

**City of Winooski - Winooski Housing Commission Meeting Minutes**

27 West Allen St. Winooski VT 05404 / 802 655 6510 / winooski.org



Date and Time of Meeting: Thursday, January 10, 2019 6:00 pm

Location of Meeting: O'Brien Community Center, 32 Malletts Bay Avenue

Names (first and last) of Members Present: Robert Millar, Anna Wageling, Bobby Arnell, Mike Ohler, Leslie Black-Plumeau, Jessica Bridge

Names (first and last) of City Staff Present: Heather Carrington

Names (first and last) of Guests Present: Mayor Seth Leonard

Call to Order by: Robert Millar 6:06 pm

Minutes Recorded by: Anna Wageling

**I. Call to order**

**II. Public Comment**

Presentation:

Discussion:

Decision:

Motion by:

Second:

Minutes/Notes: No Public Comment

**III. Approve Meeting Minutes from 11.26.2018**

Presentation:

Discussion:

Decision:

Motion by: Bobby

Second:

Mike

Minutes/Notes: Minutes from 11.26.18 approved.

**IV. Housing Trust Fund discussion**

Presentation: Heather

Discussion:

Decision:

Motion by:

Second:

Minutes/Notes: The Housing Commission began development of our recommended policy guidelines for the Housing Trust Fund approved by City Council Resolution on Monday, January 7<sup>th</sup>, 2019. As written and approved, the resolution establishes the allocation of the full amount of the Housing Improvement Loan Program funds (appx. \$348,000) to the Housing Trust Fund, with the Housing Improvement Loan Program to continue to operate with a portion of the funds for its intended purpose under the umbrella of the Housing Trust Fund. The following program eligibility requirements are also established by the resolution:

1. Rental housing supported by these funds must be for low income households (under 80% AMI).
2. Homeownership assistance supported by these funds must be for low to moderate income households (maximum income of 120% AMI).

The Housing Commission discussed the following decision points to guide the development of the HTF policy guidelines:

1. Should the program provide loans or grants or both? The Commission would like to see a policy that uses smaller grants to incentivize use of the loans. Heather will investigate hybrid programs and come back with a proposed structure.
2. Percentage for rental vs. homeownership assistance? The Commission recommends starting with a 50/50 split, to be reassessed at regular intervals depending on use of the program funds.



3. Percentage of homeownership funds for first time homebuyer downpayment assistance vs. housing improvement loans? The Commission recommends leaving this flexible initially to allow the decision-making body the greatest flexibility in utilizing funds.
4. Priorities for the loans? The following criteria will give a project priority for funding:
  - Higher energy efficiency/lower environmental impact projects
  - Higher leverage of state and federal funds
  - Higher priority for higher number of affordable units
  - Higher priority for projects in areas of the City with less affordable housing
  - Higher priority for additional development of owner-occupied affordable housing
5. Percentage of affordable units required for eligibility? Threshold number of affordable units for eligibility? The Commission recommends that the percentage of affordable units required for a project to be eligible for funds should be 10% in alignment with the inclusionary zoning ordinance currently under discussion. A threshold number of units for eligibility was not recommended.
6. Maximum loan amount per affordable unit? Heather was asked to bring back a range of numbers based on Housing Trust Funds in other communities.
7. Is there a limit to how many projects a single developer can have loans for simultaneously? The Commission recommended against placing a limit on the number of loans a single developer can hold simultaneously.

**V. Review and discuss Inclusionary Zoning Ordinance**

Presentation:

Discussion:

Decision:

Motion by:

Second:

Minutes/Notes: Version 4 of a draft inclusionary zoning ordinance was reviewed and discussed. Pursuant to our discussion with a local developer and review of a permitted project using the Inclusionary Housing Calculator, changes to the ordinance were proposed by the Commission. The proposed changes were reflected in draft version 4. The Commission pointed out some minor edits to the draft, which will be revised and forwarded to several developers for their review and "beta-testing" against the pro-formas of some current projects.

**VI. Discuss Housing Update for City Council meeting 1.28.19**

Presentation:

Discussion:

Decision:

Motion by:

Second:

Minutes/Notes: A Housing Update for City Council is scheduled for Monday, January 28<sup>th</sup>. The Council will be interested in hearing from the Housing Commission. Jessica, Bobby, and Robert will present a progress report. Heather will prepare a memo in advance, to be reviewed by the Commission. Jessica will meet with staff prior to the Council meeting to run through the Inclusionary Housing Calculator.

**VII. Adjourn**

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Motion by: Bobby  
18th, 2019

Second: Jessica

Time: 7:35 PM Next Meeting Date: Feb.