



# ***CITY OF WINOOSKI*** ***CITY COUNCIL***

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**COUNCILOR ERIC COVEY**  
**JESSIE BAKER**  
**CITY MANAGER**

## *Charter for* **Housing Commission**

### **Authority**

The Housing Commission serves the City Council under the provision of the Winooski City Charter Article 6. Government Organization §602.

The Commission is a standing group tasked to assist with strategic planning around housing in the City of Winooski and provide policy guidance to the staff and the Planning Commission. The Housing Commission may directly advise the City Council regarding operational decisions such as loan award recommendations. The Housing Commission is an appointed advisory group to the Planning Commission and works with and through the Commission. The Housing Commission has no supervisory authority over City staff or authority to give permission on behalf of the City for outside groups or individuals to act.

### **Charter Date**

This charter is issued on June 19, 2017

### **Purpose**

The purpose of the Housing Commission is to engage the Winooski community in developing the vision of housing in Winooski in alignment with the Strategic Vision, and to assist with making strategic policy decisions to guide staff work. The Commission will serve in an advisory capacity to the Planning Commission. The Housing Commission will assess community housing needs, perform data-gathering and analysis, and establish city-wide goals for housing. It will make recommendations for housing policy, and identify the tools to incentivize the City's housing goals. It will also assist the City leadership staff by providing guidance regarding relevant loan or other incentive programs. The Commission will support the Planning

Commission by bringing community opinions, attitudes and needs to the decision-making process, while being advocates to the wider community.

### **Scope**

This body must operate within the laws of the State of Vermont, the Winooski City Charter, and observe Vermont's Open Meeting Laws and the City's conflicts of interest policy.

The Commission will focus on the policy and programs related to housing in Winooski. The scope of the Commission will be limited by state statute and privacy regulations.

The Commission will work cooperatively with the other Commissions in common interest areas and to further mutual goals and objectives.

### **Membership**

Membership shall include five voting members and two alternate members, in accordance with the City of Winooski Council Appointed Board, Commission & Project Team Policy. Members shall serve two-year staggered terms, with half of the initial board serving a one year term.

Composition of the Commission should strive to be reflective of the community, while also requiring expertise regarding the complexities of the issues associated with housing.

Representation from the Chittenden County Regional Planning Commission, the Winooski School District, Champlain Housing Trust, a large scale Winooski landlord, a current renter, and a Winooski homeowner should be sought. A diverse and inclusive Commission with a variety of experience with housing in Winooski will broaden the information base and offer wide insights into community needs.

### **Staff:**

The Community and Economic Development Officer shall serve as an ex officio member of the Board representing the City staff.