

Meeting Notes  
Housing Committee  
Monday, October 2, 2023  
Meeting Room #2  
6:00 PM

**Attendees:**

Committee Members: Pam Brangan, Mark Capeless, Joyce George, Maria McClellan, Nikki Stevens.

Absent: Julie Gaboriault, Peg Rosenau

Staff: Aaron Denamur – Director of Planning & Zoning

1. Approval of Agenda
2. Approval of [September 11th meeting notes](#)
  - Nikki made a motion to approve, Mark 2<sup>nd</sup> motion
  - Meeting notes approved
3. Open to the Public
4. Shelburne Forward Together Task Force Meeting Debrief
  - Notes from meeting are attached
  - The group discussed ideas on how best to work with the Task Force. Ideas include identify a Task Force chair and/or a Housing Committee liaison, invite the Task Force to meet with the Housing Committee every other month or quarterly, treat the Task Force as sort of a Friends of the Housing Committee.
    - i. Joyce & Mark would be interested in the liaison position, especially if the Task Force meetings were on Zoom.
  - The Committee is definitely interested in seeing how a Public-Private partnership(s) with some local businesses might help with workforce housing. Committee found it encouraging that some local businesses attended the Task Force meeting on 9/28.
5. Housing booklet – take turns promoting via fpdf
  - Pam – September – done
  - Nikki - October
6. Recent housing activity
  - Aaron reported construction has started next to Route 7 Beverage, there is going to be 24 units built behind the Dutch Mill, 5 townhomes on Falls Rd and a duplex on Falls Rd.
7. Other Business
  - Aaron noted a great presentation to the Selectboard on 9/26 by Kevin Shu ([Vermont Futures](#)). Aaron recommended all committee members watch it. Mark suggested inviting Kevin to speak to the Housing Committee.
  - Next meeting – November 6<sup>th</sup> (Aaron will not be able to attend)

# Develop Affordable Housing Solutions – Draft Action Plan

Develop housing solutions that meet the needs of the Shelburne community. The group could work with regional and state partners to assess current needs and explore options including new development, co-housing models, expanding Habitat for Humanity construction, incentives and requirements for new development, and more. Additionally, the group could lead on public education, community engagement, and story-telling to help to advance the narrative around the need for housing and housing solutions. The group could also work to engage with and actively recruit developers to implement solutions.

Community Chairs(s): **TBD**

Facilitator: **Alyssa Johnson**, *Community Visit Program Manager*, Vermont Council on Rural Development (VCRD)

Resource Team Members:

**Nate Lantieri**, *Research Coordinator*, Vermont Housing Finance Agency (VHFA)

**Amy Demetrowitz**, *Chief Operating Officer*, Champlain Housing Trust

## I. Current Status:

- The Planning Commission is working on an ongoing rewriting of the zoning regulations, which is scheduled to be completed at the end of 2024.
- Shelburne has a municipal [Housing Committee](#). The committee has worked on a number of initiatives including:
  - Developing and updating a [housing booklet](#), which has been updated, and includes a map of relevant zoning districts as they pertain to housing.
  - Recommendations to the Planning Commission on housing related topics
  - Work to recommend and revise accessory dwelling unit (ADU) regulations in Shelburne.
  - There is also interesting in future work by the committee on ADUs.
- There have been state laws passed that impact zoning regulations pertaining housing.
- There is language in the current municipal plan about new housing units (estimated to be ~30 units per year).
- There is space for infill development in the sewer service area, and capacity (and desire!) for additional sewer users.
- Per Sections 11 and 12 of the [HOME Act](#), in mid-2024 Chittenden County Regional Planning Commission (CCRPC) will be working to develop a regional housing target based on the forthcoming statewide housing needs assessment. This will be broken down by municipality for incorporation into regional and municipal plans. CCRPC will develop a method for this with input from our Planning Advisory Committee, which includes members of Shelburne's planning staff.

- CCRPC staff are also available to assist municipalities in updating their bylaws to be compliant with the municipal zoning provisions of the HOME Act.

## II. Prioritized Action Steps:

1. Determine shared language for the group around what “affordable” means. Understand common vision points for the group.
2. Hear from relevant stakeholders, including Champlain Housing Trust, Vermont Housing Finance Agency, etc., regarding needs and existing conditions.
3. Gather data from existing sources. Explore the potential for a Housing Needs Assessment for Shelburne, potentially conducted by a consultant.
4. Review and understand the nature of the current zoning rewrite happening in Shelburne, and areas for potential advocacy related to housing. Also understand state level zoning changes that may be used as an example or to inform zoning recommendations. Consider engagement and advocacy around zoning changes.
5. Contact stakeholders involved public private partnerships related to housing in Shelburne to understand barriers and opportunities to partner.
6. Throughout the previous steps, and on its own, consider messaging and framing regarding housing. Consider strategies such as writing stories for the Shelburne News and other types of proactive outreach.

Additional potential action steps discussed by the group included:

- Develop target amounts of housing development in Shelburne, including information about the types of housing, units.
- Conduct outreach to large employers to understand their needs for housing for employees and willingness to partner on projects.
- Work build communities, not just housing (green space).
- Explore local and national models (such as in Lexington, MA).
- Housing now – explore an expedited waiver for immediate development of workforce housing in Shelburne.
- Explore the potential zoning and real estate taxes to incentive and/or disincentivize certain types of development
- Explore inclusionary zoning ordinances, like those in South Burlington and Burlington, which require a certain amount of affordable units for all new housing developments. Explore the potential of interim zoning regulations in this regard.
- Consider impacts on the pace of growth of housing on open lands. Consider coordination with the *Conserve Open Space and Wildlife Habitat* task force as relevant.
- Explore employer help with financing housing development.
- The town may explore sponsored housing for municipal employees.
- Investigate housing for families who are downsizing to create space for younger families.
- Partner with Habitat for Humanity.

- Help with education on housing topics for the community.
- Proactively identify underused land for development opportunities for developers, and bring developers to the table.

### III. Resources

1. VHFA conducted a 2020 statewide housing assessment. They maintain [Housingdata.org](https://housingdata.org), which includes a [Community Profiles](#) section. Nate Lantieri is a resource for using this site! The data is downloadable, and using best practices for data management.
2. VHFA has a [Housing-Ready Toolbox](#) geared towards municipalities, including a local strategies section.
3. The “More Than Four” campaign is an examples of a messaging model in Vermont (Brattelboro area).
4. Vermont Futures Project gathered some previous statistics around needed housing units.

Additional notes from CCRPC:

- [CCRPC’s Funding Opportunities Database](#) can be filtered to show funding sources for grants and loan programs to plan for and develop housing.
- CCRPC currently has a substantial amount of funding for [Brownfields Assessment](#) used to identify and plan for environmental contaminant remediation on (re)development sites, with funding prioritized for housing projects. Both private and non-profit / municipal projects are eligible.
- CCRPC and CVOEO are collaborating to host roughly biannual Regional Housing Convenings to share resources among municipal housing committees (including Shelburne’s) and partners. The next one is on October 30<sup>th</sup> at 6:00pm; in the coming weeks, more information will be posted to our [Housing Convenings page](#) where folks can also find details from prior convenings.
- The latest [Building Homes Together](#) data will be published in the next month or so.
- The Department of Housing & Community Development’s [Municipal Planning Grants](#) are open for applications until November 1. CCRPC staff are ready to assist with project development and submitting an application.

**IV. Next Meeting Date, Place and Time:** To be determined by future task force chair(s)

