

**HOUSING COMMISSION
(DRAFT)**

**TOWN OF ESSEX
HOUSING COMMISSION MEETING MINUTES
Wednesday, June 15, 2022**

Housing Commission (HC): Gabrielle Smith, Vice Chair; Mark Redmond; Mia Watson, Clerk; Michelle Teegarden

Administration and Staff: Robin Pierce, Essex Junction Community Development Director; Darren Schibler, Town Planner

1. CALL TO ORDER AND AGENDA ADDITIONS / CHANGES

Smith called the meeting to order at 3:03 PM.

PUBLIC TO BE HEARD

There were no members of the public present.

2. BUSINESS ITEMS

a. Minutes

Approval of minutes from June 1, 2022.

Redmond made a motion, seconded by Teegarden, to approve the minutes of June 1, 2022. The motion passed 4-0.

b. Recommendation to Selectboard and Trustees on Housing Commission Separation

Discussion: Draft memo edits/updates since last meeting (June 1, 2022) and additional changes today were discussed (see letter). Although not present, Ballard expressed approval of draft prior to the meeting.

Watson raised questions about quorum before new members are added (will remain at four until additional members are appointed.) Per Schibler, expect that new members will be appointed by end of July. Smith will re-apply but will not be appointed by end of June or until the interview process is complete. Smith suggested that in the interim the HC take a “break” in early July while HC candidates are being interviewed. Once full (interim)10 member HC is achieved, quorum will be established at five. These charter changes were added to the memo to the Selectboard and Trustees.

Watson made a motion, seconded by Smith, to approve the memo and proposed charter as edited. The motion passed 4-0.

c. Planning Commission Collaboration

The Town Planning Commission is initiating collaboration between commissions and committees as they create their work plan. The Planning Commission intends to take

on a more facilitative role and have therefore invited all commission chairs to work on projects/topics including IZ which will remain within HC purview. (See Planning Commission Work Plan.) Looking for cross collaboration where there is overlap of projects and goals.

Watson asked about IZ and the collaboration with Energy Committee since IZ at this point does not include energy policies.

Smith inquired about input from Essex Town residents after July 1 when City of Essex Jct. is established and how that might impact the work of the HC. Schibler asserted that the analysis perspective will not likely disrupt the joint HC.

Watson recommended that the Working Groups be closely examined to be aware of all areas that might be relevant to the HC – and with which the HC can/should be collaborating.

Ballard will be the point person for the HC and communicate with Working Groups. Housing Commissioners should let Ballard know if they are interested in specific projects.

Schibler: Town Planning Commission invites input regarding the HC IZ work group soon to incorporate with other zoning updates they're currently working on.

3. Other Business

- a. Pierce: Trustees voted to reduce the Planning Commission's membership to five (vs. seven) and discussed the implications of IZ and the impact on costs and parking.
- b. Next Meeting: Smith suggested canceling the planned meeting on July 6 due to likely lack of quorum. Other commissioners agreed. Smith will confirm with Ballard that the next meeting will be July 20.

4. Reading File

- a. ACCD Legislative Summary 2022
 - Schibler: Agency of Commerce & Community Development legislative report/wrap-up includes lots of housing topics and is well worth reviewing.
- b. Making Room for Missing Middle: 4 Recommended Resources (Strong Towns)

5. Adjourn

Smith adjourned the meeting at 4:05 pm.

Minutes prepared by Michelle Teegarden. Minutes reviewed and submitted by Mia Watson, Clerk