

LOCAL INITIATIVE PROGRAM: WINCHESTER

January 2021

PROCESS OVERVIEW

Once a developer approaches the town with a concept for a specific site, the Select Board, with input from Staff and pertinent Board/Committee representatives, should make a decision on whether a “friendly” 40B should be pursued in good faith.

1. Public Meeting #1

High level conceptual designs should be shared with the Public to determine the willingness of the neighborhood to move forward with a “friendly” 40B.

2. Initial call with Dept of Housing and Community Development (DHCD)

Expectations for the process, contribution, and timeline are discussed.

TOWN'S CONTRIBUTION POLICY

The Town is willing to pay for 50% or up to \$10,000 for each of 3 outside consultants. Funding levels are at the discretion of the Select Board with input from Staff. Additionally, the Town is willing to waive the building permit fees associated with all of the Affordable Units.

3. Design Review consultant hired by the Town to work with the Applicant

An outside consultant is hired to work with the Applicant to address design/circulation issues based on public and Staff feedback.

4. LIP Application with DHCD, co-signed by Chief Elected Officer of the Town

1. Documentation of developer's interest in the site (ownership, option, purchase, etc.)

2. Description of current site conditions
3. Site Plan-Lot lines, street, existing buildings, proposed building footprints, parking (auto and bicycle) and general dimensions, zoning dimensional restrictions, wetlands, contours, ledge, and other environmental constraints, identification of affordable units, sidewalks and recreation paths, site improvements including landscaping, floodplain (if applicable)
4. Drawings: one set
5. Utilities plan-existing and proposed locations and types of sewage, water, drainage facilities, and graphic depiction of: typical building plan, typical unit plan for each unit type with square footage tabulation, typical unit plan for each accessible unit type with square footage tabulation, elevations, sections, perspectives or photographs, typical wall section,
6. Sample floor plans of the proposed units, units identified by size, type, location and proposed cost
7. A financial pro forma of the project

5. Public Meeting #2

1. This meeting will focus on the merits of the Application as the Town is a co-applicant.
2. Changes to the application would be the result of feedback from this meeting.

Outside consultants for Traffic/Stormwater/ Water & Sewer are hired to do peer review if applicable at the outset of the first Public Hearing for the Comprehensive Permit

6. LIP Application Submittal

1. LIP staff review the application and conduct a site visit with representatives from the development team and the municipality

2. If the proposed project is approved, DHCD will issue a site eligibility letter
3. With the Project Eligibility Letter in hand, the developer can present a formal application for a Comprehensive Permit to the ZBA. (Note that the Comprehensive Permit is an agreement between the Town and the Developer.)

7. Comprehensive Permit Application with the Winchester Zoning Board of Appeals (ZBA)

1. Project must have the written support of the Town Manager/Chair of the Select Board and must co-sign the application with the developer.
2. Outside consultants for Traffic/Stormwater/ Water & Sewer or other necessary consultants are hired to do peer review if applicable at the outset of the first Public Hearing for the Comprehensive Permit

8. Regulatory Agreement

1. Once the Comprehensive has been issued by the ZBA and recorded by the developer, the developer and municipality complete and execute the Regulatory Agreement. DHCD signs the Regulatory Agreement after the municipality and developer. The Regulatory Agreement is to memorialize the rights and responsibilities of the parties, including the provisions that qualify a Developer as a limited dividend entity under c. 40B, if applicable. The Regulatory Agreement also provides for monitoring of the project throughout the term of affordability.