Shandaken Housing Smart Task Force Minutes - Feb 24, 2025

Attended by committee members Sara Bayer, Deb Dolan, Sophie Grant, Philip Mones and Vickie Starr

Guest: Kai Lord-Farmer, Senior Planner, Ulster County Planning Department

There were 3 members from the community also in attendance.

After introductions were made, Kai took the lead on this meeting, and the meeting was dedicated to discussing the Scope of Work we were about to embark on to create a Shandaken Housing Site Map.

In partnership with the Shandaken Housing Smart Task Force, the County will manage project tasks, deadlines, and deliverables to ensure completion on schedule and within budget.

PROPOSED PROJECT SCHEDULE

Mar 2025: Draft Housing Sites Inventory Development
Apr 2025: Final Housing Sites Inventory Completed
June 2025: Present Housing Sites Inventory to Town Board

SCOPE OF SERVICES

Task A – Develop Draft and Final Housing Sites Inventory
The Ulster County Planning Department will provide support services necessary for the completion of the project shall be as provided below:

The County, in collaboration with municipal staff and the Housing Smart Task Force, will conduct a housing sites inventory to identify vacant and underutilized non-vacant sites zoned for residential development within the Town of Shandaken's municipal boundaries. The County will lead development of the inventory using Geographic Information Systems (GIS) mapping software and/or previous data regarding vacant and underutilized non-vacant sites. The inventory process will also include a review and filtering out of identified parcels for any serious constraints to the site such as flood zones, steep slopes, and other possible constraints to development feasibility. Once the initial site inventory is complete, the County will apply general assumptions based on current zoning of the sites to calculate the total housing capacity available on vacant or underutilized sites. The sites inventory will also include a process to identify and prioritize (e.g., Tier 1, Tier 2) sites based on a set of development feasibility criteria that will be established during plan development. Development feasibility and prioritization criteria factors could include:

- Existing zoning and Undersized Lot constraints
- Compatibility with adjacent and nearby land use
- Environmental factors such as flooding, wetlands, sensitive habitat, and steep slops
- Presence of potential health hazards such as asbestos, lead-based paint, or

harmful substances left from prior uses of the site
- Proximity and accessibility to utilities and infrastructure (roads, sewer, water)
- Proximity and accessibility to opportunities and services such as schools, public transit, businesses, and parks
- Property ownership
- Applicable funding sources appropriate for site

Task A Deliverables and Assumptions
- Technical Memorandum #1: Results from Task A including a discussion of methodologies used as well as citations for all data sources and assumptions used.
- Database (GIS and Excel workbook) of sites inventory including all relevant data gathered for each parcel included in the inventory.
- This task assumes one round of consolidated comments on each technical memorandum from the project team to be addressed by the County.

Task B – Issue a Request for Concepts (RFC)
Upon completion of the Town's Housing Sites Inventory, the County will work with municipal staff, the Housing Committee, and Ulster County Planning Department staff to choose 1-3 of the top priority identified sites. Municipal staff, the Housing Committee, and Ulster County Planning Department will work with the current property owners of these sites to ensure there is buy in to sell the siters for the purpose of building affordable housing. These sites will then be used to issue a Requests for Concepts (RFC) to solicit interest from developers interested in working with Town and community co-design an affordable housing project.
The basic categories of information that should be included an R include:
- **Clear articulation of community goals for the project** – A narrative about why the municipality is seeking to develop this site and how it will advance community goals.
- **Description and location of the site** – A narrative description of the site and other relevant information and metrics including address, parcel ID, lot size, etc.
- **Terms of disposition of land** – Indicating whether it is a sale or lease.
- **Type of development** – The type of development that the municipality is seeking such as multifamily housing, duplex, mixed-use development, etc.
- **Conditions of development** – A description of required components of the proposed development, this could include things like affordability, design standards, the inclusion of commercial space, or amenities. These components can be categorized as either required or preferred.
- **Submission requirements** – Submission deadlines and required supporting documentation to be submitted by the applicant including references, qualifications, examples of past work, etc.
- **Evaluation criteria** – How the municipality will evaluate and compare submitted proposals.
- **Schedule/timeline** – The timeline for scheduled site visits, interviews, and project selection.

Housing Sites Inventory – Draft Site Data and Criteria

Site Characteristics
- Lot Size

- Lot Zoning
- Adjacent land uses and zoning
- Vacant or Existing Buildings

Suitability Characteristics
- Roads (access, type - state, county, local)
- Proximity to Public Transportation
- Proximity to schools
- Proximity to Utilities (Electric)

Environmental Characteristics
- 100 and 500-Year Floodplain
- Sensitive Habitats
- Steep Slopes
- Environmental Contamination

Ownership Characteristics
- Public Ownership
- Private or entity ownership opportunity
- Deed restrictions on property
- Tax arrears