Prrogram	\$ 50,000.00	\$ 46,947.96
	Wheel it Forward	Medical Equipment Lending Program	\$ 25,760.00	\$ 23,473.98
	Subtotal		\$ 135,520.00	\$ 126,534.14
Housing and Public Facility Sub-Recipients	Carver Foundation	Carver Center Kitchen Renovation	\$ 29,775.00	\$ 29,775.00
	CT Institute For Communities	Renovations to Ben Franklin Center - Security Entrance Improvements	\$ 340,000.00	\$ 127,505.86
	Domestic Violence Crisis Center	Exterior Painting and trim replacement	\$ 16,705.00	\$ 16,705.00
	HomeFront	Home Revitalization Program for critical repairs	\$ 20,000.00	\$ 20,000.00
	Keystone House	Replacement of sewer main at Genoa St. property	\$ 24,200.00	\$ 24,200.00
	Norwalk Housing Authority	Elevator Replacement at 20 West Ave. property	\$ 51,700.00	\$ 51,700.00
	Subtotal		\$ 482,380.00	\$ 269,885.86
NRDA City Neighborhoods (CN)	Norwalk Redevelopment Agency	PY49 City Neighborhood: Funds reserved for City operated housing and facility projects. These funds are used as direct project costs for eligible activities and project delivery costs by Norwalk Redevelopment Agency staff to facilitate real projects.	\$ 407,340.00	\$ 404,828.79
NRDA Admin	Norwalk Redevelopment Agency	PY49 Admin: Administrative and planning funds for Norwalk Redevelopment Agency staff to be used for general program management and soft costs activities.	\$ 201,600.00	\$ 200,312.00
			Total	\$1,001,560.79

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MONROE
STREET

1/18/2023 1:17 PMH:\Jobfiles2\10000\10600\10618\Dwg\10618 Master 3.dwg

COMPILATION PLAN
30 MONROE STREET
PREPARED FOR

CITY OF NORWALK SOUTH NORWALK TRAIN STATION

NORWALK, CONNECTICUT

SCALE: 1" = 30 FT. FEBRUARY 5, 2019

WILLIAM W. SEYMOUR & ASSOCIATES, P.C.
LAND SURVEYORS ~ ZONING & LAND USE CONSULTANTS
170 NOROTON AVENUE ~ 203-655-3331 ~ DARIEN, CONN. ©

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS
PREPARED TO CLASS "A" - 2ND STANDARD.

Jeffrey W. McDougall P.L.S. NO. 70980

