

Pre-Approval Site Review Guidelines

Kentucky Housing Corporation (KHC) has begun conducting site reviews prior to the submission of applications for all multifamily housing developments that will request funds for Housing Credit, Home Investment Partnerships (HOME) Program, Affordable Housing Trust Fund, and Small Multifamily Affordable Loan (SMAL) Program. The review consists of KHC staff's initial professional recommendations about site and location, rather than set scoring criteria. Please note that while KHC will conduct the pre-approval site visit, this does **not** assure approval of an award of funds. Applications submitted to KHC for 2011 and 2012 application rounds will be reviewed and scored based solely on the projects qualifications.

A site review form will be used to assist staff with articulating their professional opinion relating to site and location.

Applicants will be required to schedule a review with the business development officer, Tammy Stansbury, who can be reached at (502) 564-7630, extension 411; TTY 711; or e-mail tstansbury@kyhousing.org

Site reviews will be conducted between the spring and fall months, and must be completed by the first of November. During the review, applicants must present a site plan outlining the layout of the rental buildings, community room (if applicable), recreational areas, and parking. The site plans do **not** have to be to scale during the pre-approval site visit and are not required to be completed by an architect.

If a project site is not approved or concerns exist, those issues or concerns will be presented to the Executive Management Team for final approval or denial. If a project site is found to have numerous environmental concerns and will be requesting federal funds, the environmental specialist will conduct a more in-depth review. This may require an increase in cost if mitigation measures are warranted. If a project site is found to be inadequate, the applicant will need to find a more suitable site and receive approval on the new site before submitting an application. The applicant will receive a copy of the review sheet from the business development officer and will be notified if the current site is approved. A copy of the site review form will be given to the Multifamily Finance Department.

KHC will review the site based on several categories as outlined below.

Environmental/Compatibility

Environmentally inappropriate development attributes known as Recognized Environmental Concerns (RECs) could be located on or adjacent to the proposed site. The attributes of RECs may pose a negative influence on the peaceful living environment of the project itself and/or to the surrounding neighborhood. KHC understands that REC attributes will vary from site-to-site and have varying degrees

of potential impact. KHC acknowledges RECs are often remediated when financially feasible, when possible.

Issues of environmental impact can be elevated noise levels (automobile traffic, airplanes, railroads and crossing), above ground storage tanks, wetlands, unique topography, standing bodies of water, indications of obvious health and safety issue (undesirable elements), and concentrated areas of “low-income” housing and/or areas of physically distressed housing. If there are issues concerning environmental impact and the applicant is requesting federal funds, most if not all environmental issues can be remedied, but the applicant must be aware of the costs associated with mediation measures. These costs will need to be included in the overall construction costs.

Compatibility is when the adjacent land use is appropriate; these uses are deemed compatible and therefore do not adversely affect the peaceful, safe living enjoyment of the project. Incompatible uses can be defined as any use that hinders the safe, peaceful living enjoyment of the future residents.

Issues with compatibility could include high voltage electric lines, towers and sub-stations, railroad tracks, high traffic corridors, factories, and industrial plants. Also to be considered are landfills, salvage yards, water treatment plants, water towers, cell phone towers, and other undesirable establishments.

Visibility/Accessibility, Ingress/Egress

When a site has appropriate visibility for its intended use, it may possess some or all of the obvious attributes that would ensure marketable and appealing presence within the surrounding area. Obvious visibility attributes are present when a site can be seen from a main traffic thoroughfare. This may be enhanced when a site is in close proximity to an intersection that contains a traffic light or stop sign and is not in jeopardy of being hindered by future development or infrastructure. The topography or wooded areas could also be considered as a hindrance to visibility of a site. Visibility of the site should be maximized in order to enhance its marketability (while high traffic corridors may improve the visibility, they may also prove as a deterrent).

Applicants are encouraged to create a balance between the visible aspects of the site and its accessibility.

When a site has appropriate accessibility, it may possess some or all of the attributes that would ensure ease of access by the intended population of the future rental development and the public at-large. Accessibility attributes are present when traffic patterns provide an easy route from the public roadway to the site. This can be influenced by current traffic patterns, number of traffic lanes, posted speed limits conducive to ingress/egress of the site, the presence of an intersection close to the site, the condition of the roadways, and the presence and condition of publicly maintained sidewalks.

Applicants are encouraged to provide appropriate points of ingress/egress in order to promote public safety.

Public/Community Services

Appropriate public and community services are those most likely to be needed and utilized by the population served at the project. Public and Community services include the items indicated below and any other applicable services set forth in the application. The availability of and access to services must be reasonable considering whether the property is located in an urban, suburban, or rural area.

Availability of and access to appropriate public/community services, including, public transportation, public safety (police/fire department), schools, daycare/after school programs, library, community center, shopping (gas, grocery, banking, pharmacy, etc.), restaurants, parks, recreational facilities, hospital/health care facilities. The area and population to be served will be considered in the evaluation of the site.

Site Design

KHC reviews appropriate design and layout features of the actual property that are most likely to enhance the peaceful living enjoyment of the residents. These features should promote the long-term marketability and sustainability of the housing. They may vary based on the population served and on the geographic area or particular location of the development.

As stipulated earlier, a site plan must be present for review at the time of the visit. The design and layout of the buildings, green spaces and pedestrian areas on the site should be appropriate for the area (urban, suburban or rural) and population (i.e., families, seniors, permanent supportive housing, etc.) to be served. Design may include, but is not limited to, the ease of access throughout the property, design and location of community spaces, covered entry ways, parking lot configurations, and the appeal of the planned green spaces.

When choosing sites, think about the appropriate structural amenities and physical features of the property, are they feasible for the location of the project and are they conducive to the comfort, convenience, or enjoyment of the population to be served. Structural amenities may include but are not limited to safety features, laundry facilities, storage spaces and parking accommodations.

After choosing a site, think about the scale, design and architecture that are aesthetically compatible with buildings located in the surrounding area. The design should incorporate the surrounding neighborhood and/or topographical features in order to take full advantage of scenic qualities.