

I. Call to Order

Members Present: Jack Commo, Vice Chair (presiding in the Chair's absence); Dillon Hamil; Jaqueline Thomas; Bryn Oakleaf, Deputy Mayor / City Council Liaison; Jazmine Hurley, Housing Initiative Director (Staff)

Names of Guests: John Audy, Fire Chief and Director of Code Enforcement

Call to Order by: Jack Commo

The meeting was called to order at 6:01 PM

II. Changes to the Agenda

No changes to the agenda were proposed.

III. Public Comment

No public comment was received.

IV. Approve Previous Meeting Minutes

A motion to approve the May 19, 2026 minutes was entertained. The Commission determined an official vote was not necessary due to the Commission being advisory in nature, so the item was set aside without action. A motion to approve the May 19, 2026 minutes was entertained. The Commission determined an official vote was not necessary due to the Commission being advisory in nature, so the item was set aside without action.

V. Introductions to New Commissioner

Jaqueline Thomas joined the Commission and introduced herself, along with other members and staff present. Staff noted that an additional person, Jarron, recommended for appointment, is expected to be seated at the next meeting.

VI. Discussion: Housing Quality Discussion with the Winooski Code Department

John Audy, Fire Chief and Director of Code Enforcement, presented an overview of the City's housing inspection program.

- The Public Building Registry covers all rental and commercial properties in the City (approximately 675 rental properties, 2,395 units, and 100 commercial properties), inspected on a four-year cycle. Each unit receives a certificate of fitness upon passing inspection.
- Approximately 5,000 violations were written in the current inspection year. Compliance is achieved primarily through voluntary education-based enforcement; typical compliance timelines have grown from 30 days to roughly 60–90 days since the pandemic due to contractor availability and cost.
- Common violations include improper extension cord and power strip use, blocked secondary

egress, improper dryer venting, and lead paint compliance, reflecting the City's older housing stock.

- Lead paint compliance remains one of the program's largest gaps, as no dedicated funding assistance currently exists to help owners complete required repairs.
- Staff welcomed continued coordination with the Equitable Housing Needs Assessment and invited Commissioners to join future inspections.

VII. Discussion: Planning Commission Intro and Updates

Staff reviewed background information on Planning and Zoning generally, and within the City of Winooski. Then, recent amendments to the Unified Land Use and Development Regulations (ULUDR) were reviewed, including:

- Alignment with state law allowing up to four-unit buildings by right on parcels with water/sewer service.
- Clarified sign regulations, new outdoor lighting and storage standards, and blank wall requirements to support more visually engaging building facades.
- A modest reduction to the lot-coverage bonus available to priority housing projects.
- New requirements for Code Enforcement and Public Works review before zoning permits are issued, and for notice to adjacent property owners following certain administrative decisions.
- A reiterated requirement for minimum building energy standards certification prior to certificate of occupancy.

VIII. Discussion/Approval: Winooski Housing Trust Fund Financial Partners

Staff reviewed the City's four Housing Trust Fund programs (Down Payment Assistance, Interest Rate Buy-down, Home Improvement Program, and the Construction and Rehabilitation Loan) and outlined efforts to expand program access beyond Green Mountain Credit Union, including a near-complete partnership with EastRise Credit Union.

Commissioners discussed potential next lenders, weighing local and community-based institutions (North Country Federal Credit Union, Vermont Federal Credit Union, Northfield Savings Bank) against larger regional banks.

Motion to move forward with contacting North Country Federal Credit Union, Vermont Federal Credit Union, and Community Bank (in that order) regarding a Housing Trust Fund partnership: motion made by Jack, seconded by Dillon, motion passed 3:0.

IX. City, Council, and Inclusion & Belonging Commission Updates

Equitable Housing Needs Assessment focus groups are underway (youth, Burmese-speaking community, and seniors), with additional sessions planned in Swahili, Somali, Nepali, and Arabic; approximately ten stakeholder interviews have also been completed.

- The City is in a new short-term rental license year; the first four applications were approved, with 15–20 applications anticipated overall.

- The annual Public Building Registry mailer and landlord survey will go out shortly, including a new question this year on landlord parking supply.
- Prior-year landlord survey data, officer elections, and the Commission's annual work plan will be reviewed at a future meeting.
- The City's Comprehensive Plan update continues, with an infrastructure-focused open house held the following day.
- The Winooski Farmers Market continues on Sundays through early fall.

X. Other Business

XI. Adjourn

Motion to adjourn by Jack: motion made and seconded. Motion passed.

The meeting adjourned at approximately 8:06 PM.