



CITY OF BURLINGTON, VERMONT
CITY COUNCIL COMMUNITY DEVELOPMENT &
NEIGHBORHOOD REVITALIZATION COMMITTEE
c/o Community & Economic Development Office
City Hall, Room 32 • 149 Church Street • Burlington, VT 05401
802-865-7144 VOX • 802-865-7024 FAX • www.burlingtonvt.gov/cedo

Councilor Adam Roof, Chair, Ward 8
Councilor Sara Moore, Ward 3
Councilor Karen Paul, Ward 6

Thursday, September 21, 2017
5:30 – 7:00 PM
City Hall Conference Room 12 (CR 12)

Proposed Draft Agenda

1. Review Agenda (5 minutes)
2. Public Forum (10 minutes)
3. Approval of Minutes – 7/20 (5 minutes)
4. Housing Action Plan (HAP) – Review progress of the implementation of the HAP and discuss timeline moving forward – CEDO, P&Z (45 minutes)
5. Neighborhood Project Update – Update on the progress and timeline of the ‘Neighborhood Project’ now in progress – Gillian Nanton, CEDO (15 minutes)

(The partners (UVM, Champlain College, Preservation Burlington, City) are interested in neighborhood stabilization efforts which will create balanced opportunities for housing choices in near-campus neighborhoods, improving the quality of housing stock for a wide range of residents, and identifying quality of life initiatives to support residents.)

6. Plans for October Meeting (5 minutes)

The programs and services of the City of Burlington are accessible to people with disabilities.
For accessibility information, call 865-7144. For questions about the meeting,
contact Gillian Nanton at Gnanton@burlingtonvt.gov



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Councilor Adam Roof, Chair, Ward 8
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Attendance: Chair Adam Roof, Councilors and Committee Members Sara Moore and Karen Paul, CEDO Director Noelle MacKay, CEDO Assistant Director Gillian Nanton, CEDO Housing Programs Manager Todd Rawlings, CEDO Staff Ian Jakus, Director of Code Enforcement William Ward, Code Enforcement Case Manager Patricia Wehman, Assistant City Attorney Kim Sturtevant, Director Planning & Zoning David White, Joe Speidel (UVM), Sandy Wynne, Jonathan Chapple-Sokol, Caryn Long, Ashley Bond, Candace Page

Thursday July 20, 2017

5:30 – 7:00 PM

City Hall Conference Room 12 (CR 12)

Draft Meeting Minutes

Chairman Roof called meeting to order at 5:33 PM.

1. Review Agenda

Councilor Moore made a motion to approve the agenda as is, seconded by Chair Roof.

2. Public Forum

- Candace Page stated that having lived on Henry Street since 1984, the passage of the four-unrelated ordinance saved the street leading to a number of rental units being converted back to home ownership. She does not want to see us take a step back from this.
- Ashley Bond stated that as a Henry St. resident she appreciates the advocacy of her neighbors and that it is necessary for residents to be vigilant. It is important to have the four-unrelated ordinance on the books for those rare cases when things really get bad, even though it is difficult to enforce. She felt her neighborhood is balanced, without too many students.
- Sandy Wynne asked if this CDNR meeting was advertised or just sent to the email list. Said it wasn't on front porch forum and asked for the Committee to restate the objective of the meeting.
- Chair Roof responded he could consider posting the meeting information out on front porch forum in the future. On the subject of four-unrelated ordinance there would be no action taken today or in the future as a result of this meeting only a discussion on zoning and enforcement in regards to quality of life.

3. Approval of Minutes - [6/15/17](#)

- Councilor Moore made a motion to approve the minutes. Chairman Roof seconded.

4. Housing Trust Fund (HTF) FY18 Allocation Process

- CEDO Director MacKay explained that the HTF Committee, composed of herself, Chair Roof and Jordan Redell. She explained they met three times last year and that there is a lot of need for the limited funds. The process begins with an allocation, then there is an RFP, and then the committee approves awards. They reviewed the criteria in order to make the regulations more consistent and easier to review as well as making it easier to understand for those receiving the score.
- CEDO Housing Programs Manager Todd Rawlings added that they are sharing more information about the HTF on the website including the deliverables and the outcomes. The new criteria will standardize the information collected to compare apples to apples rather than lots of extraneous information as is typically included. He clarified that the CDNR committee must approve these proposed changes.
- Councilor Moore asked to clarify how the money was allowed to be spent. Could it be used for administrative costs?
- Director MacKay responded yes through the capacity grant component, usually \$5,000 - \$12,000.
- Sandy Wynne asked if there is reporting required for the receipt of the grant money.
- Mr. Rawlings responded that most projects have federal money which has strict reporting requirements. Another example he provided is that organizations may ask for funds for a feasibility study and the HTF receives a copy of the product.
- Jonathan Chapple-Sokol asked if there is a reassessment of the new criteria built into the process.
- Director MacKay responded that the process would be reviewed every year and that the applicants would evaluate the process each year.
- Councilor Moore moved to approve the form and the process change. Councilor Roof seconded.

5. Discussion of Zoning Enforcement and Quality of Life Issues

- Chair Roof again stated that there is no action planned as a result of the discussion and that this is a general conversation about how code enforcement is done.

Part 1. Bill Ward, Director of Code Enforcement, [presentation on the four-unrelated ordinance](#). (See posted presentation; notes are supplemental)

- The main challenge with the four-unrelated ordinance is that it doesn't apply citywide; only in RL and RM zones and the RH zone was added in 2012. This has led to a situation where certain properties are pre-existing non-conforming uses with greater occupancy than is allowed by zoning, making the ordinance particularly difficult to enforce.
- There are different definitions of a bedroom; rental registration form may define a bedroom differently than a real estate listing and potentially the assessor.
- In a case where the number of bedrooms on the rental registration form changes a landlord will be caught, assuming they are honest.
- The required 48 hour notification of a violation allows landlords to address any additional beds before the inspection.
- Violations involve a lengthy process and appeals can take months if they appeal the Development Review Board decision. If they appeal to the state it could a year or more.
- 7 properties had violations in 2017.
- The same issues that the four-unrelated ordinance attempts to address can be had with allowed 4 occupants.

- In one case the landlord had 8 occupants on a lease and then just made the building into a duplex within the allotted 7 day period to avoid the violation.

Comments part 1. (Chair Roof stated that given the time restraints for Mr. Ward, the public could ask questions of him now)

- Caryn Long stated that various owners have claimed they didn't know about the four-unrelated ordinance. Also that the City continues to support these land lords by allowing additional parking. She cited two specific problem properties.
- Mr. Ward explained that often what ends up happening is that when these folks get caught the landlords get attorneys. This prevents code enforcement from talking directly to the landlord. Mr. Ward said he had rarely seen someone get caught and not get an attorney. He also highlighted the need to close out all code violation investigations otherwise it will not be recorded for future property owners.
- Chair Roof said he was surprised there were only 7 complaints this calendar year. His perception was that it was much higher. He asked how many investigations are sourced from complaints versus police/fire.
- Mr. Ward responded that about 50% come from those two sources. In the case of a complaint they must take affidavits from the neighbors attesting to the violation and that often there are a variety of associated violations that accompany these cases.
- Sandy Wynn stated that realtors misrepresent properties and look past violations. Realtors need enforcement folks to interact with them and unless they live here in the City they don't take it seriously. She thought it would be helpful for realtors and the community at large to hear from the Mayor and the administration regarding enforcement of the four-unrelated ordinance. She asked if the complaints were public. She also asked who has access to the MLS real estate database that could be used to cross check the number of bedrooms listed with the allowed number for that property.
- Mr. Ward responded that the code enforcement data is public record and available upon request. Also that the assessor's office has access to MLS.
- Chair Roof asked what the mitigating forces are in these issues.
- City Attorney Kim Sturtevant responded that the big issue are claims that properties are grandfathered in and do not need to conform under current zoning. Often times in litigation an owner can provide enough paperwork to show they're grandfathered in from before 2000. It is common for the legal process to take a year or more.

Part 2. Director of Planning and Zoning David White: [Presentation on zoning and quality of life issues](#) (See posted presentation; notes are supplemental)

- Current zoning creates a tremendous amount of non-conformity:
 - 73% of homes in the RL zone are too small for a duplex. 43% are smaller than the minimum lot size.
 - Most RM lots can only support 2.5 units – there are a lot of parcels that have more than that and thus they're non-conforming.
 - Currently a 3 story building would require a quarter acre lot.
- RM and RL districts allow single family reversion on properties where that was the original use.
- Institutional zone is not subject to four-unrelated.
- There are added restrictions due to historic districts.
- There has not been a significant number of zoning permits issued in these neighborhoods, meaning there has not been much change recently.

- It has been a long standing development policy to see intensification of residential uses.
- Zoning and economics incentivize the retention of larger dwelling units.
- Zoning does not reflect what exists on the ground and this serves to perpetuate the status quo. The perpetuation of non-conformities, and the four unrelated ordinance deters owners from reducing the number of tenants because they lose value.

Comments part 2:

- Ashley Bond asked how rezoning of residential areas is determined and if the rules tend to remain the same.
- Mr. White responded that it all goes back to the municipal development plan that the City Council approves based on priorities and objectives therein, and must be reflective of the overall pattern of land use.
- Joe Speidel asked what else could be done to create more density in a smart way.
- Mr. White offered that tweaking zoning will be necessary and Accessory Dwelling Units can increase density while promoting owner occupancy. Through the 'Neighborhood Project' effort there will be potential to target enforcement efforts and come up with innovative solutions.
- Councilor Paul offered one example, that parking not be included in rent, dis-incentivizing it's over use.
- Caryn Long stated she would like to talk about revitalization and turn the neighborhood back to resemble how it was 40 years ago.
- Candace Page stated that increased density raises the specter of Isham St. and that no single families would like to live there. A goal should be to think about how we can revitalize those neighborhoods. She suggested a single unit with 8 students, could become a duplex for two families.
- Chair Roof said that the 'Neighborhood Project' was included in the Housing Action Plan to determine how we can bend the curve in the near student neighborhoods and that increasing owner occupancy is a goal. The City is engaging in this because the four-unrelated ordinance is not an effective policy to solve the structural issues but only to protect from the truly bad violations.
- Caryn Long added a cautionary note, that when four-unrelated is enforced it is a deterrent, and she disagrees with David, that these properties need a lot of money to rehab. She warned to be careful to not perpetuate the past and understand what the market is doing now, including the new units coming online.
- Chair Roof made a motion to close the meeting, seconded by Councilor Moore at 7:13 PM.

6. Plans for August Meeting

- Chair Roof explained that they are not scheduling an August meeting as of now.

Housing Action Plan – Current Status of Proposals (September 2017)

I. Expand and Strategically Apply Municipal Resources to Support New Low and Moderate-Income Housing Construction and Better Assist Those Ineligible for Subsidy but Unable to Compete in Burlington's Housing Market				
HAP Proposal	Goal	Timeline	Who	Status/Update
1. Prioritize Affordable Housing Preservation	Facilitate the preservation of affordable housing, particularly at North Avenue Cooperative (formerly Farrington's Mobile Home Park).	July 1, 2016	Mayor's Office, CEDO	- In 2016, City provided \$150,000 from Housing Trust Fund toward land purchase and demolition of 6 abandoned homes. - With CEDO support, Efficiency Vermont & BED have installed a high efficiency "Vermod" unit as a model home in the North Avenue Cooperative. - To date, more than 20 applications, including from North Ave. Coop residents, received under CEDO's rebooted owner-occupied rehab. program in April 2017.
2. Focus and Expand the Housing Trust Fund (HTF)	Double the size of the HTF.	July 2016	CEDO, Clerk Treasurer's Office	- HTF almost doubled in FY16, FY17 and FY18. Between FY13 to FY15 HTF allocations were \$190,000 annually. This was increased in FY16 to \$363,741; FY17 to \$372,079 and in FY18 to \$373,283. The Administration is committed to permanently raising revenues to the HTF by allocating at least a full penny per every \$100 of property value, after further discussions and upon conclusion of the work of the Inclusionary Zoning Working Group.
3. Establish Targets for Household Types	Establish targets for production of different household types.	12 months after adoption of HAP	CEDO in consultation with CDNR	- Prospective consultants commenced work on a methodology to establish targets for different household types. Subsequently, CEDO submitted an application to CCRPC under their FY18 Work Program to undertake a 'Burlington Housing Demand & Build-Out Analysis' study. CCRPC did not have the capacity to undertake the study this year.
4. Consider Revisions to the Inclusionary Zoning (IZ) Ordinance to Better Meet Housing Goals and Better Complement the HTF	Develop scope of work with CDNR Committee, assemble public/private team/committee, hire consultant and present findings to City Council.	Fall 2016	CEDO, P&Z and CDNR	- In January 2017, IZ Evaluation report completed and presented to CDNR committee. Subsequently, in April 2017, City Council adopted a resolution relating to the formation of an Inclusionary Zoning Working Group (IZWG) to review each of the IZ Evaluation report's recommendations, gather public input and report back by April 1 st , 2018. The IZWG will hold its first meeting in mid-September 2017.
5. Improve Home Energy Efficiency	Improve affordability and sustainability by creating incentive programs and partnerships to reduce energy costs.	July 1, 2016	BED, CEDO	- As of April 2017, under Energy Champ Challenge program, 150 building audits were completed; 54 building weatherization completions and 12 more buildings under contract. Average savings per building about \$520/year; about \$175/apt. - BED involved in several projects, e.g. Bright Streets Coop, COTS at 95 North Avenue and Bayberry Apts. BED is working with design teams including on Eagles Landing, UVM's first year dorm, BTC redevelopment & Burlington College bldgs. - In the Downtown Mixed-Use Core Overlay (DMUC) district, new developments and substantial redevelopment required to be LEED Gold Certified. The draft planBTV Downtown Code (form-based code) has a similar requirement.

Housing Action Plan – Current Status of Proposals (September 2017)

I. Expand and Strategically Apply Municipal Resources to Support New Low and Moderate-Income Housing Construction and Better Assist Those Ineligible for Subsidy but Unable to Compete in Burlington's Housing Market				
HAP Proposal	Goal	Timeline	Who	Current Status
6. Consider Continued Assistance for Home-Sharing	Review effectiveness of home-sharing model and explore incentives to expand, if appropriate	One year after adoption of HAP	CEDO	- Review of Home-Sharing model underway by CEDO. It is estimated that a draft document would be released in late September 2017.
7. Review South End Zoning and Housing Policies as Part of the planBTV: South End Process	Consider adopting planBTV: South End, including housing opportunities outside the Enterprise Zone	Final draft Oct/Nov 2015 and adoption by April 2016; implementation strategy within 12 months of plan adoption.	P&Z, CEDO	- Work on planBTV: South End to conclude in fall 2017, following which endorsement from Planning Commission and City Council will be sought.
II. Consider Regional Land Use Approaches and Reduce Regulatory Barriers and Disincentives to New Housing Production				
1. Lead Regional Housing Initiatives That Strengthen Transportation Corridors	Convene a conference of Chittenden County Communities interested in exploring regional housing and transit solutions	Spring 2016	Mayor's Office, CEDO, CCRPC, CTA, other stakeholders	- CCRPC and GMT evaluating housing and transit relationships with member municipalities - (i) CCRCC is updating the ECOS Metropolitan Transportation Plan, including looking at impacts of increased housing and employment density near transit routes. Adoption of MTP expected in May 2018 - (ii) GMT updating their transit plan branded as NextGen Transit Plan. Update to be completed end 2018. NextGen website can be found here .
2. Create a Rational Parking System in the City's Downtown	Pending results of the parking studies, present Planning Commission and City Council with a proposal to change the onsite minimum parking requirements of the Zoning Ordinance and change the Ordinance	Present proposals in Fall 2015	CEDO, Burlington Business Association (BBA), P&Z, DPW	- In Feb. 2014, City Council directed CEDO, DPW and P&Z to prepare a downtown parking study. Since then, several recommendations from the Downtown Parking and Transportation Management Plan (DPTMP) have been undertaken. These include: - Placement of smart meters in November 2014 - Introduction of pay by cell (Parkmobile) in Nov. 2015 - Ongoing collection of occupancy & usage data to inform future changes in rates, enforcement time and placement of smart meters - Ongoing investments to the tune of \$7-9 million in 3 City-owned garages - In January 2017, agreement between the City and BBA for implementing aspects of the DPTMP, approved. - Proposed amendment to on-site minimum parking requirements is ongoing and revisions are expected.

On Target

In Progress

Not Started

Housing Action Plan – Current Status of Proposals (September 2017)

II. Consider Regional Land Use Approaches and Reduce Regulatory Barriers and Disincentives to New Housing Production				
HAP Proposal	Goal	Timeline	Who	Current Status
3. Consider a Form-Based Code (FBC) in the Downtown and Waterfront to encourage New Housing Investment	Consider adopting a form-based code in Downtown and Waterfront	Adoption by July 1, 2016 (unless revised by P&Z)	P&Z	Planning Commission received draft proposal and Public Hearing held on August 8 th . City Council began deliberations on August 28 th . The Council referred the document back to the Joint FBC Committee to reconvene and report back to City Council at its September 18 th meeting. A public hearing is anticipated in October by City Council. - Downtown Mixed-Use Core Overlay (DMUC) completed.
4. Reform the Building Code (Development & Construction Permitting Review)	Complete Scope of Work (SOW), hire consultant, and make recommendations to the Administration and relevant committees.	Complete SOW by Fall 2015, hire consultant shortly after, make recommendations by July 2016.	IT to lead, CEDO, DPW, Code Enforcement BED, P&Z, City Attorney's Office	- Matrix Consulting Group, hired to perform the review of the building code, submitted their report along with recommendations in January 2017. Matrix also undertook an analysis of solar permitting. The report and recommendations were reviewed by a City team who prepared an Action Plan and recommended further research on a number of items. City Council formed an ad-hoc committee, which will review the recommended plan. The committee held a public meeting on July 26 th to present the findings and action plan to the public, and to receive feedback on those items from the public. At its August 7 th meeting, the City Council accepted the implementation plan recommended by the ad-hoc committee.
5. Explore the Adoption of a Rehabilitation Code	To help encourage reinvestment and help restore older buildings without compromising preservation values	See #4 above in this section.	See #4 above in this section	- Matrix Consulting Group explored adoption of a rehabilitation code and suggested that the International Existing Building Code (IEBC) be adopted. The City team will work with the State to understand if the code can be applied to Burlington, and evaluate the opportunity of implementing the code. An analysis should be completed by December 2017. - Graydon Land Use was selected to evaluate zoning regulations with regard to historic properties. This work commenced in February 2016 and an action plan is being finalized. It is expected this will be presented to the City Council in fall 2017.
6. Reduce Inappropriately High Residential Zoning and Building Fees	Review fee schedule and present proposal to relevant committees/bodies	Complete work, or first phase by March 2016	P&Z	- As part of the reform of the building code, residential zoning and building fees are being reviewed. This work is ongoing and action is expected in calendar year 2018.

Housing Action Plan – Current Status of Proposals (September 2017)

II. Consider Regional Land Use Approaches and Reduce Regulatory Barriers and Disincentives to New Housing Production				
HAP Proposal	Goal	Timeline	Who	Current Status
7. Review Existing City Strategies for Healthy Growth	Review City strategies for healthy growth.	One year from adoption of Housing Action Plan.	CEDO	- IZ Evaluation report completed in January 2017 - planBTV: South End work to conclude in fall 2017. - Several mixed-use development projects underway or in the pipeline, e.g. Eagles Landing, Cambrian Rise and Burlington Town Center. - Investments in basic public services, with a focus on upkeep of streets, parks, public safety and parking. - Ongoing investments in preserving affordable housing units, creating new affordable units, new transitional housing units and support for renovating rental & owner-occupied affordable housing.
III. Pursue New Strategies for Housing College Students to Improve Quality of Life in Historic Neighborhoods and Reduce Student Pressure on Rent				
HAP Proposal	Goal	Timeline	Who	Current Status
1. Over the Next Five Years, Create Approximately 1,700 New, Well-Managed Student Housing Beds on Campus and in the Downtown to Create a Better Balance in Our Community	Over the next five years, create approximately 1,700 new, well-managed undergraduate student housing beds on the UVM and Champlain College campuses, and potentially on one to two carefully-selected downtown locations beyond the Brown's Court/Eagles Landing project.	July 1, 2020	CEDO, academic institutions and development partners	- In the last two years, the University of Vermont and Champlain College have each built new on campus housing for about 300 students, or about 600 total representing the completion of one-third of the Mayor's 5-year goal of housing half of off-campus undergraduate students in new, well-managed student housing to better balance quality of life issues in the City's historic neighborhoods. The City continues discussions with both UVM and Champlain regarding options for the remainder of the goal. Champlain College is committed through its master plan to house 300 more students on campus, and the City is working with UVM on agreement to work toward 800 additional students in the coming years.
2. Negotiate Significant Extensions of College Housing Commitments	Extend the agreements in coordination with proposal #1 above in this section.	Bring forward a draft proposal to the City Council by the end of 2015	Mayor's Office, CEDO, City Attorney, UVM, Champlain College	- The City has been negotiating a number of interconnected issues with UVM and Champlain College around the extension of the current housing agreements and the potential for both institutions to contribute to the City's substantial capital needs. The primary focus of discussions has been with UVM around the capital issues. The City and UVM have a tentative outline of principles to extend and re-focus the housing agreements once the capital discussion is resolved.

On Target

In Progress

Not Started

Housing Action Plan – Current Status of Proposals (September 2017)

III. Pursue New Strategies for Housing College Students to Improve Quality of Life in Historic Neighborhoods and Reduce Student Pressure on Rent				
HAP Proposal	Goal	Timeline	Who	Current Status
3. Create a Neighborhood Stabilization Program for Neighborhoods	Complete the overall strategy and toolkit of policies and programs	Scope of work complete by fall 2016, professionals hired by winter 2016 and overall strategy to be completed by winter 2017	CEDO, P&Z, CDNR and community partners	- In early August 2017, contract awarded to consultants for the provision of services under The Neighborhood Project. Consulting team visited Burlington in early September for a series of stakeholder interviews and neighborhood tours of affected neighborhoods, with residents and stakeholders most familiar with housing concerns and quality of life issues. Potential strategies and tools to be developed and shared in Interactive Community Open House by mid-November, after field testing. Subsequently, draft actionable strategy and funding plan to be presented to partners, Administration and CDNR Committee. Final deliverables are anticipated in December 2017.
IV. New Approaches to Chronic Homelessness in Our Community				
HAP Proposal	Goal	Timeline	Who	Current Status
1. Strengthen Housing First	Implementation of a coordinated entry for permanent supportive housing and efforts to increase available housing stock	September 1, 2015	CEDO with community partners, including Continuum of Care (CoC) members	- City leadership in the Chittenden County Homeless Alliance and a strengthened Housing First Strategy have seen a continued decline in the homeless population in Chittenden County which dropped 45 percent between 2014 – 2017. Further, coordinated entry for permanent housing led to 51 homeless people being housed. Efforts are ongoing to apply the Housing First model for chronic homeless populations to youths, families and victims of domestic violence. - The CoC recently passed a 'Client Informed Consent & Release of Information' agreement which allows for data sharing of confidential information between partners.
2. Explore Establishing a Permanent Low-Barrier, Cold Weather Shelter	Support the State and local effort to open a seasonal low-barrier shelter at 179 S. Winooski Avenue for the 2015-2016 winter	Shelter opened November 1, 2015	COTS, CHT, CoC, DCF, Agency of Human Services (City in support role)	- A 40-bed Winter Warming Shelter, operated by CVOEO, was first opened in February through April 2015. Over the period 2015-2016, COTS operated the Warming Shelter. For the third year in a row, from November 2016 through April 2017, the Warming Shelter was opened and operated by the Community Health Centers of Burlington (CHCB). In FY18, the City budgeted \$60K with the view to leveraging other funding for the establishment of a permanent Warming Shelter.

On Target

In Progress

Not Started

Housing Action Plan – Current Status of Proposals (September 2017)

V. Provide Appropriate Housing Options for an Aging Population				
HAP Proposal	Goal	Timeline	Who	Current Status
1. Explore strategies to Expand Accessibility	Evaluate best practices on accessibility and issue a report to the Accessibility Committee	One year from adoption of the Housing Action Plan	CEDO	- As part of the Fair Housing Report, accessibility issues and appropriate housing are being addressed. This Report will be presented to the City Council in September 2017. - CEDO is also exploring with the Vermont Center for Independent Living renovation of homes for accessibility.
2. Review Accessory Dwelling Units	Evaluate the impact of accessory dwelling units and the possibility for 'micro housing	One year from adoption of the Housing Action Plan	CEDO, P&Z, with an update to CDNR	- CEDO & P&Z have commenced research, including best practices, data analysis and case studies on accessory dwelling units. The estimated target date for completion of the evaluation is December 2017.
3. Code for our community	Consider Universal Design elements in the permit reform effort	To align with Section II, #4 above	See Section II, #4 above	- Including Universal Design (UD) elements was considered by the Consultants. The City has also reviewed the existing codes and requirements, and we believe that the standards required in the Vermont Access code and the Accessibility Standards for Public Buildings and Parking provide for a significant expansion of availability of accessible residential units that will be beneficial to Burlington residents. Given the importance of other permit reform recommendations and the progressive, effective State requirements that exist, we will not implement UD elements at this time, however, the opportunity for more education and awareness of UD will be re-evaluated at a future time.



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Attendance: Chair Adam Roof, Councilor and Committee Member Sara Moore, Ward 1 Councilor Sharon Bushor, CEDO Director Noelle MacKay, CEDO Assistant Director Gillian Nanton, CEDO Staff Ian Jakus, Joe Speidel (UVM), Sandy Wynne, Ilnar Stratibus, Stephen Marshall

Thursday, September 21st, 2017
5:30 – 7:00 PM
City Hall Conference Room 12 (CR 12)

Proposed Draft Agenda

1. Review Agenda (5 minutes)

Meeting called to order 5:37

- Councilor Moore moved to approve the agenda, Seconded by Chair Roof.

2. Public Forum (10 minutes)

- Stephen Marshall stated that regarding the closing of any camps for people experiencing homelessness, he would like to remind anyone that 95% of the homeless community are law abiding people. He does not agree with the news media making judgements, and that the treatment of these people and the policy surrounding it should be based in science, research, and compassion.

3. Approval of Minutes – 7/20 (5 minutes)

- Councilor Moore moved to approve the minutes, Chair Roof seconded.

4. Housing Action Plan (HAP) – Review progress of the implementation of the HAP and discuss timeline moving forward – CEDO, P&Z (45 minutes)

For full information on status please see the [supporting documents](#) for this meeting on the CDNR website. The items discussed here are ones with questions or comments pertaining to their status.

- Gillian Nanton, CEDO Assistant Director, explained that 22 proposals are contained in the Housing Action Plan. They have been color coded for what items are in progress, what is on target, and what has not yet started.
- Chair Roof stated they would review the yellow items (In progress)

Section I. #6: Review effectiveness of home-sharing model and explore incentives to expand, if appropriate

- Noelle MacKay, CEDO Director, explained that CEDO has a draft document developed with HomeShare VT and AARP VT. CEDO is hoping to bring it to the CDNR Committee in October or November. It includes demographic trends and a wide range of recommendations including but not limited to additional funding for an incentive program.
- Councilor Sharon Bushor stated that this is a significant program to her and that the real obstacle in the program is the background check and the liability issues. She is interested in any kind of expansion of the program.
- Ibnar Stratibus stated he has spoken with Kirby Dunn, Executive Director of HomeShare VT about Accessory Dwelling Units being used for home sharing.

Section I. #7: Consider adopting planBTV: South End, including housing opportunities outside the Enterprise Zone

- Ms. MacKay explained that planBTV: South End had an additional comment period. The revised plan will go to planning commission and then to the city council for approval.
- Mr. Stratibus stated he has a studio in the South End, and that housing was taken out of the enterprise zone as part of the revised plan.

Section II #4, #5, #6: Reform the building code; Explore the adoption of a rehabilitation code; Reduce inappropriately high residential zoning and building fees.

- Ms. MacKay stated permit reform efforts are lead by Beth Anderson, Chief Innovation Officer for the City and combine the code issues as well as the zoning and permitting fees item.
- Chair Roof asked how common is it for cities to have “inappropriately high zoning fees” as stated in #6?
- Councilor Moore asked when there is a large project how do we know how much to reduce it?

- Councilor Bushor explained that when there are really large projects the permitting fees can sometimes get astronomical. Planning and zoning is looking at them again to make them correct. The City wants to be more welcoming to good developers.

Section III. #1: Over the Next Five Years, Create Approximately 1,500 New, Well-Managed Student Housing Beds on Campus and in the Downtown to Create a Better Balance in Our Community

- Joe Speidel, University of Vermont, stated that 309 student beds were netted in the new, recently completed, dormitory.
- Ms. MacKay stated that additionally Champlain is currently building 314 beds at 'Eagles Landing'. Thus will still need another 600 to hit the goal.
- Councilor Bushor asked if the additional 600 are for UVM or Champlain or both?
- Mr. Speidel responded that the goal would actually require an additional 800 beds according to this version of the HAP. However, the HAP originally was supposed to reflect roughly half of the students that live off campus. UVM has not committed to 800 beds outright. The intention of this was purpose-built student housing and the University is willing to continue talking about third party housing similar to Redstone lofts in locations such as Trinity Campus or Memorial Block. UVM will not require juniors and seniors to live on campus.
- Councilor Moore said that there's an idea that students don't want to live on campus. Is living on campus too expensive?
- Mr. Speidel responded that this is not a driving force that they have heard from students.
- Chair Roof said that there is a percentage of students juniors, seniors, and graduate students who would live on campus. There is an appetite for that type of housing. How we get there is the question. From the University is there no commitment to achieve 800 beds?
- Mr. Speidel responded that this was a goal but not a guarantee that they will achieve that much housing by that date. The University is continuing to consider housing development opportunities.
- Chair Roof said that he does see a problem with doing exclusive student housing in our downtown because young professionals and seniors also want accessible housing. There also might be institutional zoning changes that the University needs to achieve this goal.
- Councilor Bushor responded that the University has already received enough institutional zoning changes.

Section V. #2: Evaluate the impact of accessory dwelling units (ADU's) and the possibility for 'micro housing'.

- Ms. MacKay stated that a report on ADU's is currently in progress. This includes how ADU's have been implemented in the City. Currently a survey of ADU owners is underway and CEDO is working closely with Planning and Zoning. Micro housing would need to be handled separately.

- Councilor Bushor said there is a great vulnerability for residents and neighbors that ADU's allow the establishment of a mini dorm complex and asked if there is any national precedent for negative impacts.
- Ms. MacKay responded that they looked at this at the state level and while it is an important policy it would have minimal impact on the housing supply overall. Negative impacts would be examined as part of the report.
- Mr. Marshall stated that there is a high demand for housing in Burlington, wealthy people want to live here and students are wealthy. The developers are never going to want to develop enough housing for the prices to go down. He would propose very steep taxes on luxury housing, so developers could provide money for infrastructure.

Section I. #3: Establish targets for production of different household types.

- Ms. MacKay referred to the fact that the status is red for this item, but CEDO has been coordinating with CCRPC through various grants. Where there are different needs and how much would be needed to adequately house these populations.
- Councilor Moore stated that at the risk net meeting they discussed Refugee resettlement and that there is a problem with the substandard quality of the housing for these groups in Burlington and Winooski.

5. Neighborhood Project Update – Update on the progress and timeline of the ‘Neighborhood Project’ now in progress – Gillian Nanton, CEDO (15 minutes)

(The Neighborhood Project partners (UVM, Champlain College, Preservation Burlington, City) are interested in neighborhood stabilization efforts which will create balanced opportunities for housing choices in near-campus neighborhoods, improving the quality of housing stock for a wide range of residents, and identifying quality of life initiatives to support residents.)

Ms. Nanton gave an overview of the project and consultant selection process. The consultant selected was Ninigret Partners from a pool of 7 responses to the RFP. The consultants visited September 5th through the 8th to meet with a wide range of stakeholders and neighborhood tours were done to understand the housing challenges quality of life issues. While some tours were cut short due to the weather, collectively the consultants met with 50+ persons. They got a range of perspectives, and met with a wide cross section of Burlingtonians.

She continued to describe that CEDO is gathering a wide range of data whereby the consultants will do an initial assessment with a community meeting tentatively scheduled for November 7th in Contois Auditorium, from late afternoon to early evening. This will allow the public to contribute to review initial results of the stakeholder engagement and the data analysis and indicate what proposed

actionable strategies and tools that they favor. There will be a webpage up with all the documents for review and there will be an ability to provide comments.

- Councilor Bushor stated that there was a neighborhood in Ward 1 that got shorted the tour, while Sandy Wynne did one section of the tour, the other section has Trinity, Grove St, and East Ave and this section was excluded and will not be appreciated. The consultants need to hear directly from the residents and any intermediary would not be satisfactory. Could the consultant directly interact with the 6 people that we have lined up?
- Councilor Roof responded that the consultant was soaked on account of the rain and hopes to still do that tour and hear from those people. The goal was to get early immersion rather than doing just an initial data analysis and we don't want the outcome to be hung up on this issue.
- Councilor Bushor stated that a less expensive approach might be to get them to look at the map and have the consultant talk directly via the phone. That's the second choice, and we don't want to diminish where we need to spend that money. Also residents want to see the scope and the timeline.
- Sandy Wynne said she would disagree with the analysis. They all got wet and the sky opened up and they high tailed it up to her house. Kevin said he was done for the day instead of changing and coming back. We should not pay them to come back.
- Ms. MacKay stated that 50 people met with the consultant in three days is a lot for this type of study, and CEDO worked to have as many voices as possible. We have done our best and we want to get to the implementation phase.
- Mr. Stratibus asked where the consultant was from? (Rhode Island) He stated that this is what happens with outside consultants who are very difficult to coordinate with.
- Ms. Nanton explained that there were 7 proposals, one from South Burlington, and the committee deemed that this firm did not meet the requirements.
- Councilor Moore said there has been a shift at CEDO, with a lot of work with consultants rather than in-house. The drawback is that there is less capacity to work on these issues over the long term. There are people who are angry because they don't feel involved, through steps, not just feedback steps.
- Ms. MacKay responded that it is not realistic to accomplish the Housing Action Plan without consultants. CEDO is working on several projects in-house, for example the Affirmatively Furthering Fair Housing report for HUD. The selection process for the Neighborhood Project included 9 people that were representative of the varied interests and not everyone can be involved with these processes. Consultant use as part of the TIF projects has been reduced in order to save money.
- Mr. Stratibus said that he is aware of all the work that City staff does. The Mayor is putting a too much work on CEDO, Councilors, etc... In the next 2 or 3 years we need to take on a little bit less. Maybe the City has to recognize that there is a limit to capacity of ability to do outreach to the public. As a public person I can't keep up with it all.

- Chair Roof thanked Gillian for organizing to make that tour happen. The City has tried to frontload the neighborhood project as much as possible, more than typical and he is looking forward to the community process.

6. Plans for October Meeting (5 minutes)

- Chair Roof would like an update from UVM to learn how the initial collection of address data through the registration process has gone.
- The meeting was adjourned at 7:30 PM.

DRAFT