

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

Approved

Meeting Date/Time: May 31, 2017 at 11:00 a.m.

Meeting Location: Burlington City Hall, 149 Church Street, Third Floor, Parkview Room, 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: None

Meeting called to order: by Director MacKay at 11:05 a.m.

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

Minutes: Motion made by Assistant/Scheduler Redell to accept draft minutes for the meeting dated November 2, 2016, seconded by Director MacKay. Motion passed unanimously with Councilor Roof abstaining.

Public Forum: No members of the public were present.

New Business:

a) Approve/Deny/Request Additional Information for proposed Inclusionary Zoning rents based on new income data

Discussion: Housing Program Manager Rawlings gave an overview of how the proposed Inclusionary Zoning (IZ) rent limits were calculated, specifically that the rents were based on new income data from the U.S. Department of Housing and Urban Development and effective April 4, 2017. This data indicates that income in the Burlington/South Burlington Metropolitan Statistical Area has decreased 2% from the previous year, which has resulted in a 2% decrease of the maximum IZ rent limits. He said that this is the first time that he is aware of that the income limits decreased compared to the previous year. Councilor Roof asked whether Housing Program Manager Rawlings knew why the income numbers had decreased. Housing Program Manager Rawlings said that he did not know, but suggested that it could reflect an actual decrease or it might reflect a change in the formula or methodology.

Motion made by Councilor Roof to approve the proposed Inclusionary Zoning rents for 2017 – 2018, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

b) Approve/Deny/Request Additional Information for proposed policy on applicability of Inclusionary Zoning rents based on new income data

Discussion: Housing Program Manager Rawlings gave an overview of the proposed policy to address issues around the proposed reduced IZ rent limits for 2017-2018. Specifically, he explained that the ordinance is silent on the possibility of rent decreases and that housing developers may be held to a lower rent than was understood during project development. He described that his understanding of the past practice was that the applicable IZ rent limit was the limit in effect at the time that the tenant household leased the IZ unit, both at initial occupancy and unit turnover. Councilor Roof said that he did not think that this committee had the authority to approve this proposed policy because the proposed was inconsistent with the ordinance language. Director MacKay said that developers may request relief though whatever hardship procedure is applicable. Housing Program Manager Rawlings suggested that if this proposed policy is denied, then in the future, CEDO staff will be explicit in their communication to applicants (and prospective applicants) that the IZ rent limits may go down during the 99 year IZ affordability period.

Motion made by Councilor Roof to deny the proposed policy related to applicability of Inclusionary Zoning rent limits based on new income data and that CEDO staff shall continue the policy of applying whatever IZ rent limit is in effect at the time of initial occupancy or unit turnover, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

Upcoming meetings:

Discussion: Director MacKay said that she felt that the allocation process for the Housing Trust Fund could be improved and she would like this committee to look at a more transparent process. Housing Program Manager Rawlings said that he recently found a document which describes allocation guidelines and process used in the past. The HTFAC agreed to meet in June 2017 at a time to be coordinated by Housing Program Manager Rawlings.

Adjournment: Motion made by Councilor Roof to adjourn the meeting, seconded by Assistant/Scheduler Redell. Motion passed unanimously. The meeting was adjourned at 11:47 a.m.

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff