



Coalition Review Process for Housing Proposals

APPROVED January 6, 2003

POINTS OF EMPHASIS-

- Developers and landowners are encouraged to contact the Housing Coalition as early as possible to start the process. Early contact will also allow for greater assistance gathering information and identifying potential resources.
- The Housing Coalition as a body will not publicly endorse a project, but will work to generate support for housing that is consistent with our Project Endorsement Guidelines. The Coalition feels a project of merit will be better served when it is supported by the individual citizens, organizations and businesses from that community. Notwithstanding the Guidelines and the findings of the Review Team, local regulations must be met. Any memo from the Coalition is not meant in any way to suggest that local regulations are to be superceded.
- It is the intent of the Coalition to make the Review Process efficient and a valuable investment of everyone's time.
- Following the Review Process, should the reviewing body of the Coalition decide not to encourage support of a project, it will take a stance of 'no position.' The Coalition will not publicly advocate against or speak negatively about any project that seeks support from the Coalition.
- Through a constructive dialog the Coalition hopes to collaborate with the developer to stimulate construction of housing that will be consistent with the Project Endorsement Guidelines and will be favorably received by the community.
- Support for a project can occur at several phases of the project's development. The Coalition encourages contact at the earliest stages of conceptual planning. The Coalition may be able to offer support at preliminary meetings and discussions with particular boards, commissions or groups based on concepts alone. Attached would be a rider that full support would be conditionally based on the project being developed in a manner that is in keeping with the concept plan that was most consistent with the Guidelines.
- All meetings will be closed and confidential. No information will be released without consent of the developer.
- Suggested minimum project size for review is six (6) units.

CONTACT INFORMATION for the Upper Valley Housing Coalition -

Staff:

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REVIEW TEAM-

The Team will be composed of at least one representative from each of the following eight categories:

- 1- Chair
- 2- Professional Planner/Engineer
- 3- Steering Committee Representative
- 4- Public/Private Partnership Action Group Representative
- 5- Business Leader from Project's Town
- 6- Environmental Representative
- 7- Banking Community Representative
- 8- Housing Coalition Staff

REVIEW TIMELINE-

- While this does take some investment of time, it is the intent of the Coalition to be efficient and make this a valuable process for the developer. The Coalition hopes that a project of merit may receive the required approvals (town, state, abutters) sooner than if choosing to work without the Coalition (if the project would have been approved at all).
- The actual timeline will depend on the stage of each individual project.

1. Once the developer has decided to seek support from the Coalition:
 - The developer will complete the "Request for Support" form
 - The developer will arrange for a meeting with staff to deliver materials for review and completeness
 - Staff will distribute material to the review team
2. Staff will contact the developer within five (5) business days of receiving materials to schedule a meeting with the Review Team.
3. A site visit of other projects by the developer, as well as a tour of the proposed site, may be needed/helpful.
4. Following a full review, the Review Team will respond to the developer within five (5) business days. It will communicate level of support for the project in its current form, and/or present a list of areas that could be addressed in order to attain/improve support. Additional meetings may be scheduled at this time.
5. Once the Review Team has decided to support a project, the staff will be responsible for distributing information to the appropriate members of the Coalition within five (5) business days and making follow-up contact as needed to secure the desired response.

BASIS OF REVIEW-

- All projects are viewed through the lens of the Project Endorsement Guidelines (as approved 9/9/02).
- The goal is to evaluate to what degree a project is consistent with the appropriate elements of Section Three of the Guidelines and the intent behind the creation of the entire document.
- The Review Team will determine if the proposal is:
Highly consistent, moderately consistent, inconsistent
- As each project will be reviewed at differing stages of development, the developer should not feel compelled to wait until they have detailed plans. The Coalition is eager to discuss projects at the earliest possible stages of development. If still in the concept stage, topics should be addressed appropriately.

COALITION ACTION OF SUPPORT-

- Following a decision to support a project, the Coalition will consult with the developer prior to taking any action and formulate a plan of support.
 - This list is not exhaustive. It is intended to serve as a guide for what a developer may expect.
1. A memo will be issued by the Review Team to the Planning Board/Commission (and any other relevant entity) outlining the areas where the project is consistent with the Project Endorsement Guidelines. In accordance with current Coalition policy, this memo will not endorse the project, but rather demonstrate objectively the elements of the proposal that are reflected in the Guidelines.
 2. Coalition members will actively work with the local community to gain project support from the residents and the business community.
 3. The Coalition will encourage members to attend public hearings and write letters of support.
 4. The Coalition will serve as a clearinghouse of information about the project.
 5. The Coalition will serve as a resource for members attending public permitting hearings.
 6. The Coalition will serve as a resource bank for technical and professional expertise which is available to offer testimony on a range of topics, including the economy, the housing market, and innovative practices during the permit application stage.