

City of Springfield Standards for New Affordable Housing

Purpose:

The City of Springfield places priority on increasing the supply of quality, safe, sanitary and affordable low and moderate income housing throughout the City by promoting, supporting and facilitating private-public partnerships addressing such opportunities. In doing so, the City will accept and evaluate requests to participate in the funding of such housing proposals. The City's Design Review Committee, including City Staff from Planning and Development, Human Relations, Housing and Neighborhood Services, Engineering, and the City Manager's Office, as well as representatives from Neighborhood Housing Partnership and Springfield Metropolitan Housing will conduct the evaluation of requests. Interested parties are asked to review the following Standards for New Affordable Housing and submit a proposal that addresses these standards as completely as possible. Additionally, the Design Review Committee asks that a projected budget be included with this proposal, noting any non-federal contributions made to this project that may be utilized as a match by the City as a requirement of the City receiving HOME funding.

Standards and Selection Criteria:

In reviewing a new affordable housing project application, the City of Springfield will begin by evaluating four basic areas: Project Design, Project Focus, Quality of Development Team and Market Study. Each of these basic areas will be evaluated on the basis of how closely the proposed project matches the City's stated priorities in these areas. The extent to which a proposal accomplishes the following priorities will be taken into consideration when City Commission is deciding on endorsement options. Please note that some standards apply only to scattered site, in-fill development projects, some apply only to multi-family developments and some apply to both.

1. Project Concept

Applicants should submit preliminary plans and specifications that provide a description of the proposed development. Plans should include typical unit plan(s), square footage of each unit, building elevation, site plan, and detailed scope of work. The plans and specifications should contain enough detail for the City's Design Review Committee to evaluate the following standards.

Location

- In selecting scattered site locations, a minimum of 5% of the lots selected must contain a structure that is substandard, not suitable for rehabilitation and must have been vacant for over 6 months. Said structure must be demolished before development can occur. Consideration will be given on a case by case basis, for vacant structure other than residential.
- The site for multi-family projects should be in an area that will promote the distribution of affordable housing throughout the city and not where it will overburden the area with concentrations of subsidized housing for low and moderate income.

- Adequate infrastructure, including streets; water; sewer; gas and electricity, should be available or made available to support development of the site.
- The site(s) should be free from such adverse environmental conditions as soil instability, flooding, air pollution, smoke, dust, noise, vibration, vehicular traffic, rodent or vermin infestation, and fire hazards.
- The site(s) should not be in an area that is detrimental to family life or in which substandard dwellings or other undesirable elements predominate, unless the project is a part of a concerted effort to remedy the undesirable conditions and revitalize the area.
- The site(s) should be equally as accessible to social, recreational, educational, commercial, health and other public facilities and services as similar unassisted housing.
- HUD's Land Use Intensity (LUI) rating system will be used in evaluating the intensity of multi-family residential developments. (A full explanation of the LUI system is attached to these standards.) The land use intensity rating for a development should be no more than 4.5, which equates to a density of approximately 15 units per acre.
- In no case may the density of the development exceed the density permitted in the Zoning Code for the site upon which the development is to be placed.
- At a minimum, the zoning designation for each site must allow appropriate residential use.
- Applicants should include a map, pictures or other visual representations to aid in identifying the exact location of the project site.

Project Design

The City is very concerned with the quality of design and construction of the proposed projects. Proposals should show how they address the concerns below:

- Square Feet - Space considerations for the proposed number of occupants
- Air circulation in the units using such amenities as air conditioning, ceiling fans, and cross ventilation
- Lead paint and asbestos abatement plans for renovation projects
- Energy conservation measures
- Quality of building components, such as doors, windows, and other building materials that will be verified by the building specifications.
- Compatibility with surrounding structures, neighborhood's character, and landscaping will be important considerations.
- The size of multi-family housing developments is primarily determined by site size and location, not to exceed 40 assisted dwelling units.
- The Land Use Intensity (LUI) system, adjusted to the intensity rating of the housing development, will be used to determine the amount of open space and recreation space needed for the development.
- Recreation and play areas should be designed with safety in mind and separated from areas intended for vehicular use and from adjoining residential developments.

- The buildings in multi-family residential developments and the scattered site single-family in-fill housing units should be in harmony with the neighborhood in which it is located. The Design Review Committee will be looking at the following:
 - Has the project been designed by a qualified architect? Landscape planner?
 - Physical and visual height of the multi-family buildings. The visual height of the development can be reduced with greater building setbacks and by varying the rooflines. Trees should be used to soften the impact of a development upon adjacent properties.
 - Building components and projections, including windows; doors; eaves; and parapets, should have good proportions and interesting relationships to avoid monotonous building elevations.
 - Repetitious and bland elevations should be avoided by providing variation in the details, form and siting of the buildings. Varying rooflines are encouraged. Details that create shade and cast shadows and that continue the character or theme of the development should be considered.
 - Both the multi-family and scattered site projects should complement the adjacent neighborhood. Consideration should be given to the use of design elements and materials that are similar or of higher quality to those used in adjacent developments.
- The entryways to multi-family buildings should be reasonably private and be well defined for easy identification.
- Within multi-family buildings, where dwelling units face each other, the entry doors should be staggered, and long corridors lined with entrances are discouraged.
- Entryways for both multi-family and scattered site units should be accommodated with a means for occupants to identify persons on the outside without opening an exterior door.
- The exterior lighting of both multi-family and scattered site developments should provide for the illumination of the buildings and grounds for safety in an aesthetic and non-offensive manner. Decorative lighting fixtures should not be of an intensity or placement that it is offensive to residents or neighbors.
- The privacy of residents and their neighbors should be maintained. Accordingly, windows, doors, patio and balcony areas should not overlook the private outdoor spaces of these surrounding residences.
- To maintain privacy within multi-family developments, each building should be separated by a distance equal to the height of the tallest building being separated.
- Windows should be placed or screened to minimize persons from being able to look into another dwelling unit, particularly bedrooms and bathrooms.

Unit Design

The City of Springfield is concerned with quality of living environment for its residents and each housing proposal should address the following issues:

- Adequate storage space for personal belongings. Priority will be given to projects that include accessory buildings, and adequate closet and attic space for storage of personal/seasonal items.
- If the development is targeting families, adequate play space and equipment should be provided for children.

- Adequate, safe and convenient parking
- Use of quality building materials designed to withstand normal wear and tear.
- Single-family detached homes will receive priority for full basements (must contain at least 200 square feet with seven foot high ceilings); at least 1½ bathroom and at least two bedrooms.

Parking/Other

- For multi-family developments, the site design should prevent any noise emitted by the development from interfering with neighboring residents. Likewise, the residents in the development should be protected from noise from outside and within the site through landscape screening, adequate setbacks, and appropriate building methods and materials that provide for sound attenuation.
- The location and number of points of access to multi-family developments, the interior circulation patterns, and the separation between pedestrians and vehicles should be designed to maximize safety and convenience.
 - Internal drives should be designed in a manner that minimizes through traffic.
 - Pedestrian connections should be provided to adjacent developments.
 - Walkways should be well lit to provide visibility and a pleasant environment.
- In multi-family developments, parking and vehicular maneuvering space should not be located within the required front yard of the site (except for required access drives)
 - The maneuvering areas shall be easy to identify and navigate by the use of appropriate pavement markings and landscape islands.
- Parking spaces should be located in close proximity to the dwelling units served. Large parking areas should be avoided in favor of smaller scattered lots.
- Space and aisle dimensions as well as turn radii used in the parking facility layout should be based upon recognized traffic engineering standards.
- For both multi-family and scattered site developments, carports and other parking structures should complement the architectural character of the housing development and be harmonious in appearance and finish. All wood and metal surfaces should be finished with a protective coating.
- In scattered site in-fill developments, off street parking for 2 cars is required.
- For multi-family developments, trash collection areas should be accessible by trucks, yet not be the visual focal point of a driveway or parking area. All refuse areas should be secured on three sides by solid fence that is finished to match the architectural character of the residential development.
- For multi-family developments, at least two driveways should be provided for access to the residential development. Alternative access will enable emergency vehicles to access the development from the most convenient direction and to provide access to the development if one of the drives is closed.
- Particular attention should be given to providing appropriate landscaping to enhance the visual appearance of both multi-family and scattered site developments. Trees should be planted at the minimum ratio of one tree for every 500 square feet of total building coverage of the site. Each mature or nearly mature tree that is preserved and maintained may substitute for three newly planted trees.
 - Trees planted should have a minimum trunk diameter of two inches when measured at six inches above the ground. Trees planted to fulfill the

requirements of Section 1158 of the Zoning Code (Tree Regulations), may be used to fulfill these standards.

- For multi-family developments, significant attention should be given to the provision of peripheral landscape screening in the interest of compatibility with neighboring residents. Peripheral screening should consist of pyramidal arbor vitae or other similar coniferous materials that are planted at least three feet high and spaced four feet on center. The planting bed should have a minimum dimension of four feet, be free of impervious surface and be separated from streets, drives and parking areas by an unmountable curb or barrier in such a manner that saltwater runoff will not damage the screening.
- Where the landscaped buffer would not be practical, a fence or other landscape buffer of durable construction and of sufficient height should be provided for review.

2. Project Focus

As part of the evaluation process, the City of Springfield will prioritize projects that meet specific needs within the community. Such needs might include housing needs for people with special circumstances, project location, economic diversity, renovation and reuse of historic buildings, etc. Consideration will be given to projects which:

- Incorporate mixed income housing to avoid the concentration of low and moderate-income persons.
- Increase the number of quality units for persons with special needs. Project proposals should address the design of any units that can accommodate persons with special needs such as limited mobility, blindness, etc. and the consideration of access to support services for the same. Access concerns such as stairways/elevators; attention to common service or community space, outdoor seating or green space, laundry facilities, basement areas, community meeting areas, porches, etc; and proximity of day care facilities, transportation, shopping, and pharmacies should also be addressed.
- Work with local social service providers in identifying potential renters and in providing services to their renters.
- Are multi-family projects that consist of market rate and affordable rental housing units. The market rate units must be dispersed throughout the project and cannot all be located in one building or selected floors within a building.
- Demonstrate or contribute to both the racial and economic integration of communities or serve an under-served market. Things to consider include the following:
 - How the project brings a different market segment of housing into areas of predominantly higher or lower incomes
 - How a project increases racial or economic diversity in a neighborhood or within the project itself.
- Provide permanent residential housing opportunities for the homeless, subject to review of the outreach plan.
- Use historic rehabilitation tax credits.
- Offer homeownership opportunities to qualified tenants after the initial 15-year compliance period in scattered site projects. Proposal should be documented with:
 - Conversion Plan – What will be the process for turning the rental unit over to the new homeowners? What factors will affect the purchase price for the renter? How will maintenance issues be addressed, including roofing,

furnace, and appliances as 15 years can be seen as a life expectancy for such items?

- Homeownership strategy – Plans to include, encourage or provide homebuyer counseling for tenants who inhabit the units during the compliance period. Will counseling include financial management, credit counseling, property maintenance instruction and renter rights and responsibilities?

3. Quality of Development Team

The City of Springfield is most interested in working with a professional development team that has a proven track record for producing quality assisted or Housing Tax Credit housing projects. In evaluating the development team, the Design Review Committee will consider:

- Teams members are in good standing with the ODOD Housing Programs
- Members of the development team are affiliated with:
 - National Assisted Housing Management Assoc.
 - Midwest Assisted Housing Management Assoc.
 - National Leased Housing Assoc.
 - National Association of Home Builders
 - Other Affiliation as documented
- Teams members have addressed the long term management of the project in terms of how the rental units managed, who will rent the units, will there be someone locally to address any problems that may arise.

4. Market Study

The City requires a detailed Marketing Study to be provided by the Development Team. The Market Study must include:

- Study by independent, disinterested, third party market study professional.
- Conclusion by author that indicates that a market exists for the proposed project
- Analysis of the rents of the proposed project and the market rents for the project's effective market area.
- Description of the number of income eligible renter households in the proposed project's effective market area.
- If the project will be serving special needs population, identify the number of special needs households residing in the effective market area.
- Describe and evaluate the public services (transportation, police, fire, schools), infrastructure (roads, traffic) and community services (shopping, recreation, transportation, medical) in the immediate area.
- Describe the federally subsidized developments and Housing Credit projects located in the project's effective market area. Provide the current vacancy rate for each project.