

Town of Richmond Housing Committee Charge

Originally approved by the Town of Richmond Selectboard on August 17, 2020 and updated August 23, 2023

Statement of Purpose

The Housing Committee advises the Selectboard, the Planning Commission, the Development Review Board, and Town Staff on the housing needs of the Town of Richmond. The Housing Committee is responsible for gathering the community's demographic information and housing data, generating housing-policy related ideas and concepts, educating the community on housing-related issues, ensuring that housing is made available for all protected classes—including race, color, religion, national origin, sex, disability, family status, marital status, age, gender identity, sexual orientation, receipt of public assistance, as well as abuse, sexual assault, or stalking victims. This committee provides recommendations to the Planning Commission, Selectboard, Development Review Board, and Town Staff on methods to alleviate housing-related issues and advance the Housing goals of the Town Plan.

Short-term Goals

Below is a list of ongoing goals to work on for the 2024 fiscal year (July 2023 to July 2024):

- Update the Selectboard on our research on affordable housing in the Village by end of December 2023.
- Understand Act 47 (formerly S.100) as passed by Vermont Legislature in 2023 and support appropriate Planning Commission zoning changes with public outreach activities.
- Begin work on Town Plan housing element to comply with Act 47, to be completed by 2025.
- Increase Housing Committee membership.

Long-term Goals

Below is a list of initial long-term general goals. Other goals that reflect the goals of the Town Plan may be listed in consultation with the Planning Commission and Selectboard at a later date.

- Improve the availability of affordable housing.
- Maintain and update data on the community's demographics, housing stock (current and projected), and livability; and identify housing issues within the town based on the data.
- Develop legible and effective Affordable Housing Density Bonus regulations in collaboration with the Selectboard, the Planning Commission, and housing partners.
- Advance Smart Growth goals by fostering:
 - sustainable growth;
 - the creation of residential neighborhoods that are accessible via multi-modal means, including via public transit, walking, and biking;
 - policies that meet residents' special needs, such as ADA-accessibility, recovery housing, and housing for people experiencing homelessness;
 - the preservation of open spaces within town;
- Investigate the relationship between housing and other town-wide issues and provide solutions



- to housing-correlated issues.
- Promote methods to advance renewable energy usage and energy efficiency in housing.
 - Identify locations within town that can support additional housing and growth.
 - Identify opportunities and secure funding to:
 - Further study the housing needs and housing policies of the town; and
 - Revitalize and adapt older areas and buildings into viable housing options.
 - Work with housing partners to bolster the livability of the Richmond community, and to create inclusive housing options.

Membership

The Housing Committee shall consist of five to seven members (approved by the Selectboard on 5/16/2022). Such members do not necessarily need to be Town of Richmond residents, but a majority of members must be from Richmond.

Residents and non-residents serving on the Housing Committee should have an interest in town housing issues, and/or display expertise in housing-related matters. A quorum shall consist of at least 3 members. A committee with less than 3 members or less than a majority of Richmond-resident members shall be considered inactive.

All Housing Committee members shall serve two-year terms.

The Director of Planning and Zoning shall provide staff assistance to the Housing Committee.

Housing Committee members are expected to attend monthly meetings and/or meetings at other arranged times. Members may be expected to undertake periodic work outside committee meetings, such as external research, interviews of subject matter experts, site visits, or training opportunities.

All Housing Committee members shall have voting powers. A Chair and a Clerk shall each be elected annually.

The Housing Committee Chair shall set the agenda, run the meetings and be responsible for signing official documents that might arise. They interface with the Selectboard, Planning Department and Zoning Department as needed.

The Housing Committee Clerk shall take meeting minutes, ensure minutes are shared with appropriate parties, note attendance, and manage any correspondence for the committee.

