

# Town of Lyons, IGA TASK FORCE - Data Collection Document

## Site Selection Criteria for Affordable Housing

<https://developers-guide.chfainfo.com/predevelopment>

**Source:** Colorado Affordable Housing Developer's Guide  
(Data Provided by Administrator Simonson, Exec Summary by D. Matthews)

### **Key Criteria Executive Summary:**

**Introduction / Overview** (by IGA Task Force Chair, D. Matthews): While the IGA is intended to focus on land use and identification of lands for potential future annexation, the Lyons 2024 Draft IGA has been crafted to include specific requirements for each land parcel that would be considered for annexation which include both housing density requirements (minimum and maximum density) as well as specific requirements for the % of affordable housing that must be included in order for that land to be considered for annexation.

**Lyons / Boulder County Approach:** At present, it appears, surprisingly, that no such consideration is being used by either the Lyons Board of Trustees or Town Planners nor that of the team in Boulder County based on the request for such criteria on behalf of this Task Force.

When seeking such site selection criteria on behalf of this Task Force in order to understand the consideration applied related to the properties included and the Affordable/Approachable Housing requirement for each parcel included in the Draft IGA review process, the following responses were received:

**Lyons:** *"The idea of choosing a property based on its appropriateness for affordable/attainable housing development was not a part of staff's methodology for choosing new parcels for proposed annexation. The parcels proposed to be added were chosen due to their location, continuity to Town limits, and requests from property owners (not developers)." (Lead Planner A. Bowen, 25-Jun-2024)*

**Boulder County:** *"I don't know of such a site selection criteria. I would imagine the criteria for developing affordable housing are very similar to that of market rate housing since the difference between the two is generally the type of financing. Available land with access to urban services is generally the starting place for any development. In the case of the properties added to the IGA as potential annexation areas, these were properties that town staff brought to the discussion as possibilities for the expansion of the town and my understanding is that these were areas adjacent to town, where services could potentially be extended, where property owners had expressed interest in annexation, where development could be feasible, etc. The level of detail I think you are looking for at this time regarding development potential simply has not been done and*

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generally would not be undertaken if there is not even the possibility that annexation could be requested as engineering, geotechnical studies, etc. are quite costly. The affordable housing elements are a layer on top of that intended to ensure that any development provides some diversity in housing. I did not see this as an exercise in finding locations for affordable housing rather considering where additional growth may be entertained and trying to ensure that if and when it does the community needs and benefits are achieved."

(Boulder County Leason, Hannah L. Hippely, AICP | Long Range Planning Division Manager, 27-June-2024)

**Considerations:** As outlined in the above reference [Colorado Affordable Housing Developer's Guide](#), not all locations are equally suitable for such affordable housing developments given the needs of the population that such development is intended to support. The guide goes into great detail on what makes one site more suitable than another.

Below is a summary of the key elements of that guide but **a full reading of the document is recommended** for anyone involved in such planning or decision making.

- **Affordable Housing:** definitions, targeting affordability (AMI calculations: 30, 50, 60, 80, 120 Percent. Extremely low-income, low-income, moderate-income, workforce.
- **Development Process Overview:** Develop concept, Feasibility Assessment, Securing Financing, Development, Post Development.
- **Housing Needs:** Income level, price points, disabilities, older adults, homeless, supply and demand mismatches, housing types, location). Need housing needs assessment.
  - Create a Development Model: What type and how much housing is needed. What are your housing affordability goals? What are your AMI's? Will your tenants buy, rent or rent to own?
- **Individual Stakeholders:** target population, neighborhood residents, community stakeholders. Engagement matters, transparency matters and engage the community/plan your approach
- **Site Selection:** Examine land and what meets goals developing affordable housing
  - **Physical & Environmental Factors:**

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**-Slope:** Change in Elevation. Most site-selection guidance rules out 10% grade or higher due to cost (moving soil, stormwater management infrastructure, etc.)

**-Drainage/Hydrology:** must be considered.

**-Soil:** Conditions must be considered.

**-Environmental Consideration:** Natural and Human made (flood, fire, wildlife, etc.)

**-Parcel Size & Shape:** How development fits and connects with its surroundings.

**-Existing Utilities & Infrastructure:** Access to existing utilities and infrastructure important for new housing construction, where site improvements to extend or add new/significant upgraded onsite infrastructure may be cost-prohibitive.

Capacity for additional hookups to existing infrastructure or utility lines.

- \* Water lines, Sewer lines, Trash service, Electric, Gas, Broadband, Transportation Access, frontage roads, road access.

**-Regulatory Factors:** Current Zoning, Type of projects (specific groups, do zoning classifications incentives for housing affordability, services, public benefits, requirement of affordable housing units to be provided as part of new development).

**-Location Factors:** Consider where the site is located. (accessibility standard/ADA)

**-Financial Factors:** Cost of site selection/property values. See document for more information.

**-Private land & Property Acquisition:** Off market acquisition, right of first refusal. See document for more information.

**-Community-serving land and property:** See document for more information.

**-Market Feasibility:** Market study on housing needs assessment, Housing Development Models, Team and Roles. Market study is used to build an understanding of how your development on the selected site will fit into the community and what demands will be met. A new market study will need to be completed specific to each new development. This shows the feasibility and whether it is likely to be successful. This is a key risk-

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management tool. Need development description, location analysis, comparability analysis, site analysis.

Key considerations-homeless, families, people with disabilities and special needs, single people, workforce, people with specific income levels. See document for more information regarding financing.

Make sure you understand developers costs and use your financial feasibility analysis results.

**-Accessibility Requirements:** Zoning, Location (will site support independence and is the location near services that would be used by residents like transportation access to job center and grocery stores), Infrastructure (does site have ADA-accessible infrastructure as in sidewalks, curb cuts, accessible pedestrian signals)

**-Financial Feasibility:** Back of the Envelope (BOE) calculations can provide rough and quick estimate of project cost and feasibility. See documentation for more information.

**-Design and Development Phasing:** A development doesn't always need to be completed all at once. Can be a step process. Green building, sustainability and health should be incorporated along with designing for people of all abilities. See document for more information.

**-Project Construction:** See document for more information.

**-Project Operations and Compliance:** See document for more information.

Note: there are 3 case studies in this Colorado Affordable Housing Developer's Guide.

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NOTE: The following excerpt from this documents seemed particularly relevant for consideration as related to the IGA development and implementation.

## **Process to be used by municipalities:**

- **Models of Engagement:** Individual interviews, community meetings, listening sessions, focus groups, group interviews, written materials, digital engagement platforms.
- **Engage and Adapt:**
  - Keep open and ongoing communication by being easily accessible and listening.
  - Recognize wisdom, voice and experience of community stakeholders.
  - Reach out to marginalized communities and create a safe space to express their opinions.
  - Treat all stakeholders with integrity and respect even when they don't agree with you.
  - Be transparent about your motives and relevant power dynamics.
  - Share decision-making and leadership when possible.
  - Engage in continuous reflection and be willing to change course.
  - Follow through with commitments you make to stakeholders.
  - When things change, follow up to keep key stakeholders informed.
  - See engagement as an opportunity to build long-term relationships with the community.
  - Provide written materials (hard copy/virtual) to provide greater transparency and clarity.

