

Fiscal Year 2019
Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)
Meeting Minutes

Approved

Meeting Date/Time: May 13, 2019 at 4:00 p.m.

Meeting Location: Burlington City Hall, 149 Church Street, Third Floor, Queen City Conference Room, Burlington, Vermont

Present:

- City Councilor Brian Pine
- Mayor's Office Communications and Projects Coordinator Olivia LaVecchia
- Community & Economic Development Office (CEDO) Acting Director David White
- CEDO Acting Assistant Director for Housing, Community & Opportunity Programs Todd Rawlings

Absent: None

Also Present: Stephen Marshall

Meeting called to order: by Acting Director White at 4:06 p.m.

Agenda: Motion made by Councilor Pine to amend the agenda to add a discussion on outreach for HTFAC meetings and a discussion on the payments received by the HTF as a result of the housing replacement ordinance, seconded by Coordinator LaVecchia. Motion passed unanimously.

Old Business:

- a. **Minutes:** Motion made by Coordinator LaVecchia to accept draft minutes for the meeting dated November 7, 2018, seconded by Councilor Pine. Motion passed unanimously, with Acting Director White abstaining.

Public Forum: No members of the public wished to speak

New Business:

- a. Approve/Deny/Request Additional Information for Proposed Inclusionary Zoning (IZ) Maximum Rents Based On New Income Data

Discussion: Acting Assistant Director Rawlings said that the IZ ordinance requires that the HTFAC approve annual changes in rents before they can be effective. He said that given that the changes are based on U.S Department of Housing & Urban Development data, there does not appear to be any latitude or discretion for the HTFAC in this decision and that it has been proposed to the Planning Commission to allow the Housing Trust Fund Manager to change maximum IZ rents administratively. Projects Coordinator Olivia LaVecchia said that she remembered that the City had recently funded a rent study. Councilor Pine said that a Fair Market Rent Study, commissioned

by the Burlington Housing Authority (BHA), was funded by the City outside of the HTF allocation process. He said that he would like the results of that study. Acting Assistant Director Rawlings said he would follow up with BHA and forward that information to the HTFAC. Councilor Pine asked what the practice was regarding sending the updated maximum IZ rents to owners or managers of IZ rental units. Acting Assistant Director Rawlings said that the practice is to send that information via email or hardcopy as soon as possible after they are approved by the HTFAC. Councilor Pine said that he thought that staff should require confirmation of receipt of this information.

Motion made by Councilor Pine to set the maximum IZ rents to the following, inclusive of utilities and effective as of 5/13/19: \$1,043.00 for studios/efficiencies, \$1,117 for one-bedroom units, \$1,341 for two-bedroom units, \$1,549 for three-bedroom units, \$1,727 for four-bedroom units, and \$1,906 for five-bedroom units, seconded by Coordinator LaVecchia. Motion passed unanimously.

b. HTFAC Outreach

Discussion: Acting Assistant Director Rawlings asked the HTFAC what outreach, if any, staff should do to notify interested parties about HTFAC meetings. He said that the City Council Community Development & Neighborhood Revitalization Committee has an extensive email list, but the HTFAC does not have such a list. Councilor Pine said that he thought that this was a good idea and that staff should notify IZ owners. Acting Assistant Director Rawlings said he thought this list could include past applicants for HTF. Stephen Marshall said that landlord advocacy groups should be notified. There was consensus that in the future these groups should be notified prior to HTFAC meetings.

c. Payments Received By The HTF As A Result Of The Housing Replacement Ordinance

Discussion: Acting Assistant Director Rawlings said that the HTF had recently received a payment of over \$50,000 to satisfy the requirements of the housing replacement ordinance for the Sara Holbrook Center expansion project. He asked whether anyone was aware of prior public conversations about whether a non-profit should be exempt from this requirement. Councilor Pine said that there were multiple examples of this having occurred before, including cases where the City of Burlington, the School District, and the Flynn Theater each had made the case to the City Council that non-profits should be exempt. He said that in each case the Council found that non-profits should not be exempt.

Upcoming meetings:

Discussion: None.

Adjournment: Motion made by Councilor Pine to adjourn the meeting, seconded by Coordinator LaVecchia. Motion passed unanimously. The meeting was adjourned at 4:39 p.m.

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff