

## **Essex Junction Housing Commission Charter**

Approved July-26-2023 by the Essex Junction City Council

### **Previously the Joint Essex Housing Commission Charter**

Approved January 14, 2020 by the Essex Selectboard and Essex Junction Board of Trustees

Amended August 23, 2021 and June 22, 2022

#### **Mission**

The mission of the Housing Commission is to help ensure that any resident (or aspiring resident) of Essex Junction has access to a home that:

- Is affordable (generally no more than 30% of household income is spent on housing);
- Is a desirable type and size for their household;
- Is located with easy access to basic needs (jobs, schools, food, health care, and cultural experiences) via walking, biking, or public transit;
- Is of sufficient quality to ensure the health, safety, and enjoyment of its residents;
- Meets residents' special needs, including senior care, ADA-accessibility, recovery housing, and housing for people who are homeless, etc.; and
- Is made available regardless of race, religion, sex, sexual orientation, gender identity, age, national origin, pregnancy, disability, or status of citizenship, family, and military service.

#### **Purpose**

The Commission advises the City Council, Planning Commission, and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission maintains and analyzes the community's demographic and housing stock information and provides periodic updates on housing issues to elected officials. The Commission also works to educate the public on housing topics and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community's housing goals.

#### **Membership**

The Commission is composed of up to seven members appointed by the City Council. Each member shall serve a staggered three-year term with no term limit. In appointing Commission members, the City Council should select members who represent a variety of relevant interests and backgrounds, including but not limited to: for-profit and non-profit housing developers; housing authorities and agencies; social services

organizations; representatives of area businesses; and at-large members of the community. Of the seven members, three shall be residents; for the remaining members, residency is preferred but not required. The Commission shall receive staff support from the Community Development Department and other departments as needed.

### **Operations**

A quorum shall consist of four members. At its annual organization meeting, the Commission shall elect a chairperson, vice-chairperson and clerk and shall adopt such rules/by-laws as it deems necessary for the performance of its functions. Officers shall be elected annually or when otherwise appropriate. The Commission shall keep a record of all transactions and meetings which shall be filed with the City Clerk as a public record and notice shall be posted in the office of the City Clerk and two other public buildings of the times and places of meetings of the Commission. All meetings shall be conducted in accordance with Vermont's Open Meeting Law.