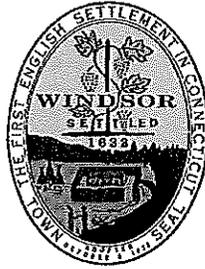


**TOWN OF WINDSOR, CONNECTICUT  
Special Meeting Notice**



**Zoom instructions**

**Dialing in by Phone Only:**

1. Please call: **312 626 6799** or **646 558 8656**
2. When prompted for participant or meeting ID enter: **892 8022 0928** then press #

**Joining in by Computer:**

Please go to the following link: <https://us02web.zoom.us/j/89280220928>

1. When prompted for participant or meeting ID enter: **892 8022 0928** then press #

**AGENCY:   Town Council**

**DATE:       September 29, 2020**

**PLACE:     VIRTUAL**

**TIME:       6:30 PM**

**AGENDA**

1. Call to Order
2. \*Discussion regarding amendment to assessment abatement policy to add multi-family housing as eligible use
3. Adjournment

Public Act 75-312 requires notice of special meetings to be posted in the Town Clerk's Office no less than 24 hours prior to the time of such meetings. No other business shall be considered at this meeting than that listed on this Agenda.

## Agenda Item Summary

Date: September 29, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Town Council Workshop on Multi-family Housing

The Council's workshop will be fashioned to cover the following areas:

- Overview of housing in Windsor
- Update on recent multi-family development
- Request to include Multi-Unit Residential as part of Assessment Abatement Policy

Attached you will find a housing overview and background memo, the July 6, 2020 AIS & EDC memo of May 2020 and the current Tax Assessment Abatement Policy.

# Housing Overview and Background

# Agenda Item Summary

Date: September 29, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Housing Overview & Background

## Background

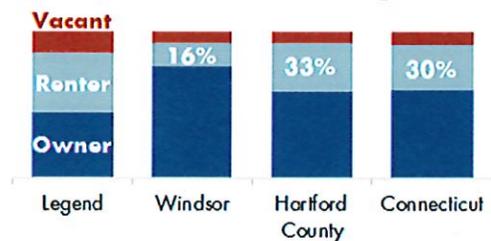
The ability to provide a range of housing types, styles and price points can be beneficial for a community in many ways. A household's housing needs change overtime and the ability to have a variety of housing stock available in a town helps to attract and retain residents as well as businesses. As background information for the Council's workshop discussion below is a high level overview of Windsor's housing picture with comparison to county and state.

### Number of Housing Units

	Windsor	Hartford County	Connecticut
Total	11,671	374,453	1,491,786
Owner-Occupied	8,891	224,000	906,227
Renter-Occupied	1,855	122,362	446,356
Vacant	925	28,091	139,203

Source: 2011-15 American Community Survey

### Percent of Owner-Occupied, Renter-Occupied and Vacant Housing Units



## Year Built

CT's housing stock varies in age, with 22% built before 1939, 36% built from 1940 to 1969 and 42% built from 1970 on.

In Windsor, 15% of the housing stock was built prior to 1939, 38% was built between 1940 and 1969 and the remaining 47% was built after 1970. Shifting demographics indicate that housing built from 1970 on may not meet the needs of CT's current and future residents.

### Tenure by Year Structure Built: Windsor

Source: 2011-2015 American Community Survey



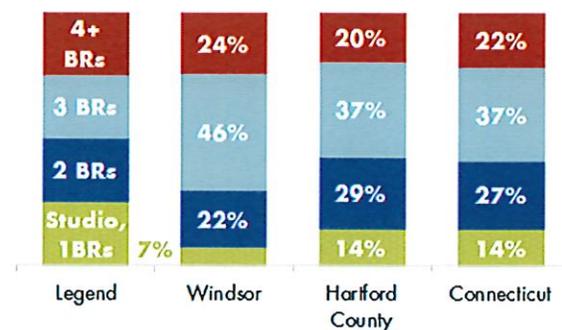
## Bedrooms

A majority of homes in CT have 3 or more bedrooms, with 37% having 3 bedrooms and 22% having 4 or more. 42% of the homes in the state have 2 or fewer bedrooms.

Over 70% of homes in Windsor have 3 or more bedrooms, while 30% have 2 or fewer bedrooms. Towns and cities that have larger homes with more bedrooms offer fewer housing options for younger workers or downsizing Baby Boomers.

### Housing Units by Number of Bedrooms

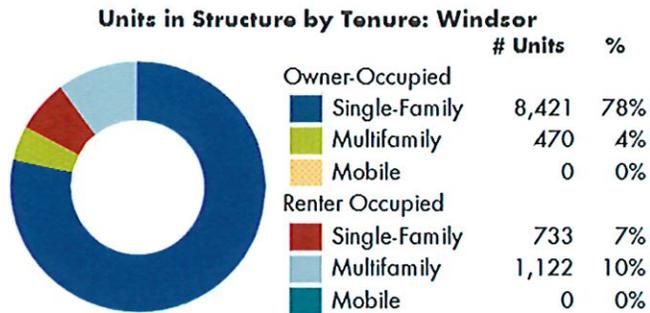
Source: 2011-15 American Community Survey



## Units in Structure

Overall, 66% of CT's occupied housing stock is comprised of single-family housing, while 33% is multifamily housing (2+ units in structure) and 1% is mobile homes.

In Windsor, 85% of occupied homes are single-family, 15% are multifamily (2+ units in structure), and 0% are mobile homes. Renters live in 70% of Windsor's 1,592 multifamily homes, and owners occupy 92% of its 9,154 single-family homes.



Source: 2011-15 American Community Survey

## New Developments

In the past several years or so there have been new multi-family developments constructed which added 360 market rate rental units (Windsor Station, Preserve at Great Pond). These units are modern in design, layout and on-site amenities. Most of the units are studios, 1 or 2 bedrooms.

There are additional multi-family developments approved by the Town Planning and Zoning Commission. Poquonock Commons - 192 multi-family garden / flat style. Great Pond Village – 1,000 +/- multi-family attached units. There is no set timeline for Poquonock Commons construction and Great Pond Village is expected to be built in phases over multiple years.

## Affordable and Public Housing

The Windsor Housing Authority (WHA) maintains 136 elderly, disabled, and active-adult apartments in three complexes: Fitch Court (24 active-adult units), Millbrook Village (60 units), and Shad Run Terrace (52 units). The WHA manages these units as affordable housing and administers the Section 8 Certificate program for the town as well.

CGS Section 8-30g (8-30g), the affordable housing statute, sets a mandate that 10% of the housing stock in each town has to be guaranteed affordable, and until that threshold is met, qualifying new affordable housing developments are essentially exempt from residential zoning requirements, shifting the burden of proof that such an exempt development is not harmful to the health, safety, and welfare of the community from the developer to the community.

CGS 8-30g defines a qualifying set-aside (affordable) development as having 15% of the dwelling units set aside to be sold or rented to persons and families whose income is less than or equal to 60% of the state or regional median income, whichever is least (very low income) and another 15% of the dwelling units sold or rented to persons and families whose income is less than or equal to 80% of the median income (low-income). Affordability must be guaranteed by deeds containing covenants or restrictions guaranteeing affordability for 40 years after occupancy begins. To determine affordability, at those income thresholds, the household can spend no more than 30% of its monthly income on housing costs.

According to the Connecticut Department of Housing (DOH), Windsor housing is 7.52% affordable due to 154 government-assisted units (public housing), 269 rental assisted units (Section 8 certificates), 436 CHFA mortgages, and 26 deed-restricted single-family homes, for a total of 885 affordable units.

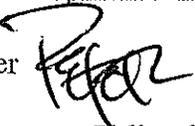
**July 6, 2020 AIS  
&  
EDC memo of May  
2020**

## Agenda Item Summary

Date: July 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to Fixed Assessment Policy for Multi-family Residential

### Background

The Economic Development Commission was referred a request from a Daniel Ferraina, a Windsor-based property owner and developer, to have the Town Council consider amending the Assessment Abatement Policy to include new multi-family housing developments as an eligible type of business or land use.

Currently, the Town's adopted policy allows the following eligible uses: manufacturing, class 'A' office space, office for advanced medical procedures, and Significant Fiscal Impact projects, which makes a capital investment in taxable personal property and real estate improvements equal to or greater than \$60 million. The abatement policy previously allowed new multi-family residential projects within the Town Center area to be eligible. This was an eligible use for the period of January 2014 through January 31, 2017 when the clause sunset. The intent of that amendment was to promote immediate development in the Center to help generate patrons and activity for existing and future small businesses. One project, Windsor Station Apartments, applied for and received approval of an abatement before the sunset clause took effect.

The Commission met with Mr. Ferraina and discussed the matter during a meeting in January. Following that discussion, the Commission requested that staff research additional information to help it consider the requested amendment. The Commission wanted to learn more about the economic and fiscal impacts of multi-unit developments in Windsor, particularly the Windsor Center Apartments. Also, how other towns treat multi-unit residential projects in their abatement policies. And finally, what guidance is there in the town's Plan of Conservation and Development or other plans regarding where to apply an incentive for multi-unit residential as part of an economic development strategy.

### Discussion/Analysis

At its May 13<sup>th</sup> meeting, the Economic Development Commission received and discussed the attached background report which responded to their request for additional information. In general, the key points include:

- New multi-family residential units in Connecticut generate household spending in the community that can range up to \$99,000 per unit based on national statistics
- The 130-unit Windsor Station Apartments is estimated to generate \$3,000,000 in sales for Windsor businesses
- Annual tax revenue from six apartment and condo developments in Windsor range from \$1,770 to \$4,865 per unit
- Public school costs generated from existing multi-family developments can vary widely from one to another based factors such as unit size and age of apartment complex
- Of those towns that have a written abatement policy, a number do include “permanent residential uses” as eligible and many of these include language that directs these projects to targeted areas.
- While there is no specific discussion of the use of tax abatement for housing, or any other use for that matter, in the 2015 Plan of Conservation and Development, it does contain a number of references to development of housing, in particular, to mixed-use housing as a component of economic development strategy.

Following its discussion, the Economic Development Commission determined that from an economic development perspective, a general amendment adding multi-unit residential as an eligible use as was requested would not be appropriate. However, they indicated a willingness to consider a more targeted application of eligibility if the Council wishes.

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for discussion purposes. If the Town Council would like to pursue further discussion and review of the topic, it is suggested the item be referred to a Council committee, perhaps the Finance Committee.

Attachments

EDC Memorandum May 2020



May 13, 2020

To: Economic Development Commission

From: James Burke, Economic Development Director

Subject: Amendment to Assessment Abatement Policy  
Multi-unit Residential Use

## BACKGROUND

In January, the Commission met with Daniel Ferraina, a Windsor-based property owner and developer, regarding his request that the Town amend the Assessment Abatement Policy to include new multi-family housing developments as an eligible type of business or land use. The Town's adopted policy currently allows the following eligible uses: manufacturing, class 'A' office space, office for advanced medical procedures, and Significant Fiscal Impact projects, which makes a capital investment in taxable personal property and real estate improvements equal to or greater than \$60 million.

The abatement policy previously allowed new multi-family residential projects within the Town Center area to be eligible. This was an eligible use for the period of January 2014 through January 31, 2017 when the clause sunset. The intent of that amendment was to promote immediate development in the Center. One project, Windsor Station Apartments, applied for and received approval of an abatement before the sunset clause took effect.

During the discussion in January, the Commission requested that staff research additional information to help it consider the requested amendment. The Commission wanted to learn more about the economic and fiscal impacts of multi-unit developments in Windsor, particularly the Windsor Center Apartments. Also, how other towns treat multi-unit residential projects in their abatement policies. And finally, what guidance is there in the town's Plan of Conservation and Development or other plans regarding where to apply an incentive for multi-unit residential as part of an economic development strategy.

## DISCUSSION

### A. ECONOMIC AND FISCAL IMPACTS

Economic Impact. The National Multifamily Housing Council has created an online calculator that projects the economic impact of constructing new apartments in each state (<https://www.weareapartments.org/>). For 130 new apartment homes (same number as Windsor Station Apartments) in Connecticut the total economic impact is estimated to be \$45,447,391. Of this amount,

they estimate total annual resident spending at \$12,911,145 which translate to approximately \$99,000 per unit.

To get a more refined estimate of economic impact for the Windsor Station Apartments, we used ESRI Retail Goods and Services Expenditures for households within a 5 minute drive of Windsor Center. Using expenditure categories that are most appropriate to apartment residents, we estimate that average household spending on key categories was \$31,805 per unit. Assuming that 55% of those expenditures occur in the local area, this would estimate that Windsor Center businesses could experience a \$3,000,000 increase in sales from the 130 unit development. (See attached table.)

Fiscal Impact. To understand the fiscal impact that multi-unit developments may have on the town we collected tax revenue and school expenditure data for six apartment and condo developments in Windsor. The attached table presents that information. As you will see, annual tax revenue per unit ranges from \$1,770 to \$4,865. This range reflects differences in the age of the properties and the land area. The average cost for public schools presents an even wider range from \$615 to \$5,889 per unit. This difference comes from the number of students generated from each development which most likely correlates to the number of bedrooms provided. Overall, the data indicates that the fiscal impact of these multi-unit developments in Windsor ranges from -\$3,684 to +\$2,945 per unit per year.

## B. POLICIES FROM OTHER TOWNS

A previous survey of sixty towns regarding use of incentives revealed that of the towns that utilize tax abatement, most do not have a written policy or regulation. These communities address each proposal on a case-by-case basis. Of those towns that have a policy, a number do include "permanent residential uses" as eligible and many of these include language that directs these projects to targeted areas. For example, Wallingford, Cromwell, and Tolland focus multi-unit abatements to downtown or special development zones. Vernon provides that residential abatements are "limited to improvements to existing buildings." Canton has an elaborate weighting system for incentives that provides higher value to targeted areas of the town.

## C. WINDSOR PLAN OF CONSERVATION AND DEVELOPMENT / ED STRATEGY

While there is no specific discussion of the use of tax abatement for housing, or any other use for that matter, in the 2015 Plan of Conservation and Development, it does contain the following references to development of housing, in particular, to mixed-use housing as a component of economic development strategy:

### CHAPTER 8 – SUPPORT BUSINESS & ECONOMIC DEVELOPMENT

Our mixed-use housing efforts in both Windsor Center and Great Pond can help create attractive housing options in close proximity to goods and services, making them attractive to both members of the shadow economy as well as the employees of ever more distributed employers,

which could eventually lead to the smaller, more adaptive workplaces following the employees instead of vice versa. *(page 8-12)*

#### Adaptive Strategies

12. Continue to promote attractive mixed-use housing options to attract and retain workers in an effort to grow Windsor's economy from within. *(page 8-13)*

### **CHAPTER 9 – ENHANCE THE VILLAGES**

#### Strategies to Enhance Windsor Center

9. Promote and actively support additional housing as an essential component of a vital and economically successful mixed-use district. *(page 9-12)*

### **CHAPTER 10 – DAY HILL CORPORATE AREA**

#### Strategies for Increasing the Competitiveness of the Day Hill Corporate Area

12. Provide a variety of housing opportunities for employees within the DHCA in master-planned mixed-use communities that are compatible with surrounding commercial and industrial development.

13. Provide density incentives for transfers of residential density that achieve desirable community goals such as creating workforce housing, protecting farmland and open space, or creating vibrant residential villages.

14. Provide opportunities for limited ancillary and neighborhood level retail services designed to attract, retain, and meet the daily needs of employers, employees, and residents in and around the DHCA, preferably as part of master-planned mixed-use developments.

15. Provide opportunities for additional housing that creates mutually beneficial relationships with adjacent mixed-use and stand-alone retail commercial developments. *(page 10-19)*

# Connecticut

## Economic Impact of 130 New Apartment Homes.

### Economic Impact

The combined contribution of apartment construction, renovation and repair, operations and resident spending to the metro economy.

Construction	\$31,364,992
Renovation & Repair	\$224,803
Operation Expenditures	\$946,451
Resident Spending	\$12,911,145

**Total Economic Impact** **\$45,447,391**

#### Impact from Tax Revenue

Operation Expenditures	\$303,892
Resident Spending	\$1,567,704
<b>Total Impact from Tax Revenue</b>	<b>\$1,871,596</b>

### Employment Impact

The total number of jobs supported by apartment construction, operations, and resident spending within the metro economy.

Construction	120
Renovation & Repair	1
Operations	1
Resident Spending	53
<b>Total Jobs Supported</b>	<b>175</b>

ECONOMIC IMPACT: Estimated Spending by Windsor Station Tenants

Estimated Spending by New Households			
Item	Avg Expenditure Per Household	Total Expenditures by New Households	Net New Expenditures
Apparel and Services	\$2,379	\$309,270	\$170,099
Entertainment	\$3,459	\$449,670	\$247,319
Food at Home	\$5,385	\$700,050	\$385,028
Food Away from Home	\$3,615	\$469,950	\$258,473
Financial	\$7,614	\$989,820	\$544,401
Health and Personal Care Products	\$1,168	\$151,840	\$83,512
Insurance	\$2,378	\$309,140	\$170,027
Utilities, Fuel and Public Services	\$5,495	\$714,350	\$392,893
Transportation	\$10,176	\$1,322,880	\$727,584
Household Furnishings and Equipment	\$1,359	\$176,670	\$97,169
<b>Total</b>	<b>\$31,805</b>	<b>\$5,593,640</b>	<b>\$3,076,502</b>

Source: ESRI Retail Goods and Services Expenditures 2017

Number of Households 130

Household spending data estimated based on current spending by residents within 5 minute drive of Windsor Center  
 Net new expenditures based on assumption that 55% of expenditures are made in local area.

MULTI FAMILY DEVELOPMENT FISCAL INFO

	Windsor Station Apartments		Williamsburg Apartments		Deerfield Apartments		First Town Square Condominiums		Rivers Bend Condominiums		Chateau Woods Condominiums	
	Count	Market Value	Count	Market Value	Count	Market Value	Count	Market Value	Count	Market Value	Count	Market Value
Real Property Value	17,373,000		12,243,300		12,777,900		9,665,600		47,233,500		18,843,400	
# of Units & Avg Value	130	133,638	140	87,452	176	72,602	50	193,312	432	109,337	248	75,981
# Acres	6.5		15.7		15.5		2.9		71.9		20.1	
Units per Acre	20.0		8.9		11.3		17.2		6.0		12.4	
Personal Property Value	67,685		-		-		-		-		-	
Motor Vehicle	86	1,190,057	128	804,779	165	967,025	70	1,065,529	446	4,872,029	334	3,270,086
Avg Value/Vehicle	13,838		6,287		5,861		15,222		10,924		9,791	
Taxes												
Real Property		\$393,776		\$277,507		\$289,624		\$219,080		\$1,070,595		\$427,105
Personal Property		\$1,534		\$0		\$0		\$0		\$0		\$0
Motor Vehicle		\$26,974		\$18,241		\$21,919		\$24,151		\$110,429		\$74,120
Taxes - FY 20 (32.38/1,000)		\$422,284		\$295,748		\$311,542		\$243,232		\$1,181,024		\$501,224
Avg Taxes /Unit		\$3,248		\$2,112		\$1,770		\$4,865		\$2,734		\$2,021
Public School Students # enrolled in Windsor Public Schools	5		29		60		6		159		85	
# per unit	0.03		0.2		0.34		0.12		0.37		0.34	
General Fund Expense (based on \$16,000 per student)		\$80,000		\$464,000		\$960,000		\$96,000		\$2,544,000		\$1,360,000
Avg Cost /Unit		\$615		\$3,314		\$5,455		\$1,920		\$5,889		\$5,484
FISCAL IMPACT/UNIT		\$2,633		-\$1,202		-\$3,684		\$2,945		-\$3,155		-\$3,463

# Tax Assessment Abatement Policy

## **Town of Windsor, Connecticut Assessment Abatement Policy**

### **I. Objectives**

1. Fiscal impact – to increase the non-residential tax base to preserve and enhance the town’s capacity to provide necessary infrastructure and services and to maintain the commercial and industrial development at not less than 30% of the town’s grand list.
2. Quality employment opportunities – to provide employment opportunities with good wages and benefits for town residents.
3. Stable and growing economy – to support existing business retention and expansion and attraction of new businesses in particular from targeted business clusters so as to strengthen the local economy.
4. Sustainable and quality development – to encourage the use of quality materials and design and incorporation of green technology.

To achieve these objectives, the Town may provide a temporary abatement of increased assessed value for the real property portion of a project if the project meets the criteria listed below. Economic development projects shall not have a negative financial impact on the Town at the conclusion of the abatement term. The Town reserves the right to approve the cost-benefit analysis model used to determine the financial impact.

Any and all decisions to grant and to establish terms of an incentive pursuant to this policy shall be within the sole and absolute discretion of the Windsor Town Council.

### **II. Precedents to Granting Incentive**

The Town Council shall consider the following conditions as precedents to granting property tax incentives:

A. Existence of economic benefit. The project must add to the Windsor economy. Evaluation criteria to be used in determining benefit to the community shall include but not be limited to: the amount of capital investment, whether the project produces value-added products and services, and whether the project provides a positive fiscal impact and economic impact.

B. Types of business. The project shall be of a nature that has been identified by the Town Council as desirable to stimulate the local economy and improve the quality of life for its citizens. To meet this objective, the project must involve one of the following:

1. Manufacturing firms, as per the Manufacturing Assistance Act,
2. Class “A” office space,
3. Offices for advanced medical procedures,

4. Significant Fiscal Impact Project. A Significant Fiscal Impact Project shall mean any eligible use, as per Connecticut General Statutes Section 12-65b (b), which makes a capital investment in taxable personal property and improvements to real property equal to or greater than \$60 million dollars, and

5. Permanent multi-family residential projects located in Windsor Center Design Development Area (section II B 5 sunsets January 31, 2017, therefore applications for this eligible use must be approved prior to said sunset date).

C. Maintain existing tax base. Assistance will be given to businesses that invest in new buildings or building expansions. Property taxes on the existing land and facilities shall not be reduced for new development projects.

D. Definition of businesses. The following definitions will be used in determining the term of abatement and the level of capital investment required.

1. Existing business is a business that shall have had facilities and operations in the Town for a period of not less than one year.

2. New business is a business that is new to Town or has not had facilities and operations in Town for a period of at least one year.

E. General requirements. Applications for assessment abatement must conform to the following requirements:

1. Applicant must not be delinquent in any taxes or charges due to the Town of Windsor.
2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant, during the period of its participation in this program:
  - a. relocates its business from Windsor,
  - b. becomes delinquent in taxes or fees,
  - c. closes its operation, or
  - d. declares bankruptcy, then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation shall extend for three years beyond the term of the abatement.

### **III. Abatement Criteria and Adjustments**

All projects receiving an abatement shall meet the criteria detailed below.

A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.

B. Wages. The Town expects projects that pay at or above the median wage for similar positions in Hartford County.

C. Building Design. Projects must be in compliance with the Town of Windsor Plan of Conservation and Development and must utilize construction materials that meet or exceed the town's requirements.

#### IV. Abatement Schedule

A. For New Business, in setting an abatement schedule as part of a Fixed Assessment Agreement, the Town Council will use the following table as a guide. The minimum required investment shall be based upon the actual capital investment in taxable real property improvements, excluding land cost and personal property. The percentage abatement may vary from year to year provided that the average percentage abatement shall not exceed the maximum average percentage over the entire term.

<u>Minimum Taxable Real Property Improvement (Market Value)</u>	<u>Maximum Average % Abated Over Term</u>	<u>Maximum Term</u>
<u>\$500 K -10M</u>	<u>30%</u>	<u>3 years</u>
<u>\$11-20M</u>	<u>40%</u>	<u>4 years</u>
<u>\$21-30M</u>	<u>50%</u>	<u>5 years</u>
<u>\$31-50M</u>	<u>60%</u>	<u>5 years</u>
<u>\$51-80M</u>	<u>70%</u>	<u>5 years</u>
<u>Over \$80M</u>	<u>100%</u>	<u>7 years</u>

B. For Existing Business, in setting an abatement schedule as part of a Fixed Assessment Agreement, the Town Council will use the following table as a guide. The minimum required investment shall be based upon the actual capital investment in taxable real property improvements, excluding land cost and personal property. The percentage abatement may vary from year to year provided that the average percentage abatement shall not exceed the maximum average percentage over the entire term.

<u>Minimum Taxable Real Property Improvement (Market Value)</u>	<u>Maximum Average % Abated Over Term</u>	<u>Maximum Term</u>
<u>\$350 K -3M</u>	<u>40%</u>	<u>3 years</u>
<u>\$4M- 10M</u>	<u>40%</u>	<u>4 years</u>
<u>\$11-20M</u>	<u>40%</u>	<u>4 years</u>
<u>\$21-30M</u>	<u>50%</u>	<u>5 years</u>
<u>\$31-50M</u>	<u>60%</u>	<u>5 years</u>
<u>\$51-80M</u>	<u>70%</u>	<u>5 years</u>
<u>Over \$80M</u>	<u>100%</u>	<u>7 years</u>

C. Adjustment to Abatement Schedule. The Town Council may adjust the abatement schedule as set forth in Section IV, A. by increasing the average percentage abatement by not more than 10% based on the following criteria:

1. Wages. An increase in the average percentage abatement of up to 5 % may be considered when the project includes wages that exceed the median wages for similar positions in Hartford County.
2. Targeted Industries. An increase in the average percentage abatement of up to 5% may be considered for projects that are targeted industries per the town's target industry list.
3. Building Design. An increase in the average percentage abatement of up to 5% may be considered for use of high quality materials on the building exterior and/or the use of sustainable technologies including photovoltaic power sources.

#### **V. Application Procedure**

- A. Any eligible owner and/or lessee may apply under this Policy to the Town of Windsor on application forms provided by the Economic Development Director. The applicant shall provide all required information in sufficient detail to allow the Town to determine costs and benefits associated with the implementation of a requested tax incentive. This information should include when appropriate the following:
1. Description of the project including an estimate of the number of jobs to be created and their wages.
  2. Description of the applicant and its products or services and including a listing of its officers.
  3. An estimate of the costs of the proposed improvements.
  4. A construction schedule.
  5. Identification of the assessment abatement schedule requested and specific justification for any adjustments per Section IV, C.
  6. Identification of any other public incentives, financial or otherwise which are included in the project financing.
  7. A calculation of the taxes foregone.
  8. A statement of the benefits to the Town for granting a tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of planned corporate community involvement.
  9. Other information as requested by the Town.
- B. Each application shall be accompanied by a filing fee of five hundred (\$500.00) dollars.
- C. Upon receipt of the completed application and fee, the Economic Development Director shall refer the application to the Town Manager and Economic Development Commission for review and recommendation. Each application shall be reviewed on a case-by-case basis. The Town Manager and Economic Development Commission shall each forward recommendations in writing to the Town Council.

- D. The Town Council, in its sole discretion, shall approve, approve with modifications and conditions or deny the application.

## **VI. Agreement**

- A. Pursuant to the Town Council decision, the applicant shall enter into a written agreement with the Town fixing the assessment of the real property in accordance with the assessment abatement schedule that was approved.
- B. Said agreement shall incorporate appropriate provisions of the Policy, in particular, the following:
1. Applicant must not be delinquent in any taxes or charges due to the Town.
  2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
  3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
  4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
  5. In the event that the applicant during the period of its participation in this program:
    - a. Relocates its business from Windsor,
    - b. Becomes delinquent in any taxes or fees,
    - c. Closes its operation in Windsor, or
    - d. Declares bankruptcy,then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation shall extend for three years beyond the term of the abatement.
  6. Applicant shall provide a report annually regarding its compliance with the employment and wage provisions of this Policy. Said report shall be in writing upon such forms as are provided for this purpose by the Town.
  7. Failure to comply with any of the conditions associated with a fixed assessment project including but not limited to provisions of the fixed assessment agreement and any requirements specified by any of Windsor's land use commissions may result in the Town Council's review of, and possible modification to, said fixed assessment agreement.

**Town of Windsor, Connecticut  
Assessment Abatement Policy**

**Targeted Business List  
February, 2004**

The following businesses qualify as a targeted business under the Town of Windsor Assessment Abatement Policy. The ultimate determination as to whether a specific applicant is a targeted business shall be with the Town Council.

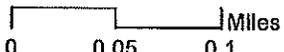
1. Class A office space - Class "A" office space must include the following features:
  - a. Two or more stories
  - b. Minimum of 50,000 SF of floor area
  - c. Incorporates broadband communications technology throughout
  - d. High-speed elevators
  - e. Life-safety and security programs
  - f. On-site management
  - g. Energy management system
  
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

# Windsor Center Plan



**Legend**

 Center

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source: 2004 Windsor Plan of Conservation & Development Section 9 - Villages