

**Community Development & Neighborhood Revitalization (CDNR) Committee Recommendations Summary, Next Steps and Priority Actions
The Neighborhood Project**

I. Enhance Quality of Life Initiatives

	Action Item (Consultant recommendation)	Description	What's Required/Next Steps	
#1.	Clarify, simplify, and communicate the City's existing quality of life tools; and review "fair warning" policies	-Review existing tools while also considering new tools or the elimination of tools which are ineffective or difficult to enforce. Specifically, explore whether modifications should be made to quality of life ordinances, their enforcement mechanisms, or the resulting penalties for violations. Consider whether a toolkit may serve as a "first notice" or "warning" of these responsibilities, and whether a first offense should carry a more serious penalty.	-Create a city team of CEDO, Planning, Code Enforcement, City Attorney's Office & CDNR rep., inviting appropriate departments, as needed, e.g. Fire, Police etc. to review Burlington's Minimum Housing Standards Ordinance and make recommendations for strengthening same. -Review standards for the issuance of certificates and permits and terms of inspection on the 1-5 scale.	
#2.	Build on current renter education programs	-Adapt existing student renter education content and distribution models (e.g. online) to a broader rental audience. This information can clearly define violations and corresponding penalties.	-CEDO, working with UVM and Champlain College, create a required rental kit to be distributed by landlords to all tenants, as part of the lease, clearly informing renters about their rights and responsibilities. -Codify renter education requirement through Burlington's Minimum Housing Standards Ordinance. -CEDO, through Community Coalition, monitor student uptake of enhanced student renter education.	
#3.	Examine strategies to better manage demand for parking in neighborhoods	-The City should examine strategies that could better align the demand for on-street parking with the availability of spaces and manage the number of permits issued to align with the space available.	TBD	

High Priority

Medium Priority

Low Priority

I. Enhance Quality of Life Initiatives			
	Action Item (Consultant recommendation)	Description	What's Required/Next Steps
#4.	Provide additional after bar closing police presence	-Provide additional police details to monitor and manage activity following after bar hours through the support of downtown merchants	-CEDO to engage in discussion with downtown merchants (through CSM and BBA), as part of a clean and safe program
#6.	Use data to track results and enhance quality of life efforts	-Enhance tracking of college student locations for all the academic institutions. -Evaluate feasibility of tracking owner-occupied conversions over the past 5 years, using sales data from property tax and title data.	-CEDO and Planning to work with UVM and Champlain College to continue to analyze housing trends, along with off-campus students' locations.
II. Contain/Slow Down Conversion of Single Family Homes to Rentals			
#1.	Create more student housing on or adjacent to campuses Encourage higher density development/redevelopment in appropriate areas	-Explore the potential for more student housing on or 'near' the campuses and which may involve a third-party developer. UVM should explore the potential of Trinity Campus. and other sites and consistent with their Master Plans. Similarly, Champlain College would adhere to their 2007 Master Plan. Additionally, study and better understand the potential of scale and impact of different development scenarios and resulting zoning requirements under form-based code. Target areas already zoned for higher density residential development and where infrastructure can handle it.	-City, in consultation with UVM, to provide report to City Council following release of Housing Study being done by UVM. Additionally, City to provide a written quarterly updates in consultation with UVM, to the City Council to apprise of progress being made to develop student housing on Trinity Campus and/or other sites. -Consider land use policy changes that will enable the development of additional student housing.
#2.	Institute an Employer Assisted Housing (EAH) Program	-EAH is any housing program- rental or homeownership – that an employer finances or assists in some way. This program would be structured to support either purchases or rehabs through down payment and/or forgivable rehabilitation loan program within a targeted area.	-City (and state) as major employer and other major employer/business leaders to convene a meeting to discuss potential for enhanced employer engagement in housing issues of Burlington; present employer assisted housing concepts.

High Priority

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Low Priority

II. Contain/Slow Down Conversion of Single Family Homes to Rentals			
	Action Item (Consultant recommendation)	Description	What's Required/Next Steps
#3.	Create a property acquisition (investment) fund to acquire single-family homes in or near the study wards to maintain owner occupancy	The property acquisition (investment) fund is intended to more aggressively compete with market real estate developers. The fund, a mix of private and public resources, would target properties that have not yet become student rentals, but come on the market in targeted areas.	-CEDO to work with consultant who will undertake initial research, following which concept will be developed and tested with potential funders to identify their information needs to consider participation.
#4.	Enhance/Codify livability standards	-Livability standards are a regulatory tool used to ensure dwelling units are designed to meet a particular livability level. The city could consider requiring a ratio of bathrooms to bedrooms for single family rentals (e.g. if a single family house with 3 bedrooms has one bathroom, a converted house with 6 bedrooms would require 2 bathrooms).	-Create a city team of CEDO, Planning, Code Enforcement, City Attorney's Office & CDNR rep., to develop livability standards based on metrics such as appropriate number of bathrooms per bedrooms for rental units.
#5.	Enable modest infill, where appropriate, and in accordance with zoning regulations	-Consider zoning tools which will allow for modest infill redevelopment/development appropriate to neighborhood character, but which prevents significant unit expansion/additions that substantially increase the number of units (e.g. doubles on what was once a single-family home or duplex).	-CEDO, in collaboration with Planning, currently reviewing ADUs, with the view to incentivizing their creation. -Planning to study range of options and other approaches.
III. Convert Selected Primarily Student Rental Properties to Owner-Occupied and/or Longer-term Rentals			
#1.	Create a fund to acquire student rental properties	-This fund would target properties that are primarily student rentals and have maintained their architectural and structural characteristics that make rehabilitation to single family, duplex, triplex or quadplex feasible.	-CEDO to work with consultant to develop and test concept/vision with potential funders to identify their information needs to consider participation. Explore the possibility of linking to property investment fund (see #3 above).
#2.	Create a targeted rehab loan program	-This rehab loan program would help homeowners rehab properties that otherwise would be out of reach financially. This program would provide "gap" financing to support additional credit that does not meet conventional underwriting because of appraisal issues.	-CEDO to engage with local lending institutions and other housing organizations, to develop a rehab program; initially test concept with lending institutions by showing a model program.
#3.	Clarify 'Housing Unit Replacement' Ordinance as it applies to the conversion of existing housing	-This policy might need to be clarified in order to inform the market and potential buyers that unit reduction offsets are not required for rehabilitation of residential units.	-Planning, in collaboration with CEDO, prepare FAQs regarding Housing Unit Replacement Ordinance for wide circulation.
	High Priority	Medium Priority	Low Priority

III. Convert Selected Primarily Student Rental Properties to Owner-Occupied and/or Longer-term Rentals			
	Action Item (Consultant recommendation)	Description	What's Required/Next Steps
#4.	Target program funds for rehab of owner occupied historic properties that may otherwise be unable to comply with historic standards	-Supplemental resources would be needed to help restore historic properties that cannot be filled through conventional credit funding mechanisms.	--planBTV recommends creation of a comprehensive plan for preservation of historic properties. -CEDO to work with Zoning to explore dedicated funding sources and programs to support restoration of historic properties. The Conservation Legacy Fund might be a good model to emulate.

High Priority

Medium Priority

Low Priority

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