



**City of Winooski**  
Vermont's Opportunity City

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**Housing Commission Agenda**

Monday, August 12, 2019  
6:00 PM - Winooski City Hall (27 West Allen St.)

- I. Call to Order
- II. Public Comment
- III. Approve Previous Meeting Minutes
- IV. Department and City Updates
- V. Commission Appointee Terms and Reappointment Discussion
- VI. Housing Commission FY2020 Work Plan

Documents:

[FY2020 Housing Commission Work Plan.xlsx](#)

**VII. Housing Trust Fund Working Session**

Documents:

[Housing Commission Memo - 8-12-19.pdf](#)

**VIII. Adjourn**

HOUSING COMMISSION WORK PLAN FY2020				
	GOAL	MASTER PLAN HOUSING GOAL	ACTION ITEMS	TIMELINE
1	Complete Housing Trust Fund Policies and Procedures	Goals 1,2,3,5,6,7	Review Modelling City Attorney Review Present Draft for Council Review Revise per Council Feedback Develop Application Forms Develop Marketing Materials	Early Fall 2019
2	Review and Make Funding Recommendations for Housing Trust Fund Applications	Goals 1,2,3,5,6,7	Models indicate that initial funds will cover approximately 22 projects. Commission will potentially be reviewing 2 projects per regular scheduled meeting.	Ongoing
3	Monitor Incoming Housing Developments in Comparison with Affordability Targets	Goals 1,2	Review Approved Permits: # of Existing Housing Units # of Proposed Housing Units Total # of Added Units % of Units Affordable for Low Income Households Compare to Established Target %	Report to Council as part of Housing Goal Update: November 2019 and March 2020
4	Track Housing Trust Fund Outcomes	Goals 1,2,3,5,6,7	Number of loans Loan program type Number of units Affordability thresholds (low-mod) Affordability terms # of Households impacted	Report to Council as part of Housing Goal Update: November 2019 and March 2020
5	Investigate and Make Recommendations for Further Funding Sources for Housing Trust Fund	Goals 1,2,3,5,6,7	Investigate Funding Sources for Other Municipal Funds Develop List of Options Present Recommendations to Council Pursue Funds at Council direction	Report to Council as part of Housing Goal Update: March 2020
6	Support Planning Commission Efforts to Update Parking Recommendations as Appropriate	Housing Goal 1,2 Land Use Goal 4 Municipal Infrastructure Goal 9	Compile Data: Brief literature review - reducing or eliminating parking minimums Household vehicle ownership % # vehicles/renter household Chittenden County trends	Data analysis to Planning Commission by November 2019

7	Support Planning Commission Efforts to Evaluate Form-Based Code Affordable Housing Incentives	Housing Goal 1,2,7 Land Use Goal 4	Review State-wide Incentives Evaluate barriers to use of FBC incentive Investigate other municipal incentives	Data analysis to Planning Commission by February 2019
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**Memorandum – 8/12/2019**  
**Community & Economic Development**

Heather Carrington, Community & Economic Development Officer  
[hcarrington@winooski.vt.gov](mailto:hcarrington@winooski.vt.gov) / 802 655 6410

The Housing Commission will continue work on finalizing the Housing Trust Fund Policies at our meeting on Monday, August 12<sup>th</sup>. We will review proposed fund modeling comparing several options for HTF policy, with an emphasis on ensuring that the policy incentivizes the intended outcomes. In addition, we will discuss and finalize an FY2020 annual work plan for the Commission and review Commission appointments and interest in renewed appointments.

**City Update**

The City Council and Leadership Team have been having ongoing discussions about realigning the work of the Commissions to reflect the Strategic Vision areas. While the Housing Commission will not need realignment because it currently reflects a Strategic Vision area, City Council has also recommended that each Commission should establish an annual work plan. These work plans should directly connect the work of the Commissions with implementation of the Winooski Master Plan goals. Lastly, the City is soliciting volunteers to fill any Commission vacancies. Staff has been directed to review appointee terms and seek new volunteers as needed. The next two agenda items address these efforts.

**Commission Appointee Terms and Reappointment Discussion**

A list of Housing Commission appointments and terms is included in your materials. Currently, only one appointment is unexpired. Commissioners will be asked to indicate whether they would like to be reappointed for a second term.

**Housing Commission FY2020 Work Plan**

Staff met with Mayor Lott and Housing Commission Chair Robert Millar to discuss the proposed FY2020 work plan. A draft work plan is included in your materials for discussion and approval at this meeting. Please be prepared to make recommendations for additions or other changes to the plan if needed.



**Housing Trust Fund – Financial Modeling**

In order to help visualize the flow of funds from the HTF, and the pace at which it will revolve to make funds available for future projects some preliminary financial modeling was prepared for the previous meeting. After reviewing the initial model, the Commission requested that staff prepare several alternative models for review. Four potential models follow.

Model 1 - The Housing Commission has discussed awarding half of the funds for homeownership and half for rentals. The table below illustrates that division and the number of housing units that could benefit from the initial round of awards as currently envisioned, and a sample spreadsheet of potential loans and the annual payments was included in your packets for the June meeting.

<b>Model 1</b> Original proposed										
Homeownership				Rentals				Initial Total Units	Program	Total Funds
<b>\$175,000</b>				<b>\$175,000</b>						<b>\$350,000</b>
Program	\$\$	Average per loan	Units	Program	\$\$	Average per loan	Units			
CoRe	\$150,000	\$15k/unit	10	CoRe	\$87,500	\$15k/unit	5	<b>15</b>	<b>CoRe</b>	<b>\$237,500</b>
HIP	\$20,000	\$20k	1	HIP	\$87,500	\$20k	4	<b>5</b>	<b>HIP</b>	<b>\$107,500</b>
DPA	\$5,000	\$5k loan	1					<b>1</b>	<b>DPA</b>	<b>\$5,000</b>
<b>Totals</b>			<b>12</b>	<b>Totals</b>			<b>9</b>	<b>21</b>		

Based on the HTF policy as currently structured, the initial round of awards could support creation or rehabilitation of approximately 21 housing units, both rentals and homeownership. The fund would be slowly replenished with the incoming payments and interest on the loans over time.

At the June 2019 meeting, the Housing Commission requested a model showing the impact of shifting the policy to reflect a maximum per unit loan of \$10,000 rather than the initially proposed \$15,000, and a per project maximum of \$100,000 rather than the initial proposal of \$150,000.



Model 2 (below) reflects those changes. This model retains an even distribution between homeownership and rental funds and **prioritizes the creation of new affordable housing units.**

<b>Model 2</b> Reduction in max for CoRE, and per unit max \$10k										
Homeownership				Rentals				Initial Total Units	Program	Total Funds
<b>\$175,000</b>				<b>\$175,000</b>						<b>\$350,000</b>
Program	\$\$	Average per loan	Units	Program	\$\$	Average per loan	Units			
CoRe	\$100,000	\$10k/unit	10	CoRe	\$100,000	\$10k/unit	10	<b>20</b>	<b>CoRe</b>	<b>\$200,000</b>
HIP	\$50,000	\$20k	2 to 3	HIP	\$75,000	\$20k	3 to 4	<b>7</b>	<b>HIP</b>	<b>\$135,000</b>
DPA	\$25,000	\$5k loan	5					<b>5</b>	<b>DPA</b>	<b>\$25,000</b>
<b>Totals</b>			<b>17-18</b>	<b>Totals</b>			<b>9</b>	<b>32</b>		

Model 3 eliminates the division between homeownership and rental projects, instead focusing on the division of funds between the three program types. The CoRe program can be used for either creation of homeownership units, new rentals, or rehabilitation of existing units. In this model half of the funds are available for the CoRe program, with the other half divided between HIP and DPA. **This model results in the highest number of units impacted with the initial funds.**

<b>Model 3</b> No allocation homeowner vs. rental - funds are divided by programs instead									
Homeownership & Rentals Combined							INITIAL TOTAL UNITS	PROGRAM	TOTAL FUNDS PER PROGRAM
Program	\$\$	Average per loan		Units					<b>\$350,000</b>
CoRe	\$175,000	\$10k/unit		17		<b>17</b>	<b>CoRe</b>	<b>\$175,000</b>	
HIP	\$125,000	\$20k		6		<b>6</b>	<b>HIP</b>	<b>\$125,000</b>	
DPA	\$50,000	\$5k loan		10		<b>10</b>	<b>DPA</b>	<b>\$50,000</b>	
<b>Totals</b>				<b>33</b>		<b>33</b>			



Model 4 also divides the funds by program rather than rental vs. homeownership, with an emphasis on serving an equal number of units with each program. The highest dollar amount is located in the HIP program. HIP loans have a shorter loan term (8 years has been proposed), thus the funds will tend to revolve more quickly to be invested in new projects. **This model prioritizes improvement of existing housing in Winooski, rather than creation of new housing.**

**Model 4** No allocation homeowner vs. rental - funds are divided by programs instead

Homeownership & Rentals Combined				INITIAL TOTAL UNITS	PROGRAM	TOTAL FUNDS PER PROGRAM \$350,000
Program	\$\$	Average per loan	Units			
CoRe	\$100,000	\$10k/unit	10	10	CoRe	\$100,000
HIP	\$200,000	\$20k	10	10	HIP	\$200,000
DPA	\$50,000	\$5k loan	10	10	DPA	\$50,000
<b>Totals</b>			<b>30</b>	<b>30</b>		

While the modeling provides several possibilities for adjusting the policy guidelines, the Commission may choose to create a hybrid based on several considerations. The Commission will use this meeting to finalize a recommendation to be presented to City Council by staff on August 19<sup>th</sup>.

