



CITY OF BURLINGTON, VERMONT

CITY COUNCIL COMMUNITY DEVELOPMENT & NEIGHBORHOOD REVITALIZATION COMMITTEE

c/o Community & Economic Development Office

Councilor Selene Colburn, Chair, East District

Councilor Tom Ayers, Ward 7

Councilor Adam Roof, Ward 8

Meeting Minutes 7/14/2015

The meeting began at 6:06 p.m. and was called to order by Councilor/Chair Selene Colburn. Councilors Ayers and Roof were present. Staff present included Peter Owens, CEDO Director, Marcy Esbjerg, CEDO Assistant Director and Brian Lowe, Mayor's Office Chief of Staff. Other Councilors present included Sara Giannoni and Sharon Bushor.

Review Agenda:

Chair Colburn explained the revised agenda which included revised process tonight. We will be hearing a verbal update of the Housing Action Plan regarding the timing, process and to continue to include a strong public process.

A motion was made by Councilor Tom Ayres and seconded by Adam Roof to approve the agenda. Motion passed.

Public Forum:

Caryn Long commented on very bad Henry Street noise complaint from last weekend. She expressed concern about the 4 unrelated ordinance not being enforced. The example used was Weston Street where reportedly 21 people live in 3 houses.

Charles Simpson – He referred to the report from Housing Summit about the Housing Action Plan. HAP Topic #1 – Neighborhood Parking. This should be brought together with Downtown Parking analysis and not looked at separately. Form Based Code – eliminates zero energy building in Burlington; so the City might want to hire a City architect to look at those changes. HAP Topic #11 –The City should consider cooperative student housing for the 1500 student housing units. He also noted that there should be greater discussion on the Burlington College land, market rate housing and parking.

Councilor Bushor commented on the Housing Action Plan that appeared to her as a laundry list of ideas. She suggested that the Council should make the Housing Trust Fund full penny as a permanent ordinance change. She also expressed concern regarding the affordability piece for student housing. Sharon commented that there

are many times where housing and parking intercept. She did think the original HAP draft very thoughtful. There was very good feedback and input. She suggested the public see what ideas were/were not accepted in the Plan.

Ibnar Abilik commented on the HAP #6 and concern about South End Plan BTV. He questioned if housing in the South End might drive out artists. Ibnar thought it was important to consider what the public says. He expressed concern about CEDO involved at the 11th hour – when, how, who is involved with the Plan, who does the approval? He suggested to study the future needs of industry, waste water and infrastructure in the South End. He also commented that HAP topics #10 and 17 go together.

Erhard Mahnke presented a chart for affordable housing , Inclusionary Zoning rents and incomes. He applauded the fact that for FY 16, the Housing Trust Fund was fully funded! He wanted to ensure that the HTF remains focused primarily on low/mod. Erhard also reminded us that the prime provider of the Housing First model in VT is Pathways and they should be mentioned in the HAP.

Sandy Wynn: She inquired as to why the 4 unrelated ordinance is not enforced, and also wondered why it was not mentioned in the HAP.

Approval of Minutes:

A motion was made by Councilor Ayers to pass the minutes from both the 3/24 and 5/12 meetings. Seconded by Councilor Roof. The motion passed.

Housing Action Plan – Brian Lowe, presenter:

In his verbal report, Brian stressed the reasons why this administration seeks to develop this Housing Action Plan. He cited the high 44% cost burden of citizens , the low vacancy rate(less than 2%), and the goal to increase housing stock in downtown, since Burlington lags far behind other cities of comparable size.

Brian recounted the number of public meetings on the HAP in addition to the City Council meeting on April 15. He stressed the very robust public process.

Brian summarized the four areas of change in the Plan with a draft coming later this month:

- Expansion of the preservation of affordable housing section

- Addition of a Sustainability/energy efficiency section

- Regionalization/include Chittenden County in housing discussions – not limited to Burlington city limits

- Clarify goals, timeline and who's responsible!

Public Comment

A citizen said it is critical that the HTF administration follows the ordinance and serve residents at 80% or less of the median income.

Caryn Long also asked if the vacancy rate was accurate and if there was a population decrease.

Erhard Mahnke said a greater emphasis on preservation of affordable housing was welcome. He thought it was important to incorporate John Davis' comments and look at demographics on cost burdened – 30, 50, 80% of median income. The report used the figure of 44% of 80% of the AMI were cost-burdened.

Brenda Torpy applauded the public process and said it was a good thing. But she also said we have to stop talking and start doing, because Burlington is being affected by market impacts.

Councilor Bushor asked a number of questions. What do you mean about preservation of affordability? What do you mean about regionalization? It is true that housing issues can have impacts from other communities. We can have statewide goals for housing but we can only control our City.

Charles Simpson mentioned other towns in Chittenden that have huge shopping malls with 1000 paying jobs and they should build affordable housing near those retail centers.

Councilor Giannoni talked about the vacancy rate tied to income or cost of housing; it is not the same across the market. She suggested that parking minimums/policy need to be solved. She brought up issues surrounding Form Based Code – i.e., increased heights - how it impacts infrastructure, how it works in other places are similar to BTV. She is concerned at eliminating the review piece.

Councilor Feedback on Verbal Report

Councilor Colburn reminded the audience that there are other processes on parking and Form Based Code and we should be careful not to confuse the roles of this committee with other groups.

Councilor Ayres wondered what is the purview of the Housing Action Plan is?

Both Brian Lowe and Peter Owens said that the HAP is a strategic document that will focus on housing. It will serve as a framework but not as a regulatory document. The HAP will point to areas the City needs to work on.

Councilor Roof said he likes the proposed changes like preservation and sustainability.

There was a discussion regarding Form Based Code. Councilor Ayers shared that intellectually FBC makes sense but in his analysis it was black and white with no grey. He also is concerned that there seems to be a lack of community feedback/input and suggests more of a hybrid approach. Peter Owens referenced learning about the community of Somerville and their use of FBC but as an iteration of their building code or more of a hybrid that worked for their community. Councilor Roof noted that the FBC proposal is for a pilot area, downtown.

Councilor Colburn offered the following comments on the verbal update for the HAP. She liked the expansion of the preservation of affordable housing. She noted that the public comments brought up preservation of open space and suggested that should be added. Councilor Colburn asked if the order within the plan reflected the administration's priorities as in the deregulation coming at the front of the plan. She wanted to ensure the Plan reflects a deep sense of urgency and the commitment to grow student housing and provide targets of the number of units. Finally, she reflected on a comment made by Kirby Dunn in previous comment periods that not everyone who is eligible to receive subsidy will ever get those subsidies in Burlington.

Councilor Ayers expressed an interest in allowing more accessory dwelling units in several areas of the City including the idea of tiny houses.

Caryn Long: Where is our information on people and wages? Caryn wondered how student information impacts our data.

Focus/work of CDNR moving forward:

Councilor Colburn opened the last item on the agenda by providing a list of issues considered by the committee in past years. She noted that she would like to warn meeting 2 weeks in advance. After discussion, it was suggested the next meeting would be at the end of August or early fall. Brian Lowe believes that the next version of the Housing Action Plan would come out at the end of July. Councilors are to bring written comments to the next meeting on the Housing Action Plan.

For the focus and work of the CDNR Committee, Chair Colburn is going to check with Council President Knodell in the changed role of the HR/Institution Committee and what matters will now fall to the CDNR Committee. In addition, the role of NPA's/staffing/support/public process would be examined, as well as updates on the City's homeless policies. CDNR wants to continue on quality of life issues such as 4 unrelated and housing and economic development. Someone asked if the Committee should consider Community Policing and it was noted that the Public Safety Committee considers that topic. Finally, Councilor Colburn mentioned learning about other civic engagement models from Kesha Ram if relevant.

A motion was made to adjourn the meeting at 8 PM by Councilor Ayers and seconded by Councilor Roof. Motion approved and meeting adjourned.

Respectfully submitted,

Marcy Esbjerg, Assistant Director

CEDO

DRAFT



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CITY COUNCIL COMMUNITY DEVELOPMENT & NEIGHBORHOOD REVITALIZATION COMMITTEE

c/o Community & Economic Development Office

Councilor Selene Colburn, Chair, East District

Councilor Tom Ayers, Ward 7

Councilor Adam Roof, Ward 8

Meeting Minutes 9/15/2015

The meeting began at 6:50 p.m. and was called to order by Councilor/Chair Selene Colburn. Councilors Ayers and Roof were present. Staff present included Marcy Esbjerg, CEDO Assistant Director, Val Russell CEDO's Community Development Specialist, and Brian Lowe, Mayor's Office Chief of Staff. Other Councilors present included Sharon Bushor, Jane Knodell, and Joan Shannon.

Review Agenda:

Chair Colburn shared the agenda and asked for suggested additions from attendees.

A motion was made by Councilor Tom Ayres and seconded by Councilor Adam Roof to approve the agenda. Motion passed.

Public Forum:

Ibnar Abilik – Commented on the Housing Action Plan –

- He commented that there should not be housing allowed in the Enterprise District.
- He would like the Neighborhood Planning Committees to have input on Alternative Dwelling Units (ADU's), and suggests that they are targeted not only for seniors but a larger demographic.
- Section 2 item 3 – he has trouble with the language “adopt the form based code” and suggests using language that implies that form based code is being evaluated and not necessarily adopted.

Councilor Bushor – Commented on the Housing Action Plan -

- The language in the introduction such as “low income” and “seniors” does not indicate accommodations for families. She would like to see more of a commitment to 2-3 bedroom affordable family housing.
- Applauds energy efficiency goals.
- Suggests a charter change for the Housing Trust Fund (HTF).
- Suggests pursuing new strategies for housing college students. Does not support that new student housing be built downtown. Wants more proof that it will result in students leaving neighborhoods.

- Informed the committee that Champlain College historically needed city approval to build student housing and that expired in 2014.
- Suggests a review of planning and zoning as part of planBTV South End. She has heard from start-ups in the South End and is concerned with losing incubator space.

Council President Jane Knodell – Commented on the Housing Action Plan –

- Earlier drafts of the Housing Action Plan relied too heavily on making more housing to effect the market rate. The new plan includes intentional strategies to create affordable housing and she supports that.
- The plan has a specific target number for student beds but no targets for other types of housing. We need more market rate housing and more perpetually affordable housing, she suggests targets for these categories, and monitoring performance towards these goals.
- Language in Goal 1 suggests that the HTF may be used for anything other than low and moderate income residents, she suggested removing it.
- She suggests that the CDNR works with a consultant around Inclusionary Zoning.
- She suggests adding a tax rebate for home sharing.
- She notes that the regional focus is a great strategy and should include the Fair Housing Project? As a partner.
- President Knodell suggests not pre committing to form based code and parking minimums until City council debates.
- She does not support student housing (dorms) being built downtown, is concerned for downtown stakeholders.

Ted Wimpey – Commented on the Housing Action Plan

- Inclusionary zoning is an important part of creating affordable housing in an atmosphere where there is less federal and state funding for housing each year. He believes this draft is much improved in terms of Inclusionary Zoning, and doesn't want to see percentage requirements reduced.

Rita Markley – Commented on the Housing Action Plan

- Supports micro housing and has many staff members who would be interested in it.
- Does not support housing in enterprise zone because of negative effect on artists/entrepreneurs.
- Would like to see target numbers for housing units other than just student housing. Suggests building housing that could house many different groups – not dorms.
- Is concerned about inclusionary zoning regulations – can student income meet inclusionary zoning requirements?
- Suggests not limiting strategies that target housing for the homeless to only the chronically homeless population.

Maggie Stanley – Commented on the Housing Action Plan

- Is thrilled with the Mayor's statement that he does not support housing in the enterprise zone.

- Do we have a target number of how many housing units need to be built in total to meet demand?
Suggests the addition of a specific goal.
- Suggests increasing the Inclusionary Zoning requirements
- Suggests looking into building housing in South Burlington, specifically at the end of Pine St.

Erhard Mahnke – Commented on the Housing Action Plan

- Applauds the attention to preservation in the plan specifically long term affordable housing and attention to energy efficiency.
- Encourages clarification on what affordable housing means. Using HUD standards anything below 80% of MFI is considered low income.
- Concerned that language around the Housing Trust Fund (HTF) implies that the funding could be used for people who do not qualify for subsidies. Suggests it is rewritten to clarify that HTF funding can only be used for low income beneficiaries.
- Suggests using the categories of “cost burdened” (paying > 30% of household income for housing) and “severely cost burdened” (paying >50% of household income for housing) instead of using statistics such as the average percentage of income that renters pay in Burlington.
- Concerned about Inclusionary Zoning regulations, suggests not letting the percentage of low income units required to drop below 15%.
- Suggests changing the language describing the Housing First model to recognize that it is already being used by several nonprofits in Burlington.
- Notes that the history of Accessory Dwelling Units (ADU’s) is controversial, suggests addressing regulations to prevent abuse.
- Suggests having specific targets for all types of housing. The state has a report with housing requirements for Chittenden County that may be a good resource.

Councilor Joan Shannon - Commented on the Housing Action Plan

- The term “affordable housing” is not defined clearly, suggests using another term such as “subsidized housing” to benefit public understanding of the plan.
- Would like confirmation of the statistic that Burlington has a 57% rental rate, and the number of undergraduates living in Burlington. Wonders why we are not counting the graduate students.
- Reported that getting rid of parking minimums and eliminating Downtown parking is not a popular idea in her ward.
- Would like the section about reducing inappropriately high zoning and permit fees to reflect that developers pay those fees, not taxpayers.
- Does not support housing in the enterprise zone.
- Concerned with the reality of monitoring ADU’s to make sure they are owner occupied.

Housing Action Plan – Brian Lowe, presenter:

Brian noted that because everyone in attendance was very familiar with the Housing Action plan he would only speak to the changes that had been made in this draft. The changes were largely structural and included; adding clear goals and timelines, energy efficiency considerations, new regional planning, and affordable housing preservation. He suggests pulling the section about housing in the South End out of the plan to maintain consistency with the Mayors recent statement concerning housing in the enterprise zone. Brian reminded the group that this is a framework document and that details will be filled in with the help of consultants after the RFP process.

Councilor Roof asked if existing timelines need to be taken into account for new edits, Brian said that the timelines have been pushed back to September so it shouldn't be a problem.

Public Comment

Councilor Colburn suggested going through the new Housing Action Plan draft section by section for any new public comment.

Introduction Comments

- Suggestion to confirm that the City is using the same definition of "affordable housing" as the State.
- Councilor Roof asked for clarification regarding who resources are available to and the intention of the language in the introduction.

Section 1 Comments

Goal 1

- Preservation of Affordable Housing – Are there specific goals and strategies? The CDNR committee would like to be part of that conversation.
- Erhard suggests finding a list of existing affordable housing that will need resources to remain affordable for the next five years. CEDO has that list and incorporates it into our Action Plan and funding decisions.

Goal 2

- HTF – the word "should" will be struck for clarification. It was suggested that the HTF become more transparent and that information is readily available on the website. Councilor Bushor asked whether the funding the City is providing is enough for a program dedicated to housing. She suggests incorporating HTF funding into the plan.
- Suggestion that workforce housing be considered in Inclusionary Zoning for people who are not low income but can't afford market rate housing. Councilor Colburn proposed that these details be discussed later with a consultant and that CDNR participate in the process.

Goal 3

- Energy Efficiency – We have an existing time of sale ordinance, these standards should be strengthened and updated. The rehab code should strike a balance between historic preservation and energy efficiency.

Goal 4

- The goal needs more substance. Councilor Colburn suggests a higher commitment to and incentives for home sharing. Councilor Ayers would like to see more metrics for home sharing.

Brian Lowe, Councilor Colburn, and Councilor Ayers reminded the group that this is a framework document and that no policies are being created with this document.

Section 2 Comments

Goal 1

- It is very important that Burlington leads the region on a commitment to affordable housing. CVOEO would like to be part of the conversation regarding transportation corridors and suggests including the AARP – they are conducting a study on transportation and housing for seniors.
- The CCTA has reviewed this portion of the Housing Action Plan and is comfortable with it.
- Suggestions to also include the Burlington Sustainability Project, VHFA, and other partners.

Goals 2&3

- Goal statements should reflect the evaluative process for parking minimums and form based code.

Goal 4

- Suggestion to increase funding for housing replacement, and include housing replacement in this section.
- A two word language change is suggested to include energy efficiency.
- Further discussion of housing replacement specifically near the airport. Councilor Colburn suggested making a resolution instead of adding in a new section about housing replacement. Councilor Roof supports adding language that will include the topic in the scope of work. All councilors agree.

Goal 7

- Discussion about whether this section should be removed from the document. Ends with a proposal to clarify the language around housing, so it is clear that the proposed housing will not be in the enterprise zone. Councilor Colburn suggested stronger anti gentrification language.

Section 3 Comments

Goal 1

- Several attendees want clarity about purpose built student housing and do not support building “dorms” or buildings that could not house other groups. Brian Lowe shared that purpose built housing has been successful in other similar college towns, some councilors and attendees do not think this would work as well in Burlington.

Section 4 Comments

Goal 1

- Discussion occurred addressing who should be the priority for this funding/housing. Some organizations are using the Housing First approach. The City is supporting the Continuum of Care's system wide approach to triage and house the most vulnerable populations, and others would like to serve those who could be assisted before becoming chronically homeless. Councilor Bushor would like the language to reflect more of a commitment to house children and families. It was suggested that a few attendees discuss this section further.

Section 5 Comments

Goal 1

- Councilor Ayers encourages expansion of accessory units to include new construction (examples - micro apartment buildings or condo units). Councilor Colburn supports expanding the language to be inclusive of these possibilities.
- Further discussion of accessory units, Councilor Bushor is concerned about abuse, suggests using parking requirements to limit abuse.

Councilor Colburn proposed to see a new draft and to work with Brian Lowe on areas that need substantial editing, followed by a review by council members, and if there are no objections to the edits, move the housing Action plan forward to City Council.

Councilor Roof moved to recommend that the revised Housing Action Plan moves to City Council, given the discussions are captured, with the option to reject. Councilor Ayers seconded this motion. All councilors in favor.

Consolidated Annual Performance Evaluation Report (CAPER) - Marcy Esbjerg, presenter

The CAPER is up for public review and can be found on the CEDO website or at the CEDO office.

A motion was made to adjourn the meeting at 9:23 PM by Councilor Ayers and seconded by Councilor Colburn. Motion approved and meeting adjourned.

Respectfully submitted,

Val Russell

Community Development Specialist

CEDO



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Councilor Selene Colburn, Chair, East District

Councilor Tom Ayers, Ward 7

Councilor Adam Roof, Ward 8

Monday, November 2, 2015

6:00 – 8:00 PM

Robert Miller Center

130 Gosse Ct, Burlington

Proposed Agenda

1. Review Agenda
2. Public Forum (25 minutes)
3. Approval of Minutes – 7/14 and 9/ 14 (5 minutes)
4. NPAs – Steering Committee Members (40 minutes)
5. Gateway/Memorial RFP Draft – Peter Owens (15 minutes)
6. CDNR Work Plan (25 minutes)
7. Next meeting



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Councilor Selene Colburn, Chair, East District
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Monday, November 2, 2015
6:00 – 8:00 PM
Robert Miller Center
130 Gosse Ct, Burlington

Draft Minutes 11.2.15

1. Review Agenda

The meeting began at 6:15 PM with introductory comments from Chairman Colburn on the agenda and how the meeting is structured. A motion to approve the agenda was made by Councilor Ayres and seconded by Councilor Roof. Motion approved.

2. Public Forum (25 minutes) – The Public was invited to offer comment to the Committee.

Charles Simpson Ward 6 – recommended all to watch the show on Channel 17 that was moderated by Charlie Gianonni on the NPA's. He thought it might be time to look to reboot the NPAs. He mentioned that NPAs can be used for initiatives to get started and mentioned the proposal to have paid administrators in each ward. Simpson talked about having advisory votes in each NPA and themed meetings.

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contact Marcy Esbjerg at mesbjerg@burlingtonvt.gov

Councilor Sharon Bushor – complimented the minutes of the past two meetings and felt they captured most of the sentiments. She noted that although the housing replacement ordinance did not make the Housing Action Plan, she hopes that the CDNR committee will review it. Bushor added a correction to the July minutes should be charter change. Bushor expressed concern on the sale of City assets, expressly in regards to the Memorial RFP. She is on the record as being opposed to a sale of Memorial but suggests leasing the property instead. She is concerned about existing 40 spaces of parking as a lifeline to Flynn and downtown; housing encouraged in the RFP but she wouldn't like to see more than 50%. Bushor also mentioned that she doesn't want to block the visual corridor by height; but she does like the 15 foot sidewalk. She would like public involved in this proposal – ie. A charrette, to ensure the public is heard and knows they are listened.

Councilor Sara Giannoni – speaking on behalf of Wards 2/3 and her husband who had to leave the meeting. She noted that the NPA has been struggling to pull off a meeting; they would support someone paid to do that. She believed this sort of model would build leadership in the NPA. In regards to the Memorial RFP, Giannoni remarked on the Miller Community Center an positive example of the public process; the public was heard on what was needed.

3. Approval of Minutes – 7/14 and 9/ 14 (5 minutes)

A motion to approve the minutes from July and September with the Bushor correction was made by Councilor Roof and seconded by Councilor Ayres.

4. NPAs – Steering Committee Members (45 minutes)

Matt Cropp –started the discussion on staffing for the NPAs. He said that steering committee members engaged in conversation on this topic and thought it would be useful for each ward/NPA some person would be selected

to be a clerk and receive a stipend. Some of the responsibilities for this clerk would include: filming of meetings; follow open meeting law, taking and posting minutes; city hall connection; organize the meetings and invite speakers. The suggestion was it should be someone embedded in the community for a few hours a month and they will be the first contact with city government

Richard Hillyard – *asked to hear what are the City's plan with Kesha leaving? Each NPA is different. In Wards 1/8 they work together to put together an agenda. His personal perspective on city support included the importance of current partnerships with elected officials and city partners/institutions and noted that they are very supportive of the NPA. Hillyard felt that the NPA often had a seat at the table or next door. Partnerships include institutions, Fire and PD. Sometimes attendance is single digits and sometimes 30+; some themed meetings; some successes and some failures. Hillyard mentioned that Brian Pine and Bruce Seifer presented a video several years ago about CEDO and its work and there was nothing in it about Ward 1. He noted that conforming with Open Meeting Law is difficult and their NPA doesn't have the administrative support needed but it varies between Wards; he is never sure what kind of support he will get from Kesha or interns. Go back to supporting the NPAs – the CES should be neutral and not political.*

Charles Simpson– *spoke of a recent issue regarding how many copies of the minutes can they get? NPAs should be on all City initiatives like Fletcher Free Library Board and Go Burlington.*

Councilor Dave Hartnett – *With new wards and new districts, he wished all the wards would join together – specifically Wards 5 and 6 since the others are already meeting jointly. When the steering committees meet to plan agendas and meetings, there is no input from council and what is going on. Harnett*

feels some things fall through the cracks. The role of the Community Engagement Specialist should be defined and consistent for all the wards. Also the role of CEDO should be defined because sometimes CEDO is characterized as too intrusive and other times too distant.

Councilor Sharon Bushor – remembered that Herb Blumenthal said councilors should not be involved in NPAs in a controlling way; people should be able to share concerns and it be grassroots; especially when time is limited. Clerk from CEDO is the model that worked best and generated minutes; if the proposal of 4 clerks passes she noted that we need to have the same relationship and support from CEDO; support but no control.

Matt Cropp – spoke about the limited nature of current support; filming for their Wards 4/7 NPA doesn't always go well. Cropp emphasized that the NPAs ability to make small community grants was a significant motivator to be involved, to say - here is a small community need to get a bigger community impact.

Ann B – explains that she is in Ward 8 and that they have a challenge of participation. She does appreciate City Council support and agree with the principle that NPAs are a grassroot movement. She noted a lot of changes going on right now with construction etc and a good time to be involved in the City.

Councilor Tom Ayres – asked what is the history of the position and where do we expect it to go?

Peter Owens, Director of CEDO – noted that he has no experience with other CES positions and would like some consistent between 4/7 projects;

Councilor Sharon Bushor – mentioned that CEDO used to help write grants and support what was needed. Interest in the NPAs waned with no funding.

Marcy Esbjerg – provided a bit of history on the position. She explained that both Peter and her came in to the position as it exists today. The job

description was changed with Mayor Weinberger with a broadened focus on public engagement to include populations underserved and not connected to city government including New Americans, people with disabilities and youth. As an entry level position, there seems to be a lot of turnover and it is a front line position dealing directly with the public. Going forward in our plans to replace Kesha, we are following standard protocol – reviewing the current job description, getting input from the NPAs and this committee, meeting with HR, Kesha and the Mayor to refine the job description and then advertise the position. There will be involvement from the NPAs in the interview process as before. Currently, the job is broken down into 4 areas: NPA support, Diversity and Equity; community outreach and general engagement and the internship program.

Councilor Adam Roof – *said that his perception and experience was just of 1/8 and it was good to hear different viewpoints. Roof thought it was important to **define roles of CEDO**, steering committee members, who is voting and what do the votes mean; articulation of authority. He wondered how we could manage/deliver a program to satisfy different needs. Would changing the way NPAs do business involve a charter change? Where does their authority come from.*

Councilor Tom Ayres – *asked if we can agree on some uniformity like how decisions are made; how to convey our decisions to the assembly; did we use Robert's Rule or correct procedures with the suggestion of uniform bylaws.*

Councilor David Hartnett – *questioned if it fair to hire someone to manage the NPAs 4 different ways. Can All Wards Steering Committee give CEDO some direction in working it out?*

Councilor Adam Roof – *referred to the proposal to hire a volunteer get \$100/stipend as a good possibility.*

Councilor Tom Ayres – regarding the CES position and the groups served by this position. The NPAs should understand they are not the only game in town; he has worked with the CES on accessibility needs in the City. NPAs are not all things to all people; other groups deserve the CES as well to engage and have access to City government.

Councilor Selene Colburn – wondered if we dedicate full funding for this position and was there other funding in the past. She noted that we seem to be asking to do more with less. Colburn thought it was important to get clarity of practice and what can be uniform across the board. This year there was a new Councilor budget line item and Colburn suggested that the NPAs can make suggested grants for community needs from councilor funds. She also suggested that some councilors try to work in FY 17 budget to advocate now for more funds. She would support a formal proposal from each ward to hire someone to then work closely with CES; interns don't work as a staffing for NPAs. She wanted to follow up on how to give NPAs more representation on new initiatives and this should be more consistent – when and how they can play that advisory role and purpose.

Action item - Hear back from the City and CEDO and how to define this role going forward. Bring it back as an agenda item.

Councilor Tom Ayres – Can all wards have some agreement?

Councilor Selene Colburn– What do we want to do as councilors to bring up funding?

5. Memorial Auditorium RFP - Peter Owens –

The condition and needs for Memorial Auditorium have been thought about for a long time. During a presentation at Council photos were presented. In light of the 10 year Capital Plan to systematically take care of all our capital

assets, Memorial Auditorium has become an urgent issue. The question is - do we want to spend \$4million to make repairs? Key principles in the RFP to elicit a broad response; have a good community conversation. The block is located in the downtown TIF district and is also discussed in planBTV. The Mayor is looking for any number of proposals including public or public/private partners.

Several people, including Councilors Bushor and Colburn provided feedback that the proposal seemed to negate the choice of repairing the building. They encouraged transparency with purpose and process.

Councilor Tom Ayres – expressed the thought that to him the building is functionally a dinosaur as a performing arts space and it will take a lot of convincing to invest to repair it. In his professional life, he has used it a lot and is very familiar with it.

Councilor Selene Colburn – if we have all decided it then we need to be transparency about that.

Councilor Sharon Bushor – one option is to bring the building back to the full functions; Center City has needs and the City hasn't given Memorial attention. The City hasn't been a good steward of this building; should we invest to bring it as a community resource in the RFP should be communicated more clearly.

Peter Owens– explained the timeline. He discussed the possibility of bringing in a consultant due to the diminished capacity of CEDO. He expects to have the RFP out by Thanksgiving with responses before the end of the year. Discuss the proposals with the public via a public process and bring then bring it to the Council by March.

Councilor Tom Ayres– *asked where do the abutting properties fit in?*

Peter Owens – *mentioned the potential to assemble properties together*

Councilor Selene Colburn – offered additional feedback. She supports the

process of generating ideas for the next life of Memorial Auditorim. She suggested that the bullet point on housing and its emphasis detracts from focus on public space; She noted that even in its bad condition, the auditorium is great indoor public space and the RFP should be more balanced on public space;. Colburn questioned the comments on generating positive cash flow and wondered if the emphasis should be on on-going public good.

Charles Simpson– noted that rehearsal space is hard to come by and Memorial serves that function. He questioned if the City can invest in a new performance space – music/dance/performance... perhaps in the block of land by DPW on Pine.

Councilor Tom Ayres – mentioned another unrecognized gem, St Joseph's school as a potential for public space.

Matt Cropp – cited the private/public partnership with City Market as a good example of broad public input.

Councilor Dave Hartnett – agreed that the City has been a terrible landlord for Memorial Auditorium and has neglected that building. He empathized the importance of looking for partnerships. There are lots of good partners with schools/college/universities, the Boys and Girls Clubs; and diversity groups

6. **CDNR Work Plan** – Chairman Colburn suggested we sit down and plan work strategies. She recommended to map out the things that come through HAP. She proposed that the questions on UVM student housing presentation, ie Shannon's questions on student housing be the next item on the agenda. She will check with Joe Speidel.
7. Next meeting – Chairman Colburn suggested that we look for a common time to have a standing monthly meeting. Councilor Ayres noted that both Ayres and Roof are on License Committee.

A motion was made to adjourn by Tom Ayres and seconded by Adam Roof at 8:05PM. Motion approved.

Respectfully submitted,

Marcy Esbjerg

Assistant Director

Community, Housing and Opportunity Programs

CEDO



CITY OF BURLINGTON, VERMONT

CITY COUNCIL COMMUNITY DEVELOPMENT & NEIGHBORHOOD REVITALIZATION COMMITTEE

c/o Community & Economic Development Office

Councilor Selene Colburn, Chair, East District

Councilor Tom Ayres, Ward 7

Councilor Adam Roof, Ward 8

Meeting Minutes 7/14/2015

The meeting began at 6:06 p.m. and was called to order by Councilor/Chair Selene Colburn. Councilors Ayers and Roof were present. Staff present included Peter Owens, CEDO Director, Marcy Esbjerg, CEDO Assistant Director and Brian Lowe, Mayor's Office Chief of Staff. Other Councilors present included Sara Giannoni and Sharon Bushor.

Review Agenda:

Chair Colburn explained the revised agenda which included revised process tonight. We will be hearing a verbal update of the Housing Action Plan regarding the timing, process and to continue to include a strong public process.

A motion was made by Councilor Tom Ayres and seconded by Adam Roof to approve the agenda. Motion passed.

Public Forum:

Caryn Long commented on very bad Henry Street noise complaint from last weekend. She expressed concern about the 4 unrelated ordinance not being enforced. The example used was Weston Street where reportedly 21 people live in 3 houses.

Charles Simpson – He referred to the report from Housing Summit about the Housing Action Plan. HAP Topic #1 – Neighborhood Parking. This should be brought together with Downtown Parking analysis and not looked at separately. Form Based Code – eliminates zero energy building in Burlington; so the City might want to hire a City architect to look at those changes. HAP Topic #11 –The City should consider cooperative student housing for the 1500 student housing units. He also noted that there should be greater discussion on the Burlington College land, market rate housing and parking.

Councilor Bushor commented on the Housing Action Plan that appeared to her as a laundry list of ideas. She suggested that the Council should make the Housing Trust Fund full penny as a permanent charter change. She also expressed concern regarding the affordability piece for student housing. Sharon commented that there are

many times where housing and parking intercept. She did think the original HAP draft very thoughtful. There was very good feedback and input. She suggested the public see what ideas were/were not accepted in the Plan.

Ibnar Abilik commented on the HAP #6 and concern about South End Plan BTV. He questioned if housing in the South End might drive out artists. Ibnar thought it was important to consider what the public says. He expressed concern about CEDO involved at the 11th hour – when, how, who is involved with the Plan, who does the approval? He suggested to study the future needs of industry, waste water and infrastructure in the South End. He also commented that HAP topics #10 and 17 go together.

Erhard Mahnke presented a chart for affordable housing , Inclusionary Zoning rents and incomes. He applauded the fact that for FY 16, the Housing Trust Fund was fully funded! He wanted to ensure that the HTF remains focused primarily on low/mod. Erhard also reminded us that the prime provider of the Housing First model in VT is Pathways and they should be mentioned in the HAP.

Sandy Wynn: She inquired as to why the 4 unrelated ordinance is not enforced, and also wondered why it was not mentioned in the HAP.

Approval of Minutes:

A motion was made by Councilor Ayers to pass the minutes from both the 3/24 and 5/12 meetings. Seconded by Councilor Roof. The motion passed.

Housing Action Plan – Brian Lowe, presenter:

In his verbal report, Brian stressed the reasons why this administration seeks to develop this Housing Action Plan. He cited the high 44% cost burden of citizens , the low vacancy rate(less than 2%), and the goal to increase housing stock in downtown, since Burlington lags far behind other cities of comparable size.

Brian recounted the number of public meetings on the HAP in addition to the City Council meeting on April 15. He stressed the very robust public process.

Brian summarized the four areas of change in the Plan with a draft coming later this month:

- Expansion of the preservation of affordable housing section

- Addition of a Sustainability/energy efficiency section

- Regionalization/include Chittenden County in housing discussions – not limited to Burlington city limits

- Clarify goals, timeline and who's responsible!

Public Comment

A citizen said it is critical that the HTF administration follows the ordinance and serve residents at 80% or less of the median income.

Caryn Long also asked if the vacancy rate was accurate and if there was a population decrease.

Erhard Mahnke said a greater emphasis on preservation of affordable housing was welcome. He thought it was important to incorporate John Davis' comments and look at demographics on cost burdened – 30, 50, 80% of median income. The report used the figure of 44% of 80% of the AMI were cost-burdened.

Brenda Torpy applauded the public process and said it was a good thing. But she also said we have to stop talking and start doing, because Burlington is being affected by market impacts.

Councilor Bushor asked a number of questions. What do you mean about preservation of affordability? What do you mean about regionalization? It is true that housing issues can have impacts from other communities. We can have statewide goals for housing but we can only control our City.

Charles Simpson mentioned other towns in Chittenden that have huge shopping malls with 1000 paying jobs and they should build affordable housing near those retail centers.

Councilor Giannoni talked about the vacancy rate tied to income or cost of housing; it is not the same across the market. She suggested that parking minimums/policy need to be solved. She brought up issues surrounding Form Based Code – i.e., increased heights - how it impacts infrastructure, how it works in other places are similar to BTM. She is concerned at eliminating the review piece.

Councilor Feedback on Verbal Report

Councilor Colburn reminded the audience that there are other processes on parking and Form Based Code and we should be careful not to confuse the roles of this committee with other groups.

Councilor Ayres wondered what is the purview of the Housing Action Plan is?

Both Brian Lowe and Peter Owens said that the HAP is a strategic document that will focus on housing. It will serve as a framework but not as a regulatory document. The HAP will point to areas the City needs to work on.

Councilor Roof said he likes the proposed changes like preservation and sustainability.

There was a discussion regarding Form Based Code. Councilor Ayers shared that intellectually FBC makes sense but in his analysis it was black and white with no grey. He also is concerned that there seems to be a lack of community feedback/input and suggests more of a hybrid approach. Peter Owens referenced learning about the community of Somerville and their use of FBC but as an iteration of their building code or more of a hybrid that worked for their community. Councilor Roof noted that the FBC proposal is for a pilot area, downtown.

Councilor Colburn offered the following comments on the verbal update for the HAP. She liked the expansion of the preservation of affordable housing. She noted that the public comments brought up preservation of open space and suggested that should be added. Councilor Colburn asked if the order within the plan reflected the administration's priorities as in the deregulation coming at the front of the plan. She wanted to ensure the Plan reflects a deep sense of urgency and the commitment to grow student housing and provide targets of the number of units. Finally, she reflected on a comment made by Kirby Dunn in previous comment periods that not everyone who is eligible to receive subsidy will ever get those subsidies in Burlington.

Councilor Ayers expressed an interest in allowing more accessory dwelling units in several areas of the City including the idea of tiny houses.

Caryn Long: Where is our information on people and wages? Caryn wondered how student information impacts our data.

Focus/work of CDNR moving forward:

Councilor Colburn opened the last item on the agenda by providing a list of issues considered by the committee in past years. She noted that she would like to warn meeting 2 weeks in advance. After discussion, it was suggested the next meeting would be at the end of August or early fall. Brian Lowe believes that the next version of the Housing Action Plan would come out at the end of July. Councilors are to bring written comments to the next meeting on the Housing Action Plan.

For the focus and work of the CDNR Committee, Chair Colburn is going to check with Council President Knodell in the changed role of the HR/Institution Committee and what matters will now fall to the CDNR Committee. In addition, the role of NPA's/staffing/support/public process would be examined, as well as updates on the City's homeless policies. CDNR wants to continue on quality of life issues such as 4 unrelated and housing and economic development. Someone asked if the Committee should consider Community Policing and it was noted that the Public Safety Committee considers that topic. Finally, Councilor Colburn mentioned learning about other civic engagement models from Kesha Ram if relevant.

A motion was made to adjourn the meeting at 8 PM by Councilor Ayers and seconded by Councilor Roof. Motion approved and meeting adjourned.

Respectfully submitted,

Marcy Esbjerg, Assistant Director

CEDO



CITY OF BURLINGTON, VERMONT

**CITY COUNCIL COMMUNITY DEVELOPMENT &
NEIGHBORHOOD REVITALIZATION COMMITTEE**

c/o Community & Economic Development Office

Councilor Selene Colburn, Chair, East District

Councilor Tom Ayres Ward 7

Councilor Adam Roof, Ward 8

Meeting Minutes 9/15/2015

The meeting began at 6:50 p.m. and was called to order by Councilor/Chair Selene Colburn. Councilors Ayers and Roof were present. Staff present included Marcy Esbjerg, CEDO Assistant Director, Val Russell CEDO's Community Development Specialist, and Brian Lowe, Mayor's Office Chief of Staff. Other Councilors present included Sharon Bushor, Jane Knodell, and Joan Shannon.

Review Agenda:

Chair Colburn shared the agenda and asked for suggested additions from attendees.

A motion was made by Councilor Tom Ayres and seconded by Councilor Adam Roof to approve the agenda. Motion passed.

Public Forum:

Ibnar Abilik – Commented on the Housing Action Plan –

- He commented that there should not be housing allowed in the Enterprise District.
- He would like the Neighborhood Planning Committees to have input on Alternative Dwelling Units (ADU's), and suggests that they are targeted not only for seniors but a larger demographic.
- Section 2 item 3 – he has trouble with the language “adopt the form based code” and suggests using language that implies that form based code is being evaluated and not necessarily adopted.

Councilor Bushor – Commented on the Housing Action Plan -

- The language in the introduction such as “low income” and “seniors” does not indicate accommodations for families. She would like to see more of a commitment to 2-3 bedroom affordable family housing.
- Applauds energy efficiency goals.
- Suggests a charter change for the Housing Trust Fund (HTF).
- Suggests pursuing new strategies for housing college students. Does not support that new student housing be built downtown. Wants more proof that it will result in students leaving neighborhoods.

- Informed the committee that Champlain College historically needed city approval to build student housing and that expired in 2014.
- Suggests a review of planning and zoning as part of planBTV South End. She has heard from start-ups in the South End and is concerned with losing incubator space.

Council President Jane Knodell – Commented on the Housing Action Plan –

- Earlier drafts of the Housing Action Plan relied too heavily on making more housing to effect the market rate. The new plan includes intentional strategies to create affordable housing and she supports that.
- The plan has a specific target number for student beds but no targets for other types of housing. We need more market rate housing and more perpetually affordable housing, she suggests targets for these categories, and monitoring performance towards these goals.
- Language in Goal 1 suggests that the HTF may be used for anything other than low and moderate income residents, she suggested removing it.
- She suggests that the CDNR works with a consultant around Inclusionary Zoning.
- She suggests adding a tax rebate for home sharing.
- She notes that the regional focus is a great strategy and should include the Fair Housing Project? As a partner.
- President Knodell suggests not pre committing to form based code and parking minimums until City council debates.
- She does not support student housing (dorms) being built downtown, is concerned for downtown stakeholders.

Ted Wimpey – Commented on the Housing Action Plan

- Inclusionary zoning is an important part of creating affordable housing in an atmosphere where there is less federal and state funding for housing each year. He believes this draft is much improved in terms of Inclusionary Zoning, and doesn't want to see percentage requirements reduced.

Rita Markley – Commented on the Housing Action Plan

- Supports micro housing and has many staff members who would be interested in it.
- Does not support housing in enterprise zone because of negative effect on artists/entrepreneurs.
- Would like to see target numbers for housing units other than just student housing. Suggests building housing that could house many different groups – not dorms.
- Is concerned about inclusionary zoning regulations – can student income meet inclusionary zoning requirements?
- Suggests not limiting strategies that target housing for the homeless to only the chronically homeless population.

Maggie Stanley – Commented on the Housing Action Plan

- Is thrilled with the Mayor's statement that he does not support housing in the enterprise zone.

- Do we have a target number of how many housing units need to be built in total to meet demand?
Suggests the addition of a specific goal.
- Suggests increasing the Inclusionary Zoning requirements
- Suggests looking into building housing in South Burlington, specifically at the end of Pine St.

Erhard Mahnke – Commented on the Housing Action Plan

- Applauds the attention to preservation in the plan specifically long term affordable housing and attention to energy efficiency.
- Encourages clarification on what affordable housing means. Using HUD standards anything below 80% of MFI is considered low income.
- Concerned that language around the Housing Trust Fund (HTF) implies that the funding could be used for people who do not qualify for subsidies. Suggests it is rewritten to clarify that HTF funding can only be used for low income beneficiaries.
- Suggests using the categories of “cost burdened” (paying > 30% of household income for housing) and “severely cost burdened” (paying >50% of household income for housing) instead of using statistics such as the average percentage of income that renters pay in Burlington.
- Concerned about Inclusionary Zoning regulations, suggests not letting the percentage of low income units required to drop below 15%.
- Suggests changing the language describing the Housing First model to recognize that it is already being used by several nonprofits in Burlington.
- Notes that the history of Accessory Dwelling Units (ADU’s) is controversial, suggests addressing regulations to prevent abuse.
- Suggests having specific targets for all types of housing. The state has a report with housing requirements for Chittenden County that may be a good resource.

Councilor Joan Shannon - Commented on the Housing Action Plan

- The term “affordable housing” is not defined clearly, suggests using another term such as “subsidized housing” to benefit public understanding of the plan.
- Would like confirmation of the statistic that Burlington has a 57% rental rate, and the number of undergraduates living in Burlington. Wonders why we are not counting the graduate students.
- Reported that getting rid of parking minimums and eliminating Downtown parking is not a popular idea in her ward.
- Would like the section about reducing inappropriately high zoning and permit fees to reflect that developers pay those fees, not taxpayers.
- Does not support housing in the enterprise zone.
- Concerned with the reality of monitoring ADU’s to make sure they are owner occupied.

Housing Action Plan – Brian Lowe, presenter:

Brian noted that because everyone in attendance was very familiar with the Housing Action plan he would only speak to the changes that had been made in this draft. The changes were largely structural and included; adding clear goals and timelines, energy efficiency considerations, new regional planning, and affordable housing preservation. He suggests pulling the section about housing in the South End out of the plan to maintain consistency with the Mayors recent statement concerning housing in the enterprise zone. Brian reminded the group that this is a framework document and that details will be filled in with the help of consultants after the RFP process.

Councilor Roof asked if existing timelines need to be taken into account for new edits, Brian said that the timelines have been pushed back to September so it shouldn't be a problem.

Public Comment

Councilor Colburn suggested going through the new Housing Action Plan draft section by section for any new public comment.

Introduction Comments

- Suggestion to confirm that the City is using the same definition of "affordable housing" as the State.
- Councilor Roof asked for clarification regarding who resources are available to and the intention of the language in the introduction.

Section 1 Comments

Goal 1

- Preservation of Affordable Housing – Are there specific goals and strategies? The CDNR committee would like to be part of that conversation.
- Erhard suggests finding a list of existing affordable housing that will need resources to remain affordable for the next five years. CEDO has that list and incorporates it into our Action Plan and funding decisions.

Goal 2

- HTF – the word "should" will be struck for clarification. It was suggested that the HTF become more transparent and that information is readily available on the website. Councilor Bushor asked whether the funding the City is providing is enough for a program dedicated to housing. She suggests incorporating HTF funding into the plan.
- Suggestion that workforce housing be considered in Inclusionary Zoning for people who are not low income but can't afford market rate housing. Councilor Colburn proposed that these details be discussed later with a consultant and that CDNR participate in the process.

Goal 3

- Energy Efficiency – We have an existing time of sale ordinance, these standards should be strengthened and updated. The rehab code should strike a balance between historic preservation and energy efficiency.

Goal 4

- The goal needs more substance. Councilor Colburn suggests a higher commitment to and incentives for home sharing. Councilor Ayers would like to see more metrics for home sharing.

Brian Lowe, Councilor Colburn, and Councilor Ayers reminded the group that this is a framework document and that no policies are being created with this document.

Section 2 Comments

Goal 1

- It is very important that Burlington leads the region on a commitment to affordable housing. CVOEO would like to be part of the conversation regarding transportation corridors and suggests including the AARP – they are conducting a study on transportation and housing for seniors.
- The CCTA has reviewed this portion of the Housing Action Plan and is comfortable with it.
- Suggestions to also include the Burlington Sustainability Project, VHFA, and other partners.

Goals 2&3

- Goal statements should reflect the evaluative process for parking minimums and form based code.

Goal 4

- Suggestion to increase funding for housing replacement, and include housing replacement in this section.
- A two word language change is suggested to include energy efficiency.
- Further discussion of housing replacement specifically near the airport. Councilor Colburn suggested making a resolution instead of adding in a new section about housing replacement. Councilor Roof supports adding language that will include the topic in the scope of work. All councilors agree.

Goal 7

- Discussion about whether this section should be removed from the document. Ends with a proposal to clarify the language around housing, so it is clear that the proposed housing will not be in the enterprise zone. Councilor Colburn suggested stronger anti gentrification language.

Section 3 Comments

Goal 1

- Several attendees want clarity about purpose built student housing and do not support building “dorms” or buildings that could not house other groups. Brian Lowe shared that purpose built housing has been successful in other similar college towns, some councilors and attendees do not think this would work as well in Burlington.

Section 4 Comments

Goal 1

- Discussion occurred addressing who should be the priority for this funding/housing. Some organizations are using the Housing First approach. The City is supporting the Continuum of Care's system wide approach to triage and house the most vulnerable populations, and others would like to serve those who could be assisted before becoming chronically homeless. Councilor Bushor would like the language to reflect more of a commitment to house children and families. It was suggested that a few attendees discuss this section further.

Section 5 Comments

Goal 1

- Councilor Ayers encourages expansion of accessory units to include new construction (examples - micro apartment buildings or condo units). Councilor Colburn supports expanding the language to be inclusive of these possibilities.
- Further discussion of accessory units, Councilor Bushor is concerned about abuse, suggests using parking requirements to limit abuse.

Councilor Colburn proposed to see a new draft and to work with Brian Lowe on areas that need substantial editing, followed by a review by council members, and if there are no objections to the edits, move the housing Action plan forward to City Council.

Councilor Roof moved to recommend that the revised Housing Action Plan moves to City Council, given the discussions are captured, with the option to reject. Councilor Ayers seconded this motion. All councilors in favor.

Consolidated Annual Performance Evaluation Report (CAPER) - Marcy Esbjerg, presenter

The CAPER is up for public review and can be found on the CEDO website or at the CEDO office.

A motion was made to adjourn the meeting at 9:23 PM by Councilor Ayers and seconded by Councilor Colburn. Motion approved and meeting adjourned.

Respectfully submitted,

Val Russell

Community Development Specialist

CEDO