



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401

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www.burlingtonvt.gov/cedo

Burlington Housing Trust Fund Administrative Committee

Fiscal Year 2018

Monday, September 18, 2017

1:00 p.m. – 2:00 p.m.

Burlington City Hall

3rd Floor, Parkview Room

149 Church Street, Burlington, Vermont

Agenda

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|---|-----------------------|
| 1. Adoption of Agenda | 1:00 p.m. – 1:05 p.m. |
| 2. Old Business | |
| a. Approve Minutes from 06/28/17 meeting | 1:05 p.m. – 1:10 p.m. |
| 3. Public Forum | 1:10 p.m. – 1:20 p.m. |
| 4. New Business | 1:20 p.m. – 1:45 p.m. |
| a. Right of First Refusal Option for 289 College Street | |
| 5. Optional Executive Session | 1:45 p.m. – 1:55 p.m. |
| 6. Upcoming meetings | 1:55 p.m. – 2:00 p.m. |
| 7. Adjournment | 2:00 p.m. |

For more information, please contact Todd Rawlings, trawlings@burlingtonvt.gov, (802) 652-4209.



EQUAL HOUSING OPPORTUNITY

Fiscal Year 2017
Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)
Meeting Minutes

Draft

DRAFT

Meeting Date/Time: June 28, 2017 at 10:00 a.m.

Meeting Location: Burlington City Hall, 149 Church Street, Second Floor, Contois Auditorium, Burlington, Vermont

Present: Councilor Adam Roof, Mayor's Office Assistant/Scheduler Jordan Redell, Community & Economic Development Office (CEDO) Director Noelle MacKay, and CEDO Housing Program Manager Todd Rawlings

Absent: None

Also Present: Gillian Taylor (Committee On Temporary Shelter), David Mullin (Green Mountain Habitat for Humanity), Cindy Reid (Cathedral Square Corporation), and Amy Demetrowitz (Champlain Housing Trust)

Meeting called to order: by Director MacKay at 10:02 a.m.

Agenda: Motion made by Councilor Roof to accept the Agenda as drafted, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

Minutes: Motion made by Councilor Roof to accept draft minutes for the meeting dated May 31, 2017, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

Public Forum: Closed without comment

New Business:

a) Housing Trust Fund Application Scoring Criteria

Director MacKay said that CEDO has been working to improve the clarity and transparency of the HTF allocation process and the drafts submitted for discussion are the next step in this process. Housing Program Manager Rawlings gave an overview of the drafts and explained that the drafts are intended to ensure that the regulatory requirements in the ordinance and resolutions, as well as the HTFAC priorities, are reflected in the allocation process. Councilor Roof asked how the scoring forms would be used. Housing Program Manager Rawlings said that the completed scoring sheets would not determine how much each applicant would receive (if any), but the scoring information would be compiled to help the HTFAC understand how each applicant ranked compared to other applicants. Although the goal is to simplify the process, the HTFAC may still need to make difficult funding decisions. An application template can be generated once the scoring factors have been determined. Assistant/Scheduler Redell asked whether points were to be awarded on a sliding scale or "all or nothing". Housing Program Manager Rawlings said that a sliding scale was the original intent. HTFAC members agreed that this

question should be worked out. Councilor Roof asked what the Request For Proposals (RFP) and allocation process was in the past. Housing Program Manager Rawlings said that the RFP language was open ended, proposals were not required to follow a strict format, allocations occurred at various times of the year and, to his knowledge, scoring forms were not used.

The committee discussed the Capacity Project Scoring Form. Director MacKay said that the financial need of the organization should be added as a scoring factor. Amy Demetrowitz said that historically the capacity amounts have been modest and therefore the application should be appropriately simple. Others present suggested that the application should describe precisely how the HTF would be used.

The committee discussed the Project Scoring Form. Director MacKay said that the financial need of the project should be added as a scoring factor. Amy Demetrowitz said that the form should not include leverage as a factor because it is not an accurate measure of project desirability. Others present suggested the following possible questions or scoring factors: special population served, whether there are/will be other City funds in the project, whether supportive services are part of the proposed project, and permit/project schedule.

Councilor Roof said that it would be helpful to have all application information on one master sheet. Assistant/Scheduler Redell said that the number or units and/or persons served should be on the application. Cindy Reid said that the experience of the development team should be a scoring factor. Housing Program Manager Rawlings said that it could be useful for the application to ask the applicant what will happen if the application is not funded. Assistant/Scheduler Redell said that the application should include a) the HTF requested per the number or units and/or persons served and b) the proposed cost per unit of the proposed housing. Director MacKay suggested that the State's Downtown Program materials could be useful.

Upcoming meetings:

HTFAC discussed incorporating these comments into revised, draft scoring sheets which would go to the Community Development & Neighborhood Revitalization Committee on 7/20/17.

Adjournment: Motion made by Councilor Roof to adjourn the meeting, seconded by Director MacKay. Motion passed unanimously. The meeting was adjourned at 10:58 a.m.

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff


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TO: Housing Trust Fund Administrative Committee (HTFAC):
Noelle MacKay, Jordan Redell, Councilor Roof

FROM: Todd Rawlings, Community & Economic Development Office (CEDO) 

DATE: September 14, 2017

RE: Inclusionary Zoning (IZ) — Request to Waive a Right to Purchase 289 College Street

Background

According to the Burlington Comprehensive Development Ordinance Article 9.1.17(e) “Purchase Option. Provisions for continued affordability of inclusionary units shall provide that the Housing Trust Fund Administrative Committee or its designee shall have an exclusive option to purchase any inclusionary unit when it is offered for resale for a period of one hundred twenty (120) days from the date on which the HTF Administrative Committee is notified of the availability of the unit.”

This purchase option has typically been exercised with IZ homeownership units, often in condominium developments where the individual units are owned by separate entities. In those cases, the Burlington Community Land Trust (and later, the Champlain Housing Trust (CHT)) was the sole designee for these purchases. To my knowledge, the HTFAC or its designee has never exercised its right to purchase a rental building with IZ units.

Waiver Request

On August 18, 2017, the property owner of 289 College Avenue sent to me an email notifying the HTFAC of his intent to sell. The property contains 12 new housing units added in 2015. All units are rental and two have IZ restrictions. If the HTFAC is interested in possible negotiation to purchase, then details can be discussed in an optional executive session.

On September 1, 2017, I spoke to Michael Monte to discuss whether CHT might be interested in purchasing the project and acting as the HTFAC’s designee. He said that CHT was not interested in acting as the HTFAC’s designee for this purchase.

Recommendation

Given the above and that the IZ housing subsidy covenant on this property will survive any sale and thus the interests of the HTFAC are understood to be protected in any case, I recommend that the HTFAC waive its right to exercise its purchase option for this property. According to City Attorney Richard Haesler, a waiver would take effect immediately upon action by the HTFAC and prior to the expiration of the 120 day period referenced above.



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