



# WAITSFIELD PLANNING COMMISSION AGENDA

## January 20, 2026 at 7:00 p.m.

### Planning Commission

Beth Cook  
Robert Cook  
Emma Hanson  
AnnMarie Harmon, Vice-Chair  
Becca Newhall  
Alice Peal  
Jonathan Ursprung, Chair

**THE PLANNING COMMISSION WILL BE HOLDING A HYBRID MEETING. THE PUBLIC MAY ATTEND IN PERSON AT WAITSFIELD TOWN HALL OR REMOTE VIA ZOOM WITH TELEPHONE AND/OR VIDEO ACCESS. THOSE PARTICIPATING MAY SPEAK DURING THE DESIGNATED PERIODS.**

To join the meeting remotely, use this link:

<https://us02web.zoom.us/j/9190265312>

**Meeting ID: 919 026 5312**

**Or call: 1 929 205 6099**

### Planning & Zoning Administrator

J. B. Weir

**1. CALL TO ORDER / ROLL CALL**

**2. REVISIONS TO AGENDA, IF ANY (5 +/- min)**

**3. PUBLIC FORUM (10 +/- min)**

**4. APPROVAL OF MINUTES –JANUARY 6 (10 +/- min)**

**5. ERIC FRIEDMAN (MRVCC) (30 +/- min)**

**6. FUTURE OF IRASVILLE: CHIP PROGRAM (15 +/- min)**

**7. CVRPC UPDATE (15 +/- min) Alice**

**8. WASTEWATER PLANNING PROJECT UPDATE (5 +/- min) JB/Bob**

**9. SHORT-TERM RENTALS (20 +/- min) Emma, Beth & Becca**

**10. OTHER BUSINESS (10+/-min)**

**11. ADJOURNMENT**

### Town Administrator

York Haverkamp

### Town Clerk

Jennifer Peterson

### Town Treasurer

Steve Lewis

### Waitsfield Town Office

4144 Main Street  
Waitsfield, VT 05673  
(802) 496-2218  
www.waitsfieldvt.gov

**Waitsfield Planning and Zoning Administrators Report**  
**Planning Commission January 20, 2026 meeting**

**5. Eric Friedman (MRVCC)**

Eric Friedman of the MRB Chamber of Commerce will be present to discuss the needs and concerns of the business community in Waitsfield. This is an important step as the PC dives into the impending CHIP Program and infill development in Irasville pursuant to the Irasville Master Plan.

**6. Future of Irasville (CHIP) Program**

Between January 8-15<sup>th</sup>, the PZA took part in a series of webinars hosted by the Council of Development Finance Agencies (CDFA). The first two webinars concerned Tax-Increment Financing (TIF) Districts. A TIF District is a designated area where a municipality captures future increases in property tax revenue (the "increment") from new development to fund public infrastructure and revitalization projects, like new roads, sidewalks, or buildings, without raising taxes on existing properties or using the general fund. The original property value serves as the "base," and only taxes on the added value generated by private investment within the district are diverted to pay for improvements that spurred that investment, creating a cycle of economic growth.

The third and final webinar focused on the Community Housing and Infrastructure Program (CHIP), a new program born from TIF. The Vermont CHIP program is a new financing tool that helps smaller communities fund infrastructure needed for housing development. It is a scaled-down version of the state's TIF program and allows municipalities to use future property tax revenue growth to pay for projects like water, sewer, roads, and sidewalks that support the creation of new housing. The program does not raise taxes on current residents and gives towns more control over what housing is built and where. This program could be valuable tool in achieving the goals promoted by the Irasville Master Plan.

The Agency of Commerce and Community Development (ACCD) website has all the information related to the CHIP Program: <https://accd.vermont.gov/economic-development/vepc/chip>.

Per VT Digger, the CHIP is Full Steam Ahead Despite Cold Feet of Some Lawmakers:

"On Friday, lawmakers from the House committees on General Affairs and Housing, Commerce, and Ways and Means hosted a joint hearing to learn about the state's progress toward launching the transformative Community Housing and Infrastructure Program (CHIP). The mood in the

room was decidedly dour – despite the [mounting excitement and enthusiasm for the program](#) developing in communities across the state. In fact, the Vermont Economic Progress Council (VEPC) reported over 250 registrants for their [educational webinar](#) series hosted in partnership with the Council of Development Finance Agencies (CDFA).

Throughout the hearing, lawmakers pressed state officials on details related to the so-called “guardrails” drafted into Act 69 which are meant to ensure that CHIP-funded projects will support only primary residences for low- and moderate-income Vermonters, and only in situations where the housing project could not have occurred “but for” the investment of tax increment revenues.

Many observers (present company included) remarked that the tone of the joint hearing lacked the expected celebratory atmosphere, considering that the CHIP pre-application process was officially launched just days before.

CHIP is by most accounts the crown jewel of legislative achievements to support housing and infrastructure. VEPC’s Executive Director Jessica Hartleben has called it “a once in a generation opportunity”. CHIP will be the most significant investment in municipal infrastructure in state history, allowing up to \$200 million per year of tax increment financing annually for ten years to be spent by Vermont communities on infrastructure that will serve a public good and support the development of new housing. Over the next decade, **CHIP will create thousands and thousands of new homes.** [Joint Fiscal Office modeling](#) projects that if the program is fully subscribed, it could add at least \$600 million to the state’s flailing education fund by 2059 **without raising taxes or rates on existing homeowners and renters.**

Testimony from other stakeholders, [including VLCT’s Josh Hanford](#), made clear that **VEPC had a productive summer developing largely favorable guidelines for the new program** which have received mostly positive reactions from potential users of the new program, including municipal officials, home builders, and non-profit housing developers. That said, we continue to hear about percolating concerns around how CHIP could be used specifically to create home ownership units because of the “primary residence” requirement – an issue VLCT advocacy had raised back in May prior to passage of Act 69. Home builders, finance agencies, and land use attorneys have raised concerns about the “finance-ability” of home ownership units using CHIP for both mortgages and construction loans because of the primary residency requirement. Projects designed for rental units only are not expected to have any issues, as lease agreements can reasonably enforce subletting and short-term rentals.

Minor dramas aside, CHIP is moving full steam ahead. The **final guidelines have been adopted, the pre-application portal is now open, technical assistance programing is underway**, and Vermont could see its first CHIP built homes under construction as soon as this summer.

Important CHIP updates:

- [Final CHIP guidelines](#) were adopted by VEPC in November.
- Register soon for the VLCT webinar [Introducing CHIP](#) to be held February 19.
- VEPC has opened [the CHIP Interest Form \(a pre-application requirement\)](#). We suggest previewing it soon.”

The CHIP program has now gone live. The PC will be working with some private landowners to form a CHIP committee for 2026. Before we go too far down this road, the PZA recommends that members attend a Selectboard meeting to discuss the CHIP program and the projects that might be suitable. The PZA has discussed this with the Town Administrator and a February discussion is recommended.

The first step is completing an “interest” form:

<https://forms.office.com/pages/responsepage.aspx?id=O5O0IK26PEOcAnDtzhVZxip1GG48aP1KnjwrEexTjylUQjA5VINDMUNFMFVIV0IRQUxLNkpZOFFTQS4u&route=shorturl>

Link to 1/8/2026 CDFA CHIP webinar 1: <https://www.cdfa.net/r/VTCHIPIntroTIF.html>.

Link to 1/13/2026 CDFA CHIP webinar 2: <https://www.cdfa.net/r/VTCHIPTIFinPractice.html>

Link to 1/15/2026 CDFA CHIP webinar 3: <https://www.cdfa.net/r/VTCHIP.html>

## **7. CVRPC Update**

**Upcoming Webinars and information:**

**Understanding FEMA's Flood Maps and Flood Mapping Updates**

<https://events.gcc.teams.microsoft.com/event/0fc744a8-5c83-4623-ba96-1f94c78b5ac2@3e861d16-48b7-4a0e-9806-8c04d81b7b2a>

Vermont Wetlands Program - Hydric Soils Layer

[https://dec.vermont.gov/sites/dec/files/wsm/wetlands/docs/2021\\_MappingGuidance\\_HydricSoil.pdf](https://dec.vermont.gov/sites/dec/files/wsm/wetlands/docs/2021_MappingGuidance_HydricSoil.pdf)

Upcoming River Resilience Presentations: <https://northbranchnaturecenter.org/presentations/>

Culvert Crawlers; <https://sites.dartmouth.edu/mappingforresilience/about-the-culvert-crawlers-2/>

[https://www.youtube.com/watch?v=R6Lq\\_thYMD4](https://www.youtube.com/watch?v=R6Lq_thYMD4)

## **8. Wastewater Project Update**

JB and Bob will have an update on the community wastewater project.

## **9. Short-Term Rentals**

The Short-Term Rental (STR) subcommittee met on January 9<sup>th</sup> to begin its work in recommending an STR regulation framework to the Selectboard in the early spring. Included in the packet is a framework summary drafted by Emma after our first meeting. Emma has also offered to utilize the Warren standards in drafting a set of standards for Waitsfield.

Per the STR subcommittee, the PC should articulate a goal (or set of goals) for which a set of STR standards would propose to serve. The PZA recommends that the PC discuss and articulate a set of goals ahead of drafting a framework of regulation to recommend to the Selectboard. This should be done over the course of the next two meetings.

## **10. Other Business**

It is time for the PC submission for the annual town report. The PZA will work on this along with the Chair in the coming weeks.

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Upcoming trainings/webinars:

### **Introducing CHIP – Vermont's \$2B Housing and Infrastructure Program**

Discover how your community can unlock new opportunities for housing and infrastructure development. Join us for the kickoff session of our Vermont Community Housing and Infrastructure Program (CHIP) webinar series. CHIP is the largest investment in municipal infrastructure in the state's history. This session will provide a clear overview of CHIP, including:

How the program works and what makes it different from traditional funding tools, Eligibility requirements and key guardrails to ensure responsible implementation, and The timeline and expectations for program launch.

Whether you're a town manager, selectboard member, lister, assessor, treasurer, or local or regional planning or development staff, this session will help you understand how CHIP can be a game-changer for communities of all sizes. Following the presentation, you'll have the chance to ask questions and learn from peers across Vermont.

Presenters:

Bonnie Waninger, Project & Funding Specialist, VLCT

Samantha Sheehan, Municipal Policy and Advocacy Specialist, VLCT

Josh Hanford, Director, Intergovernmental Relations, VLCT

Jessica Hartleben, Executive Director, Vermont Economic Progress Council (invited)

### Building Housing, Building Futures: VLCT's CHIP Webinar Series

The Vermont Community Housing Infrastructure Program (CHIP) aims to enhance housing development by allowing municipalities to finance infrastructure improvements using future tax revenue. This webinar series helps local government officials and staff learn about different aspects of CHIP and managing its requirements. Each topic-oriented event begins with a presentation or panel discussion then transitions to Q&A. Bring your questions, share your challenges, and learn from other communities.

Date: Thursday, February 19, 2026

Time: 10:00 AM - 12:00 PM EST

Registration Deadline: Thursday, February 19, 2026

Register [here](#).

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Respectfully submitted,

J.B. Weir

**TOWN OF WAITSFIELD, VERMONT**  
**Planning Commission Meeting Minutes**  
**Tuesday, January 6, 2026**  
**Draft**

**Members Present:** Beth Cook, Bob Cook, Emma Hanson, AnnMarie Harmon, Becca Newhall, Jonathan Ursprung

**Members Absent:** Alice Peal

**Staff Present:** JB Weir, Zoning Administrator

**Others Present:** None

**II. Regular Business**

**1. Call to Order**

The meeting was called to order at 7:04 pm by Jonathan Ursprung. The meeting was held in person at the Town Offices and remotely via Zoom.

**2. Review agenda for addition, removal, or adjustment of any items**

No changes were made to the agenda.

**3. Public Forum**

Nobody requested time to speak.

**4. Approval of Minutes**

The Minutes of December 16, 2025 were amended and approved.

**5. Eric Friedman (Mad River Valley Chamber of Commerce (CC))**

Eric was not able to attend the meeting, and this item was postponed.

**6. Future of Irasville – Community Housing Infrastructure Program (CHIP)**

Jonathan explained that the basic concept of CHIP is to provide a small scale version of tax increment financing to be used for development or redevelopment projects which are specifically focused on housing projects or mixed-used projects which include a housing component. He explained that loans are provided for related infrastructure development, with future tax revenue resulting from the development being used for loan payments. Three types of sponsors are able to provide the loans – municipalities, developers, or banks. Full logistics are yet to be finalized. AnnMarie noted that there is also an allowance for a portion of local education taxes raised being applied to approved projects, with an affordability factor included to provide for a larger portion of those to remain with the town.

Jonathan suggested the formation of a subcommittee to learn more about the Program, what the qualifications are, and other details. It was agreed that some of those who were on the Master Plan committee may be interested in participating, and that other local business owners, particularly those whose properties might be suitable for development, would be appropriate members. Local bank employees might also be interested in participating.

Jonathan noted that clarification is needed regarding whether funds raised are only to be used to pay off debt incurred for infrastructure prior to the completion of development, or if they may also be used for further improvements.

JB indicated that several webinars are scheduled on this topic, and suggested that PC members attend the one being held by the Vermont League of Cities and Towns in February.

### **7. Wastewater Planning Project Update**

JB reported that upcoming work includes a public outreach campaign and meeting with landowners to assess plumbing configurations, vegetation removal needs, and related items in order to bring the 90% design to completion. He will also be working to draft and finalize easements as necessary, and the engineering team will be completing plans to reroute the conveyance pipe along the Slow Road in order to avoid the cemetery. He indicated that over seventy of the priority parcels identified have agreed to join onto the system.

JB is also working on the Local Options Tax (LOT) subcommittee; that group is also addressing public outreach needs. He indicated that the fourth contract amendment with DuBois & King for their work on the wastewater project has been approved by the Selectboard.

### **8. PC Budget 2026**

Jonathan noted that, while nothing is currently on the horizon for grant funding which will require a match, it is beneficial to have some funds available for that purpose. There was some discussion regarding the potential for holding community engagement events related to several topics that the PC will be addressing, and that funds will be needed for those. AnnMarie pointed out that the request to the Selectboard has typically been for around \$3K, and it was confirmed that funds do not carry over at the end of each fiscal year.

There was further discussion of general planning for the future, and that the PC and the MRVPD will likely be more focused on this type of visioning. It was agreed that some flexibility in related budgeting would be beneficial.

### **9. Other Business**

Short-Term Rentals (STR) Subcommittee – This group has scheduled its first meeting, and will have some information to share at the next PC meeting. Jonathan advised them to engage with Eric Freidman regarding business community input on this topic.

### **10. Adjournment**

The meeting adjourned at 8:25 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary

## **Community and Housing Infrastructure (CHIP) Guidelines (Updated 11/17)**

### **I. Purpose**

### **II. Program Description**

### **III. Key Definitions**

### **IV. Eligibility Criteria**

### **V. Application and Approval Process**

### **VI. Financing and Debt Requirements**

### **VII. Use of Tax Increment**

### **VIII. Reporting and Compliance**

### **IX. Amendments**

### **X. Contact Information**

### **I. Purpose**

The Community and Housing Infrastructure Program (CHIP) is established under 24 V.S.A. Chapter 53, Subchapter 7 to “encourage the development of new primary residences for households of low and moderate income across both rural and urban areas of all Vermont counties that would not be created but for the infrastructure improvements funded by the Program.”

Pursuant to Act 69 (2025), the purpose of this document is to provide guidance on the processes and requirements related to the formation, development, and implementation of CHIP sites within Vermont.

### **II. Program Description**

The Community Housing Infrastructure Program utilizes tax increment financing for infrastructure improvements that support the development of new housing, with the preferential consideration of affordable and moderate-income primary housing. It is a targeted use of the tool, allowing municipalities to retain a portion of the property tax revenue resulting from increased values within a defined Housing Development Site. These funds may be used to repay the debt incurred for, or otherwise pay for, eligible infrastructure improvements. CHIP is designed to complement local and state planning priorities and foster coordinated public-private partnerships. Projects must meet statutory criteria and be approved by the Vermont Economic Progress Council (VEPC) before municipal debt is incurred or a municipality is obligated to reimburse eligible infrastructure costs.

### **III. Key Definitions**

Additional definitions can be found in the enacting legislation.

- **Affordable Housing:** See [24 V.S.A. Chapter 117 § 4303](#).
  - Owner-occupied housing for which the total annual cost of ownership, including principal, interest, taxes, insurance, and condominium association fees, does not exceed 30 percent of the gross annual income of a household at 120 percent of the highest of the following:
    1. the county median income, as defined by the U.S. Department of Housing and Urban Development;
    2. the standard metropolitan statistical area median income if the municipality is located in such an area, as defined by the U.S. Department of Housing and Urban Development; or
    3. the statewide median income, as defined by the U.S. Department of Housing and Urban Development.
  - Rental housing for which the total annual cost of renting, including rent, utilities, and condominium association fees, does not exceed 30 percent of the gross annual income of a household at 80 percent of the highest of the following:
    1. the county median income, as defined by the U.S. Department of Housing and Urban Development;
    2. the standard metropolitan statistical area median income if the municipality is located in such an area, as defined by the U.S. Department of Housing and Urban Development; or
    3. the statewide median income, as defined by the U.S. Department of Housing and Urban Development.
- **Housing Development:** The construction, rehabilitation, or renovation of any building on an approved Housing Development Site. In connection with an approved Housing Development that is not an Affordable Housing Development or Moderate-Income Housing Development. A municipality may retain up to 75% of the education tax increment and must retain at least 85% of new municipal tax increment.
- **Affordable Housing Development:** A housing development where at least 15% of the units are designated as affordable housing with a recorded covenant or deed restriction ensuring affordability until the Final Repayment Date. Units must be used as the tenant's

or owner's primary residence during such time. An application serving an affordable housing development does not have to meet the "but-for" test. The municipality may retain up to 85% education tax increment and must retain at least 85% of the new municipal tax increment.

- **Moderate-Income Housing Development:** A housing development in which at least 25% of the units are for households earning 150% or less of area median income (AMI) and also subject to affordability restrictions until the Final Repayment Date. Units must be used as the tenant's or owner's primary residence during such time. A municipality with an application serving a moderate-income housing development may retain up to 85% of the education tax increment and must retain at least 85% of the new municipal tax increment.
- **Final Repayment Date:** In the event of municipal financing of CHIP debt, the date on which the municipal debt is fully repaid, or in the event of non-municipal financing of CHIP debt, the date on which the municipality's obligation to reimburse eligible infrastructure costs ends.
- **Housing Infrastructure Project:** A set of infrastructure improvements that support a specific CHIP housing development. These improvements must be directly tied to enabling the housing development. These improvements may or may not be located on the Housing Development Site.
- **Housing Development Site:** The whole parcel or parcels where the housing development will occur. If the development is to occur over multiple parcels, the parcels must be contiguous (i.e., a parcel may be separated by a road). Only parcels where the housing development is to occur can be included in the Housing Development Site, unless contiguous parcels are under common ownership and share a School Property Account Number (SPAN), in which case they must also be included. Housing Development Sites must be formally designated by the municipality (24 V.S.A. § 1908) and approved by VEPC. Housing Development Site boundaries define the area within which the original taxable value is established, and tax increment is generated. Once established, the boundaries of the Housing Development Site shall not change.
- **Improvements:** The installation, construction, or reconstruction of infrastructure that will serve a public good and fulfill the purpose of the program; and the funding of debt service interest payments, or other financing, for a period of up to four years, beginning on the date on which the debt or other financing is first incurred. Improvements do not need to be within the Housing Development Site, but the applicant must demonstrate that the proposed improvements enable the proposed housing development.

- **Related Costs:** Expenses incurred and paid by a municipality or sponsor that are directly related to the creation, implementation, and administration of the Housing Infrastructure Project, including reimbursement of sums previously advanced for those purposes.
- **Sponsor:** The person or entity undertaking to finance the Housing Infrastructure Project. This may be the municipality, a developer, or an independent agency that meets State lending standards.
- **Developer:** The person or entity responsible for undertaking to construct the housing development. Developers must enter into a binding Housing Infrastructure Agreement with the municipality.
- **Original Taxable Value (OTV):** The assessed value of taxable real property within the Housing Development Site on April 1 of the year the site is approved by VEPC.
- **Tax Increment:** The difference in property tax revenue generated by the increase in assessed value over the OTV. A portion of the increment may be retained by the municipality to service debt on eligible infrastructure costs, pay for eligible related costs, reimburse a non-municipal sponsor or developer for eligible costs of the Housing Infrastructure Project, and/or pay for eligible direct costs associated with the eligible infrastructure project. Municipalities whose infrastructure projects will result in an affordable or moderate-income housing development are eligible to retain up to 85% of the education tax increment. Municipalities whose infrastructure projects will result in any other type of housing development are eligible to retain up to 75% of the education tax increment. All projects must retain at least 85% of the municipal tax increment.
- **Public Good:** The public good will be considered met for improvements that directly support the housing development and are:
  - publicly owned and publicly accessible; or
  - privately owned and publicly accessible; or
  - privately owned and privately accessible improvements may be eligible so long as they can demonstrate a community benefit from the CHIP-supported infrastructure project. The municipality shall articulate with evidence how the community needs or desires the planned improvements and that they are mutually beneficial for the municipality and developer. (i.e., private septic systems for a development in a community that does not have a municipal wastewater system, and/or the cost of connecting the development to an existing system would be cost-prohibitive for the developer and town.

- **60% Floor Area:** 60% of the indoor floor area must qualify as housing. The housing must primarily serve residential uses. Floor area to be considered housing includes all housing units dedicated to primary residences, shared spaces that are accessible to residents or exist solely to serve residential units, including but not limited to hallways, elevators, stairwells, common rooms, or mechanical and utility spaces directly serving residential units. Space that does not count toward the 60% includes, but is not limited to: commercial space, or space operated by the municipality or another entity for uses not directly serving residential units. For further clarification for the purpose of calculating the eligible floor area, refer to the current [International Building Code](#) as adopted by the Vermont Department of Fire Safety.
- **Primary Residence:** A homestead is the principal dwelling and parcel of land surrounding the dwelling, owned and occupied by the resident as the person's [domicile](#) as defined by the Vermont Department of Taxes. Or, if the unit is a rental unit, the lease agreement stipulates that the tenant occupies the unit as their primary residence. Both owner-occupied and rental units must remain a primary residence until the Final Repayment Date
- **Housing Infrastructure Agreement:** A legally binding agreement among the municipality, sponsor (if other than the municipality), and developer that includes terms related to infrastructure financing, affordability, unit production, timelines, and performance assurances.

Housing Type	State Tax Retained	Municipal Tax Retained	Un
<b>Affordable: Rental</b> (Total annual cost $\leq$ 30% of gross income)	Up to 85%	85% to 100%	At lo
<b>Affordable: Owner-Occupied</b> (Total annual cost $\leq$ 30% of gross income)	Up to 85%	85% to 100%	At lo
<b>Moderate-Income</b>	Up to 85%	85% to 100%	At lo
<b>Market Rate</b>	Up to 75%	85% to 100%	N/A

\* All housing must be for primary residents. See Section 1, Purpose; and Section V(3), Housing Infrastructure Agreement.

#### IV. Eligibility Criteria

##### Applicants:

Eligible applicants are Vermont municipalities (cities, towns, or incorporated villages) that seek to create a Housing Infrastructure Project.

**Projects:**

Eligible projects include infrastructure improvements that serve a public good and directly support the development of an eligible housing development. Eligible Housing Development projects must result in new or rehabilitated housing developments where at least 60% of the floor area of the projected housing development is dedicated to primary housing residences, or the projected housing development meaningfully addresses the purpose of the program. If the projected housing development does not meet the criteria for an affordable housing development, the project must meet the but-for test.

**Improvements:**

- Eligible infrastructure improvements may include, but are not limited to, the following: Utilities, such as power distribution and transmission lines and conduit, telecommunications lines and conduit, telecommunications towers, digital infrastructure, and power or telecommunications equipment; drinking water, wastewater, and storm water, infrastructure including: water sources; green and gray stormwater practices; distribution/collection and conveyance piping and pump stations; and treatment systems, facilities, and regulatory required pertinent equipment.
- Thermal energy networks, waste heat recovery, and community-scale geothermal.
- Transportation improvements such as publicly accessible roads, streets, bridges, parking lots, facilities, garages, and structures, multimodal facilities, public transit stop equipment and amenities, street and sidewalk lighting, roundabouts, crosswalks and/or other pedestrian crossing treatments, traffic calming features, sidewalks, streetscapes, way-finding signs and kiosks; traffic signals, medians, turn lanes, and property acquired or used for right of way such as hiking and biking trails, pathways to facilitate multimodal transportation, bicycle and pedestrian lanes, paths, and bridges, street furnishings.
- Site preparation for development or redevelopment including acquisition, demolition, environmental remediation of contaminated property, and mitigation of a flood-prone area.
- Soft costs such as consulting, design, architects, engineering, accounting, legal, project management, associated application fees, or other professional services directly related to the implementation and construction of eligible site improvements.

**Eligible Related Costs:**

Related costs are costs incurred by the municipality, sponsor, and/or developer associated with the creation, implementation, and administration of the CHIP site. Eligible related costs include, but are not limited to the following:

- Cost of plans, studies, or reports that are specific to preparing a CHIP Plan, a Finance Plan, an application to VEPC, or a subsequent amendment required to maintain the CHIP site.
- Costs of providing public notification about, and obtaining public approval for, a CHIP Plan, a Finance Plan, and CHIP debt, CHIP application, or CHIP amendment.
- Costs such as consulting, design, architects, engineering, accounting, legal, project management, or other professional services incurred during preparation or implementation of a CHIP Plan, Finance Plan, application or amendment, and administration of the program, including administrative fees paid by the municipality.
- Application fees charged by VEPC for third-party analysis of CHIP Plans, CHIP Financing Plans, or CHIP amendments.
- The CHIP-related costs of the independent annual municipal audit
- Municipal employee and staff costs directly related to the administration and implementation of the CHIP Site. These costs may only be paid with the municipal tax increment.

Costs that are not eligible related costs, or improvements are:

- Annual municipal operating costs.
- Public transportation operating costs.
- Annual maintenance or repair costs.
- Purchase of vehicles.
- Interior furnishings.
- Operating equipment or apparatus that is not part of the infrastructure improvement itself.
- Other expenditures for non-capital assets with the exception of debt service interest payments, as outlined under eligible improvement costs.

## **V. Application and Approval Process**

### **1. Pre-Application Coordination**

Municipalities must complete a CHIP Interest Form and submit it to VEPC staff for review prior to submitting a full application to VEPC.

## **2. Housing Development Plan and Housing Development Site**

The municipality must create a Housing Development Plan and a Housing Development Site:

- Develop a Housing Development Plan that includes:
  - A description of the proposed Housing Infrastructure Project.
  - The proposed housing development, including the anticipated floor area dedicated to housing.
    - If less than 60%, a narrative about how the projected housing development meaningfully addresses the purpose of the CHIP program.
  - The proposed housing development site.
  - Identification of a sponsor.
  - A tax increment financing plan, including;
    - a statement of costs and sources of revenue;
    - estimates of assessed values within the housing development site;
  - - - the portion of those assessed values to be applied to the Housing Infrastructure Project;
      - the resulting tax increments in each year of the financial plan and the lifetime education property tax increment retention;
      - the amount of bonded indebtedness or other financing to be incurred;
      - estimates of necessary principal, interest, costs of improvements, and related costs and in the event of municipal financing the amount anticipated to be approved by voters;
      - other sources of financing and anticipated revenues; and
      - the duration of the financial plan.
  -

- A pro forma projection of expected costs of the proposed Housing Infrastructure Project.
- A projection of the tax increment to be generated by the proposed housing development.
- A development schedule that includes a list, cost estimate, and a schedule for the proposed Housing Infrastructure Project and proposed housing development.
- A determination by the legislative body of the municipality that the proposed housing development furthers the purpose of the program.
- Develop a Housing Development Site by identifying its boundaries and the properties within it, titled “Proposed Housing Development Site [municipal name], Vermont”
- The municipal legislative body must hold one or more public hearings, after public notice, on the proposed Housing Infrastructure Project, including the plans developed above.
  - Public Hearing: Unless a municipal charter requires greater notice, the municipal legislative body shall hold a public informational hearing on the question by posting notice at least 15 days in advance of the hearing in at least two public places within the municipality and in the town clerk's office and on the town's website. If the municipality does not have two public places to post their warning, they may post their warnings in adjacent communities.
- Adopt the plan by action of the municipal legislative body and record it with the municipal clerk and lister or assessor.

### **3. Housing Infrastructure Agreement**

Create a Housing Infrastructure Agreement between the municipality, the developer, and, if applicable, a third-party sponsor. The agreement must:

- Identify the sponsor for the project.
- Identify the developer and housing development.
- Obligate the tax increments retained for financing and related costs for the infrastructure project.
- Provide that any housing unit within the housing development be offered exclusively as a primary residence until the Final Repayment Date. This condition shall be satisfied by providing a landlord certificate or homestead declaration every two years.

- Provide for performance assurances to reasonably secure the obligations of all parties under the housing infrastructure agreement.
- Include the expected outcomes, including the percentage of floor area dedicated to housing, the number of housing units, the number of affordable housing units, and the expected overall housing development value.
- Detailed description of the infrastructure improvement(s), the types of costs and amount of cost of the improvement that may be financed with CHIP debt, and that the developer must provide documentary evidence to substantiate that the costs are eligible to be financed with CHIP debt and the infrastructure improvement was constructed as agreed upon.
- A provision that expressly defines the obligations of the municipality and sponsor and/or developer in the event that the tax increment generated by the housing development project falls short of the financing of the CHIP debt.
- A municipality shall provide notice of the terms of the housing infrastructure agreement for the municipality's Housing Infrastructure Project to the legal voters of the municipality and shall provide the same information as set forth in statute as follows:
  - 24 V.S.A § 1910a(e): A municipal legislative body shall provide information to the public prior to the public vote required under subsection (b) of this section. This information shall include the amount and types of debt and related costs to be incurred, including principal, interest, and fees; terms of the debt; the housing infrastructure project to be financed; the housing development projected to occur because of the housing infrastructure project; and notice to the voters that if the tax increment received by the municipality from any property tax source is insufficient to pay the principal and interest on the debt in any year, the municipality shall remain liable for the full payment of the principal and interest for the term of the indebtedness. If interfund loans within the municipality are used, the information must also include documentation of the terms and conditions of the loan.
  - In the case of non-municipal debt being used to financing for the eligible improvements, the municipality still must provide notice of the terms of the housing infrastructure agreement, including the types of financing and related costs to be incurred, including principal, interest, and fees; terms of the debt; the Housing Infrastructure Project to be financed; and the housing development projected to occur because of the Housing Infrastructure Project.

#### **4. VEPC Review & Approval**

The municipality will submit its municipally approved Housing Development Plan, Housing Development Site, and Housing Infrastructure Agreement to VEPC for review. VEPC will determine whether the municipality has:

- Properly created a Housing Infrastructure Project and Housing Development Site.
- Executed an acceptable housing infrastructure agreement for the Housing Infrastructure Project with a developer and, if the municipality is not financing the Housing Infrastructure Project itself, a sponsor.
- Approved or pledged to use at least 85% of incremental municipal tax revenues for the Housing Infrastructure Project.

Additional VEPC Application Determinations:

- Affordability: VEPC will determine whether the proposed housing development meets the criteria of “affordable housing development” or “moderate-income housing development” and set the maximum education tax increment at 85% if either criterion is met or up to 75% if neither criterion is met. VEPC has the discretion to set the increment retention lower than these maximums, depending on the application circumstances. VEPC will utilize the Vermont Housing Finance Agency’s most recent [home purchase price and rental affordability thresholds chart](#) based on United States Department of Housing and Urban Development median income estimates to determine if the affordability threshold is met for affordable and moderate-income housing developments.
- But-For Test: VEPC will review each application other than those for which the housing development is an affordable housing development to determine whether the infrastructure improvements proposed to serve the Housing Development Site and the proposed housing development would not have occurred as proposed in the application or would have occurred in a significantly different and less desirable manner than as proposed in the application but for the proposed utilization of the incremental tax revenues.
  - A non-exhaustive list of factors VEPC may consider around the question of what is a “significantly different and less desirable manner” may include, but is not limited to: a housing development occurring significantly later than it could occur with CHIP financing, a housing development that would include fewer units without CHIP financing, a housing development that is significantly less affordable than could occur with CHIP financing.

- Floor Area: VEPC will determine whether the housing development will have at least 60 percent of the floor area dedicated to housing, or if it meaningfully addresses the purpose of the program.
- Economist Review: VEPC will determine the financial viability of the housing development plan based on an assessment prepared by a consultant with the requisite technical expertise. At a minimum, the following will be incorporated into the consultant's assessment:
  - Tax increment financing plan;
  - pro forma projection of expected costs of the Housing Infrastructure Project;
  - projection of the tax increment to be generated by the housing development; and
  - the development schedule for the Housing Infrastructure Project and housing development.
- Site Visits: Upon a determination by VEPC staff that a municipality has submitted a complete application, VEPC staff will schedule a site visit of the proposed Housing Development Site.
- VEPC Approval: The application shall be submitted to VEPC and approved or denied in writing by VEPC within 90 days of the site visit. The reason for denial will be provided to the municipality, and if resolvable, the municipality may file a new application for VEPC's consideration.
- Post-VEPC Approval: Municipality instructs lister/assessor to certify OTV.

## **VI. Financing and Debt Requirements**

In the event of municipal financing, the first issuance of debt must be incurred within five years of CHIP site creation (April 1 in the year the application was approved by VEPC). VEPC may issue an extension up to three years (for a total of eight years). In the event of non-municipal financing, notice to proceed under a construction contract for eligible infrastructure must be given within five years of site creation, subject to extension by VEPC up to three years (for a total of eight years). Upon the first incurrence of debt or notice to proceed under a construction contract, VEPC and the Department of Taxes will be notified by the municipality.

Municipal voters must approve each instance of municipal borrowing in a warned vote. This information shall include:

- the amount and types of debt and related costs to be incurred, including principal, interest, and fees;
- terms of the debt;
- the Housing Infrastructure Project to be financed;
- the housing development projected to occur because of the Housing Infrastructure Project; and
- notice to the voters that if the tax increment received by the municipality from any property tax source is insufficient to pay the principal and interest on the debt in any year, the municipality shall remain liable for the full payment of the principal and interest for the term of the indebtedness.
- If interfund loans within the municipality are used, the information must also include documentation of the terms and conditions of the loan.

Allowed instruments include bonds, loans, interfund loans (interest-free), and bond anticipation notes. Bond anticipation notes or other forms of temporary financing may not be used as a first incurrence of debt.

The CHIP Housing Development Site shall continue until the Final Repayment Date. Or, if no debt is incurred in the event of municipal financing or no construction contract is let in the event of non-municipal financing, the debt incursion period ends.

## **VII. Use of Tax Increment**

Municipal and education increments may only be used to pay for:

- CHIP debt service;
- related costs;
- direct payment of the cost of a Housing Infrastructure Project, as long as the payment was included in the CHIP financing plan and subject to the same vote provisions as public debt; and
- a municipality may provide tax increment to a sponsor upon receipt of an invoice for payment of the debt financing. The sponsor shall confirm to the municipality once the tax increment has been applied to the debt financing.

Increment Retention period: A municipality may retain tax increment for 20 years beginning the first fiscal year in which debt is incurred in the event of municipal financing, and beginning the first fiscal year in which the construction contract is let in the event of non-municipal financing.

- Example: If a town votes in March 2027 (FY27) and incurs that debt in July 2027 (FY28), retention begins in FY28 (using GL27) and is retained through FY47 (GL46),

Increment amount:

- Municipalities within which infrastructure projects will result in an affordable or moderate-income housing development are eligible to retain up to 85% of the education tax increment;
- Municipalities within which infrastructure projects will result in any other type of housing development are eligible to retain up to 75% of the education tax increment;
- All projects must retain at least 85% of the municipal tax increment, and VEPC may approve retention of up to 100% on the municipal tax increment;

Adjustment of percentage: During the 10th year following creation of the site, the municipality will submit an updated financing plan to VEPC. VEPC will determine, based on the debt actually incurred and the increment actually generated, whether the percentage being retained is appropriate or if it can be lowered while still allowing the municipality to service remaining debt.

Excess increment:

- Excess increment in any tax year may be
  1. used to prepay debt;
  2. placed in the municipality's CHIP fund and used for future financing payments; or
  3. used for defeasance of the financing.
- Excess increment remaining upon the Final Repayment Date must be returned to taxing authorities in the appropriate proportions.

## **VIII. Reporting and Compliance**

A municipality must:

- Develop a system to identify, collect, and maintain all data and information to fulfill annual reporting requirements.
- Implement procedures to: verify the sponsor used financing for eligible infrastructure project costs, ensure the infrastructure improvement was constructed as agreed upon by the sponsor, and to validate total cost of the infrastructure project.

- A municipality shall collect documentary evidence from the developer and/or sponsor as part of their procedure above.
- Notify VEPC and the Department of Taxes of any CHIP debt, public votes, or votes by the municipal legislative body immediately. They will need to provide copies of public notices, agendas, minutes, the vote tally, and a copy of the information provided to the public.
  - A municipality must hold a public vote if the CHIP infrastructure project(s) will be financed through a municipal bond. If the CHIP infrastructure project(s) are financed by the sponsor in another fashion, only approval from the municipal legislative body at a properly warned hearing is required. The municipality must provide copies of the warning, minutes, and vote of municipal legislative body.
- Conduct annual financial audits and provide results to VEPC.
  - Verify the developer's use of debt proceeds was for eligible costs and for the infrastructure that the developer committed to construct according to the Housing Infrastructure Agreement.
  - Validate the amount of education and municipal tax retained.
- Submit annual reports on or before February 15 to VEPC and the Department of Taxes on a form prescribed by VEPC. These will include, but are not limited to:
  - annual and total municipal and education property tax increments generated;
  - expenditures for financing and related costs;
  - current balance;
  - expenditures for infrastructure improvements;
  - scope and value of projected and actual improvements and developments in the Housing Development Site, including the number of housing units created;
  - sale prices for initial offerings of any housing units;
  - rental prices for initial offerings of any rental housing units;
  - number and types of housing units for which a permit is being pursued under 10 V.S.A. chapter 151 (State land use and development plans) and, for each applicable housing development, the current stage of the permitting process;
  - projected and actual incremental revenue amounts;

- allocation of incremental revenue, including the amount allocated to related costs;
- projected and actual financing;
- amount of public funds flowing to private ownership or usage; and
- biennial verification of affordability covenants and primary residence occupancy.
- VEPC may request supplemental reports or perform audits at any time.

## **IX. Amendments**

Once approved, the CHIP Housing Development Plan, CHIP Finance Plan, and Housing Infrastructure Agreement serve as the foundational documents for each CHIP Site's implementation, providing the intentions of the municipality, sponsor, and developer regarding CHIP debt and financing, improvements, and development/redevelopment. These plans were presented at a public hearing, voted on by the municipal legislative body, and approved by VEPC.

Any significant changes require VEPC's review and approval before proceeding. To apply for a Substantial Change Request (or amendment), the municipality must submit a narrative explaining the desired change and rationale, as well as a revised CHIP Housing Development Plan, CHIP Finance Plan, and Housing Infrastructure Agreement. These revised documents must be approved by the municipal legislative body at a properly warned hearing.

A non-exhaustive list of changes that would require VEPC review include, but are not limited to:

- An increase in the CHIP-funded portion of a project of 20% or more.
- Adding, removing, or substituting a public infrastructure project in the CHIP Housing Development Plan or Finance Plan.
- An increase in the VEPC-approved CHIP debt ceiling.
- An extension of the 5-Year requirement to incur first CHIP debt.
- A change in the number or distribution of affordable or moderate-income units that would reduce the units below the threshold allowing for the increased increment retention percentage (85% versus 75%).
- A change in the percentage of floor area dedicated to housing that would reduce the percentage below the 60% threshold.

- If the town and developer make material modifications to their development agreement that impacts the infrastructure improvements and/or anticipated increment generated by the private development.
- If the developer is not able to meet the requirements set out in the Development Agreement and/or the anticipated timeline for the infrastructure or private development is significantly delayed (two or more years).
- Changes in the sources of funding for the CHIP-funded portion of a project.
- Any bond structured to generate bond premium proceeds which will be used to pay for improvements or for debt service (principal and interest), not previously submitted as part of an approved CHIP Finance Plan.
- Any Payments In Lieu of Taxes (PILOTS) or other negotiated payments not previously submitted as part of an approved CHIP Finance Plan.

Any of the above changes and others that the VEPC determines to be a substantial change made without VEPC approval need to be reviewed through the issue-resolution process outlined in 24 V.S.A. § 1910f (b).

Any changes to a VEPC-approved CHIP project not meeting the substantial change thresholds shall be reported to the VEPC staff immediately. VEPC staff will review the proposed change and may determine that a substantial change request is required.

## **X. Contact Information**

Vermont Economic Progress Council (VEPC)

Email: [accd.chip@vermont.gov](mailto:accd.chip@vermont.gov)

Email: [accd.vepc@vermont.gov](mailto:accd.vepc@vermont.gov)



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Implementing CHIP: Rules, Requirements &  
Readiness



# Implementing CHIP: Rules, Requirements & Readiness



## Toby Rittner, DFCP

President & CEO  
Council of Development Finance Agencies  
Columbus, OH

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Vermont's Community and Housing Infrastructure Program (CHIP) Webinar Series



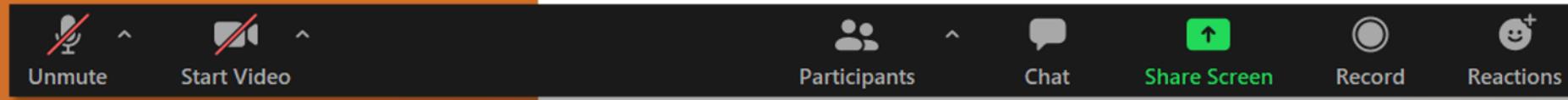
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# Implementing CHIP: Rules, Requirements & Readiness

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Executive Director  
Vermont Economic Progress Council  
Montpelier, VT

## **Brian Pine**

Senior Consultant  
White + Burke Real Estate Advisors, Inc.  
Burlington, VT

## **Brendan Heil**

Of Counsel  
Bricker Graydon Wyatt  
Cleveland, OH

## **Dominic Cloud**

City Manager  
City of St. Albans  
St. Albans, VT

Vermont's Community and Housing Infrastructure Program (CHIP) Webinar Series



# Implementing CHIP: Rules, Requirements & Readiness



## Jessica Smith Hartleben

Executive Director  
Vermont Economic Progress Council  
Montpelier, VT

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Vermont's Community and Housing Infrastructure Program (CHIP) Webinar Series

# Community and Housing Infrastructure Program (CHIP)

*Jessica Hartleben, Executive Director  
Vermont Economic Progress Council*

# Background

A statewide tax increment financing tool designed to help Vermont communities unlock housing opportunities by investing in critical infrastructure.

\$2 billion can be invested between now and 2035, one of the largest investments in infrastructure in Vermont history.

The target launch date is January 2026.

## Additional Information

- [accd.vermont.gov/economic-development/vepc/chip](http://accd.vermont.gov/economic-development/vepc/chip)
- [ACCD.CHIP@vermont.gov](mailto:ACCD.CHIP@vermont.gov)

# Vermont Economic Progress Council (VEPC)

An independent board of Vermont citizens, nine appointed by the Governor and two appointed by the General Assembly. There are also two non-voting representatives from each region, one designated by the regional development corporation and one by the regional planning commission.

There are also three non-voting members for CHIP applications designated by VHFA, VHCB, and DHCD.

Approval body for the Vermont Employment Growth Incentive (VEGI) program, the Tax Increment Financing (TIF) program, and the Community and Housing Infrastructure Program (CHIP).

# Eligible Projects

Infrastructure improvements that:

1) Serve a public good...

And

...directly support the development of an eligible housing development.

2) Must result in new or rehabilitated housing developments where at least 60% of the floor area of the projected housing development is dedicated to primary housing residences.

Or

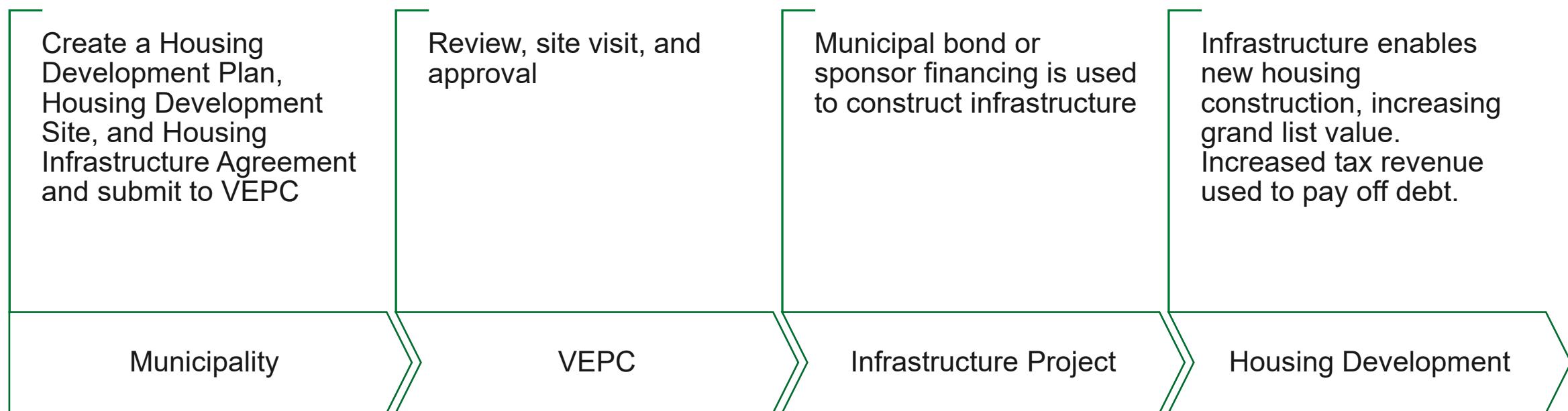
The projected housing development meaningfully addresses the purpose of the program.

**Note:**

- If the projected housing development does not meet the criteria for an affordable housing development, the project must meet the but-for test.
- While increment debt is being paid off, all housing units must be for primary occupancy.
- Applications will be accepted on a rolling basis until December 31, 2035.

# Process

CHIP was established under 24 V.S.A. Chapter 53, Subchapter 7 to “encourage the development of new primary residences for households of low and moderate income across both rural and urban areas of all Vermont counties that would not be created but for the infrastructure improvements funded by the Program.”



# Increment

Housing Type	State Tax Retained	Municipal Tax Retained	Units Required	Area Median Income (AMI) Limit	"But For" Test
<b>Affordable: Rental</b> (Total annual cost $\leq$ 30% of gross income)	Up to 85%	85% to 100%	At least 15% of units must be affordable	$\leq$ 80% AMI	Not required
<b>Affordable: Owner-Occupied</b> (Total annual cost $\leq$ 30% of gross income)	Up to 85%	85% to 100%	At least 15% of units must be affordable	$\leq$ 120% AMI	Not required
<b>Moderate-Income</b>	Up to 85%	85% to 100%	At least 25% of units must be affordable	$\leq$ 150% AMI	Required
<b>Market Rate</b>	Up to 75%	85% to 100%	N/A – No requirement	No cap	Required

# Municipal Responsibilities

- Submit CHIP interest form
- Provide notice of the housing development plan and the housing infrastructure agreement to the legal voters of the municipality
- Submit CHIP application and supporting documentation
- Host a site visit once VEPC staff confirms the application materials are complete
  - VEPC will make a final determination on the municipality's CHIP application within 90 days following the VEPC site visit
- Verify that developer and sponsor activities comply with what is outlined in the infrastructure agreement
- Ensure the infrastructure improvement was constructed as agreed upon by the sponsor and/or developer
- Confirm the total cost of the infrastructure project
- Validate the amount of education and municipal tax retained
- Fulfill annual reporting requirements and financial audits

# Allowable Improvements

May include, but are not limited to:

- **Infrastructure improvements**
  - Utilities, such as power distribution and transmission lines and conduit, telecommunications lines and conduit, telecommunications towers, digital infrastructure, and power or telecommunications equipment; drinking water, wastewater, and storm water, infrastructure including: water sources; green and gray stormwater practices; distribution/collection and conveyance piping and pump stations; and treatment systems, facilities, and regulatory required pertinent equipment.
  - Thermal energy networks, waste heat recovery, and community-scale geothermal.
- **Transportation improvements**
  - Publicly accessible roads, streets, bridges, parking lots, facilities, garages, and structures, multimodal facilities, public transit stop equipment and amenities, street and sidewalk lighting, roundabouts, crosswalks and/or other pedestrian crossing treatments, traffic calming features, sidewalks, streetscapes, way-finding signs and kiosks; traffic signals, medians, turn lanes, and property acquired or used for right of way such as hiking and biking trails, pathways to facilitate multimodal transportation, bicycle and pedestrian lanes, paths, and bridges, street furnishings.
- **Site preparation**
  - Acquisition, demolition, environmental remediation of contaminated property, and mitigation of a flood-prone area.
- **Soft costs**
  - Consulting, design, architects, engineering, accounting, legal, project management, associated application fees, or other professional services directly related to the implementation and construction of eligible site improvements.

# Related Costs

May include, but are not limited to:

- Cost of plans, studies, or reports
- Costs of providing public notification about, and obtaining public approval
- Costs such as consulting, design, architects, engineering, accounting, legal, project management, or other professional services incurred during preparation or implementation
- Application fees charged by VEPC for third-party analysis
- The CHIP-related costs of the independent annual municipal audit
- Municipal employee and staff costs directly related to the administration and implementation of the CHIP Site (these may only be paid with the municipal tax increment)

# Infrastructure Agreement

This is a legally binding agreement among the municipality, sponsor (if other than the municipality), and developer that includes terms related to infrastructure financing, affordability, unit production, timelines, and performance assurances.

The agreement must:

- Identify the sponsor for the project.
- Identify the developer and housing development.
- Obligate the tax increments retained for financing and related costs for the infrastructure project.
- Provide that any housing unit within the housing development be offered exclusively as a primary residence until the Final Repayment Date. This condition shall be satisfied by providing a landlord certificate or homestead declaration every two years.
- Provide for performance assurances to reasonably secure the obligations of all parties under the housing infrastructure agreement.
- Include the expected outcomes, including the percentage of floor area dedicated to housing, the number of housing units, the number of affordable housing units, and the expected overall housing development value.
- Detailed description of the infrastructure improvement(s), the types of costs and amount of cost of the improvement that may be financed with CHIP debt, and that the developer must provide documentary evidence to substantiate that the costs are eligible to be financed with CHIP debt and the infrastructure improvement was constructed as agreed upon.
- A provision that expressly defines the obligations of the municipality and sponsor and/or developer in the event that the tax increment generated by the housing development project falls short of the financing of the CHIP debt.

# Interest Form

The first step of the application process is to complete a brief online form to provide VEPC with a high-level overview of your project. This will help track program interest and anticipate incoming applications.

Complete the interest form:



# Questions?

**Jessica Hartleben**

Executive Director, VEPC

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**Farida Ibrahim**

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# Implementing CHIP: Rules, Requirements & Readiness

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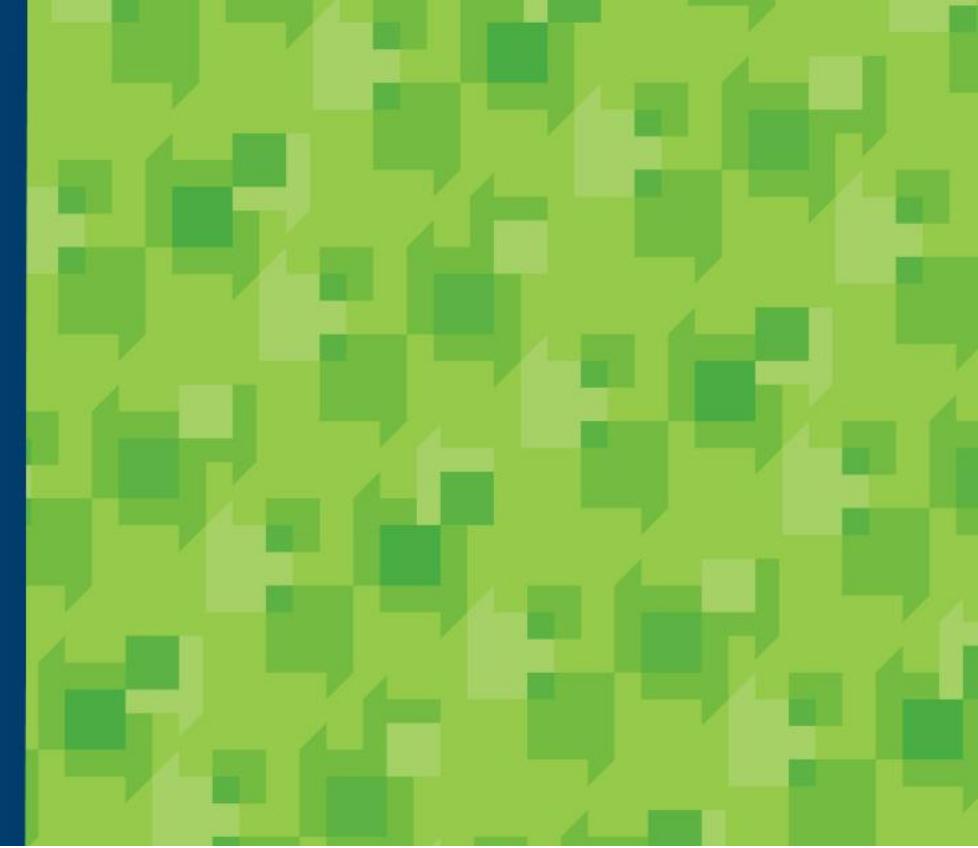
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**Brendan Heil**  
Of Counsel  
Bricker Graydon Wyatt  
Cleveland, OH

**Brian Pine**  
Senior Consultant  
White + Burke Real Estate Advisors, Inc.  
Burlington, VT

# Best Practices CHIP TIF Program



Brendan Heil  
*Of Counsel*



# Broad Goals

---

- Scope
  - Enabling statutes
  - Local preferences
- Objective and strategic goals
  - Feasibility studies
- Eligible vs non-eligible projects
- Standards for implementing and evaluating
- Process for considering, reviewing, and implementing agreements
- When is the use of TIF appropriate?

# Transparency

---

- Clear link between the stated goals and the guidelines
  - Guidelines may provide efficiency, but they can also be seen as a hurdle by the market
- Who is making the decisions and implementing the policy?
- How are variances or change requests handled?
- How are issues addressed after implementation?
- Who is responsible for filings or reports?

# Due Diligence

---

- Were stakeholder and public needs accounted for?
  - Balance with local control
  - Workable compromise
- Consistency of policy or guidelines with overlapping or nearby jurisdictions
- Information necessary for commencing TIF process and implementing TIF agreements
- Staff time, professional costs, oversight costs

# Accountability

---

- Existing or statutory oversight structures
- Ensure clear oversight responsibilities
- Institutional knowledge/professional relationships
- Clear remedies for common problems and processes for handling novel issues
- Remedies beyond those provided just with TIFs

# Housing Infrastructure Agreement

---

- Agreement between municipality, developer, and, if applicable, a third-party sponsor
- CHIP legislation has a number of requirements
- Best Practices:
  - Recording Agreement/Memorandum of Agreement
  - Require developer/sponsor to report on use of funds
  - Require private parties to provide annual reporting information
  - Primary Residence requirement
  - Default provisions – what happens if something goes wrong
  - Indemnification/ Risk Mitigation

# Thank You



**Bricker  
Graydon  
Wyatt**



# Audience Questions



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# Implementing CHIP: Rules, Requirements & Readiness



## Dominic Cloud

City Manager  
City of St. Albans  
St. Albans, VT

# Community Transformation Through Housing Development

Dominic Cloud  
St. Albans City Manager





## St. Albans House

Original taxable value	\$75,000
City grant	\$50,000
City loan	\$100,000
Developer borrowed	\$866,000
State and federal tax credits	\$434,000

6 Market rate apartments

5,000 sf office

Current taxable value	\$1,300,000
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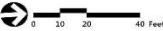


## Courthouse Redevelopment

Original taxable value	\$50,000
City TIF	\$200,000
Developer Spend	\$2,200,000
State and federal tax credits	\$880,000
8 market rate apartments; 2 commercial units (vacant)	
Current taxable value	\$1,200,000



AE	3	Acer rubrum 'Red Maple'	Sienna Red Maple	2 1/2" - 3" CAL	B&B, Full	
AA	2	Acer saccharum 'Red Pillar'	Amur Maple	2 1/2" - 3" CAL	B&B, Full	
AS	1	Acer saccharum 'Green Mountain'	Green Mountain Sugar Maple	2 1/2" - 3" CAL	B&B, Full	
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	REMARKS
AG	3	Amelanchier alnifolia 'Autumn Brilliance'	Autumn Brilliance Serviceberry	5'-6' HT/45#	Multi-stem	
CS	20	Crataegus 'Kelseyi'	Crataegus 'Kelseyi'	18"-24" SPD	42" o.c.	
BH	32	Rhus aromatica 'Gro-Low'	Gro-Low Dogwood	18"-24" SPD	60" o.c.	Full
SB	33	Rhus aromatica 'Gro-Low'	Gro-Low Fragrant Sumac	24"-30" SPD	42" o.c.	Full
		Spiraea x bumalda 'Anthony Waterer'	Anthony Waterer Spirea			
GRASSES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	REMARKS
CK	93	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	2 GAL	37" o.c.	



### Congress and Main Redevelopment

St. Albans, Vermont

Permit Application Form

Permit Type: **MIW**

Issued By: **City of St. Albans**

Permit Number: **LA-1.00**

Permit Date: **June 21, 2018**

### Planting Plan

**LA-1.00**

58063.00





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DOWNTOWN



## Congress and Main

Original Taxable Value	\$1,404,800
Tax Increment Finance	\$2,500,000
City, State, Federal Sources	\$4,500,000

35 units of LMI housing  
35 units of workforce housing  
20,000 sf office / restaurant space

Current Taxable Value:	\$10,644,900
------------------------	--------------









## Fonda Redevelopment

Original Taxable Value	\$350,000
Tax Increment Finance	\$1,000,000
Other State and Federal Funds	\$5,000,000
Senior Housing Developer	\$19,000,000
Market Rate Developer	\$21,700,000
120 units of Senior, Mixed, and Market Housing	
Projected Taxable Value:	\$25,000,000









# Let's Connect!

Dominic Cloud

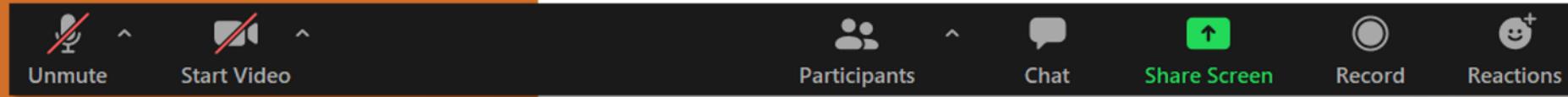
City of St. Albans

[d.cloud@stalbansvt.com](mailto:d.cloud@stalbansvt.com)

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January 20, 2026 / 2:00 PM - 3:00 PM Eastern

### [SSBCI Coalition Meeting - Virtual](#)

January 23, 2026 / 1:00 PM - 2:00 PM Eastern

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# Waitsfield Short Term Rental Proposal

Short-term rentals (STRs) play an important, but complex, role in the housing landscape of Waitsfield and the Mad River Valley as a whole. A limited number of STRs are a necessary and healthy component of a destination town's infrastructure. However, when left completely unregulated, STRs can erode neighborhood cohesion, leave the town without tools to address problem properties, and allow visitor safety concerns to go unchecked.

The Waitsfield Planning Commission Short-Term Rental Subcommittee recommends that the Town adopt the following phased approach to addressing STR-related concerns.

## Phase I - Registration, Data Collection, and Fire Safety

- The Town of Waitsfield shall adopt a short-term rental ordinance modeled on the [STR ordinance](#) adopted by the Town of Warren in September 2025, in order to promote regulatory consistency across the Mad River Valley.
  - The town should consider a higher registration fee and higher penalty fees, as those adopted in the Warren ordinance are conservative.
- Meet applicable State of Vermont fire and life safety codes; and
- Provide a certificate demonstrating that the property has passed a fire safety inspection conducted by a state-certified inspector within six months of registering the property as an STR.

These requirements shall apply to all properties that are rented for periods of 30 consecutive days or fewer, regardless of how many total days in a year they are rented.

## Phase II - Refinement and Further Regulation

After one year of data collection and observation under Phase I, the Town shall evaluate whether additional regulation is necessary. Potential measures for consideration may include:

- **Zoning-based limits on STRs**  
*Example: Prohibiting STRs in Irasville or Village Residential zoning districts.*
- **Caps on the total number of STRs**  
*Example: Limiting STRs to no more than 15% of housing units town-wide or within specific zoning districts.*
- **Special provisions for shared or constrained wastewater systems**  
*Example: Additional review or restrictions for STRs served by shared septic systems.*

## Enforcement

Registration shall be administered by the Planning and Zoning Administrator (PZA) using the Town's existing Salesforce subscription.

Enforcement shall rely primarily on:

- Complaints or reports from neighbors or the public; and
- Periodic administrative review of registration compliance.

### **Next Steps**

Conduct community engagement prior to adoption of Phase I, including:

- A town-wide resident survey to gather input on STR regulation; and
- At least one public informational meeting.

## 2026 WAITSFIELD PLANNING COMMISSION WORK PLAN

	Tasks	Project	Timeline
		<b>Village Master Planning</b>	
<b>1</b>	<b>Irasville Master Planning</b>	This project will incorporate the updated wetland maps and include a review of the history of planning in Irasville. Segue from the By-Laws Modernization Grant work and Wastewater project.	Project completion 12/31/25; requisition in progress
<b>2</b>	<b>Post-Plan</b>	<ul style="list-style-type: none"> <li>- Creation of Subcommittee to analyze use of CHIP Program to promote and accomplish goals of Master Plan</li> <li>- Other?</li> </ul>	
		<b>Zoning and By-Laws</b>	
<b>1</b>	<b>GPOD</b>	Groundwater Protection Overlay District to be adopted to protect certain land radii around the Town aquifer off Reed Road. The PC held a public hearing in February approving the overlay district and forwarding it to the SB for its own adoption in July.	Complete
<b>2</b>	<b>Limited Business District</b>	Reviewing standards and purpose. Two landowners have approached the PZA with regard to developing housing in this area. As it stands, residential development is deterred in this area. However, given the proximity to the Town's future disposal field, future phasing of the wastewater system could allow for connections in this area.	2026
<b>3</b>	<b>ADU restrictions</b>	Review and update the 30% threshold for ADUs as this restriction is less common; PZA has email into counsel as to status of this standard in the post-HOME ACT era. Per SE Group: CU for ADU above 900sqft/30% makes little sense now that 2-4 units are allowed outright w/ no size limit.	2026

<b>4</b>	<b>Section 6.02 (F) – Exemption for garage/yard sales</b>	Town Garage Sale Ordinance repealed 8/11/25; Section 6.02 (F) must be revised to accord to intent and removal of ordinance mention	2026
<b>5</b>	<b>Table 2.07 (Ag-Res District)</b>	Review Permitted and Conditional uses in the Agricultural-Residential District	2026
<b>6</b>	<b>Act 250/LURB/Act 181 Tiers</b>	Assess impacts of changes to Act 250 in addition to Act 181's tiered framework and discuss whether updates to the Zoning Bylaws are necessary or required	2026
<b>Town Plan Update</b>			
<b>1</b>	<b>Childcare</b>	Update Childcare language per CVRPC feedback	2026 – winter/early spring
<b>Town Ordinances</b>			
<b>1</b>	<b>STRs</b>	Work with the Selectboard to draft a framework for registering/regulating short-term rentals; Subcommittee formed w/ kick-off meeting 1/8/2026	winter/early spring 2026

Other:

- 1) Invite Eric Friedman (Mad River Valley Chamber of Commerce) to a meeting to discuss the needs and concerns of business community (January 6, 2025)
- 2) Invite Ned Swanberg to a meeting to discuss the changes in flood regulation and mapping.
- 3) Invite Brian Voigt/Niki Sabado (CVRPC) to a meeting for further clarity on Act 181's tiered framework and the application processes thereto.