

# Rutland Redevelopment Authority

Annual Workplan

FY 2025



| Services                                     | Actions  | Lead      | Start    | End       | Notes/Status  |
|--|--|-----------|----------|-----------|---|
| RRA Organizational                           | Hire a part-time office support  | BS, EB    | 7/1/2024 | 10/1/2024 | Includes onboarding   |
| RRA Organizational                           | Prepare FY26 RRA Budget and Workplan   | EB, BS    | 3/1/2025 | 6/15/2025 | Includes updating and adopting RRA Ordinance 22-1 and setting FY26 SBD rate |
| RRA Organizational                           | Manage Downtown Rutland Partnership Contract   | EB, BS    | Ongoing  |           | Prepare for FY26 SBD Advisory Vote  |
| RRA Organizational                           | Charter change for RRA Board membership  | BS, EB    | 3/1/2025 |           | Allowing Rutland City business owners to sit on RRA Board                   |
| RRA Organizational                           | Redesign RRA website and logo  | EB        | 4/1/2024 | 10/1/2024 |   |
| RRA Organizational                           | Update Office equipment and technology   | BS, EB    | 7/1/2024 | 6/30/2025 | Copier, Office 365, Phone System  |
| RRA Organizational                           | Implement new outreach strategies  | BS, PT    | 7/1/2024 | 6/30/2025 |   |
| RRA Organizational                           | Plan RRA Board and Staff Retreat and Events  | EB, BS    | 7/1/2025 | 6/30/2025 |   |
| RRA Organizational                           | Prepare quarterly and annual reports   | BS, EB    | Ongoing  |           |   |
| RRA Organizational                           | RRA Staff education  | EB, BS    | Ongoing  |           | Attend workshops and conferences on RRA-related topics                      |
| RRA Organizational                           | Track legislative bills with potential impacts on RRA initiatives                    | EB        | 1/1/2025 | 7/1/2025  |   |
| Grant Writing and Administration             | Finalize Grant Initiation Process  | BS, EB    | 7/1/2025 | 1/1/2025  |   |
| Grant Writing and Administration             | Administer 17+ open grants and track associated loans                                | BS        | Ongoing  |           |   |
| Grant Writing and Administration             | Administer Maples Revolving Loan Fund  | BS        | Ongoing  |           | Approximately 20k remaining. Must be VCFP eligible                          |
| Grant Writing and Administration             | Research new funding opportunities in conjunction with City Capital Improvement Plan | RRA Staff | Ongoing  |           | CIP to be completed fall 2024   |
| Housing, Economic, and Community Development | BIAP (including administration and outreach)   | BS        | Ongoing  |           | Creation of 8-10 new or expanded businesses                                 |
| Housing, Economic, and Community Development | Update BIAP policy   | BS, EB    | 5/1/2024 | 10/1/2024 |   |
| Housing, Economic, and Community Development | SBD RLF administration   | BS, EB    | Ongoing  |           | 1-2 projects using the fund   |
| Housing, Economic, and Community Development | Business Conierge Program  | BS        | 7/1/2024 | 6/30/2025 | New program   |
| Housing, Economic, and Community Development | TIF Letter of Intent and application to Vermont Economic Progress Council (VEPC)     | EB        | 8/1/2024 | 7/1/2025  | VEPC approval of TIF District in May/June 2025                              |
|  | Maintain TIF Working Group   | EB        | Ongoing  |           |   |

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|--|--|---|--------|-----------|-----------|---|
|  | <b>Housing, Economic, and Community Development</b>            | TIF vote by Rutland City Board of Aldermen  | EB     | 1/15/2025 |           | This will create the district and start the 10-year TIF window  |
|  | <b>Housing, Economic, and Community Development</b>            | Work with development teams on brownfields and site specific project development as TIF TIER 1 projects | EB     | Ongoing   |           | Downtown Hotel, 10 Cleveland Ave  |
|  |  | Prepare for TIF Bond Vote   | EB     | Ongoing   |           | Vote to occur in FY26   |
|  | <b>Housing, Economic, and Community Development</b>            | Water/Wastewater Rate Reductions  | EB     | 7/1/2024  | 1/1/2026  | Currently in Committee  |
|  | <b>Housing, Economic, and Community Development</b>            | Final Designs for Rail Gateway Project  | EB     | 8/15/2024 | 11/1/2024 | Designs in a form that can be acted upon by DPW fall 2024   |
|  |  | Maintain Housing Working Group  | EB     | Ongoing   |           |   |
|  | <b>Housing, Economic, and Community Development</b>            | Update Ad Hoc Housing Committee Housing Action Plan   | EB     | 4/1/2024  | 12/1/2024 |   |
|  | <b>Housing, Economic, and Community Development</b>            | Rutland City Housing Trust Fund creation  | EB     | 7/1/2024  | 10/1/2024 | Depending on HFCU 10% application   |
|  | <b>Housing, Economic, and Community Development</b>            | Rutland Housing Expo  | EB     | 9/15/2024 |           | Event designed to link mid-sized developers to targeted properties in Rutland   |
|  | <b>Housing, Economic, and Community Development</b>            | Complete Rutland City Housing Needs Assessment  | EB     | 1/1/2024  | 10/1/2024 | Currently waiting on draft from HUD Distressed Communities TA Program   |
|  | <b>Housing, Economic, and Community Development</b>            | Assist property owners on site redevelopment  | EB, BS | Ongoing   |           | # of residential/commercial units created?  |
|  | <b>Housing, Economic, and Community Development</b>            | Homes 4 All infill design toolkit release with selected Rutland City property - 104 South Street        | EB     | 2/1/2024  | 8/1/2024  | March 14, 2024 Workshop   |
|  | <b>Housing, Economic, and Community Development</b>            | Prepare application Act 250 Tier 1 exemption for areas of Rutland City                                  | EB     | 1/1/2025  | 6/30/2026 | Can apply 1/1/2026. Coordination with Planning and Zoning and RRPC  |
|  | <b>Housing, Economic, and Community Development</b>            | Act 181 Housing Tax Exemption Application and BOA vote  | EB     | 1/1/2025  | 6/30/2025 | ACCD will release application materials fall 2024   |
|  | <b>Housing, Economic, and Community Development</b>            | Assist DPW with Urban Forestry Grant implementation   | EB     | 2/1/2024  | 6/30/2026 | Target sites in US7/US4 intersection area   |
|  | <b>Housing, Economic, and Community Development</b>            | Enroll specific sites in FEMA Buy-Out Program   | EB     | Ongoing   |           | 121 S. Main Street (former Tire Warehouse)  |
|  | <b>Downtown and Neighborhood Development Area Designations</b> | Amend the NDA boundary for potential Act 250 exemption areas and to match TIF District                  | EB     | 9/1/2024  |           | Land Use Review Board Meeting September 23rd  |
|  | <b>Downtown and Neighborhood Development Area Designations</b> | Maintain Downtown and NDA designations  | EB, BS | Ongoing   |           | Prepare for 2025 DHCD check-in  |
|  | <b>Planning</b>  | Assist Planning Commission with the adoption of the LDR and work on the Master Plan                     | EB, BS | Ongoing   |           | <br><b>Rutland Redevelopment</b><br><small>— AUTHORITY —</small> |

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| Planning | Rutland City Transit Oriented Development (TOD) Master Plan | EB | 5/1/2024 | 10/1/2025 | Will create TOD-style urban and building form conceptual designs for select Downtown sites.   |
| Planning | Work with DPW on Rutland Streets Project                    | EB | Ongoing  |           | roadway design, landscaping, signalization, etc.  |
| Planning | Create Center Street Parklet Policy                         | EB | 7/1/2024 | 4/1/2025  | Will need to refer to BOA Committee   |
| Planning | Participate on committees as required.                      | EB | Ongoing  |           | <b>Current Committee list:</b><br>Architectural Review, Capital Improvement Program, City-Owned Properties, RRPC Brownfields, CEDRR Policy, DPW Intersection Improvement Plans, TOD Master Plan, SBD RLF, HFCU Housing Trust Fund |