



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 Selene Colburn, Chair, East District

Councilor Tom Ayres, Ward 7

Councilor Adam Roof, Ward 8

Tuesday, March 22, 2016

6:00 – 8:00 PM

Robert Miller Center

130 Gosse Court, Burlington

Proposed Draft Agenda

1. Review Agenda
2. Public Forum (20 minutes)
 - Gentrification Policy Brief – UVM students
3. Approval of Minutes – 2/16 (5 minutes)
4. Review of revised RFP for Inclusionary Zoning– Gillian Nanton (25 minutes)
5. Update on UVM off-campus housing tracking – Joe Speidel & Lisa Kingsbury (25 minutes)
6. Next meeting – April 26, 6PM – Fletcher Free Library



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Councilor Selene Colburn, Chair, East District
Councilor Tom Ayres, Ward 7
Councilor Adam Roof, Ward 8

Tuesday, February 23, 2016

6:00 – 8:00 PM

Fletcher Room

Fletcher Free Library

Draft Minutes

Chair Selene Colburn calls the meeting to order at 6:05. She discussed that this will be a planning meeting to discuss how the committee will be going forward. The Chair distributed the memo she wrote as a result of the last meeting on Inclusionary Zoning.

Those in attendance are listed above.

1. Review Agenda

The Chair reviewed the agenda as posted and as distributed. The Motion to accept was made by Councilor Roof and seconded by Councilor Ayres. Motion approved. 2. Public Forum (20 minutes)

Comments:

Joe Speidel from UVM spoke of UVM investigating the possibility of building a new arena in conjunction with South Burlington, possibly using TIF money; locating the arena by City center. He noted that the South Burlington location would be an equal distance from Church and Main. He also explained that the University would not be the sole owner but a big tenant. Speidel also suggest that putting it at the University Mall was a possibility. It was suggested UVM consider the Memorial RFP which should be released in the next couple of months. Councilors also brought up the importance of discussing what is done with the redevelopment of the existing space and the need in Burlington for good size convention/meeting space – which is a big economic driver.

Speidel mentioned the International Town Gown Association Economic Development Conference -

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contact Marcy Esbjerg at mesbjerg@burlingtonvt.gov

regional meeting in Ithaca end of March and they are presenting; information was shared with CEDO to see if others want to attend.

Chair Colburn spoke on the purpose and ongoing nature of committee.

Sandy Wynn mentioned that she continues to be concerned about the enforcing of 4 unrelated people ordinance and the length of time it takes to enforce.

Chair Colburn said she plans on some quality of life issues that need to be addressed on upcoming CDNR agenda. She plans to have meaningful next steps and a clearer mandate.

3. Approval of Minutes – 12/15 (5 minutes)

Councilor Ayres noted that he was not in attendance at the last meeting and his name should be removed.

A motion to accept the minutes with that change was made by Councilor Roof and seconded by Chair Colburn and the motion was unanimous.

4. Update on CEDO's Community Development Programs– Marcy Esbjerg (10 minutes)

M. Esbjerg presented updates on three programs:

Community Development Block Grant (CDBG) – The Entitlement amount we will be getting this year is \$724,881; applications that came in under Public Services totaled \$349,796 for \$108,732 in funding and Development requests totaled \$376,234 for \$430,173 of funding available. The first meeting of the Advisory Board on Public Services took place recently. The next meeting on Development projects occurs in mid-March. In April, the Action Plan will be presented to CDNR, Board of Finance as well as City Council meetings.

AmeriCorps Program– Update was provided based on information on the current program, the number of organizations involved and the focus of diversity and equity. A report is attached for reference. The report also discussed the upcoming grant and the new focus on creating a healthy and safer community.

Warming Shelter – The Shelter was opened in November and a report was submitted that encompassed the numbers served year to date. There were few questions on the data and also when the shelter will close this year (March 30). The report is attached.

New Public Engagement Specialist – Marcy announced that CEDO hired a new Community Development Specialist – Public Engagement who started in early February. Phet Keomanyvanh comes from United Way and is already out assisting NPAs and planning the Internship Program.

4. **Next meetings** – review advance schedule (10 minutes) – 3rd Tuesday at the Library

3/15 – Tom has a conflict

4/19

5/17 – Adam traveling

6/21

7/19 – Adam traveling

8/16

Check on shifting to the 4th week – 3/22, 4/26, 5/24, 7/26

Post all meeting dates on line once the dates are confirmed.

5. Map out topics for CDNR Committee through the summer (15 minutes)

March – Inclusionary Zoning RFP, will meet with the Mayor first as a response to Memo; Update from UVM on the off campus tracking system

April – 2016 Action Plan, CEDO Assistant Director Gillian Nanton- Neighborhood Revitalization Plan/RFP to hire a consultant – this discussion on the plan and ideas could take several meetings.

May – setting targets for types of housing stock, demand versus production, CEDO Assistant Director Gillian Nanton.

June

July

August

Other Topics – 4 unrelated ordinance – when to bring that back; ADU – tiny homes for homeless and aging population with a possible speaker; underused affordable housing programs; meet with landlords – what do they need – how does it work well.

Chair Colburn is looking at what kind of housing students are looking for. This might not be a meeting but she may report back to the committee.

Councilor Roof noted the value in knowing the work plan to come in advance to mull it over, have conversation and plan in advance.

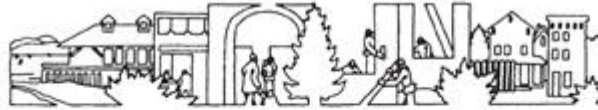
There was a motion to adjourn made by Councilor Roof and seconded by Councilor Ayers. The meeting was adjourned at 7:18 PM.

Respectfully submitted,

Marcy Esbjerg

Assistant Director

CEDO



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
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Request for Proposals: Inclusionary Zoning Ordinance Response Date: XXXX, 2016 at 11:00 AM

I. PURPOSE

The City of Burlington's Community & Economic Development Office (CEDO) seeks the services of qualified consultants to conduct an assessment of the current Inclusionary Zoning (IZ) Ordinance and to evaluate its impact on the provision of housing opportunities for all Vermont's citizens, particularly low-to moderate-income households. This analysis should examine whether inclusionary zoning has led to inclusion and the creation of economically integrated communities that allow households of modest means access to a range of opportunities, the underlying principles of the ordinance. Based on findings, if applicable, recommendations should be made on how to render the ordinance a more effective tool.

II. BACKGROUND

Burlington's inclusionary zoning ordinance resulted from a five-year process in the late-1980s. Enacted in 1990, the ordinance has created 252 affordable units, including 115 rentals and 109 condos, as of 2015. The affordable units created under inclusionary zoning are often included in market rate housing developments with the aims of fostering socio-economic integration and preventing enclaves of market-rate housing.

The ordinance requires that in developments of five (5) or more residential dwellings, whether for rent or ownership, between 15 – 25% percent of the units be set aside as affordable housing. In return, developers are offered a density bonus of up to 25 percent. In exceptional cases, developers may fulfill inclusionary requirements by building affordable units at other sites or pay a "fee in lieu" of more than \$100,000 for each "in lieu" unit, subject to the Development Review Board's approval, in exchange for not providing the inclusionary units on or off of the site.

Burlington's inclusionary rental units are targeted to households earning 65 percent or less of the area median income (MSA), while inclusionary units for sale are sold at a price that is affordable for a household with an annual income that is 75 percent of the median income. All inclusionary units remain affordable for 99 years.

More than 25 years has past since Burlington began implementing its Inclusionary Zoning Ordinance. In recent years concerns have been raised that the policy is dampening downtown housing production. These claims were underscored in a May 2014 Downtown Housing Strategy Report, which found that relatively little market-rate housing had been built in the past decade, and that significant demand for housing coupled with limited production was adding to the affordability crisis.

In light of the foregoing, and as called for under the **Housing Action Plan**, the City believes the time has come to evaluate the effects of its IZ Ordinance and examine whether it is an effective public policy response to high housing prices.

III. SCOPE OF WORK/DELIVERABLES

The evaluation of Burlington's current IZ Ordinance should commence with a review and analysis of the effectiveness of the inclusionary zoning program as a tool that principally requires developers to include affordable homes which meet the housing needs of low-and moderate-income households, when they build five or more market-rate homes. The consultant's report should examine whether inclusionary housing programs have led to inclusion and the creation of economically integrated communities that allow households of modest means access to a range of opportunities, the underlying principles of the ordinance. The analysis should include, but not be limited to the following factors:

- (1) Evaluate the IZ Ordinance against the intent as laid out in the Comprehensive Development Ordinance, Article 9, Part 1: Section 9.1.1 Intent - Inclusionary Zoning¹
- (2) Assess the appropriateness of the current threshold trigger of five or more market-rate homes which require developers to include affordable homes in market-rate developments;

¹ "The intent of these regulations is:

- (a) To meet the specific mandates of 24 V.S.A Chapter 117 related to housing opportunities for all of Vermont's citizens, particularly for those citizens of low or moderate income;
- (b) To ensure the provision of housing that meets the needs of all economic groups by precluding construction of only market rate housing on the limited supply of available land within the City;
- (c) To improve the quality of life for all residents by having an economically integrated housing supply throughout the City; and,
- (d) To prevent overcrowding and deterioration of the limited supply of affordable housing, and thereby promote the public health, safety and general welfare."

- (3) Assess the existing “fee in lieu” payment of over \$100,000 per required number of units paid by developers and the extent to which these funds support additional affordable housing efforts;
- (4) Assess the off-site option of constructing inclusionary units and the extent to which inclusionary housing has been built throughout the City of Burlington;
- (5) Assess the “density bonus” and other cost offsets given to developers as incentives and the financial feasibility of selling or renting a percentage of units at prices that low-to moderate-income families can afford;
- (6) Assess the suitability of current size requirements for IZ units that must be built on site, against the current standards in the multifamily industry favoring more efficient units;
- (7) Conduct interviews with area affordable and market-rate housing developers to help inform the analysis and evaluation of Burlington’s IZ Ordinance;
- (8) Examine and document inclusionary housing program experiences from across the country and best practices of peer cities applicable to the Burlington Market;
- (9) Set forth recommendations based on interviews, analysis and research on best practices and approaches the city might incorporate into the current IZ Ordinance to enhance its effectiveness, if appropriate.

The consultant will work in close coordination with CEDO’s Assistant Director for Sustainability, Housing & Economic Development and meeting as often as needed.

IV. PROPOSAL REQUIREMENTS

All questions pertaining to the RFP must be submitted to Gillian Nanton by email (gnanton@burlingtonvt.gov) by noon on Wednesday, XXXX. All answers to any questions received by the above date and time will be emailed to the qualified consultants who received the RFP by Friday, XXXX [2 days later].

Consultants shall prepare a proposal and budget and send it via email to Gillian Nanton (gnanton@burlingtonvt.gov) by 11:00 a.m. on XXXX. Consultants may submit their hardcopy proposal via U.S. Mail at the address below, but must provide an electronic PDF copy at the same time.

Gillian Nanton
Community & Economic Development Office
Room 32 – City Hall
149 Church Street
Burlington, VT 05401
Tel: 802-865-7179

Consultants must have experience with housing and inclusionary zoning policies, as well as on conducting evaluations and shall include these qualifications in their RFP proposal.

Consultants shall submit a detailed work plan setting out the approach to the work tasks described in the RFP and any adjustments to the scope of individual tasks.

Consultants shall submit a proposed schedule that should include completion of individual work tasks and deliverables, as well as key meetings over a two-month period, the duration of this consultancy.

V. EVALUATION AND SELECTION

All proposals will be evaluated using the criteria listed below by a selection committee. The committee shall consist of the chair, Community Development and Neighborhood Revitalization (CDNR) Committee, two (2) representatives from CEDO, 1 from Planning & Zoning and possibly representatives from other City Departments, for a minimum of 4 selection committee members. The successful consultant/firm will have the following experience:

- Experience with affordable housing and inclusionary zoning policies
- Experience with land use planning and various building and housing types
- Experience with mixed-use/mixed income developments
- Experience with conducting evaluations

Proposals will be ranked based on the following criteria:

- Demonstration of overall project understanding and knowledge of the local area (35 pts).
- Qualifications of the consultant and personnel to be assigned to this project and related experience (35 pts).
- Clarity/Quality of the proposal and thoughtfulness in addressing the scope of work (25 pts).

- History of implementing successful projects with similar scopes of work (5 pts).

The selection committee may elect to interview consultants prior to final selection.

This RFP does not commit the City to pay any costs incurred by any proposer in the submission of a proposal. The proposer is responsible for all costs associated with the response to this RFP. The City reserves the right to reject any or all proposals at any time with no penalty, to negotiate with any qualified source, to waive any formality or to cancel the RFP in part or in its entirety if it is in the best interest of the City of Burlington. This solicitation of proposals in no way obligates the City of Burlington to award a contract. All materials submitted in response to this RFP will become the property of the City upon delivery.

All proposals must be received by XXX, at 11:00 a.m. in CEDO.

The project budget for consultancy services is up to \$20,000.00. The selected consultant/firm will receive up to \$5,000 in travel reimbursement on presentation of invoices and upon satisfactory completion of the consultancy services, as determined by the City, including making presentations to the CDNR Committee and/or City Council.

Consultants and firms not selected will be notified in writing of the selection outcome.

VI. DELIVERABLES

The consultant shall submit:

- Four (4) copies of the first draft of the report
- Four (4) copies of the final report

The consultant shall be required to make a presentation to the CDNR Committee and/or the City Council.

VII. TIMELINE

The proposed timeline is as follows:

- (a) Submission of proposals and related materials by XXXX at 11:00 a.m.
- (b) Selection of consultant(s)/firms: Week of April 18, 2016
- (c) Signing of contract: Week of April 18, 2016
- (d) Submission of first draft of report: No later than June 23, 2016
- (e) Submission of final report by June 30, 2016.

VIII. CONTACT PERSON

This RFP is being issued by the City of Burlington's CEDO. The contact person is:

Gillian Nanton
Community & Economic Development Office
Room 32 – City Hall
149 Church Street
Burlington, VT 05401
Tel: 802-865-7179
Email: gnanton@burlingtonvt.gov

DRAFT



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Tuesday, March 22, 2016

6.00 - 8:00 PM

Robert Miller Center

130 Gosse Court, Burlington

Draft Minutes 03.22.16

1. Review Agenda

Chair Selene Colburn opened the meeting at 6:08 p.m. with a review of the agenda. The Chair moved a Motion to amend that agenda, interchanging item #4: Update of UVM off-campus housing tracking – and item #5: Review of revised RFP for Inclusionary Zoning, so as to allow sufficient time for presentation and discussion of the latter. The Motion to amend the agenda was seconded by Councilor Roof.

2. Public Forum (20 minutes)

Florence Becot and **Joy Dublin Grossman**, graduate students at the University of Vermont, presented a policy brief on gentrification. Entitled, **Gentrification: Risks, Assessment and Policy Interventions**, the presenters opened their presentation with three takeaways. These were: (i) gentrification is a process and once started is impossible to reverse (ii) housing should be available for all and be affordable at different levels and (iii) gentrification can be assessed through two tools – the gentrification risk assessment tool and the drill down approach. The gentrification risk assessment tool relies on GIS technology to produce maps that include measures such as median income, educational levels and changes in housing prices. The drill down approach, complementary to the mapping tool, addresses questions related to how neighborhood changes and gentrification can affect communities, including changes in culture, racial and ethnic environments.

Regarding gentrification, the various policy measures adopted by Burlington were highlighted. These included, inclusionary zoning, affordable housing through the work of Champlain Housing Trust and efforts by the Housing Trust Fund to provide affordable housing.

Chair Colburn noted that gentrification had long been a topic discussed in Burlington, including in the Housing Action Plan and PlanBTV South End. She also noted that rent control was one tool used in the past to keep housing affordable in Burlington.

Councilor Roof queried whether gentrification was impossible to reverse.

Dublin Grossman responded that gentrification can be slowed down with appropriate policy tools and when the city is aware that “it has legs.” While reiterating again that gentrification is hard to reverse, she added that people can return to an area in which they once lived, but there has to be a cultural shift.

Chair Colburn pointed out that a critical question regarding gentrification that must be answered is: “Where are we in Burlington?”

Keith Pillsbury said that the issue of gentrification is an interesting one for Burlington. According to him, houses are purchased as investment property and being rented to students; the prices were out of reach of residents. He opined too, particularly in Wards 1 & 8, there wasn’t a good mix of residents and those areas tipped towards students. The city has a social responsibility to ensure that low-income, lower-income and young families are not displaced, he said. Pillsbury also noted that UVM has a responsibility to house its students.

Sue Reardon provided an update on the proposed development at 451 Ethan Allen Parkway. According to her, none of the homeowners on Moore Drive or Moore Court had received written notification. Planning and Zoning confirmed that homeowners had been written to, she said, although this could not be proven. While Reardon was unsure of the next steps, she opined that homeowners had until April 6, to file an appeal. Alternatively, the city could vacate the preliminary plat approval. Reardon sought the Committee’s help to redress the situation.

Councilor Ayers offered to follow-up and determine whether or not certified letters were sent to homeowners. He noted that preliminary plat approval had been granted by Planning & Zoning, and final approval is contingent on several factors. He also observed that the situation was a difficult one, given that Vermont Wetlands Conservation Board had already granted renewal of the permit and had made a similar recommendation to the Development Review Board (DRB). In his view, the developers appeared to have met most of the hurdles and the process seemed well advanced.

Chair Colburn queried whether or not an appeal had been made to DRB, who had granted preliminary plat approval on March 7, 2016. She proposed sending a communication to DRB and Planning and Zoning, indicating there are concerns regarding preliminary plat approval which appeared to have been done prematurely and without proper notice.

Keith Pillsbury opined that some homeowners had received letters from the DRB, but they had not been certified.

The meeting was informed that a third party assessment was being done of the area and agreement on the engineering firm was yet to be reached.

3. Approval of Minutes – 23/16 (5 minutes)

Councilor Roof moved a Motion to approve the minutes, which was seconded by Councilor Ayers.

4. Update on UVM off-campus housing tracking (25 minutes)

Following an introduction from **Joe Speidel** of UVM, **Gail Champnois**, UVM – Community Coalition, noted that the Coalition is engaged in mediating in lots of areas that build community safety. In addition to tracking when students are given tickets, she opined that the Coalition intervenes early regarding problem properties. According to her, when this occurs, the incidents don't continue. Champnois said too that, officers from the Burlington Police Department had been increasing their overtime patrols and even though alcohol tickets had increased, noise pollution ticketing had declined. She informed that the number of responses from officers had increased while the number of calls from neighborhoods had in fact dropped.

Joe Speidel said that, in accordance with the 2009 Agreement between the City and UVM, the university had complied with a number of issues. He explained that UVM has heightened its tracking of off campus under-graduate students in terms of the numbers and their locations. This is being done through the Registrar's Office website visited by 95% of students who go there to check on schedules. Speidel elaborated that since 2009, despite a pop-up box in which students could enter their address and contact information, UVM observed that the number of students updating their information was declining. Maps with estimates of where students lived were made of wards 2, 6 and 8, he said. In fall 2014, the university saw its lowest response rate and the view was taken that student information was not accurate. In 2015, a survey was initiated to all off-campus students to more accurately capture the number and location of where students are living. According to Speidel, the survey yielded a 44% response rate. He also said that of the 65% of off-campus students live on 24 streets.

Lisa Kingsbury of UVM discussed the UVM Master Plan. According to her, even though the data is not perfect, the university has a "good idea where students live." She mentioned that a change was instituted in relation to the pop-up box which now required students' local address before being able to move forward to the next screen. Since this change had been made in June 2015, 83% of all UVM students had updated their information. She also said that, once the current registration period was over, the university would have better data. Another survey was being sent out to all off-campus students.

Councilor Roof queried as to the remainder – 17% - of students.

Kingsbury pointed out that 17% of students had not yet logged onto the system. She expected that 90% would do so.

Keith Pillsbury questioned the utility of the 'UVM Spring 2015 Off-Campus Student Address Survey' map that had been distributed at the meeting. He opined that while 55 undergraduate students live on University Place, the map did not indicate any students living on that street.

Lisa Kingsbury noted that the map only reflected those locations where at least 1% or more of students live.

Councilor Ayres enquired about the relationship between UVM and major landlords.

Joe Speidel said that the university had worked hard to develop a strong relationship with landlords.

Gail Shampnois noted that the Coalition works closely with Code Enforcement, tenants and landlords. When incidents occur, house visits are made to tenants and landlords are communicated with through Code Enforcement. She added that her office also engages in conflict resolution.

Joe Speidel explained the 'Smart Party' program that had been adopted by the University of Colorado. According to him, any student throwing a party on Friday or Saturday night is encouraged to register the event with Off Campus Housing, and provide their student ID, address and two phone numbers. If there's a noise complaint, dispatch will call and give a warning, after which there's a 20- minute window to shut the party down and avoid the cops. The 'Smart Party' program allows students to take responsibility before the cops arrive. He suggested that the city and university might want to consider introducing a similar program in Burlington.

He informed that off-campus workshops had revealed the reason why students want to live off-campus was largely due to privacy and having independence and freedom. While cost was a factor in students' deciding to live off-campus, it wasn't the most important issue. The vast majority of students turning 19 or 20 years desired to live on their own, he said. About 10% favored living on-campus.

Lisa Kingsbury, citing 2011 data, noted that most students pay between \$560-\$800 per month, per bed, to live on campus. There is an additional \$380 per month for meals. She added that, while on- campus accommodation comes in higher than off-campus, which could range from between \$550 to \$1,000 per month, UVM on-campus students had the benefits of utilities, common area usage and safety measures, among others. Kingsbury also noted that 70% of off-campus students signed 12-month leases.

Selene Colburn suggested that it would be useful for the university to determine the cost of on-campus housing according to square footage so that a useful comparison might be made with off-campus housing.

Councilor Ayres queried whether the university had looked into the purpose-built campus housing model. He cited state college in New Jersey where four students shared accommodation in a single unit, which had a kitchen.

Lisa Kingsbury observed that the UVM Master Plan goes through a developmental progression and that the university was open to the idea of third party relationships.

Troy Headrick, UVM Conduct Officer, explained that his office responds to any incident from which reports originate, whether from campus police or Burlington Police Department (BPD). He observed that citations fall into three categories, from minor incidents (Tier 1), such as noise complaints where there's no history or prior complaint to alcohol violations (Tier 3) where there could be a formal hearing, due process and sanctions or fines. Headrick reported that in fall 2015, there had been 202 referrals from BPD, the vast majority (127), falling into the Tier 1 category. He also opined that citations usually decline in the winter months, but as spring approaches, these could be in the range of 150 to 200. The key was to reach students before incidents occurred, he said. This year was a great one not only because the data was trending in the right direction, but there had been lots of feedback from neighborhoods.

5. Review of revised RFP for Inclusionary Zoning (25 minutes)

Gillian Nanton introduced the revised Inclusionary Zoning Request for Proposals (RFP), observing that the current draft represented a major overhaul of the previous version that had been presented to the CDNR Committee on December 14, 2015.

She pointed out that several features had been introduced into the current draft RFP, including a 'Background' section which she viewed as important to set the context for the proposed work to be undertaken. Nanton opined that the revised RFP takes on board public comments and observations made in a memorandum from the CDNR Committee to CEDO dated January 20, 2016. Most importantly, the evaluation of the IZ Ordinance commences with looking at the intent of the regulations enacted some 25 years ago, she said. In this regard, language from the existing IZ Ordinance as laid out in Article 9, Part 1: Section 9.1.1., Burlington Comprehensive Development Ordinance, was used in crafting the Scope of Work of the revised RFP.

Nanton also noted that a section 'Proposal Requirements' which includes qualifications required by prospective consultants and far more robust sections pertaining to how proposals will be evaluated and selected, have been introduced in the current draft RFP. 'Deliverables' and 'Timelines' sections, matters on which the CDNR Committee wished to see more rigor, had also been included. She also opined that an additional \$5,000 for travel expenses had been introduced so as not to limit prospective consultants to the local area, and as recommended by some members of the public and the CDNR Committee in the meeting on December 14, 2015.

Nanton concluded by observing that she had tried to reflect all of the concerns raised in this current version of the draft IZ RFP and particularly, the feedback given by Chair Colburn who had provided input on the revised version before the meeting.

Members of the public and CDNR Committee expressed their appreciation for the work that had been undertaken on the revised Inclusionary Zoning RFP. The view was broadly shared that the timeline to conduct the consultancy was too tight. It was suggested that more time should be allowed between presentation of the draft report and the final document. Although implied, it was also recommended that the RFP specifically require prospective consultants to submit resumes along with names and contact information of references.

Ted Wimpey, commenting specifically on the penultimate paragraph of the 'Background' section said, while all of the statements regarding downtown housing were true, there had been a spurt in market-rate housing development in Burlington over the last two years. He proposed that the language be tweaked so as to eliminate any bias and allow for exploration of all potential reasons for the dampening of market-rate housing over the past decade.

Noting that potential consultants would be ranked, in part, based on their knowledge of Burlington, Wimpey expressed the view that this ought not to exclude out-of-state consultants who are skilled and knowledgeable on inclusionary zoning.

Chair Colburn suggested that beneficiaries of inclusionary zoning housing programs should be interviewed by the consultant/firm undertaking the consultancy. She also said that while the language in the penultimate paragraph of the 'Background' section of the revised RFP could be tweaked, she could live with what had been written.

Councilor Roof, commenting on the 'perceived' bias issue, also said he was happy to live with the existing language in the revised draft RFP.

Gillian Nanton, responding to the issues said, it was not clear there was bias in the revised draft RFP, but she could tinker with the penultimate paragraph in the 'Background' section. She also said the time schedule would be extended between presentation of the draft and final reports. A sentence would be inserted in the 'Proposal Requirements' section of the RFP, requesting prospective consultants to submit their resumes and at least three references. Nanton also clarified that requiring proposers to have knowledge of the local area was not meant to exclude out-of-state consultants. Instead, consultants submitting proposals should demonstrate their knowledge of the area through their submissions, she opined.

Chair Colburn proposed that the Inclusionary Zoning RFP be finalized, along the lines recommended, and the process moves forward.

6. Next Meeting – April 26th at 6:00 p.m., Fletcher Free Library

Chair Colburn, while observing that, there's no shortage of agenda items for the CDNR Committee, suggested one agenda item for the next meeting might be an update on the Neighborhood Stabilization Program.

A Motion was made to adjourn the meeting by Councilor Tom Ayres and seconded by Councilor Adam Roof at 7:58 p.m.

Respectfully submitted,

Gillian Nanton
Assistant Director
Sustainability, Housing & Economic Development
CEDO