



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

Thursday, February 23, 2017

6:00 – 8:00 PM

City Hall Conference Room 12 (CR 12)

Proposed Draft Agenda

1. Review Agenda
2. Public Forum (15 minutes)
3. Approval of Minutes – 1/17 (5 minutes)
4. Inclusionary Zoning Next Steps Discussion– (20 minutes)
5. Neighborhood Stabilization Project – Gillian Nanton (20 minutes)
6. Plans for March Meeting – (10 minutes)



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET · ROOM 32 · CITY HALL · BURLINGTON, VT 05401
(802) 865-7144 · (802) 865-7024 (FAX)

www.cedoburlington.org

REQUEST FOR PROPOSALS:

The Neighborhood Project

Preparing a strategy and toolkit for neighborhood stabilization in Burlington, VT

Proposals Due: DATE

1. PURPOSE

On behalf of its partners, the University of Vermont (UVM), Champlain College, Preservation Burlington, and the City of Burlington's Community & Economic Development Office (CEDO) seeks the services of qualified consultants to prepare *The Neighborhood Project*, a strategy and toolkit for neighborhood stabilization in Burlington, VT. The partners 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. The Neighborhood Project should include strategic and funding plan options, a timeline for implementation, a review of and recommendations based on successful neighborhood livability initiatives in other university communities, and identification of next steps.

2. BACKGROUND

For over three decades, the City of Burlington has identified the availability and affordability of housing for individuals across the income spectrum as one of its most significant challenges. From 1980 to 2010, Burlington's population increased by approximately 12%, while homeownership declined **by X%**. According to the 2011-2015 American Community Survey, Burlington had 16,153 households in 2015, with 60% renter occupied and 40% owner occupied. Of those renter-occupied households, nearly 30% have a head of household aged 15-24. According to the City's 2015 Housing Action Plan, "the lack of sufficient housing is exacerbating quality of life issues in the City's historic neighborhoods, particularly near the University of Vermont (UVM) and Champlain College."

The Housing Action Plan

In October 2015, Burlington City Council adopted the Housing Action Planⁱ (HAP), which contains 22 strategies for building a more affordable, inclusive, livable, walkable, sustainable and vibrant community. These strategies are organized into five sections:

1. 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.
2. Consider regional land use approaches and reduce regulatory barriers and disincentives to new housing production.
3. Pursue new strategies for housing college students to improve quality of life in historic neighborhoods and reduce student pressure on rents.
4. New approaches to homelessness in our community.
5. Providing appropriate housing options for an aging population.

It is within the third section that the HAP specifically calls for the creation of "a neighborhood stabilization program for neighborhoods heavily impacted by students," known as The Neighborhood Project.

According to the 2015 Housing Action Plan, "approximately 3,000 undergraduates [from various institutions] currently live off-campus in Burlington's residential neighborhoods. Multiple students living in housing originally built for families increases neighborhood parking pressures, creates lifestyle conflicts with long-term residents, and drives up market rents." The Plan also indicates that, "as part of the Eagles Landing settlement agreement, Champlain College agreed to work with the City, UVM and members of Preservation Burlington to create a neighborhood stabilization project known as the 'Neighborhood Project.' All three entities [who signed the Eagles Landing MOU], as well as UVM, will contribute to the program..."

The Eagles Landing development and The Neighborhood Project are among strategies intended to further the Housing Action Plan goal of reducing the number of students living off-campus, in historic and primarily single-family neighborhoods by fifty percent. To advance The Neighborhood Project, the City, Champlain College, University of Vermont, and Preservation Burlington have committed to work together to draft a scope of work for an RFP, select consultants and provide input/feedback that will lead to the development of an overall strategy for neighborhood stabilization.

These partners have discussed several key aspects of a neighborhood stabilization program in order to provide guidance on relevant strategies and tools to achieve the policy goals of The Neighborhood Project. This included the consideration of the following questions:

- What are the most important neighborhood concerns that the City and its partners hope to address/alleviate through The Neighborhood Project?

- What are the geographic areas of the City which The Neighborhood Project should consider?
- What financial/strategic commitments of neighborhood stabilization programs should the City and its partners consider in order to achieve the goals of The Neighborhood Project?

A summary of the partners' input on these aspects is included in APPENDIX C, and have informed the SCOPE OF WORK/DELIVERABLES.

Agreements between the City and Institutions

The City and the partners have previously negotiated various agreements around housing, such as UVM's agreement to require all students to live on campus for two years, and Champlain College's 2007 Master Plan goal to construct 1,200 new student accommodations, including 600 new beds on campus and 600 new beds elsewhere in the City. More recent agreements have added additional beds for students on the institutions' campuses, contain stipulations for further adding beds in accordance with enrollment growth, and expanded monitoring of off-campus student housing.

The 2009 agreement between the City of Burlington and University of Vermont included the following:

- Create 566 beds through the conversion of an administrative building to student housing, and a new building for upper class students built by a third-party developer on UVM's campus.
- Add beds on a 1:1 basis with any increase in undergraduate student enrollment over the Fall 2009 undergraduate enrollment level.
- UVM to work to the best of their ability to measure the number of off-campus students living in Burlington and gather local address information. While UVM cannot provide a list of addresses to the City, it does share a list of known streets with higher percentages of student residents.

Since the adoption of its 2007 Master Plan, Champlain College has approximately doubled its housing capacity by pursuing several strategies to fulfill its housing goals, including:

- Creation of approximately 400 beds on campus either through new construction or renovation of existing residence halls.
- Development of *Eagles Landing*, a 105 dwelling unit student apartment building in downtown, currently under construction. When completed in the summer 2018, the Project will house 314 upper class students in a pedestrian and bike-friendly, urban setting.
- Master leasing of blocks of existing rental housing stock, on a short term, as-needed basis in order to fulfill commitment to provide sponsored housing for its students.

In January 2017, Champlain College broke ground on its Eagles Landing student housing development on a former city-owned surface parking lot in downtown Burlington. The MOU for The Neighborhood Project, which was signed in January 2015 by the City, Champlain College and Preservation Burlington, complimented a series of design modifications spelled out in a settlement agreement for the project. The development will include 105 units of student housing (to be managed by Champlain College), 66 parking spaces, and 4,400 sq.ft. of retail space along St. Paul St. between King and Maple Streets.

Furthermore, as a part of the 2016 Predevelopment Agreement to redevelop the Burlington Town Center Mall site in downtown Burlington, Champlain committed to house students within and manage up to 80 additional units of privately-owned, off-campus apartments.

Current Neighborhood Stabilization Actions

Over the last X years, the City and its partners have pursued strategies for addressing quality of life challenges in near-campus areas. These include:

- Add information here regarding: noise and quality of life ordinances, unrelated occupants ordinance, Community Coalition/ISGOOD work in neighborhoods.
- Other strategies/efforts?

Both UVM and Champlain College have been working actively on improving quality of life in neighborhoods for several years, in partnership with the City and Burlington residents. It is recognized that there are longer-term strategies that will require time and resources to execute; these initiatives have been considered short-term strategies to assist in neighborhood stabilization as the community seeks to implement broader initiatives.

Actions taken and resources provided by the University of Vermont in FY2016 include:

- UVM Annual Payment to the City of nearly \$1.4M. According to the University's Payment for Services Agreement, this provides payment for services provided by the City to the University and to alleviate the impacts of UVM's real property tax exemptions. This includes an Omnibus payment of over \$200,000 to cover "any and all impact UVM personnel, students, and operations may have upon the City and for any associated services or resources the City or its agents render to UVM and its community."
- Provided up to \$100,000 for additional patrols by Burlington Police officers (in addition to regularly scheduled/funded officers) to be present in areas and at times when students are likely to be present in neighborhoods.
- Participated in a Mapping Group with Burlington Police and Code Enforcement staff to collaborate on taking action around "problem properties"—rental properties which present persistent quality of life issues. This collaboration provides an expedited response to problems within neighborhoods (see Appendix D for details).

- Carried out and assessed the UVM Community Coalition's Street Strategy initiatives to improve the health and safety of neighborhoods.

Actions take and resources provided by Champlain College in FY2016 include:

- Made annual payments to the City of approximately \$805,000 in property taxes and voluntary payments in lieu of taxes. Total payments to the City in 2016 were in excess of \$2.4M
- Master leased blocks of existing rental housing stock, on a short term, as-need basis in order to fulfill commitment to provide sponsored housing for its students.

3. SCOPE OF WORK/DELIVERABLES

A. Prepare a Strategic and Funding Plan for The Neighborhood Project

To further the efforts of the partners noted in the background section, the Housing Action Plan states that the partners will work with a professional team of consultants to prepare an overall strategy and toolkit of policies and programs to improve neighborhood quality of life in near-campus neighborhoods. The Plan also indicates that The Neighborhood Project should consider whether any of the successful strategies pursued in recent years should be expanded.

The 2015 Housing Action Plan includes a proposal to create approximately 1,500 new, well-managed student housing beds on-campus and in the downtown by 2020 in order to create a better balance in the community. While creating new student housing downtown and on campus can open up an opportunity for quality of life improvements in the City's historic, near-campus neighborhoods, many residents of those neighborhoods are calling for a pro-active initiative to accompany that strategy.

i. Respond to Key Concerns

The Neighborhood Project should look at both short and long term strategies for addressing these key concerns in near-campus neighborhoods:

- a. Restore balance. These neighborhoods should be places where there are balanced opportunities for students and long-term residents to find appropriate housing, and for both rental and ownership housing choices. These neighborhoods should be desirable, accessible places to live for the professionals who work for institutions and other employers in our community.
- b. Improve quality of housing stock. Homeowners and rental property owners should be encouraged to, and held accountable for, maintaining quality housing. This housing should meet the needs of a wide range of neighborhood residents.
- c. Address the interim. Address issues and support initiatives around quality-of-life during the transition from implementation of short-term actions to long-term neighborhood stabilization.

ii. Focus on Geographic Area

The Neighborhood Project should consider strategies that could be utilized in Wards One, Two, Six and Eight (see map in APPENDIX A). Additional benchmarks to identify more targeted areas within these wards may be desired/necessary in order to meet the project goals.

iii. Conduct Research to support Priority Strategies/Tools

Recommendations included in The Neighborhood Project should begin with neighborhood-level data, analysis of current strategies, and interviews with constituents to ensure that the intent of the Key Concerns is fully understood and recommendations are appropriate for Burlington.

- a. Identify and analyze neighborhood-level demographics, housing conditions, real estate/market trends, quality of life, and other statistics that will inform the development of strategies and tools that respond directly to real neighborhood conditions. For data that is not readily available, provide a methodology for collecting and analyzing.
- b. Conduct interviews with constituents to learn about real and perceived neighborhood conditions as they relate to the Key Concerns. Interviews with constituents may include: representatives of partner organizations, including relevant City Departments (CEDO, Planning & Zoning, Code Enforcement, Police Department), Champlain College and University of Vermont, and Preservation Burlington; Councilors representing applicable City Wards; NPA Steering Committee members and residents representing applicable City Wards; student residents of applicable neighborhoods; landlords, developers, and/or development advisors familiar with the local market and applicable neighborhoods; banks; area non-profit housing and financing agencies; and, area employers.
- c. Identify and evaluate historic and existing city or institutional programs, policies, tools, etc. that pertain to these key strategies. Relevant programs, policies and tools will be referred to the consultant.

iv. Research Peer Communities, Example Programs

Provide a review of similar programs, policies and tools utilized in other university communities and identify which of these programs could serve as a reference or model for Burlington based on sections (i) and (ii) above. A list of communities for which the City has conducted cursory researched is included in APPENDIX B.

v. Prepare Priority Strategies/Tools

As a toolkit of strategies for neighborhood stabilization, The Neighborhood Project should consider a full range of options, including programs, policies, regulations, etc.

that may be implemented by the partners individually or in partnership; the toolkit should not be limited only to tools that must be advanced/utilized by the City.

vi. Identify a Sustainable Funding Strategy

A sustainable funding strategy will be key to the success of The Neighborhood Project, and funding plans should consider not only local funding, but also state/federal sources, support from other institutions and other employers/organizations in the community, private property owners/developers, non-profit housing agencies/developers/funders, and grants.

While the partners generally agree that the institutions should be committed financially and/or strategically to the neighborhood stabilization tools recommended for The Neighborhood Project, a model in which institutions own property in residential areas should not be a priority.

B. Identify Next Steps & Prepare a Timeline for Implementation of the Plan

The Plan should identify key “next steps” that the partners should take to create, operationalize, or implement various strategies and tools recommended by The Neighborhood Project. The Plan’s recommendations should be organized by “immediate,” “short-term,” or “long-term” and should indicate who the responsible parties are for moving forward, and include some discussion of strategies and tools that can be implemented if limited funding is available. The identification of key next steps, responsible parties and the timeline, should take into consideration the timelines of other goals/strategies in the Housing Action Plan. Special attention should be focused on any Neighborhood Project strategies which have the potential to advance one or more additional strategies of the Housing Action Plan.

C. Deliverables

The consultant or team of professionals should expect to provide, at minimum, the following deliverables to the City over the duration of the consultancy:

- Report of existing data and research based on Tasks 3.A.iii and 3.A.iv.
- At least one draft version of The Neighborhood Project strategic and funding plan for the partners’ and community review.
- A final version of The Neighborhood Project strategic and funding plan which incorporates partners’ and community feedback, and is of a complete, professional quality; the final report should include an executive summary or accompanying memorandum which outlines the requirements in Section 3.B.

- Presentation of final report to CDNR Committee and/or City Council that summarizes the final strategic and funding plan, along with key next steps and any necessary data/research, for use by the partners for presenting The Neighborhood Project to various stakeholders.

4. PROPOSAL REQUIREMENTS

Consultants or teams of professionals (consultants) must have experience with housing, community development, urban planning, historic preservation, real estate development, financing, and/or other relevant disciplines as applicable to the team's proposed approach to the Scope of Work. Consultants must have experience conducting in-depth neighborhood-level analyses and preparing neighborhood strategies, plans or programs which address the partners' key concerns. Further, consultants should have experience working with anchor institutions and possess the necessary skills to work with high-level officials at these institutions. The proposal shall include, but not be limited to, the following information:

- Brief description of the consultant, or each consultant in the event of a proposal that includes a team of professionals, and resumes of key personnel that will be assigned to this project. This should highlight relevant work/projects completed by the firm or team to demonstrate experience with similar projects.
- Detailed work plan setting out the approach to the Scope of Work tasks described in Section 2: SCOPE OF WORK/DELIVERABLES. The proposal should detail any proposed adjustments to the scope of the individual tasks.
- A proposed schedule which identifies the completion of individual work tasks, deliverables, and key meetings over the duration of the consultancy, consistent with Section 6: TIMELINE.
- A budget for fee and reimbursable expenses associated with the completion of the Scope of Work.

Proposals should be no more than 30 pages. Proposals shall be submitted via email by **TIME, DATE**. Consultants may submit a hardcopy proposal via U.S. Mail, but must also provide an electronic PDF copy; all digital and print proposals must be received by the deadline to be considered. All proposals shall be sent to the attention of Gillian Nanton; contact information is provided in Section 7.

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 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 the RFP will become property of the City upon delivery.

5. EVALUATION AND SELECTION

All proposals will be evaluated using the criteria listed below by a selection committee. City staff will receive and review all proposals based on the criteria, and advance the top three scored proposals to the Neighborhood Project Committee to review and provide a recommendation on a preferred proposal. The committee shall consist of the Chair of the Community Development and Neighborhood Revitalization Committee, a representative of City Council from an affected neighborhood, two representatives from Community & Economic Development (CEDO), one representative from Planning & Zoning, one representative from the Planning Commission, one representative each from the Partner organizations Champlain College, University of Vermont, and Preservation Burlington. The selection committee may elect to interview consultants prior to final selection.

Proposals will be ranked based on the following criteria:

- Demonstration of overall project understanding and knowledge of the local area (30 pts)
- Qualifications of the consultant team and key personnel to be assigned to this project and related experiences (30 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 (15 pts)

6. TIMELINE

The anticipated deadline for the completion of this Scope of Work is December 2017. The following key milestones include:

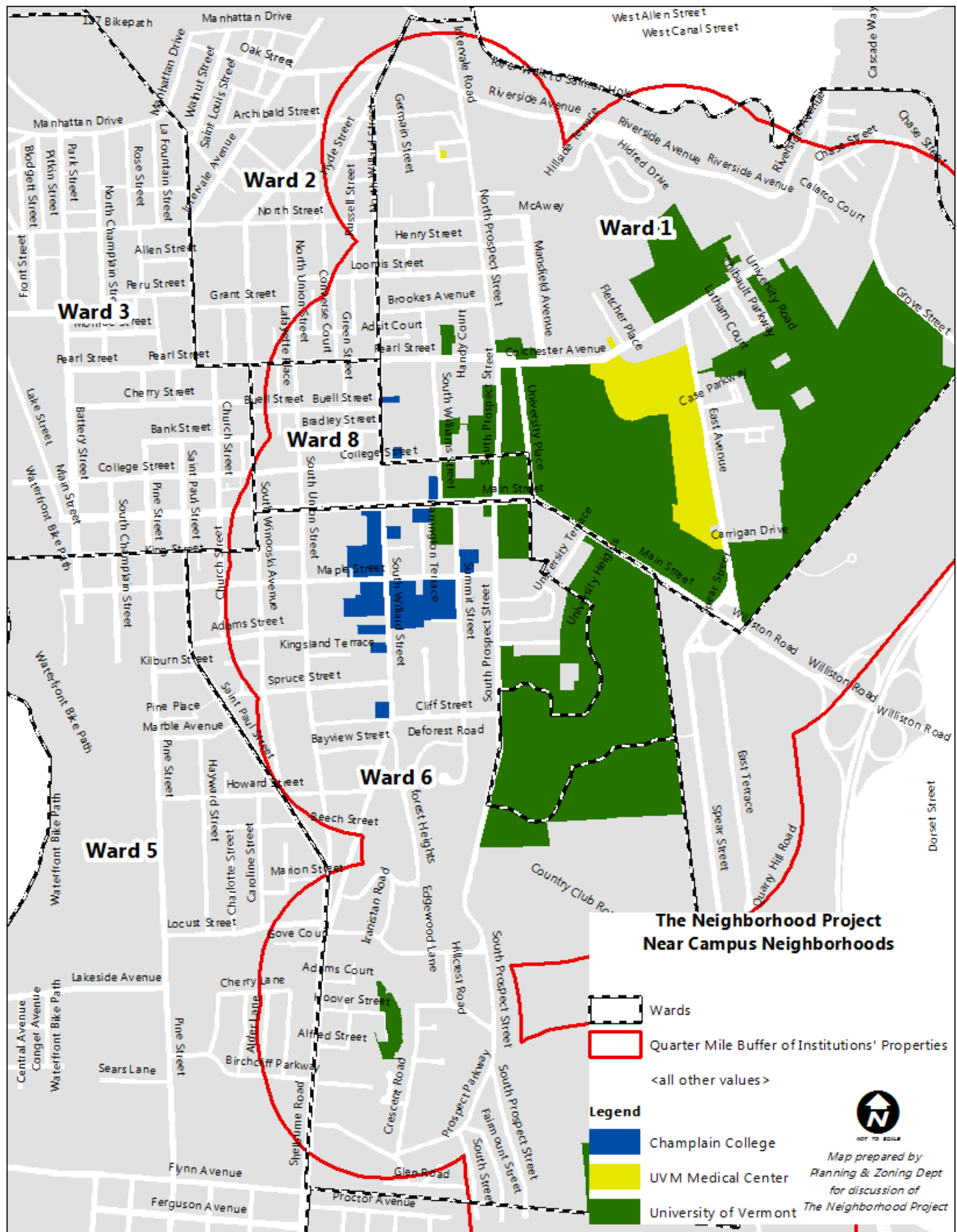
- March 2017: Issue Request for Proposals
- April 2017: Proposals Due
- May 2017: Consultants under contract; first meeting with partners
- October 2017: Draft strategic and funding plan Due for review by partners
- December 2017: Final Deliverables Due to the City

7. CONTACT PERSON

All questions related to this Request for Proposals, and submission of all electronic or hardcopy proposals shall be directed to the attention of:

Gillian Nanton, Asst. Director of Sustainability, Housing and Economic Development
Community & Economic Development Office, City of Burlington
149 Church Street
Burlington, VT 05401
gnanton@burlingtonvt.gov
802-865-7179

APPENDIX A- Map of Institutional Properties and City Wards



APPENDIX B: Model Neighborhood Stabilization Programs in University Communities

Purchasing & Reselling Single Family Homes

UniverCity Neighborhood Partnershipⁱⁱ Iowa City, IA	City of Iowa City, University of Iowa	Goals: • Preserve & build upon character of residential neighborhoods adjacent to downtown and campus • Ensure neighborhoods remain vital, safe, affordable and attractive
With special financing from local lenders, City purchases rental homes in designated districts, funds up to \$50,000 in renovations, and resells as affordable, owner-occupied homes. Buyers must be income qualified.		City's Community Development Division administers program, covers the cost of renovations. Homebuyer pays original purchase price plus City's carrying costs.
Homestead Investment Programⁱⁱⁱ State College, PA	State College Redevelopment Authority	Goals: • Advance homeownership opportunities in near-campus neighborhoods • Maintain safe, stable, attractive neighborhoods
Redevelopment Authority uses a \$5M line of credit to purchase homes in the target area that are, or are eligible to become, Registered Student Homes, or on blocks transitioning to primarily renter-occupied. Homes are resold with no income restrictions, after Student Home license has been forfeited and a covenant requiring owner occupancy has been placed on the deed.		Authority's staff administers program with assistance from local realtors; City's General Fund covers carrying costs, difference in value between market rate for Student Home and owner-occupied residence (based on purchase/resale values).

Addressing Housing Affordability in University Communities

Community Housing Development Fund^{iv} Ithaca, NY	Thompkins County, City of Ithaca, Cornell University	Goals: • Help communities/organizations respond to diverse affordable housing needs of County • Expand permanently affordable rental and owner-occupied housing throughout the County
Grants of up to \$400,000 awarded for residential and mixed-use real estate development/rehabilitation projects to cover land purchase, construction, and other hard costs in order to reduce the price of non-student, permanently affordable owner and renter-occupied units.		Cornel provides \$200,000, City \$100,000 and County \$100,000 annually for the Fund. County Planning Department administers program.

Improving Diversity/Quality of Student Housing

Preserving the Neighborhood^v Lancaster, PA	Franklin & Marshall College, Private Developers & Banks	Goals: • House 95% students in on/off campus student housing • Improve quality of off-campus living conditions for students • Address neighborhood concerns about housing quality, trash, noise, behavior
College required all students to live in "approved" housing; required landlord participation. College established three private partnerships; developers provided 750 beds: 15% in adapted warehouse, 52% in new construction near campus, and 32% in renovated student residential properties.		Private investor, working with City, banks and college, invested \$17M to purchase student rentals, rehab; private investor makes improvements and owns and operates asset until neighborhood stabilized; asset sold with deed restriction for future occupancy, after agreed time period.

Employer Assisted Housing Programs		
University of Chicago Employer Assisted Housing Program^{vi} (EAHP) Chicago, IL	University of Chicago, University of Chicago Medicine	Goals: • Attract and retain talent for University by relieving burden of housing costs; reduce employee commute • Improve safety and increase investment in neighborhood surrounding campus
University provides \$2,500-10,000 loan for down payment assistance for employees earning less than 120% AMI and purchasing a home in focus area or surrounding neighborhoods. Loan is forgivable after 5 years continued employment. Also provide up to \$2,400 annually in rental assistance within focus area.		Administration and funding details not immediately available.
University District Homeownership Incentive Program^{vii} (EAHP) Columbus, OH	Campus Partners for Community Urban Redevelopment (Non-profit partnership of Ohio State University & City of Columbus)	Goals: • Increase level of homeownership in the University District • Assist with the continuing revitalization of the University District neighborhoods
University provides \$6,000 forgivable loan for down payment assistance for employees (no income restriction) purchasing a home in one of two incentive areas.		Administered by Campus Partners. Ohio State University commitment of \$500,000 for loans in two incentive areas.
Improving Neighbor-to-Neighbor Relationships & Community Participation		
Neighborhood Initiatives-Community Coalition^{viii} Burlington, VT	UVM Office of Student & Community Relations	Goals: • Provide services to students to ensure successful experiences as citizens and renters • Discuss neighborhood concerns • Identify opportunities to develop community, take action that will result in systemic change
OSCR, along with university and community partners, host many activities to educate student residents, and improve quality of life in neighborhoods. Examples include the Isham Street Gardening and Other Optimistic Doings (ISGOOD) and the UVM Mapping Group.		Resources and staffing for these initiatives provided by UVM OCSR, Student Government Association, and other community partners, including City of Burlington Departments.
Living In One Neighborhood (LION)^{ix} State College, PA	Office of Community Engagement (Partnership between Borough of State College & Penn State University Office of Student Affairs)	Goals: • Foster activity that promotes safe, stable and attractive neighborhoods (particularly near-campus) • Strengthen a sense of community for all residents
Engage community, university and neighborhood partners in activities such as the LION Walk, LION Bash, community conversations, and "F8" program to track violations through fall semester.		Programs administered by Office of Community Engagement, which is funded jointly by the Borough of State College and Penn State University. Many programs include extensive volunteer resources and help of community partners.

APPENDIX C: Summary of Partners Meeting

The Neighborhood Project

April 27, 2016

The purpose of this document is to summarize the partners' input on aspects of neighborhood stabilization programs, and affirm an overall direction for the scope of work for the RFP for The Neighborhood Project.

What are the most important neighborhood quality of life concerns that the City and its partners hope to address/alleviate through The Neighborhood Project?

Overall, comments shared during the meeting indicated that The Neighborhood Project should look at both short and long term strategies for addressing two key concerns in near-campus neighborhoods:

- Restore balance. These neighborhoods should be places where there are balanced opportunities for students and long-term residents to find appropriate housing, and for both rental and ownership housing choices. These neighborhoods should be desirable, accessible places to live for the professionals who work for institutions and other employers in our community.
- Improve quality of housing stock. Homeowners and rental property owners should be encouraged to, and held accountable for, maintaining quality housing. This housing should meet the needs of a wide range of neighborhood residents.
- Address the interim. Address issues and support initiatives around quality-of-life during the transition from implementation of short-term actions to long-term neighborhood stabilization.

What are the geographic areas of the City which The Neighborhood Project should consider?

Generally, The Neighborhood Project should consider strategies that could be utilized in Wards 1, 2, 6, and 8. Additional benchmarks to identify more targeted areas within these wards may be desired/necessary in order to meet the project goals.

What financial/strategic commitments of neighborhood stabilization programs should the City and its partners consider in order to achieve the goals of The Neighborhood Project?

As a toolkit of strategies for neighborhood stabilization, there was consensus that The Project should consider a full range of options, with a particular emphasis on:

- a. Tools/policies that hold bad landlords accountable and recognize/reward good landlords
- b. Programs or incentives for landlords, developers to improve/maintain quality housing stock and provide an appropriate mix of housing units to meet the needs of a range of residents
- c. "Free" tools such as improved application/enforcement of existing ordinances regarding maintenance, rental housing code

- d. Regulations that will allow both incremental increases in neighborhood density (accessory units), as well as projects that create more significant numbers of units to address community-wide housing needs
- e. Revolving Loan funds or Employer Assisted Housing programs

A sustainable funding strategy will be key to the success of The Neighborhood Project, and funding plans should include not only local funding, but state/federal sources, support from institutions and other employers/organizations in the community, private property owners/developers and grants. Finally, it was generally agreed upon that while the institutions should be committed financially and/or strategically to the neighborhood stabilization tools that are ultimately recommended, there is not support for a model in which institutions own property in the neighborhoods.

DRAFT

APPENDIX D: Community Coalition & University/City Initiatives

The University of Vermont's Local Government and Community Relations Office mission is to connect the campus and local community and support proactive, collaborative initiatives to address shared challenges and opportunities. The office has engaged with the City for a number of years around neighborhood quality of life improvements as well as its annual payment for services. Below is a snapshot of university and city initiatives; for more information about these programs, please visit:

http://www.uvm.edu/urel/local_government_and_community_relations

The Community Coalition is a diverse group of UVM students and administrators, Champlain College administrators, City Hall Staff, City Councilors, police, neighborhood representatives, and landlords who meet regularly to create ideas and programs designed to build community and facilitate positive interaction between the university's students and city residents. The Coalition is an initiative of UVM's Student Government Association, and meetings are open to all. For a full list of City/University initiatives see: http://www.uvm.edu/sites/default/files/University_City%20Initiatives_Fall%202016_0.pdf

The Quality of Life Partnership engages City of Burlington residents and staff, and Champlain College and University of Vermont staff in efforts to address quality of life in near-campus neighborhoods. This includes a combination of off-campus student education/outreach, data collection and analysis, and other contributions, such as funding for expanded police department presence in neighborhoods. In the last several years, this partnership has documented an increase in officer-initiated calls due to increased officer presence and improved relationships with residents; decreased calls to identified problem properties due to expanded outreach to landlords and residents; and steady volume of alcohol violations due to strategic enforcement.

Housing Programs are offered by the Office of Student and Community Relations annually and engage off-campus students living in neighborhoods, as well as landlords/property owners, community residents. Some of these programs include off-campus living workshops, visits to problem properties, welcome-bag canvassing, conflict resolution services, landlord workshops, and a student-neighborhood liaison program.

APPENDIX E: BACKGROUND DOCUMENTS & REFERENCES

[City of Burlington Municipal Development Plan](#) (2014)

[City of Burlington. Housing Action Plan](#). Burlington, VT (2015)

[Evaluation of the City of Burlington's Inclusionary Zoning Ordinance](#) (Jan 2017)

[Burlington Downtown Housing Strategy Report](#). HR&A Advisors, 2014.

[planBTV Downtown & Waterfront Master Plan](#) (2013)

ⁱ [https://www.burlingtonvt.gov/sites/default/files/CEDO/About Us/Housing%20Action%20Plan.pdf](https://www.burlingtonvt.gov/sites/default/files/CEDO/About%20Us/Housing%20Action%20Plan.pdf)

ⁱⁱ <https://www.icgov.org/UniverCity>

ⁱⁱⁱ <http://www.statecollegepa.us/index.aspx?NID=2750>

^{iv} <http://www.tompkinscountyny.gov/planning/housing-choices-housing-fund>

^v <http://www.silverhall.net/dl/NACUBO.pdf>

^{vi} http://humanresources.uchicago.edu/benefits/retirefinancial/EAHP_6-Panel_Bro_FINAL_10-2-14_OnLine%203.4.15.pdf

^{vii} <http://campuspartners.osu.edu/HOI%20Program%20Summary%20WEB%20REVISED%20FEB%202015.pdf>

^{viii} <https://www.uvm.edu/~oscr/?Page=communitycoalition.html>

^{ix} <http://www.statecollegepa.us/index.aspx?NID=1902>



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, January 31, 2017
6:00 – 8:00 PM
Contois Auditorium

Draft Minutes

Attendance: Chair Selene Colburn, Councilors and Committee Members Tom Ayres and Adam Roof, Councilor Sara Gionnani, Councilor Max Tracy, CEDO Director Noelle MacKay, CEDO Assistant Directors Gillian Nanton and Marcy Esbjerg, CEDO Housing Manager Todd Rawlings, CEDO Staff Kirsten Merriman Shapiro, Planning Director David White, Charles Simpson, Ibnar Avilar, Devon Ayers (VLA), Genese Grill, Erhard Mahnke, Brian Pine (VEIC), Joe Speidel (UVM), Lisa Kingsbury(UVM), 32+ members of the public in attendance

1. **Review Agenda** – Chair Selene Colburn called the meeting to order at 6:03PM and reviewed the agenda. Councilor Roof made a motion to approve the agenda with an amendment to check in on meeting dates after the public forum. The motion was seconded by Councilor Ayres and approved unanimously.
2. **Public Forum** (15 minutes)
 - Genese Grill – shared comments about the Inclusionary Zoning (IZ) Report which she felt was flawed because some of the data point were outdated. For example, the report refers to an unhealthy vacancy rate yet that number has been changed in recent months but not used in the report. Ms. Grill shared these comments: building the same number of units will lower rents, however when people move out, landlords renovate and charge higher rents. She mentioned that IZ rates are not affordable. She questioned the statement that Burlington is not holding its weight as to the number of housing units because she believes that Burlington is holding its weight. She also believes that regulations do not stop development. Finally, Ms. Grill said to really welcome refugees, we should have housing policies that welcome them and not displace them.
 - Charles Simpson reminded those present to not depend on the federal resources. He 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 Marcy Esbjerg at mesbjerg@burlingtonvt.gov

said we need to look at housing infill on available surface parking lots. He believes Burlington should keep IZ and enhance the current ordinance. Mr. Simpson asked we demand the demolition around the Airport stop because many of those units are affordable housing. He also questioned why we let developers turn over IZ unit responsibility at deeply discounted rates.

3. **Approval of Minutes – 12/16** – Councilor Roof made a motion to approve the minutes from 12/16 and Councilor Ayres seconded the motion. The motion was approved unanimously.

4. **Renewal of the City of Burlington's Downtown Designation Application** – Kirsten Merriman Shapiro (10 minutes) –

Ms. Merriman Shapiro presented her memo and explained the Downtown Designation Program the City has been a part of since December of 1999. She explained the City is seeking a renewal for the downtown designation and is asking the CDNR Committee to sponsor the resolution before the Board of Finance and City Council. Councilor Roof made a motion to sponsor resolution and Councilor Ayres seconded the motion which was approved unanimously.

5. **Inclusionary Zoning Report Presentation** – Peter Lombardi, czb, LLC (20 minutes)

CEDO Director Noelle MacKay began the presentation by giving background information. She explained that Burlington is the only community in the state to have an IZ ordinance. Last year the administration, CEDO and the CDNR committee developed and the City Council approved a Housing Action Plan (HAP) and within the Plan was a recommendation to review the ordinance. Ms. MacKay thanked the consultants for their work. She also proposed some next steps which might be a working group to review the recommendations. Ms. MacKay noted that this meeting would be the beginning of soliciting public comment and input and written comments to CEDO would be posted on the CEDO website. She did note that the monitoring piece is something the Administration chose to move forward with ahead of the report because the Mayor does feel strongly that we need to enforce the regulations the City already has on the books.

Assistant Director Gillian Nanton explained CEDO and along with the CDNR Committee embarked on the process about a year ago and the review of the IZ ordinance was one of 20 proposals from the HAP. A Request for Proposals was properly vetted through the CDNR Committee and this firm won the contract. Ms. Nanton explained the consultant visited May and June 2016 and the report gives information and a review of how the IZ ordinance has worked and also recommends next steps.

6. **Review of scheduled meetings through March 2017 and agendas** – (10 minutes)

While the consultant was setting up his presentation, Chair Colburn reviewed the amended agenda to discuss the next meeting dates and topics. The Committee is scheduled to meet again on 2/23 in Contois Auditorium. At that meeting, an update on the Neighborhood Stabilization Program and next steps on IZ will be discussed. Chair Colburn also said the community benefits surrounding the Burlington Town Center agreement will be discussed at the City Council next week during public comment. There is also a CDNR meeting scheduled for 3/23 in CR 12 with an agenda to be determined.

5 **Continued: IZ Report Presentation** Peter Lombardi –

- Mr. Lombardi started the presentation by sharing how the firm approaches the research asking these questions: How to approach policy evaluation – how well is it working? What problem are you trying to solve? What outcomes do you seek? He explained a bit about the environment when the IZ ordinance got started in 1990 was a volatile time for housing and reduced federal support in the 80's. In Burlington, there was concern about development on the waterfront and experimentation with local policies. IZ was not

seen as a magic bullet to solve affordable housing or inclusion. Key points from the analysis in the report:

- Has IZ created inclusive/economically integrated housing – yes! 95% of the units have been collocated market rate and income restricted units. Only 5% took the buyout or developed elsewhere. 270 IZ units are in service.
- Most projects took place in LMI census areas which brought market rate units to lower income areas along with affordable units. This resulted in a break up of areas of concentrated poverty. IZ is not taking place in areas where zoning is mostly single family homes.
- Does it provide affordable units – yes – but not at a scale that kept pace with its regional share of housing, generating 2500 fewer units over the past 25 years than it should have compared to the population growth of the county; The variables that influence the lower share of housing – limited supply of vacant land, high land prices; higher construction costs; finance costs; interest costs, development review process; regulatory environment to name a few.
- Are there ways for IZ to work better or contribute more to affordable housing in Burlington? Yes – but changes would need to be made and there would need to be funds pay for it. 58% of Burlington residents still are cost-burdened; over 1/3 pay over 50% on housing; Burlington still has an affordability problem.
- What does Burlington want – a range of housing of all types and for all incomes and a reduction in cost-burden? How could the City possibly achieve these goals?

The Report outlines tools to for 3 paths or directions to take:

- **Status quo plus** to improve how it works but not more housing or affordability: monitoring not just on units but how IZ is working; increase development threshold (raising it to applying to 10 units or more); generalize unit comparability (same size and quality rather than setting size);
- **Fully functional IZ** – as above and more: functioning cost offsets (ie density bonuses and parking waivers – generally not realized), lower payment in lieu; less restrictive off-site option; flexible income target for homeownership.
- **Moving the Needle** –including the recommendations from the first two sections along with a larger local funding commitment for affordable housing which is compared to Seattle’s levy initiative for affordable housing.

7. **Inclusionary Zoning Report Discussion** (60 minutes) – Chair Colburn’s point of order placed Council committee members first to ask questions of the consultant.

- Councilor Ayres who represents Ward 4 stated it was good report based on fact. He noted a significant jump in IZ units from 2010-2014 and other time frames and other trend lines – what did those trends represent? Per the consultant, the trends represented economic cycles also the time it takes to go from conception to housing production. Councilor Ayres drew attention to page 24 where there is a look at income targets – more flexibility. He commented that IZ doesn’t have any impact on single family detached neighborhoods and it might be a good place for ancillary or smaller ADU’s there. Councilor Ayres asked how much open space does the City

have and what about density building up and not out and where there is lower density. He suggested the City be specific about where boundaries are for offsite receipt of IZ units. He also commented that in the policy matrix, some town/gown communities that were of different sizes were listed and inquired if the consultant looked at how the intersection of colleges and IZ policies interacted. The consultant had not explored that aspect but suggested it might be a next step.

- Councilor Roof represents Ward 8 and called the report robust and focused on data. Councilor Roof asked what didn't the consultant include in the report that they considered. The Consultant responded that the 99 year affordability clause in Burlington but that was sacrosanct to the community. He mentioned the firm chewed on it in and its influence on financing, etc. Roof also brought up the county approach, noting we are part of a larger county and what the impact was county-wide. The Building Homes Together campaign was mentioned and it is doing some good thinking about how it can ease the affordable housing in the county. Councilor Roof would like to continue that conversation. It was noted a very small number of developers operate in the City; if the goal is to have a larger volume, developers need to be brought into the conversation. Roof raised a question on payment in lieu – what is a normal ratio? Burlington's payment in lieu was set in 2007 and indexed to inflation – should it be lowered to use it? Or should it be higher to reflect the cost of the unit? What would it do in BTV if we lowered the number to \$75K? Councilor Roof referred to p. 16 –and asked what is the expense of syndication? The Consultant said it is related to tax credits. What if Burlington raised the threshold to 10 units, would that create more 9 unit projects to get out of doing IZ? The Consultant has not seen that impact before.
- Chair Colburn asked about Seattle's bonding of money – did it lower the income mark or cost-burden in Seattle? The Consultant said Seattle has been doing a housing levy for many years but was not sure they had collected data about the level of cost-burden in the City or the affordability of units. A more provocative argument might be to serve different income levels; committing enough resources at the lower range to get developers to bite? It was suggested to look at the difference between the MSA AMI or the City of Burlington and how those numbers affect rents. Chair Colburn raised the issue of lowering the payment in lieu number and asked if it doesn't cover the cost of creating a unit, why do it? The response was It isn't enough but it will encourage development even if doesn't raise the cash to build a unit. There was discussion on how to partner with a non-profit developer to manage the units which is a strength in Burlington and brings value. Can partnering with non-profits be addressed in the ordinance and offer predictability

Questions from the Public – Please note all speakers did not introduce themselves.

- Genese Grill – She asked if building the market rate along with IZ units in LMI areas raises the rents in those areas possibly causing gentrification? The consultant answered yes and with that project happening any way IZ allows you to keep some of the new units affordable.
- A member of the public asked if the housing production numbers included– does include institutional housing? Yes.
- Another member of the public asked if the levy numbers and formula presented was scalable if the City wanted to levy more or less funds. Yes.
- Seattle is most prominent example of housing levy – what has it accomplished? This information was not included in the report. The

consultant did not know of any review of results.

- Rita Markly asked if the levy could be used for the loss of housing subsidy re: cut down to the 50% of the AMI? She noted that Seattle's homeless population is off the charts.
- There was a question about sharing the burden of developing affordable housing with homeowners who already receive so many benefits? Has IZ created a burden on renters? The Consultant was not sure how to analyze this and suggested to speak more about it afterwards.
- Director of Planning David White expressed the report confirmed what other reports in Burlington have said about the need for flexibility offsite, payment in lieu, and other options. He noted he felt workforce housing missing – 80-120%? The Consultant believed if you focus on 50 - 80% AMI with IZ it might free up units for the higher income range.
- Erhard Mahnke said the report was clear and understandable and contained good graphics. He pushed back on calling the 80-120% range 'workforce' noting that people working at minimum wage are workforce and are at 30% low wage sector. He asked about the \$12.9 million levy – what is the math per \$100 for Burlington's tax rate – is it 5x what we collect now? The answer was the Consultant thought so.
- Brian Pine spoke about the intent of the IZ ordinance was not about production; it is economic integration and inclusion and felt the Consultant and report should be clear on the intent of the ordinance. The consultant did confirm the goal is economic integration and not just production but thought the City should still talk about production with IZ and it be a solid component of the ordinance.
- Genese Grill asked what if we added current housing development plans and the current higher vacancy rate? The Consultant said a next step could be to look at those changes and bring the report up to date.
- Charles Simpson asked if a developer transfers to Champlain Housing Trust is it a give or a get? Noelle MacKay responded and explained when it goes to a nonprofit, it is a complicated arrangement and impacts more than IZ with lower rents and deeper subsidies reaching populations like the homeless with supportive housing and wraparound services. Michael Monte, CFO of Champlain Housing Trust commented this is a greater exchange than just IZ units.

Seeing no further questions or comments, Chair Colburn adjourned the meeting at 8:19 PM.

Respectfully Submitted,

Marcy Esbjerg

Assistant Director, CEDO

Councilor Selene Colburn, Chair, East District

Councilor Tom Ayres, Ward 7

Councilor Adam Roof, Ward 8

Thursday, February 23, 2017

6:00 – 8:00 PM

City Hall, Conference Room 12

Draft Minutes

Attendance: Chair Selene Colburn, Councilors and Committee Members Tom Ayres and Adam Roof, CEDO Director Noelle MacKay, CEDO Assistant Director Gillian Nanton, CEDO Housing Program Manager Todd Rawlings, CEDO Staff Ian Jakus, Comprehensive Planner Meagan Tuttle, John Caulo (Champlain), Joe Speidel (UVM), Michael Monte (CHT), Councilor Sarah Giannoni, Stephen Marshall, Sandy Wynne (Ward 1), Rita Markley (COTS), Samantha Howley, Anna Wyner

1. **Review Agenda** – Chair Colburn called the meeting to order at 6:05PM and called for Introductions. Reviewed agenda. No one chose to address the committee in the public forum.
2. **Approval of Minutes** – Chair Colburn called for an amendment to the 1/17 CDNR meeting minutes: Correction to Rita Markley’s name; additionally under the continued Inclusionary Zoning (IZ) report presentation section on page 3, the fourth bullet item, it says:

“Does it provide affordable units – yes – but not at a scale that kept pace with its regional share of housing, generating 2500 fewer units over the past 25 years than it should have compared to the population growth of the county; The variables that influence the lower share of housing – limited supply of vacant land, high land prices; higher construction costs; finance costs; interest costs, development review process; regulatory environment to name a few”

Where ‘It’ refers to the IZ ordinance it should be changed to reflect that.

Chair Colburn moves to accept minutes, Councilor Ayres seconds, Councilor Roof confirms.

3. **Inclusionary Zoning Next Steps Discussion** – (20 minutes)

CEDO Director Noelle MacKay kicked off the discussion recapping progress and suggestions. She explained the consultant report has been finalized and the report as well as policies and procedures for monitoring of IZ have been posted online with a comment period. This information was also posted on Front Porch Forum. The data used in the Inclusionary Zoning report has been reviewed by CEDO staff Todd Rawlings and Valerie Russell and some discrepancies were found, but they do not affect the consultant report. The discrepancies are due to the different number of units for building permits versus certificates of occupancy. The corrected data, along with the original data, will be posted on the website. Chair Colburn suggested feedback on the IZ monitoring policies and procedures be added to the March agenda.

Ms. MacKay suggested composition of an IZ working group: 2 city councilors, 2 for profit developers, 2 non-profit developers, 1 affordable housing advocate (someone who can speak to the original ordinance), City staff Gillian Nanton, Noelle MacKay, and David White could be included as some changes may involve P&Z. Ms. MacKay explained that the working group should focus on prioritizing issues and recommendations from the report that should rise to the top to work on as a community. The working group would take the recommendations and decide on next steps and direction. It would be a technical group that understands and can speak to specific results, costs, and numbers surrounding the policy. This working group would take public input to the process.

Chair Colburn proposed, on the issue of public process, to continue to take public comment until the group convenes and they can take that into account. Councilor Roof asks who would be making the appointments. Ms. MacKay responded that the CDNR Committee would most likely make the decision, but that CEDO can make suggestions and put a list together. Chair Colburn suggested procedurally it should go to City Council and asked if Councilor Ayres has any comments or questions, he defers.

Chair Colburn commented that looking at the makeup of the committee, there is a big share of city staff (3 proposed). It gives a strong seat at the table for the administration, while their expertise is valued, could it be only one CEDO representative. Ms. MacKay suggested that staff doesn't need to be on the committee but can staff the meeting to provide expertise as needed.

Chair Colburn stated this working group should go to City Council for approval and that composition could be discussed now or March. Ms. MacKay responded that CEDO could put together a formal summary for this regarding tasks and composition and a list of who has been involved in the process. Councilor Roof stated that as an alternative the City Council president and the Mayor could make appointments. Chair Colburn responded that since CDNR has been so heavily involved in the project that it should have separate input.

3. Neighborhood Stabilization Project – Gillian Nanton (20 minutes)

Gillian Nanton Assistant Director of SHED at CEDO explained the Request for Proposal (RFP) for the 'Neighborhood Project' has gone through several iterations, and benefitted from the

partners input after an initial meeting including Champlain, UVM, Preservation Burlington, and the City. Ms. Nanton adds that Meagan Tuttle from Planning and Zoning has done a lot of work on this document.

Ms. Nanton summarized the document explaining the basis for this RFP was to establish a more proactive strategy for neighborhood stabilization in the short and long term, the 3 main focus areas being: achieve balance, improve quality of housing stock, and improve quality of life for the residents in the historic neighborhoods around UVM and Champlain. She explained that in the beginning it summarizes the Housing Action Plan and the efforts that UVM and Champlain have made up to this point. It is noted that on page 4 the statement regarding Champlain's commitments with the Burlington Town Center project has been corrected. Throughout the process some essential issues kept coming up, that the consultants will need to weigh in on, including the geography of the study, whether it should be confined to wards 1,2,6,8 and what the financial commitment will be to achieve the goals of the neighborhood project. What similar communities have done is in the back of the document. Ms. Nanton emphasized that Identifying a sustainable funding strategy is key to making this project a success and the consultant should develop a timeline and decide who should be in charge of moving forward with implementation steps. The hope is to issue the RFP by middle of March, and get proposals by middle of April; get consultants under contract by May, and have a draft by October, with final deliverables in December. This schedule would meet the requirements of the HAP.

Chair Colburn opened the floor to public comment on the RFP. Sandy Wynne (Ward 1) asked on page 1 if 60% renter occupied include dormitories (group quarters)? Councilor Roof added that regarding the demographics, he would like to see how the neighborhoods subject to this study differ from the city as a whole. Chair Colburn asked for a clarification of the methodology for this statistic.

- Ms. Wynne continued asking on page 4 – why UVM makes a payment for services of 1.4 million and on page 5 it says Champlain makes a payment of 2.4 million, what accounts for that disparity? Ms. Wynne made the point that the numbers don't make sense given institutional size. Joe Speidel (UVM) responded that if it includes all payments the correct number is 2.7 million for UVM.
- Ms. Wynne continued, requesting that the consultants for this project be in-state firms to promote economic development. Councilors Colburn and Ayres stated that would require different criteria and that it is also important to bring in the most qualified consultants but Chair Colburn suggested a marketing strategy could put the RFP in the hands of local consultants. Ms. Nanton agreed. Mr. Caulo (Champlain) stated he wouldn't support limiting it to only in-state firms. Mr. Speidel added that regarding the selection process partners should look at all proposals from the beginning of the process.
- Mr. Speidel (UVM) commented that it is important to emphasize that we are all working on this together. There should be a more inclusive statement on page 8 - stating we're working with all partners not just the institutions.
- Councilor Giannoni commented that we consider creating condos as a strategy for

stabilization. As a recent condo buyer, it is a great way of helping people build equity and stay in Burlington, and stabilize the community. CHT condos are a good option for long term buyers but for someone looking to build equity and move on, other options need to be considered. Councilor Ayres agreed that the approach has a lot of merit particularly in turning the absentee landlord student properties into more stable situations.

- Ms. Wynne commented that we have had the same housing study done since 1980. She has copies of all the MOU's with UVM and each one has concluded the same things. She lived in a student housing area and it was hell and the neighbors fought the city and the city was not there to support them. When they took out the party houses, the value of the homes went down. When the max number of occupants was reduced to 4 students the prices went down for families, the landlords started selling and it became a livable area. It took the neighbors enforcing code and code answers to the mayor. Nobody wants to move their family onto Isham St. UVM has institutional zoning and unlimited density and therefore should not build downtown because college students shouldn't get everything they want. While it has gotten better over the last 20 years we must put pressure on UVM. Also fines against landlords are not actually imposed.
- Mr. Speidel (UVM) responded he has more optimism about how to make this latest effort work. UVM has created more units than anyone in the city of Burlington and is in the process of building new housing now. Going back 20 years they are housing more students than they used to, and now have a 2 year requirement to live on campus. Regarding the Trinity campus, the zoning prevents Trinity from being fully developed, in the next few years that is where UVM will be building next. UVM sees a trend of upper classmen choosing to live on campus. Finding funds for someone to assist with implementation would be necessary for success because CEDO doesn't have the capacity to do it. He also suggested landlords be approached as business owners. Ms. MacKay noted the state does have a small funding program for housing related work.
- Chair Colburn commented that the RFP delivers a strong process to us with engaged stakeholders and an organized product, and thanks Ms. Nanton. She made the following comments regarding the RFP:
 - Page 4 should include the inspection schedule that will create a rating system of landlords.
 - Page 8 the presentation of the final report should come to the CDNR committee AND the city council allowing for a more in-depth conversation like the IZ consultant last month.
 - Page 8 it is good that we are asking consultants to give budget and fees in relation to their scope of work.
 - Page 9 adding to the composition of the select committee from the NPA's for resident buy-in, but it is understood this would be adding additional membership.

- Ms. Nanton explained that for the budget \$25,000 is committed each from the City, UVM, Champlain College, and \$5,000 from Preservation Burlington. Reserving some for administration would result in about \$72,000. Mr. Speidel and Ms. MacKay suggested that 6 weeks should be given for consultants to respond to the RFP.
- Mr. Caulo commented that where the rubber meets the road is funding. If the Neighborhood Project study looks to the institutions for funding, as they typically do, they are already making direct investments in housing and cannot afford this. In the inclusionary zoning report, in terms of the recommendations, the one that 'moves the needle', has the best chance of creating a source of funding. If the residents are serious about the affordable housing issue than they should fund it through the Housing Trust Fund. The seed money to purchase the assets from the landlords today could come from the HTF. There is the interest to make this happen. There are some examples out there in Lancaster PA, it is a strategy that would allow for change over the long term.
- Mr. Speidel commented that Champlain Housing Trust has found a way to fund the rehab of the St. Josephs school, where UVM has provided some patient capital and it has allowed the project to move forward. Mr. Caulo agreed that there is a model for institutional involvement there and said to think about streamlining services and not just about funding new initiatives.
- Chair Colburn commented that the RFP should move forward on issuance without coming back to the committee. The next agenda will include the IZ working group summary of next steps relying on an initial proposal from CEDO and review the monitoring for IZ. This will be Chair Colburn's last meeting. It would be good to revisit the discussion on micro housing and set some direction on that. Councilor Ayres stated he has decided to back off on the idea of a Micro-housing summit so that is likely to happen next council term.

Stephen Marshall announced that the Chittenden County Homeless Alliance has a meeting Tuesday Feb 28 6:00 in Contois that includes some discussion on Micro Housing.

Chair Colburn made a motion to adjourn at 7:28 pm. This was seconded by Councilors Roof and Ayres.