

PROTOCOL FOR REVIEW OF LIP PROJECTS

Preamble

The Local Initiative Program ("LIP") is a state housing program that was established to give cities and towns an incentive to provide affordable housing. It was intended to give local housing initiatives that did not require direct state or federal financial assistance recognition within the comprehensive permit process as developed by the Department of Housing and Community Development ("DHCD"). Projects undertaken through LIP must, as part of the application to DHCD, have the written endorsement of the Board of Selectmen as the "chief elected official" of the Town.

In a LIP project, the Town becomes a partner and proponent of the project. To assist the Board of Selectmen in deciding whether to enter into a partnership agreement with an applicant who has submitted a proposal for the development of affordable housing under the LIP, the Board of Selectmen has established the following review process:

Review Process

Upon notification by an applicant that it would like to propose an affordable housing project under the LIP program, the Board of Selectmen shall refer the applicant to the Affordable Housing Committee ("AHC"). The AHC shall have overall responsibility for a preliminary review of the project and shall, at the completion of its review, bring forward a recommendation for the Board of Selectmen's consideration. The intent of this preliminary review is assist the Board of Selectmen in deciding whether to enter into a Development Partnership Agreement with the applicant.

The applicant shall meet with the AHC to conduct a preliminary review of the project. The applicant is encouraged to meet with the AHC prior to finalizing the preliminary or concept design of the project to allow for early review of the project while its design is still flexible. To assist the AHC in its review, it shall have the authority to request that the applicant meet one time with the following entities in order to obtain their preliminary comments:

- a. Planning Board
- b. Conservation Commission
- c. Board of Health
- d. public safety officials (police and/or fire)
- e. any other Board, department or committee that the AHC believes would assist it in its review process.
- f. abutters

Prior to any such meeting, the AHC will send a letter to the particular entity requesting that it review the overall preliminary design and concept of the project and provide written comments to the AHC. The scope of review at these meetings is intended to be a review of the general preliminary design and concept of the project and is not intended to be viewed as a final approval of the project by any such entity.

The AHC will gather the comments of the various reviewing entities and shall meet and work with the applicant to develop a design concept. The preliminary design concept presented to the Board of Selectmen shall include a discussion of the following:

- a. impact of the project on the Town;
- b. public benefits of the project;
- c. number of affordable units included and a description of the deed restriction to be included;
- d. on-site design and engineering issues;
- e. the infrastructure necessary to support the project; and
- f. off-site improvements.

The AHC shall prepare an advisory written recommendation for submittal to the Board of Selectmen for its review and consideration. The Board of Selectmen shall then determine whether to enter into a partnership agreement with the applicant.

If the Board of Selectmen decide to participate as a partner in a LIP project and to endorse the project, the Board of Selectmen and the applicant shall enter into a written Development Partnership Agreement which shall thereafter govern the scope and development of the project.

No Waiver

This process in no way relieves the applicant, upon receiving a site eligibility letter, from then having to submit its application to the Zoning Board of Appeals ("ZBA") and to seek approval and all necessary permits for the project from the ZBA. This process also does not prohibit the ZBA from seeking its own comments from any entity, from undertaking its own review process, and from engaging its own consultants to assist it in its review process.