

## AGENDA

The Packet for this meeting is available at [insert link to pdf].

### MEETING AGENDA

In accordance with PA 22-3, this meeting will be a hybrid meeting. Please email [ddelvalle@mansfieldct.org](mailto:ddelvalle@mansfieldct.org) or call 860-487-9871 by 3:00pm on the day of the meeting to receive instructions for how to view, listen, or comment live. A video recording of the meeting will be available on YouTube at "MANSFIELD CONNECTICUT STREAMING CHANNEL" (<https://mansfieldct.gov/video>) within seven (7) days after the meeting.

Public Comment will be accepted by email [ddelvalle@mansfieldct.org](mailto:ddelvalle@mansfieldct.org) or by USPS mail at 4 South Eagleville Road, Mansfield, CT 06268 and must be received by 3:00pm on the day of the meeting to be shared at the meeting (public comment received after the meeting will be shared at the next meeting).

#### 1. CALL TO ORDER AND ROLL CALL

#### 2. APPROVAL OF MINUTES

- a. February 7, 2023  
[20723 AH Minutes](#)

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#### 3. OPPORTUNITY FOR PUBLIC COMMENT

#### 4.

#### OLD BUSINESS

- a. Needs and Priorities for Allocating Funds from the Affordable Housing Trust Fund  
[Mansfield Household Income Breakdown](#)  
[AHC Funding Questions](#)

6 - 10

- b. 2023 Action Plan

[Affordable Housing Plan Objectives and Strategies Only.docx](#)

11 - 15

#### 5.

#### NEW BUSINESS

- a. **Guest Speaker Rebecca Fields, Executive Director Mansfield Housing Authority**
- b. **Age Related Housing**

**6. REPORTS OF COMMITTEE MEMBERS AND TOWN STAFF**

- a. **Planning and Development Department Update** 16 - 17  
[AHC March Staff Update](#)
- b. **Information from S. Amdur regarding Waiting List at Juniper Village** 18  
[WAITING LISTS AT JUNIPER VILLAGE](#)

**7. COMMUNICATIONS**

- a. **CT Mirror Article Regarding HB 6781 and SB 4 (Download Article [Here](#))**

**8. FUTURE MEETINGS**

**9. ADJOURNMENT**

**Tuesday, February 7<sup>th</sup>, 2023**

Hybrid Meeting

<https://mansfieldct.gov/video>

## **MINUTES - Draft**

**Members Present (In Person):** Michael Accorsi, Sheila Amdur, Will Bigl, Gina DeVivo Brassaw

**Members Absent:** Katie Fratoni and Aida Gradiscevic, Kylee Dostie, Planning and Zoning Intern

**Staff Members Present (In Person):** J. Kaufman, Director of Planning and Development; Dorothy Del Valle, Community Assistance Coordinator

**Public Present (In Person):** Angela Wang

**Public Present (Virtual):** Paul Stern

**1. Call to order:**

Sheila Amdur called the meeting to order at 5:04 pm

**2. Approval of Minutes:**

**a. January 4<sup>th</sup>, 2023**

Minutes of the meeting will be amended to reflect the correct spelling of Jane Fried. Will Bigl motioned to accept the minutes as corrected and Michael Accorsi seconded. Motion passed unanimously.

**3. Opportunity for Public Comment**

Paul Stern, asked the committee to support the PZC initiated amendment to raise the affordable housing set aside required from 10% to 15%. In addition, to review the density provision as well as the additional units which count toward market. He also stated the payment in lieu should be evaluated as the fee may not be enough for the Town to create more affordable housing units.

**4. Old Business**

## 5. New Business

### a. PZC Initiated Amendments to Article 10, Section W Related to Affordable Housing (PZC File 907-54) and Article 3, Section A: Establishment of a Temporary and Limited Moratorium on Design Multiple Residence (DMR) Zone and the Pleasant Valley Residential Agriculture (PVRA) Zone

- i. The committee discussed at length the proposed amendment: Article 10, Section W, 4.A. After much discussion, Gina DeVivo Brassaw motioned to recommend PZC to raise the percentage from 10% to 15%. Will Bigl second. Motion passed unanimously.
  - ii. Payment in Lieu of was also discussed by the committee. Will Bigl motioned to recommend PZC to increase the payment of lieu review the density bonus to ensure affordable units are built. Gina DeVivo Brassaw second. Motion passed unanimously.
  - iii. The committee then discussed Article 3, Section A: Establishment of a Temporary and Limited Moratorium on Design Multiple Residence (DMR) Zone and the Pleasant Valley Residential Agriculture (PVRA) zone. Discussion centered on the support of this moratorium and how there was a need for a pause at this time. As a result, Michael Accorsi moved to support the temporary and limited moratorium on development within the Design Multiple Residence (DMR) and Pleasant Valley Resident Agriculture (PVRA) zones. Gina DeVivo Brassaw Second. Motion passed unanimously.
  - iv. Sheila Amdur encouraged committee members to attend the PZC meeting February 21<sup>st</sup>, 2023 to speak to the above discussion.
- ### b. Priorities for allocating funds from Trust Fund
- i. Committee had a lengthy discussion around these priorities and what data is needed to determine the needs assessment of the community.
  - ii. Kylee Dostie and Sheila Amdur have been working on this. In addition, Sheila will be reaching out to the Housing Authority, Juniper Hill as well as surrounding nonprofit agencies. It was suggested the Housing Authority be invited to the next meeting as a speaker.
  - iii. Gina DeVivo Brassaw suggested the committee read the Affordable Housing Plan and have the plan added to the next agenda for discussion.
- ### c. FY 2024 Budget
- i. Jennifer Kaufman stated that the \$1.7 million fee in lieu payment obtained as a result of the Standard at Four Corners may not be able to be used until the development has been complete. For this reason, as part of the Planning Departments Capitol budget she has requested that the Town

make a contribution of \$100,000 to Affordable Housing Trust fund each year for five years.

**d. Committee Vacancy**

- i.** April Morin has resigned from committee.
- ii.** Jennifer Kaufman explained Committee on Committees has change their charge and wants committees an endorsement and/or the candidate should been introduced to the group. Then the candidate needs to submit an application online for the opening.
- iii.** Paul Stern voiced his interest in becoming a member. He stated he owns a bed and breakfast in town, is a landlord, a part-time professional journalist as well as being well versed in politics. He believes affordable housing is a critical issue in Mansfield and does not want all the housing to become overpriced student housing. He also applied when the committee was first formed but due to traveling conflicts could not make the initial interview.

**6. Communication**

No other communication

**7. Future Meetings**

March 7<sup>th</sup>, 2023

**8. Adjournment**

Motion to adjourned meeting at 6:29 pm.

Minutes respectfully submitted by Dorothy Del Valle, Community Assistance Coordinator

Table: ACSDT5Y2021.B19037

Total Households:	6482				
Householder under 25 years:	2,070				
0 to \$14999	1053				
\$15,000 to \$29,999	716				
\$30,000 to \$59,999	199				
\$60,000 or more	102				
Householder 25 to 44 years:	1,366				
0 to \$14999	93				
\$15,000 to \$29,999	275				
\$30,000 to \$59,999	315				
\$60,000 to \$99,999	155				
\$100,000 to \$199,999	422				
\$200,000 or more	106				
Householder 45 to 64 years:	1,526				
0 to \$14999	38				
\$15,000 to \$29,999	177				
\$30,000 to \$59,999	198				
\$60,000 to \$99,999	241				
\$100,000 to \$199,999	545				
\$200,000 or more	327				
Householder 65 years and over:	1,520				
0 to \$14999	140				
\$15,000 to \$29,999	201				
\$30,000 to \$59,999	286				
\$60,000 to \$99,999	222				
\$100,000 to \$199,999	454				
\$200,000 or more	217				
Median Income Levels	Mansfield		Tolland County		<i>With under 25* included</i>
100% of MI	\$45,388		\$78,890		# of Households    % of Households



Table: ACSDT5Y2021.B19037

80% of MI	\$36,310		\$63,112		2940	45%
60% of MI	\$27,233		\$47,340		2693	42%
At or below 50% of MI	\$22,694		\$39,445		2219	34%
					*According to 2020 census data, 96.2% of the population is living in poverty and since we are specifically targeting no one to live in poverty, we will eliminate them for the most accurate data.	
Poverty percentage	26.4%		14.2%			



Table: ACSDT5Y2021.B19037

1117	17%
924	14%
690	11%
of residents under 25 are enrolled in school, non-student residents, I have chosen to data points	

### Prioritizing any money allocated for their housing fund

- Fairfield - The Town of Fairfield has established a dedicated Housing Trust Fund to help preserve, create and/or expand affordable housing opportunities within the Town of Fairfield. Funds may be used for a variety of purposes including property acquisition, pre-development and construction costs. Allocations from the Fund are subject to the review and approval of the Affordable Housing Committee and the Board of Selectmen
  - Project funding is dependent on eligibility and available funding, but awards are expected to range between \$10,000 and \$100,000. Funding assistance is typically structured as a loan, but may convert to grants in certain situations.
  - The Housing Trust Fund was established by ordinance in March of 2018. As of December 31, 2022, the Housing Trust Fund had a balance of \$795,602, excluding funds set aside for the purchase of #376 Quincy Street, which is in foreclosure. Miscellaneous costs include refunds of security deposits as well as utility charges
- Stamford - Increase the scale of the City's Affordable Housing Trust Fund (AHTF) and leverage state resources to make long-term investments in both preserving and building new, high quality affordable housing. Stamford should strive to dedicate at least \$35 per capita to bring the City in line with cities that are effectively deploying funds to impact housing needs. Stamford currently dedicates \$7 per capita.

### Sources of funding

- Use of fee-in-lieu payments
- Commercial linkage fees
  - A percentage of the building permit fees for commercial development
- Inclusionary zoning fee
  - 0.005% on new construction and building additions (equivalent to \$5 per \$1000)
- Donations (Greenwich)

## OBJECTIVES AND STRATEGIES

This section includes the objectives and strategies that the Town of Mansfield can implement to further affordable housing in a manner that aligns with community values. The objectives and strategies were developed by the Ad Hoc Committee on Affordable and Workforce Housing and were informed by the data-driven Needs Assessment as well as feedback received during the public outreach process.

### 1. Strengthen the Town's capacity to further Affordable Housing

Implementation of the recommendations of this Plan will require resources and an additional level of government and staff oversight.

*Measures of Effectiveness:*

- *Number of housing committee meetings held annually*
- *Annual budget for Affordable Housing Plan implementation*

**Strategies:**

- 1.1 **Establish a Permanent Housing Committee** – The Town ordinances should be modified to establish a permanent Housing Committee. This Committee can help oversee the implementation of this Plan as well as future updates. The Housing Committee can also serve in an advisory capacity to other boards and commissions and provide recommendations to the Town Council on the use of Housing Trust Funds (see Objective 2).
- 1.2 **Provide adequate staffing and skill sets to administer affordable housing programs** – The initiatives in this Plan will require additional administration and oversight from staff. The Town should evaluate its staffing to ensure that it has the appropriate staffing levels to properly oversee and administer the affordable housing initiatives outlined in this Plan. In addition, the Town may require additional staff expertise in housing program administration, finance, and real estate to effectively administer the programs outlined in this Plan.
- 1.3 **Provide Affordable Housing Training to staff and members of land use boards**  
State statutes pertaining to affordable housing are likely to change over the coming years. Providing regular training to staff and members of land use boards and commissions will ensure that they are educated on statutory requirements and understand affordable housing best practices as they evolve.
- 1.4 **Amend the Plan of Conservation and Development to include the Affordable Housing Plan** The Planning and Zoning Commission should amend the Plan of Conservation and Development (POCD) to include the Affordable Housing Plan so that it can be referenced as part of future land use and zoning decisions. The Town of

Mansfield will update its POCD in 2025. Since Affordable Housing Plans are required to be updated every five years, it is recommended that the next Affordable Housing Plan be updated concurrent with the POCD update and included in the POCD.

2. **Establish a Housing Trust Fund** – Pursuant to CGS § 7-148(c)(2)(K), municipalities can establish a special fund to provide affordable housing.

*Measures of Effectiveness:*

- *Number of new deed restricted units created*
- *Number of affordable housing units rehabilitated*

**Strategies:**

- 2.1 **Establish a Housing Trust Fund** – The Town Council should modify town ordinances to establish a Housing Trust Fund. Most municipalities require that expenditures from the fund be overseen by the legislative body, with staff and a Housing Committee (if established) playing an advisory role. See Appendix C for a model Housing Trust Fund ordinance.
- 2.2 **Focus on Deed-Restricted Units** – The Housing Trust Fund should prioritize expenditures that support the creation of deed-restricted units that meet the statutory definition of affordable housing as defined in CGS 8-30g. Deed restrictions are an effective tool to ensure that any affordable housing units that are created are reserved for Mansfield’s eligible workers and full-time residents. Only income-eligible households can live in a deed-restricted unit. Any type of housing can be deed restricted, including both owner-occupied and renter-occupied units. A deed-restriction is recorded in a property’s land record, meaning that affordability restrictions must remain in place, even if the property is sold. The Town would need to invest in program administration and staff oversight to ensure that deed-restricted units are compliant with affordability requirements.
- 2.3 **Prioritize Housing Trust Fund Expenditures** – The Town Council, in partnership with the staff and the Housing Committee, should establish funding priorities and programs for the Housing Trust Fund. Income limits (such as households making less than 60% or 80% of AMI) should be established for each program. Funds can be spent in a range of ways that meet Mansfield’s affordable housing goals. Potential programs and priorities include, but are not limited to:
  - Purchasing land to support future affordable housing development

- Establishing a Cooperative Homeownership Program (See Appendix C for a model ordinance).
- Providing down payment assistance to income-eligible homeowners.
- Providing funds to the Mansfield Housing Authority in support of new unit creation.
- Providing gap financing (through grants or a revolving loan program) to non-profit housing developers for the creation of new affordable housing units.
- Providing funding for maintenance, repair, and rehabilitation of existing affordable housing units.
- Establishing a neighborhood stabilization program that pays for the rehabilitation of owner-occupied homes in exchange for putting a deed restriction on that home.
- Providing funding for the creation of accessible affordable housing units that support persons with disabilities
- Purchasing deed restrictions for existing naturally occurring affordable housing units. These units would then be protected for a period of at least forty years.
- Conducting investigations, appraisals, and other due diligence in support of affordable housing.
- Providing funds for affordable housing program administration and oversight.
- Offering tax credits to property owners in exchange for deed restrictions.

#### **Cooperative Homeownership Program**

Cooperative homeownership programs are a partnership between a Town and an income-eligible household. The Town pays for the cost of the land and retains ownership of the land while the homeowner pays the mortgage for the house only, and after a certain period of time, monthly fees on the land. This lowers overall housing costs for the homeowner by eliminating the cost of land from the purchase price. Deed restrictions are placed on the property, ensuring that if the home is sold, it is only sold to another income-eligible family.

### **3. Evaluate Funding Mechanisms for the Housing Trust Fund**

Housing Trust Funds are an effective tool, so long as they have ample revenue to help the Town achieve meaningful progress towards its affordable housing objectives. The current Zoning Regulations use fees-in-lieu as the primary funding mechanism for the Housing Trust Fund, when established.

#### *Measures of Effectiveness:*

- *Annual payments into the Housing Trust Fund*
- *Annual expenditures from the Housing Trust Fund*

**Strategies:**

- 3.1 **Modify Current Inclusionary Zoning Requirements** - Currently the Zoning Regulations require a set-aside of 10% of units as Affordable Housing Units (affordable to those making less than 80% of AMI) for any residential development with more than five units. The Planning and Zoning Commission (PZC) should consider increasing this set-aside to 12%, which will allow the Town to make faster progress towards the State's 10% affordable housing goal, without being too onerous on private developers. The PZC should also consider lowering set-aside requirement for developments that include Low Income Units (affordable to those making less than 60% of AMI) or for developments that preserve units as affordable in perpetuity.
- 3.2 **Evaluate the Use of Inclusionary Zoning Fees** – Inclusionary zoning fees would serve as an alternative funding mechanism for the Housing Trust Fund that is less tied to the local housing market. An inclusionary zoning fee would charge a small fee (such as 0.5% or 1% of construction value) on all new construction and substantial additions. This fee would go into the Housing Trust Fund. Projects that meet the Town's inclusionary zoning set-aside requirements should be exempt from paying the inclusionary zoning fee. (See Appendix C for an Inclusionary Zoning Fee Model Ordinance). If an inclusionary zoning fee is adopted, an equivalent reduction in fees-in-lieu should be considered.
4. **Enable “Middle Housing” through changes to the zoning regulations**  
Middle housing includes small-lot single-family homes, duplexes, triplexes, townhomes, and small multi-family or mixed-use buildings with up to 5 units. Many communities lack this type of housing, which puts additional pressure on the naturally occurring affordable housing stock. Mansfield should modify its zoning regulations to better enable this type of development, while utilizing deed restrictions to ensure that this housing serves the resident population and the workforce, not students.

*Measures of Effectiveness:*

- *Number of Middle Housing Units created*

**Strategies:**

- 4.1 **Create a “Middle Housing Floating Zone”** – Creating a floating zone would give the Planning and Zoning Commission discretion in enabling middle housing in appropriate properties, in accordance with the Plan of Conservation and Development. Areas in Mansfield where this zone may be appropriate include Downtown Storrs, Four Corners, Southern Mansfield, Perkins Corner, and Mansfield Depot. Once this zone has been mapped, small-lot single family homes, duplexes,

triplexes, townhomes, and small multi-family or mixed-use developments with 5 or fewer units should be permitted with zoning permit approval.

- 4.2 **Use deed restrictions to create Workforce Units** – Middle housing typically costs less than large lot single-family housing due to its smaller lot and unit sizes. New units in the Middle Housing Floating Zone should be deed restricted as “Workforce Units” for households making less than 120% of AMI. This ensures that the units will serve the needs of the resident population and workforce. Density bonuses should be allowed for developments that include units affordable to households making less than 80% of AMI.

## MEMO

**To:** Affordable Housing Committee  
**From:** Jennifer Kaufman, AICP, Director  
**Date:** March 1, 2023  
**Subject:** Planning Department Update

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The following is news and updates from the Planning and Development Department.

- New Environmental Planner- Michael Stankov was hired as the Town's new Environmental Planner. Michael holds a BS in Ecology and Evolutionary Biology and a MS in Conservation Biology from the University of Connecticut. Most recently, he served as the Inland Wetlands Agent and the Zoning Enforcement Officer for the Town of Winchester, CT.
- Northwest Mansfield Vision and Strategy Plan-Proposals are due on 2/27 for the proposals for the Northwest Mansfield Vision and Strategy Plan. Staff will be conducting interviews and hope to have a consultant onboard by mid-March. A copy of the Request for Proposals (RFP) including the project scope can be downloaded at this [link](#).
- Development Activity: Staff continues to update the [Development Activity](#) portion of the Planning and Development website with information on pending applications.
- Recent PZC Decisions: At the February 21, 2023 meeting, the PZC took the following actions:
  - **Approved** PZC Initiated Amendments to Article 10, Section W related to affordable housing (PZC File 907-54). Effective March 13, 2023, the affordable housing unit set aside requirement for all new residential development of five or more units will be increased from 10% to 15%. While there are alternative means of meeting the regulations such as a paying a fee in lieu of designating on-site affordable units or converting market-rate units to income-restricted units, the PZC has been clear that developers should make every effort to set aside affordable units as part of the approved development. Affordable units must be deed restricted for a period of at least 40 years in order to count towards the state's goal of having 10% of all units designated as affordable.

An affordable housing unit is defined in the Regulations as a unit affordable to households with incomes at or below 80% of the Area Median Income (AMI). The State defines Affordable Housing as housing that costs 30% or less of household income for households making less than 80% of state or Area Median Income (AMI), whichever is lower. As of 2020, a family of four making less than \$78,500 per year or an individual making less than \$54,950 per year could qualify for affordable housing in Mansfield.



- **Approved** the amendment to Article 3 Section A to enact a temporary and limited moratorium on development within the Design Multiple Residence (DMR) and Pleasant Valley Residence Agriculture (PVRA) zones (PZC File 907-55). The Planning and Zoning Commission has identified that the current structure of Design Multiple Family (DMR) and Pleasant Valley Residence Agriculture (PVRA) zones needs improvement.

The Design Multiple Family (DMR) Zone is a floating zone. The uses permitted in this zone are outlined in Article 7, Section I and include but are not limited to one, two, and multi-family dwellings. Currently, there are 8 parcels zoned DMR but the zone can be applied to parcels over 5 acres with 300 feet of frontage and to those that can be served by public water and sewer infrastructure. Parcels must be located on arterial or collector roads (see attached map). The concurrent submission of a special permit application for the proposed development of the subject property is necessary for the Commission to receive a petition to re-zone a property to DMR.

The Pleasant Valley Residence Agriculture (PVRA) zone applies to two parcels in southern Mansfield. The uses permitted in this zone are listed in Article 7, Section K.3 and include but are not limited to multi-family, single-family, and two-family dwellings and a variety of retail and commercial agriculture. Because of the agricultural nature of this zone, and the access to public water and sewer, medium to high-density multifamily housing is permitted in this area with special provisions designed to preserve areas of agricultural land.

Mansfield is undergoing a comprehensive regulation review which includes the potential reduction or combination of zones, and the evaluation of how to best encourage and support appropriate middle housing. A temporary and limited moratorium specific to the DMR and PVRA zones to allow this evaluation to take place. The moratorium will go into effect on March 13, 2023 and run for a period of 9 months.

- **Denied** the application of BPOZ Storrs, LLC (PZC File 1377) to rezone approximately 22.9 acres of land located west of a property addressed as 9 Timber Drive and east of a property addressed as 1768 Storrs Road from Planned Office 1 (PO-1) and Residence- 90 (R-90) to Mixed-use Center Transitional District (MC-T). After a long discussion, the Commission determined that the applicant failed to provide a sufficient reason to amend or change the previously approved zoning map.

### WAITING LISTS AT JUNIPER VILLAGE

I spoke with Susan Lamica, property manager at Juniper Village, about the waiting lists for their different types of units. Waiting time for the top person on the list has been 2-4 years. Juniper Village was built in the 1970s Or 80s, as a low to moderate income senior housing development, in which occupants pay 30% of their income. Top gross income limit for one person is \$62,600: for two persons, \$71, 550.

Their detached units are one bedroom, 600 sq ft cottages. Total of 36 cottages—57 on waiting list\*

In the main building, which has assisted living available, the waiting lists are as follows:

- One Bedroom—59
- Two bedrooms—no waiting list (they are not sure why, but obviously less demand)
- Assisted living units—20
- Adaptive/Handicapped units—36

\*Note that there is about 1/3 duplication of the people who are on the waiting list for the cottages with those on the waiting list for the main building.