



Tompkins County
DEPARTMENT OF PLANNING AND SUSTAINABILITY

121 East Court Street
Ithaca, New York 14850

Katherine Borgella, AICP
Commissioner of Planning and Sustainability

Telephone (607) 274-5560
www.tompkinscountyny.gov/planning

TO: Housing and Economic Development Committee
FROM: David West, Senior Planner
DATE: October 11, 2019
RE: Round C 2019 Municipal Housing Affordability Grant Program

Action Requested

The Committee is asked to adopt a resolution approving or denying the application for \$10,000 for a review of zoning and subdivision ordinances as well as of site plan review procedures in order to identify changes needed to better support development in the Danby Hamlet area.

Background

The Tompkins County Legislature authorized the creation of the Municipal Housing Affordability Grant Program in the Department of Planning and Sustainability's 2019 budget to support municipal actions that further housing affordability goals, as described in the Program Guidelines.

The Department of Planning and Sustainability received one application in the third round of this grant program. An application from the Town of Danby requests \$10,000 to fund hiring a consultant team to review zoning and subdivision ordinances as well as site plan review procedures to ensure flexibility for contemporary trends in business while ensuring compatibility with neighborhood character and the environment. Consultant will suggest zoning changes and support a collaborative resident and business-led adaptive process for Septic Oriented Development that will provide locally-buildable, affordable housing diversity. The Department of Planning and Sustainability reviewed the application and found it to be complete.

The Department of Planning and Sustainability requests that the Housing and Economic Development Committee review the application and the Program Guidelines and determine whether or not to fund the Town of Lansing's application. Although a draft resolution approving the award has been provided for the Committee's convenience, it is intended as a starting point which may be modified based on the Committee's recommendation to the full Legislature.

Financial Impact

The funding for this program has been provided in the 2019 Budget using roll-over funds in the Department of Planning and Sustainability's budget. The program was allocated \$45,000, and to date \$15,000 has been committed. If \$10,000 is committed to the Town of Danby, \$20,000 will remain.

Enclosures

Municipal Housing Affordability Matching Fund Guidelines
Town of Danby Municipal Housing Affordability Grant application dated October 11, 2019
Resolution No. __: Resolution to Consider Applications For Funding From The Municipal Housing Affordability Grant Program For Round-C 2019

Contact

David West at 607-274-5560 or dwest@tompkins-co.org.

MUNICIPAL HOUSING AFFORDABILITY MATCHING FUND

2019 Program Guidelines

The Tompkins County 2019 Annual Budget includes \$45,000 to support municipalities working to address the community's housing shortage. In particular, this program is intended to:

- Increase the number of municipalities applying for state or federal funding related to housing affordability including Community Development Block Grants (CDBG), HOME, and New York State Consolidated Funding Applications (CFA), and to increase the success of these applications.
- Increase the amount of housing that is available and affordable for Tompkins County residents.
- Increase the development of housing in Tompkins County locations with low transportation costs, and access to existing infrastructure and amenities.
- Improve and maintain the affordability of existing housing.

Applicant and Project Eligibility

The proposed project must meet all of the following minimum requirements:

- Only municipal governments are eligible to apply for these funds
- The project must support housing affordability
- The County cost will be no more than 90% of the total project cost
- Projects must have a reasonable expected completion date within 9 months of award date.
- Projects may request no more than \$10,000 in county funds.
- The project must be one of the following 4 project types:
 1. Hiring consultants or staff to write and/or administer grants
 2. Hiring consultants or staff to improve zoning
 3. Infrastructure studies
 4. Infrastructure improvements

Project Priority Criteria

The proposed project must substantially address at least two of the objectives in each of the following three categories:

- Impact on Housing Affordability
 - Ability to complete project in less than 9 months
 - Address housing shortage for underserved market segments
 - Increase neighborhood diversity (unit types, price points, underserved groups)
 - Increase supply of affordable housing
- Supports Tompkins County and Local Comprehensive Plan
 - In or near a Development Focus Area
 - Compatible with Municipality's Comprehensive Plan
 - County or Locally adopted Energy Goals
- Local Match and Support
 - Cash or In-Kind match of no less than 10%
 - Support from Planning Board, elected body, Town Supervisor or Mayor

Process

Project proposals will be accepted by the Tompkins County Department of Planning and Sustainability on an on-going basis. Project proposals will be reviewed March 11th and May 6th. Projects that propose using ≤ \$5,000 of County funds will be reviewed by Department of Planning and Sustainability Staff based on the Project Eligibility and Project Priority Criteria. The Commissioner of Planning and Sustainability will be authorized to approve applications for ≤ \$5,000 that clearly meet the letter and intent of the program. Projects applying for more than \$5,000 will be brought to the relevant committee of the Tompkins County Legislature and then to the full Legislature for approval.

CONTACT: David West, Senior Planner, dwest@tompkins-co.org. 607-247-5560



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Application # 46228

Status Summary

General

Application #:	46228
Application Type:	Application
Application Status:	Review
Application Status Last Updated:	10/11/2019 2:58:13 pm
Amount Requested:	\$10,000 (USD)
Cycle Requested:	CycleC2019
Received Date/Method:	10/11/2019 2:58:13 pm CDT via Web

Applicant

Applicant Name:	Jim Holahan
Applicant Email:	jholahan@townofdanbyny.org

Grantmaker

Grantmaker Program:	Municipal Housing Affordability Grant Application
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Grantmaker Program Contact

Full Name:	David West
Organization Name:	Tompkins County Department of Planning and Sustainability
Address 1:	121 East Court Street
City:	Ithaca
State:	NY
ZIP/Postal Code:	14850
Country:	United States
Organization Phone:	(607) 274-5560
Web:	http://tompkinscountyny.gov/planning
Email:	dwest@tompkins-co.org

Form

Form ID:	1699
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Process

Application Type:	Application
Evaluation Process:	1 step
Grantmaker Program Type:	Grant

QR Code

Scan this [QR \(Quick Response\)](#) code with a scanner on your phone or tablet to jump directly to this application.

QR Code:	
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CONTACT: David West, Senior Planner, dwest@tomkins-co.org. 607-247-5560

Download Guidelines Below

Type		Name	Size	Updated
Application Document 1		HsgAffordGrantProgramGuidelines_1-23-19.pdf	187,152	1/25/2019 11:32:06 am
Notes				



Contact Information

Primary Contact Information

First name*: (Max. Characters: 20)	Jim
Last name*: (Max. Characters: 30)	Holahan
Email*: (Max. Characters: 300)	jholahan@townofdanbyny.org
Phone number*: (Max. Characters: 20)	607-227-6747
Municipal address street 1*: (Max. Characters: 50)	1830 Danby Road
Municipal address 2: (Max. Characters: 50)	
Municipal address city*: (Max. Characters: 50)	Ithaca
Municipal address state*:	New York
Municipal ZIP code*: (Max. Characters: 300)	14850
Municipality*:	T. Danby
Amount Requested*: (Max. Characters: 10)	<i>Proposals that would use ≤ \$5,000 of county funds will be reviewed by Department of Planning and Sustainability Staff based on the Eligibility and Evaluation Criteria, \$5-10k projects require Legislature review and approval</i> \$10,000 USD



Project Information

<p>Project Category*:</p>	<p>Select all that apply</p> <p>2. Hiring consultants or staff to improve housing affordability aspects of current zoning or other land use regulations</p>
<p>Project Location*: (Max. Characters: 1000)</p>	<p>Tax Parcel Number or written description (include details such as closest cross streets, landmarks, or other identifying features). Attach a map, if available, on the Documents page. If not site specific, please indicate that.</p> <p>Town of Danby Hamlet, along State Highway 96B/Danby Road, intersecting approximately with Michigan Hollow Road to the south and just north of East Miller Road to the north, comprising the historic and commercial core of the Town of Danby. This corridor is also mostly within the high-density residential zone.</p>
<p>Describe Project *: (Max. Characters: 1000)</p>	<p>Hire a consultant to review zoning and subdivision ordinances as well as site plan review procedures to ensure flexibility for contemporary trends in business while ensuring compatibility with neighborhood character and the environment. Consultant will suggest zoning changes and support a collaborative resident and business-led adaptive process for Septic Oriented Development that will provide locally-buildable, affordable housing diversity.</p>
<p>Improve Affordability*: (Max. Characters: 1000)</p>	<p>Describe how the project may improve the affordability of new and/or existing housing</p> <p>Higher densities enable reduced development and construction costs, which can result in more affordable housing. Shared water and wastewater systems are needed to make higher density possible and to create the context within which more affordable housing may be constructed.</p>
<p>Improve Condition*: (Max. Characters: 1000)</p>	<p>Describe how/if the project may improve the condition and quality of existing housing, especially addressing health, safety, and energy use issues</p> <p>Existing housing in the vicinity of the town hall is historically significant Greek Revival dwellings which, however, are in only fair condition and not energy-efficient. If they can be redeveloped as part of a new residential cluster, their quality of construction, architectural integrity, and energy efficiency can all be upgraded.</p>
<p>Development Focus Area*: (Max. Characters: 300)</p>	<p>Is the project located in or near a Development Focus Area? See map</p> <p>The Danby hamlet is a county development focus area. It was a historically a high-density node. Its traditional layout can be re-densified. Redevelopment provides an opportunity to align the spatial realities of septic system engineering with compact, walkable urban design and new housing choices.</p>
<p>Comprehensive Plan*: (Max. Characters: 1000)</p>	<p>Describe how/if the project implements a local Comprehensive plan</p> <p>The Danby Comprehensive Plan envisions development being focused in the traditional hamlets, with development in the outlying parts of the town being discouraged. Hamlet density in new neighborhoods adjacent to or as infill within the traditional population centers is key to implementing the vision. The project will: review zoning and subdivision ordinances as well as site plan review procedures to ensure flexibility for contemporary trends in business and higher density residential options while ensuring compatibility with neighborhood character and the environment.</p>
<p>Policies*: (Max. Characters: 1000)</p>	<p>Describe how/if the project supports policies of the County Comprehensive Plan and/or implements the Housing Strategy</p>



	<p>The project is consistent with the County Comprehensive Plan's Housing Strategy to..</p> <ul style="list-style-type: none"> • Encourage a variety of housing options in development focus areas. • Support new development of housing where total costs, including utility and transportation expenses, are affordable to households with a range of incomes. • Consider different building types and possible configurations that may offer new housing choices within local construction costs and market demand. • Promote energy efficient housing. • Provide housing options for an aging population and potentially other affordability segments. • Maintain an adequate supply of housing for people requiring supportive services. • Improve the existing housing stock. 										
<p>Local Commitment*: (Max. Characters: 1000)</p>	<p>Describe the local commitment to this project including any cash or in-kind match and how you will keep the project on schedule and on budget (NOTE: 10% minimum match required, a larger match will be more competitive)</p> <p>The Town of Danby has committed to matching at a 10% level the grant in money or in-kind services (see attached town board authorizing resolution). Additionally, numerous residents have indicated they would be willing to volunteer several hours each supporting the implementation of the grant. This includes town board and planning board members as well.</p>										
<p>Project Timeline*: (Max. Characters: 1000)</p>	<p>Describe monthly targets and activities that will be accomplished to demonstrate project completion within nine (9) months of contract execution.</p> <p>Monthly Targets Month 1:Draft and Issue RFP Month 2:Hire consultant 3-7:Consultant research, report research and writing 7-8:Draft to Board, questions, discussion 8-9:Final report presentation</p> <p>Consultant Activities Establish an adaptive, working plan for aligning gov't regulation, policies and practices. Account for the spatial requirements of septic layout, local site conditions and potential development types. Compare development types with affordable housing market segment demand data to diversify supply in compact, walkable format (Target: draft feasible pro formas). Identify and address needed alignment among zoning and other (e.g wastewater) regulations. Outline a land use mechanism(s) to accommodate a mix of uses and diversified residential options. (Target: Town Planner concurrence on zoning). Detail zoning regulatory language. (Target: draft for discussion). Incorporate feedback into revised draft & submit for zoning and any other needed approvals</p>										
<p>State Environmental Quality Review*:</p>	<p>Is this project subject to State Environmental Quality Review (SEQR)?</p> <p>No</p>										
	<p>If so, attach relevant documentation (EAF Part 1 and Parts 2 & 3 if available) on the Documents page.</p>										
<p>Budget Details:</p>	<p>NOTE: Funding requested cannot exceed \$10,000</p>										
<p>Table 1:</p>	<table border="1"> <thead> <tr> <th>Description</th> <th>Cost/unit</th> <th>Number of units</th> <th>Total cost</th> <th>Funding requested</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Description	Cost/unit	Number of units	Total cost	Funding requested					
Description	Cost/unit	Number of units	Total cost	Funding requested							



Consultant Service			\$11,000+	\$10,000

Table 2:

Staff title	Hourly rate	Number of hours	Total cost	Funding requested



Documents

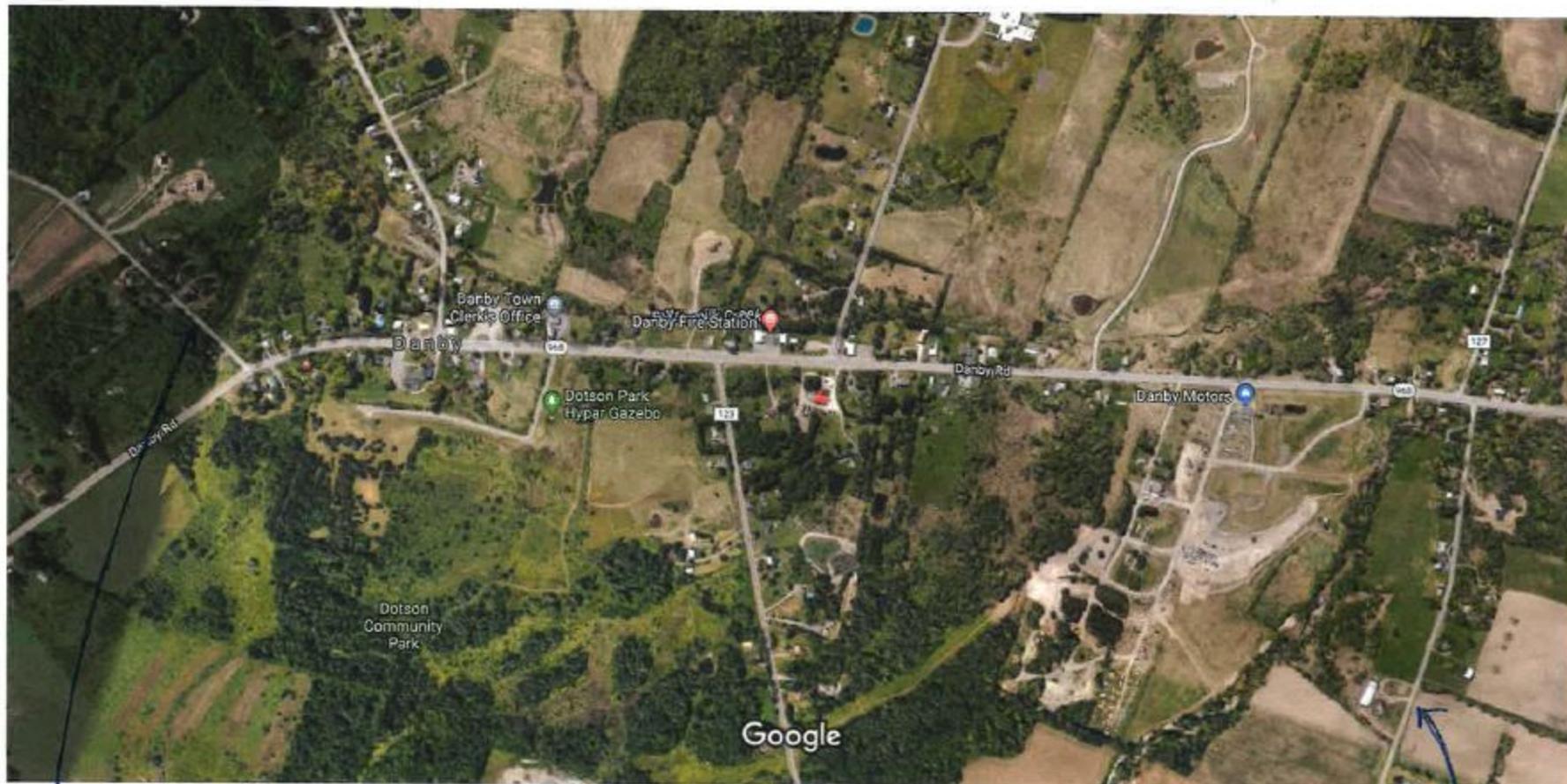
Upload Documents Below

Please upload the following documents:

1. Project location map if available.
2. SEQR documentation (EAF Part 1 and Parts 2 & 3 if available).
3. Documentation of municipal support – please attach a resolution from the elected board or a letter of support from the supervisor/mayor.

(Tip: If your municipality requires board approval to accept funding or to execute a contract, consider adding that language into this resolution to expedite the contract process.)

Type		Name	Size	Updated
Project location map		Map of Hamlet of Danby, NY.JPG	117,373	10/11/2019 2:32:06 pm
Notes Hamlet of Danby Route 9B between Miller Road and Michigan Hollow				
SEQR documentation				
Notes				
Documentation of municipal support *		Signed MHAGrant letter.pdf	43,635	10/11/2019 2:34:54 pm
Notes Copy of Municipal support letter. Passed resolution also available.				



Imagery ©2019 Google, Imagery ©2019 CNES / Airbus, Maxar Technologies, New York GIS, USDA Farm Service Agency, Map data ©2019 500 ft

MICHIGAN HOLLOW

MILLER RD



TOWN OF DANBY - TOMPKINS COUNTY

1830 DANBY ROAD
ITHACA, NEW YORK 14850-9419

(607) 277-4788
Fax: (607) 277-0559

October 9, 2019

To: Tompkins County Department of Planning and Sustainability
121 East Court Street
Ithaca, New York 14850

Re: Tompkins County 2019 Municipal Grant Program Dear Committee Members:

The Town of Danby, New York, is submitting an application to be considered for the Municipality Housing Affordability Grant Program.

The Town Board is aware of the grant request and this is a Letter of Support as part of the grant application. The Town currently has the 10% in-kind and dollar match equivalent to \$1000 required to contribute towards the project that is detailed in the online application.

Please let us know if further information or clarification is required. We would like to express our appreciation for the opportunity to apply for this grant and engage the kind of professional services the Town needs to address the interconnected issues of increasing density and more affordable housing options in our historic hamlet.

With Best Regards,

A handwritten signature in black ink, appearing to read "Fredrich Dietrich". The signature is written over a horizontal line.

Fredrich Dietrich
Danby Town Supervisor

Cc: Town Board members; Jim Rundle, Chair Planning Board; Joel Gagnon, planning Board



Tax Information

IRS Report

An organizational EIN was not provided.