

**NORWICH PLANNING COMMISSION
AFFORDABLE HOUSING SUBCOMMITTEE**

AGENDA

Monday, February 21, 2022 START TIME 6:00 pm /REMOTE ONLY

Topic: Affordable Housing Subcommittee
Time: February 21, 06:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/81242668798>
Meeting ID: 812 4266 8798
877 853 5257 US Toll-free

1. Approve agenda
2. Comments from the public
3. Approve minutes – 1-10-22
4. Next steps on properties identified through review of publicly owned land
5. ADUs and tiny homes
6. Preserving long-term affordability
7. Other business
8. Comments from the Public

Enclosures:

1. 1-10-22 AH Draft Minutes
2. 2-08-22 Memo from Planning Commission to the Selectboard

Enclosure 1

NORWICH PLANNING COMMISSION
AFFORDABLE HOUSING SUBCOMMITTEE

Monday, January 10, 2022, 06:30 PM

Physical Meeting Location: Multipurpose Room Tracy Hall. Jeff Lubell

Zoom access: Kathleen Shepherd, Paul Manganiello, Creigh Moffatt, Brian Loeb,
Gordon Greenfield

Join Zoom Meeting <https://us02web.zoom.us/j/81242668798>

877 853 5257 US Toll-free 888 475 4499 US Toll-free Meeting ID: 812 4266 8798

Topic: Affordable Housing Subcommittee

1. Approve Agenda: Motion to approve made by Manganiello, seconded by Moffatt. There was no discussion. Approved 5-0.
2. Comments from the Public: Doug Wilberding pointed out the Champlain Land Trust as a possible model. He has worked with FL land trusts. He recommended Re-Building Together, a project similar to Cover, for improving existing stock in town. Committee thanks him for suggestions.
3. Approve Minutes of 12-20-2021. Motion to approve made by Moffatt, with the addition of her objection to the state requirement that requires a person to be present in Tracy Hall for official meetings. Seconded by Manganiello, no discussion, approved 5-0.
4. Preserving long-term affordability. Lubell reviewed the draft on this topic (see the packet). Its purpose is to serve as an educational tool to define concepts of affordability and how to maintain it. Discussion:
 - a. The formula for preserving affordability differs for renters and owners. It does not propose to change rent with changes in income, as Norwich does not have access to federal housing subsidies that adjust based on income (as our Senior Housing does have).
 - b. There could be benefits of including market-rate housing in the same development as affordable housing. For example, as households' incomes increase, they could shift from the affordable to the market-rate units.
 - c. As a housing trust is too complex for Norwich to set up and manage on its own, outside management is likely to be necessary.
 - d. Decisions will need to be made about how to handle increases in income by households renting affordable homes.
5. Zoning revisions to promote affordability will be the primary discussion topic of at the next meeting, beginning with review of current zoning. Zoning rules are currently being revised by the Planning Commission. Areas for consideration: the density formula, effects of climate change, encouragement of duplex, triplex, quadruplex units, how to educate people about what town zoning allows, what subdivisions exist, opportunities for subsidies.
6. Other business. Lubell will ask Rod for links to zoning provisions. A consultant is currently examining effects of current zoning rules.

Enclosures:

Next Meeting: The 3rd Monday (Feb. 21) has tentatively been set, pending confirmation by town officials that the meeting date does not conflict with other town meetings.

Motion to adjourn made by Manganiello, seconded by Moffatt, and passed 6-0.

Endorsed by Planning Commission on Feb. 8, 2022

Memo

To: Norwich Selectboard

From: Norwich Planning Commission

Date: February 8, 2022

Re: Exploring the Use of Publicly Owned Land in Norwich to Develop Homes that Will Rent or Sell at Below-Market Levels

We are writing to request an opportunity to speak with the Selectboard about a planning project the Affordable Housing Sub-committee of the Planning Commission wishes to undertake. This project would involve contracting with a consultant to investigate whether land owned by the Norwich Fire District (to which the town owns the development rights) might be suitable for the development of homes that rent or sell at below-market levels. The outcome of the project would be specific recommendations about whether one or more scattered sites on the Fire District's land might be suitable for this purpose.

The following is a brief summary of the proposal:

1. As reflected in attachments A and B, the Affordable Housing Subcommittee has undertaken a comprehensive review of publicly owned land in Norwich to determine if any publicly owned parcels might support the development of affordable homes.
2. The Subcommittee identified a number of publicly-owned parcels in Norwich with development potential and recommended more formal investigation of the development potential of two sites: (a) the northern portion of a 24 +/- acre parcel owned by the town (SPAN: 450-142-12272) that includes (in its southern portion) the Norwich transfer station and (b) Two large parcels owned by the Fire District to which the town has development rights (SPAN: 450-142-11592 and 450-142-12882).
3. The Planning Commission met in October 2021 to consider the Affordable Housing Subcommittee recommendations. The Commission determined that further internal investigation was needed before action could be taken to further investigate the transfer station parcel, and requested the Subcommittee prepare a memo describing how they propose to investigate the development potential of sites on the Fire District Property. As described in this document (attachment C), the proposal is to have a consultant identify up to four potential sites for consideration to develop single-family, duplex or triplex housing. The investigation would determine the likely feasibility and development costs for housing on each site.

4. The Affordable Housing Subcommittee expects this planning exercise would cost between \$4,000 and \$15,000, depending on how many sites are ultimately identified as feasible. They are requesting authorization to spend up to \$15,000 on a consultant for this purpose. They suggest that the Town first consider the use of ARPA funding to pay for the consultant expenses. If that funding source were not appropriate or available, alternate sources should be identified.
5. As explained in the attachments, the primary vehicles for reducing the sales price or rent of any homes produced through this project would be: (a) free or reduced-cost land and (b) development cost savings from duplex or triplex construction. In the event multiple sites are developed simultaneously – the plan calls for investigating up to four sites – there may also be economies of scale that further reduce costs.
6. While the Fire District Land in question is not in or proximate to the town center, it is located on a good road and any homes would be a relatively short drive away from job centers in Hanover, Hartford and Lebanon. The energy costs and use associated with transportation to/from these homes would be lower than the costs associated with homes in more remote locations where many who work in the Upper Valley live. Families living in these new homes would have a shorter commute.
7. Any homes produced through this project would be rented or sold at below-market levels, with the exact sales price/rent determined by the development costs involved in producing them. Procedures would be put in place to ensure the homes remain affordable over time. The development of these homes is not dependent on public funding to proceed (aside from the initial planning costs), but if public or philanthropic funding were made available through ARPA or another source, this could further reduce the sales price / rent that can be charged.
8. At this time, the Selectboard is not being asked to approve the use of any property for affordable housing. The request is simply to authorize a contract with a consultant to investigate this opportunity further.

The Planning Commission has reviewed the Affordable Housing Subcommittee recommendations and is supportive of their request to contract with a consultant to investigate the suitability of the Fire District property for the development of affordable homes. The Planning Commission has not yet discussed this matter formally with the Fire District, as we would like to discuss the proposal with the Selectboard first. If, after this discussion, the Selectboard agrees that it makes sense to consider this proposal further, we would recommend convening a meeting with representatives from the Selectboard, Fire District Prudential Committee, Planning Commission and Affordable Housing Subcommittee.

We look forward to discussing this matter further.

Attachments:

- A. October 8, 2021 memo from the Affordable Housing Subcommittee to the Planning Commission
- B. September 2021 document titled: Notable Properties from the Affordable Housing Subcommittee's Review of Publicly Owned Land
- C. November 3, 2021 memo from the Affordable Housing Subcommittee to the Planning Commission outlining Next Steps in the Investigation of Fire District Land for Affordable Homes

Notes:

- Minor formatting and non-substantive stylistic changes have been introduced to the attachments to facilitate their presentation in this memo
- In preparing its Nov. 3 memo, the Affordable Housing Subcommittee determined that the Fire District land in question actually has two unique SPANS, rather than one. The second SPAN has been added to the earlier memos to ensure consistency.
- In light of the newly available ARPA funds, which provide a potential dedicated funding source for the proposed consulting work, references to alternative funding sources in the earlier documents have been omitted.
- Since the Subcommittee prepared the earlier memos, the likely location of the former landfill has been identified as the very southern portion of the property housing the Norwich transfer station. A note has been added to that effect in one of the earlier memos, and the discussion of the site's development potential has been amended to reflect how far away that location is from the proposed development site.

Memo

To: Norwich Planning Commission

From: Affordable Housing Subcommittee

Date: October 8, 2021

Re: Use of Publicly Owned Land in Norwich to Develop Homes that Will Rent or Sell at Below-Market Levels

In the first half of 2021, the Affordable Housing Subcommittee conducted a review of land owned by the town of Norwich and the Norwich Fire District to identify parcels that could potentially be used to develop housing that would rent or sell at below-market levels (below-market homes). This memo summarizes the findings and recommendations of the Subcommittee based on this review.

Goals

- Identify publicly owned land that could be used to support the development of homes that rent or sell at below-market levels.
- Facilitate the long-term affordability of these homes through deed restrictions or other mechanisms.

Summary of Recommendations

The high cost of land is a major barrier to the development of below-market housing in Norwich. By identifying parcels of publicly owned land suitable for development, the Town could address this serious barrier and facilitate the development of more affordable housing options in Norwich. Many towns and cities regionally and around the U.S. have used publicly owned land to successfully develop below-market housing; Gile Hill in Hanover is a nearby example.

As reflected in the attached description of notable properties identified during our review, the subcommittee has identified a number of properties owned by the Town of Norwich or the Norwich Fire District with the potential for development of below-market homes. At this time, the subcommittee recommends follow-up action on two of these properties:

1. SPAN: 450-142-12272 – This is a 24+/- acre parcel owned by the Town that houses, in the southern section, the Department of Public Works and the transfer station. The northern portion of this property could potentially be used to develop housing that rents or sells at below-market levels without interfering with the continued operations of the DPW and the transfer station.

2. SPAN: 450-142-11592 and 450-142-12882 – The Norwich Fire District owns a considerable amount of property along Beaver Meadow Road. While much of this land may be challenging to develop, it is likely that there are several individual home sites along the road that could be used for single-family homes or duplexes.

With information provided by the Director of Planning and Zoning, the subcommittee has conducted an initial investigation of these properties and determined that they hold some promise for the future development of affordable homes. However, further investigation is needed to assess and confirm the development potential of the properties.

Accordingly, the subcommittee seeks authorization to move forward with further investigation of these properties through a combination of internal assessment and the services of one or more consultants.

Through a Q&A format, this memo briefly summarizes our thoughts about how these properties could be used to address Norwich housing challenges.

Why is it important to identify publicly owned land for affordable housing?

The high cost of land is one of the biggest contributors to high housing prices. By making publicly owned land available at no cost (or at below-market levels), the town could reduce the cost of newly constructed homes, allowing them to be rented or sold at below-market levels.

What are the assets and limitations of SPAN: 450-142-12272 for affordable homes?

There are three main assets to this 24+ acre property that would make it a good site for affordable homes:

1. It includes a large northern section that is not used by the DPW or transfer station that would provide land to construct affordable homes.
2. It is relatively close to the village center.
3. It is likely that the soils near the DPW and the transfer station are well drained and will accommodate on-site wastewater disposal.

The chief limitations of the property appear to include:

1. Vermont Agency of Natural Resources records document that a 0.5 acre landfill existed on this 24-acre property. Before proceeding with any residential development, it will be important to assess and understand this issue to ensure that the property can be safely developed for residential use. Presumably, housing would be located on a portion of the property that would not be affected by the landfill, but it would nevertheless be important to fully understand what regulatory processes might apply to a development site proximate to existing development and the former landfill site.

One of the Subcommittee members remembers coming to the landfill as a child, which she identifies as being located at the southern tip of the property, south of the current transfer station. The great distance between this location and the proposed development site substantially reduces the chances that it might interfere with the

ability to develop housing on the northern section of the parcel.

2. A communication tower serving Town needs.
3. Slope, wetland, and other regulatory considerations.

As with all parcels in the Town, current subdivision and zoning regulations also provide limitations on what may be developed on this parcel.

Through the limited engagement of consultants to assist with assessing site feasibility for development of this parcel at below market-rate housing, the Affordable Housing Subcommittee could assess its development potential and provide a clearer understanding of what types of development, and how many units, could practically be developed on this parcel. If the assessment confirms that the property could support multifamily or townhome construction, the resulting economies of scale could help to reduce construction costs, further contributing to the affordability of the property's rents or sales prices.

What are the assets and limitations of SPAN 450-142-11592 and 450-142-12882 for affordable homes?

These two SPANs cover more than 800 acres owned by First District along Beaver Meadow Road. While much of this land is wet or sloped and would be difficult to development, we believe it is likely that individual home sites could be developed as single-family or duplex homes.

The watershed for these lands formed the historic source of surface water supply for the Village, but the Town committed to gravel packed wells on Route 5 north for its potable water supply some decades ago. We understand that the Fire District views the lands along Beaver Meadow Road as a potential backup location for future water supply, if needed. We have structured our recommendation so as to reduce the possibility of interfering with this potential future use.

To reduce the impact on forest blocks and ensure the development does not interfere with possible future development of a surface water supply, we recommend that a handful of sites be identified close to the road that could each support the development of single-family, duplex or triples homes. While these sites would be located on an excellent road, their distance from the center of town means it is unlikely that state or federal funding will be available to reduce project costs. However, by making the land available at no or low-cost, and using duplex construction, the per-unit costs of the homes could be reduced, allowing them to be sold or rented at below-market levels. If multiple sites are identified and construction pursued at several sites simultaneously (or in rapid succession), it may be possible to take advantage of economies of scale.

What work is needed to assess and advance the potential for development of the properties as affordable homes?

As described in the Appendix to Attachment B, there are site considerations that need to be assessed more fully before concluding which properties may be developed. At a minimum, it will be important to understand existing conditions at the DPW/Transfer Station site relative to the potential for one or more drilled wells up-gradient from developed areas and consider any additional safety constraints that apply to new development given the presence of a former landfill on another part of the property. Additionally, as sites are further investigated, hydrological and wetland evaluations will be needed.

The subcommittee recommends that preliminary technical assessments be conducted at this time to confirm the development potential of the properties. Should those assessments confirm the properties' development potential, the next step would be for the Subcommittee to create a set of procedures for constructing the homes and ensuring they remain affordable over time. The Subcommittee recommendations would be shared with the Planning Commission.

How will the Town ensure the homes remain affordable?

The ongoing affordability of the homes would be maintained through legally binding covenants. The covenants could specify, for example, that the homes must be rented at below-market levels to families meeting certain income limitations. Alternatively, the homes could be sold through a shared equity arrangement that balances the home purchasers' ability to build wealth with the Town interest in preserving the affordability of the homes to future purchasers.

Additional Consideration about Fire District Property

We understand that the Fire District is considering putting much of the land that it owns into conservation. Until the potential of this land for the development of below-market homes can be assessed, the Affordable Housing Subcommittee strongly recommends that this action be deferred. While it's likely that the bulk of the land owned by the Fire District is difficult to develop, it is important to first ensure that any developable sites are identified and repurposed for below-market homes, before the remainder is conserved.

Notable Properties from the Affordable Housing Subcommittee's Review of Publicly Owned Land (September 2021).

This document describes a number of properties that the Subcommittee found notable in its review of the possible use of publicly owned land for affordable homes, including two properties that the Subcommittee recommends be pursued for possible development in order to advance the Town interest in increasing the diversity and affordability of the housing stock.

Methods

Director of Planning and Zoning, Rod Francis, conducted an inventory of land owned by the Town and the Fire District and prepared lists and maps of these properties. The Subcommittee considered the properties that seemed to be potential candidates for the development of affordable homes. (For example, we excluded from consideration cemeteries and areas identified as important natural resources from publicly available mapping.) A list of properties reviewed by the Subcommittee is available upon request.

The Subcommittee also received helpful input from Brie Swenson; members of the Norwich Conservation Commission; Michael Goodrich and staff of the Norwich Fire District and members of the public who attended Affordable Housing Subcommittee meetings during the course of the review. The conclusions reached by the Subcommittee represent the views of the Subcommittee alone, however.

Notable Properties

The Subcommittee identified a number of sites that could potentially be used for the development of below-market homes. As reflected in the accompanying memo, the Subcommittee recommends action at this time on the two properties described below.

Sites the Subcommittee recommends be pursued for possible construction of affordable homes

1. SPAN: 450-142-12272 – This is a 24+ acre parcel owned by the town of Norwich that houses, in the southern section, the Department of Public Works and the transfer station. Below-market homes could potentially be developed on the northern portion of the land without interfering with the current uses. Potential development would need to take into consideration a communications tower that is presently housed on the northern portion of the property, as well as significant slopes. Access to the northern portion of the property could be achieved through the existing entrance to the property on New Boston Road, but depending on where the development is located on the property, other access points may be needed. It appears that a portion of this property may previously have been used as the Town dump. This issue should be probed fully to ensure the ultimate location of any development is safe for residential use. The Subcommittee has not formally studied the potential of the property to house a septic system, but the septic potential is believed to be good proximate to the DPW complex.
2. SPANs: 450-142-11592 and 450-142-12882 – These SPANs cover more than 800 acres of land owned by the First District to which the Town has development rights. The Subcommittee envisions the identification of one or more home sites in disparate locations along Beaver Meadow Road that could be used to construct single-family or duplex homes.

Potential sites the subcommittee recommends not be pursued at this time:

While we do not recommend any action on these sites at this time, the Subcommittee notes the development potential of these sites in the event the top choices do not end up being practical or the Town decides it wants to pursue additional options for below-market homes:

1. **Barrett Memorial Park.** This site is well located near other residential development close to the center of town. Depending on the wastewater capacity of the site, it could potentially house three duplexes or more. Despite the property's development potential, the subcommittee recommends no action at this time due to: (a) its current recreational use and (b) a deed restriction imposed by the individual who donated the land specifying that if the property were to cease being used as a playground, it would revert back to the donor. It appears that the descendants of the donor would need to agree to release the Town of the restriction and the Town would need to vote on the shift in use.
2. **Huntley Meadow.** This is a 27-acre property that is currently used for a variety of recreational uses, including fields and tennis courts. Given the mostly flat terrain, the prime location close to the center of town and the likelihood of good soils for septic systems, this property has considerable potential for the development of housing. Since the property is large, it is likely the property could continue to accommodate substantial recreational uses, even if a small portion of the property is used for the development of affordable homes. Despite the property's development potential, the Subcommittee recommends no action at this time due to: (a) its current recreational use and (b) the likelihood of opposition to development of even a small portion of this property.
3. **Old orchard between Main Street and the Milton Frye Nature Area.** This area is extremely well located close to the center of town and could potentially hold several homes. The soils on this property are generally poor for wastewater disposal and include a great deal of ledge, but wastewater capacity could potentially be identified for a limited number of homes. It is presently conserved, so the town would need to exercise its power of eminent domain to access it. Given the challenges associated with eminent domain, the Subcommittee has not prioritized this property for further investigation at this time.

Several additional properties of note:

1. **Portion of Huntley Meadow.** There is a small property on the east side of Beaver Meadow Road, directly north of the American Legion, that is owned by the Town and not used for recreation. We understand the property was under several feet of water in the 2011 and 2017 major flooding events. While it might be possible to build the development high enough so that it could sustain flooding at this level, the extra cost of raising the development could neutralize the cost advantage of providing free land. Accordingly, we do not recommend that development on this parcel be pursued.
2. **SPAN: 450-142-12675** – This 27+ acre site houses the well that supplies water for the homes served by the water district. Given this, it would be extremely important to investigate carefully any residential use to ensure it does not affect the safety of the water supply. At the same time, the property is believed to have excellent septic potential and is accessible via a state road. If a remote portion of the property could be identified that would not interfere with water safety, this might be worth investigating further in the future. Given the issues related to water safety and limitations on

development included in both an agreement with the State and the Town zoning rules, the Subcommittee has not prioritized this property for further investigation at this time.

3. **SPAN: 450-142-12659** – This long sliver of town-owned property (6+ acres) is between River Road and the Connecticut river. Currently leased for agricultural use, it is likely that this property has excellent soils for wastewater disposal, which could potentially be helpful for supporting nearby development. However, the property is conserved and its use for wastewater disposal is not permitted under the conservation agreement. We thus do not recommend that development on this parcel be pursued, at least not at this time.

Appendix: Site Considerations

1. On-Site Wastewater Disposal: Wastewater System and Potable Water Supply Rules (Rules) effective April 12, 2019 require 140 gallons per bedroom for the first three bedrooms in any home and 70 gallons per bedroom thereafter. A duplex with three bedrooms each requires wastewater capacity of 420 gallons per home or 840 gallons total.
2. Hydrological Evaluation: The rules require hydrological evaluation by a Licensed Designer for more than 1,000 gallons per day (gpd) and a qualified hydrologist for flows of more than 2,000 gpd. Additionally, flows of 6,500 gpd or more change the regulatory process and require additional site evaluation. A site with four or more three-bedroom units will require analysis by a qualified hydrologist. The 6,500 gpd limitation would allow approximately 15 units with three bedrooms each (or 23 units with two bedrooms each).
3. Wetlands: State rules require wetland assessments for development and classification by the District Ecologist when wetlands exist (Class III wetlands include a 50-foot buffer for permitting).
4. Site Planning: Site planning would be a useful conceptual step to determine the viability of parcels under consideration.
5. Permit Assessment: With conceptual knowledge of proposed development, a permit assessment would be appropriate at local, State, and possibly federal levels. This will be particularly important for projects with more than nine units, which will require consideration of the ten criteria in Act 250.
6. Transfer Station Assessment: It will be important to understand subsurface water quality for the DPW/Transfer Station site with regard to water quality and supply. Permit information on file with the State under WW-3-0594 and WW-3-0594-01 indicate a non-potable water supply near the DPW entrance serving a storage tank and fire hydrant. The DPW water supply appears to be a surface water spring east of the DPW building. It will also be important to understand whether any regulatory constraints or safety issues apply to residential development given the presence of a former landfill site on another portion of the property.

**Next Steps: Investigation of Fire District Land for Affordable Homes
(11/3/2021)**

The following is a description of the next steps for investigating the feasibility of developing affordable homes on land owned by the Norwich Fire District and to which the Town has development rights.

At this point, this is simply an investigation of feasibility and not a commitment by the Town or the Fire District to the use of land in this manner.

This is a description of a proposed process for consideration by the Planning Commission and has not yet been reviewed or approved by the Commission or any other official body.

Proposed Project Overview

The Norwich Planning Commission is seeking a contractor to help it determine whether there might be sites within two large parcels owned by the Norwich Fire District (SPAN: 450-142-11592 and 450-142-12882) that could be developed as residential housing. If the project proceeds, the Commission anticipates that the housing to be developed on these sites will likely be single-family, duplex, or triplex units, but have not made a fixed determination about the exact nature of the structures to be developed and would be open to recommendations regarding what is feasible on the specific sites identified.

The Commission anticipates that the homes would be sold at a discount relative to market-rate housing due to one or more of the following: (a) free or low-cost land; (b) use of housing types with lower per-unit costs, such as duplex and triplex construction; and potentially (c) economies of scale, if multiple structures are developed simultaneously. If sold as for-sale housing, the homes will come with legal restrictions that preserve the long-term affordability of the homes while allowing purchasers to build wealth through shared equity homeownership. If sold as rental housing, the homes will come with legal restrictions that ensure they are rented to qualifying families at affordable rents over the long-term.

The ideal building sites would meet the following criteria:

- Development envelope near Beaver Meadow Road (for SPAN: 450-142-11592) or near Tucker Hill Road or Kate Wallace Road (for SPAN 450-142-12882).
- Reasonable slopes for the development proposed.
- Capacity for on-site wastewater disposal.
- Adequate setbacks for potable water supply.
- Limited environmental impacts, particularly related to wetlands and streams.
- Consideration of abutting homeowners.

The specific tasks to be conducted are noted below.

Tasks

A. Initial Investigation

The following tasks are needed to conduct an initial investigation of these opportunities. The consultant/contractor should review the two large parcels and identify specific sites on which it would be feasible to develop affordable homes. To the extent possible, the sites should meet the ideal site criteria listed above.

1. **Topographic Mapping:** At a minimum, study sites should include 2-foot contour intervals from LiDAR available from the Vermont Center for Geographic Information (VCGI). Each site considered should include a base map at an appropriate scale for analysis and planning.
2. **Natural Resources:** At a minimum, study sites should present wetlands, agricultural soils, and deer yards from VCGI for analysis and planning.
3. **Site Reconnaissance:** Site evaluation will include at least reconnaissance using a hand auger to assess soil conditions for on-site wastewater disposal potential and hydric conditions that would indicate wetlands. Any consultant engaged must have licensure and knowledge of the Wastewater System and Potable Water Supply Rules effective April 12, 2019 and at least a general understanding of wetland delineation parameters. The product for this effort will, at a minimum, include work sheets that present findings for the sites evaluated.
4. **Conceptual Planning:** For sites with potential for development, conceptual planning will be required to show existing conditions, proposed units, driveways, water and wastewater systems, regulatory setbacks, and grading at 2-foot contour intervals for the developed area.
5. **Opinions of Probable Cost:** Viable sites shall be evaluated in terms site and building costs. This task should include a design professional familiar with site construction to prepare an itemized list of materials with quantities and unit costs. This task should include experienced building contractors to offer opinions about the cost per square foot for various building sizes and configurations.

B. Follow-up Work

Depending on the outcome of the initial evaluation, additional follow-up tasks could include:

1. **Formal Wetland Evaluation**
2. **Test Pits.** The Town Department of Public Works could assist with this task, which is needed for on-site wastewater disposal design and permitting.
3. **Hydrogeological Analysis.** Depending on soil conditions and for sites requiring 2,000 gallons per day or more for on-site wastewater disposal, it will be necessary to engage a qualified hydrogeologist as required by the rules.
4. **Design, Permitting, and Construction Assistance**