



# Town of Brewster Housing Partnership

2198 Main St., Brewster, MA 02631

(508) 896-3701

## REVISED HOUSING PARTNERSHIP MEETING AGENDA

2198 Main Street

June 15, 2023 at 6:00 PM

### Housing Partnership

Diane Pansire  
Chair

Jillian Douglass  
Vice Chair

Sarah Robinson  
Clerk

Vanessa Greene

Lisa Forhan

Ralph Marotti

Steve Seaver

Asst. Town  
Manager  
Donna Kalinick

Housing  
Coordinator  
Jill Scalise

*This meeting will be conducted in person at the time and location identified above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda, which includes an applicant and its representatives, should make plans for in-person vs. virtual attendance accordingly.*

Members of the public who wish to access the meeting remotely may do so in the following manner:

**Phone:** Call (929) 436-2866 or (301) 715-8592. Webinar ID: 853 9402 2099 Passcode: 301097

To request to speak: Press \*9 and wait to be recognized.

**Zoom Webinar:** <https://us02web.zoom.us/j/85394022099?pwd=M2JSaDJWYTZPK113eVZPVnVmaTdiUT09>

Passcode: 301097 To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** ([livestream.brewster-ma.gov](http://livestream.brewster-ma.gov)), or **Video recording** ([tv.brewster-ma.gov](http://tv.brewster-ma.gov)).

*Please note that the Housing Partnership may take official action, including votes, on any item on this agenda.*

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement - "As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair."
5. Update on Millstone Road Affordable Housing Development
6. Accessory Dwelling Unit Bylaw, Timeline, and Possible Discussion
7. Local Comprehensive Plan, Process, and Possible Discussion
8. Housing Updates
9. Local Preference Joint Information Session
10. For Your Information-
11. Matters Not Reasonably Anticipated by the Chair
12. Minutes of the May 18, 2023 meeting
13. Next Scheduled Meeting July 20, 2023
14. Adjournment

**Date Posted:**  
06.12.2023

**Date Revised:**  
06.12.2023

**Received by Town Clerk:**

BREWSTER TOWN CLERK  
JUN 15 2023 3:49 PM

ADU ZONING AMENDMENT TIMELINE 2023  
&  
PLANNING BOARD REGULAR MEETING DATES

JUNE		JULY		AUGUST		SEPT		OCT		NOV
6/14	6/28	7/12	7/26	8/9	8/23	9/13	9/27	10/11	10/25	11/8

PB WORKPLAN  
DISCUSSION

LISTENING SESSION/S

Outreach to related committees  
(e.g. ZBA and Housing Partnership)  
& community organizations

DRAFTING WORKSHOPS/ PB VOTE

*Hrg notice to  
newspaper  
(3 weeks  
advance)*

|-----MGL C. 40A s. 5 Procedures-----|

PB submission to SB  
SB referral to PB

Hrg Notice published  
(14/7 days in advance)

Public Hearing/s

PB Vote/  
Recommendation

SB Vote/ STM  
Warrant Closes  
(est. 10/13)

STM 11/13  
PB Report

|-----INPUT: PUBLIC, STAFF, COMMITTEES, OFFICIALS -----|

# **Local Comprehensive Plan**

**Housing Building Block**

**and Housing Goal**

## **Housing**

### ***Background and Current Status***

The cost and availability of housing in Brewster was identified as the largest single challenge at the June 2017 Vision Planning Workshops, with an emphasis on how the lack of affordable housing impacts young families. Workshop participants saw housing as key to allowing young families to stay in Brewster, maintaining the diverse community that residents value, and providing the workforce that the local economy needs.

“Affordable Housing” is a term defined under state and federal law and policy meaning housing affordable to low- and moderate-income households, i.e., households earning no more than 80% of the area median income (AMI) for the county. In contrast, “attainable” or “workforce” housing is not a formally defined term. It refers to housing affordable for households whose incomes are too high for “affordable housing” but are priced out of the market i.e., households earning between 80-120% AMI. In either case, households should not be required to spend more than 30% of their income on housing costs.

Affordable housing identified by workshop participants as the biggest challenge facing the Town. While those with the lowest incomes face the greatest housing need and challenges, the cost and availability of housing, both for year-round rentals and ownership opportunities, is an issue as well for many households who do not qualify for affordable housing, making it challenging for both younger families and older residents to remain in town.

Brewster, like the rest of the Cape, is facing housing issues that are common to a number of resort, tourist-based areas throughout the country that have a significant percentage of seasonally-used housing stock (44% in Brewster). These areas all have high housing costs, in part because the average income of second homeowners is greater than that of year-round residents, which can drive up the cost of housing. Brewster’s housing stock primarily consists of detached single-family homes (75%). Brewster has twice the percentage of residential condominium units (11%) than in Barnstable County towns on average (ACS 5-Year Estimates, 2016-2020). Environmental and infrastructure factors also contribute to the higher cost of housing in Brewster. According to the Cape Cod Commission, one of the affordable housing challenges is the gap between the Cape’s comparatively low wages and high housing costs. While wages have remained relatively stagnant, housing costs have risen dramatically. Brewster’s housing problem is also exacerbated by its aging population, with few young people and limited local workers.

As for affordable housing, the town has 327 units or 6.8% counted as affordable and needs to add 153 affordable units to meet the 10% goal. The 10% metric, however, understates the range of housing needs that exists in town. Currently, 260 of the affordable units are rental units. In 2021, 31% of all rental units in Brewster were deed restricted affordable housing units. This is reflected in the median Brewster rent of \$1,097, which was artificially depressed by the percentage of subsidized housing. The median rent in 2021 was \$1,340, a 22% increase in 2 years.

A challenging housing situation has worsened dramatically since 2017. Intensified with changes associated by the COVID pandemic, the cost of housing has increased along with a sharp decrease in the number of properties for sale. Additionally, there has been a reduction in the number of homes used for year-round rentals. In 2022, the median sales price of a single-family home in Brewster was \$775,000, an increase of 44% over \$540,000 in 2020, and an 99 % increase from the original Housing Summary statistic of \$389,750 in 2015. The affordability gap has also grown tremendously. The 2022 HUD-defined Barnstable County Area Median Family Income (\$115,600) could affordably purchase a home, with current tax and mortgage rates, at a maximum of \$420,579. 85% of Brewster year-round households own their own homes, 31% of which are

housing-cost burdened (paying over 30% of their income on housing), while 64% of Brewster year-round rental households are housing cost burdened.

### ***Recent Actions by the Town***

Over the past six years, a clear pattern has emerged in Brewster's housing response. Town support has resulted in a number of housing initiatives and their corresponding Community Preservation Act (CPA), budget, and free cash funding. Creative collaboration, supportive teamwork, and resident involvement have exponentially increased the Town's efforts. Many of the strategies identified in the Town's 2017 Housing Production Plan (HPP) have been implemented. In 2017, the Town hired a part-time housing coordinator with CPA funds to coordinate the remaining strategies identified in that Plan. The Town then created a Municipal Affordable Housing Trust, supported with CPA funds and free cash allocations. In 2021, the Select Board adopted a policy to allocate 50% of the forecasted new short-term rental revenue to the Housing Trust. In 2017, Ocean Edge Resort received a special permit to create seasonal workforce housing on their property.

In 2018, Town Meeting amended the zoning bylaw with new Accessory Dwelling Unit (ADU) provisions. ADUs are a way to utilize current infrastructure, assist homeowners, and create environmentally friendly housing. Approximately 16 accessory residential units, which includes ADUs, have been permitted since 2018.

The Town has initiatives to both preserve housing and support housing without new construction. In 2021, along with Dennis and Wellfleet, Brewster was part of a \$1.3-million-dollar regional Housing Rehabilitation and Childcare Community Development Block Grant (CDBG). As the lead community, Brewster was awarded another \$1.3-million-dollar regional CDBG grant to continue the program in 2022. In response to the high price of rental housing and impact of COVID pandemic on workers, the Housing Trust created a rental assistance program funded with a CPA grant and managed by Housing Assistance Corporation. The Town also continues to operate an affordable home ownership buydown program funded through the CPA.

Partnerships with non-profit organizations and effectively using Chapter 40B Comprehensive Permits were additional strategies in the HPP. In 2018, the Town used CPA funds to purchase an access parcel and officially designated the 16 acres of Town-owned land off Millstone Road for community housing. Upon the recommendation of the Brewster Housing Trust, the Select Board accepted a proposal to build a compact grouping of 45 energy efficient affordable rental apartments which leaves most of the property untouched. Partnerships with non-profits and effectively using Chapter 40B Comprehensive Permits were additional strategies in the Housing Production Plan (HPP) that have been pursued. Brewster Woods, comprised of thirty affordable rental apartments for those in the low to moderate income bracket on Housing Authority land off Brewster Road, opened in February 2023. Elevation Financial, working in partnership with the Town, redeveloped the former vacant Wingate Rehabilitation Center into Serenity at Brewster with 132 apartments for people aged 55 and over. Construction was completed in July 2022. 20% of the units are deed restricted affordable for households up to 80% of the Area Median Income (AMI).

In 2022 Brewster completed an update to its 2017 Housing Production Plan (HPP). This plan assesses the community's housing needs, sets goals, and guides the implementation of Brewster's Housing Program over the next five years. The HPP aims to produce 24 units of affordable housing a year as Brewster works towards the state mandated 10% affordable year-round housing stock. Brewster's 2017 HPP met this production goal twice and is currently certified by the state until May 15, 2023. Funded with a Community Preservation Act grant, the 2022 HPP was prepared by Barrett Planning Group with a robust outreach process led by the Housing Partnership. The Select and Planning Boards approved the HPP update in July 2022; state approval followed in August 2022

***Key Issues Moving Forward***

There is no single solution that will provide all the needed housing options for our residents and workforce. While the unanticipated pandemic has shown how housing intertwines with physical, economic, and community health, the 2021 Cape Cod Sea Camps purchase demonstrates the Town’s ability to mobilize around a common goal. Looking forward, the Town updated the Housing Production Plan in 2022. The updated HPP will help the Town better understand the impacts of the pandemic, reassess the housing needs, and retool strategies for the next five years. A summary of the 2022 HPP is provided in Section 7. The lack of a centralized or smaller scale wastewater treatment infrastructure limits the development potential of available land. Rehabilitation and support programs will also be needed to both create and preserve housing.

Opportunities ahead for increasing housing options include expanded collaboration with Town and community entities, as well as an ongoing commitment to funding. Additional possibilities exist for joint work with conservation and environmental groups as well as businesses and the Chamber of Commerce. Zoning remains an area of potential housing opportunity, including reassessing the current ADU bylaw provisions.

## **HOUSING (HO)**

**GOAL:** Provide more affordable, attainable, accessible, safe, and fair housing, and support residents to maintain and preserve their current housing in order to remain in the community

**PURPOSE 1: Achieve the Commonwealth’s goal of 10% affordable housing by 2029**

**Actions:**

**HO1.** Implement the 2022 Housing Production Plan (HPP) Update.

**HO2.** Collaborate with existing local and regional groups to conduct public forums educating the general public on what affordable housing is and why it is important in Brewster.

**HO3.** Work collaboratively with other towns to increase opportunities for affordable housing.

**PURPOSE 2: Establish attainable housing by promoting housing choices to allow families, single individuals, older adults, and seasonal and year-round workers to live, work, and prosper in the community**

**Actions:**

**HO4.** Review and consider revising, as appropriate, the zoning bylaw to clarify/allow mixed use developments.

**HO5.** Evaluate the Accessory Dwelling Unit (ADU) bylaw provisions to improve efficacy, explore incentives for a greater number of ADUs, and connect owners to community resources to provide support and assistance in developing ADUs.

**HO6.** Support creative funding and collaborative partnerships (public/private) in the development of community housing, including incentives for year-round rentals.

**HO7.** Work collaboratively with other towns to increase opportunities for attainable housing.

**HO8.** Review and evaluate the zoning bylaw with the aim of promoting more opportunities as appropriate for various types and forms of housing, including two-family residential/duplex; multi-unit/multi-family residential; and mixed-use residential development.

**HO9.** Prioritize and incentivize the adaptive reuse of existing buildings for housing.

**HO10.** Evaluate the use of Town-owned properties for creative housing solutions, including reuse of Town-owned buildings for housing.

**HO11.** Evaluate the acquisition of land by the Town for housing, including for joint purposes such as open space uses.

**HO12.** Encourage housing in areas near transportation, public services, and economic activities.

**HO13.** Explore potential housing programs, opportunities, and funding for those earning 80% to 120% of Area Median Income (AMI).

**HO14.** Consider programs and regulatory amendments to allow for and support seasonal workforce housing.

**PURPOSE 3: Preserve existing year-round housing**

**Actions:**

**HO15.** Promote ability for residents to transition to different forms of housing and remain in Brewster over a lifetime by providing a wide range of housing choices.

**HO16.** Explore solutions to allow residents to age in place, including funding or subsidizing building adaptations, support programs, co-housing, and co-pairing situations.

**HO17.** Evaluate the ADU bylaw provisions to improve efficacy, explore incentives for a greater number of ADUs, and connect owners to community resources to provide support and assistance in developing ADUs.

**HO18.** Support creative funding and collaborative partnerships (public/private) in the preservation of community housing, including incentives for year-round rentals.

**HO19.** Analyze the impacts of short-term rental operations in town and consider adopting policies, regulations, or programs to govern or document short-term rental operations.



## Housing Coordinator Update May 2023

Jill Scalise

### Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14)
  - Responded to email and phone requests for information and assistance, 43 total requests for housing information (28) or assistance (15). Open office hours Thursday from 10-noon.
  - Outreach for the Cape Cod Commission's Housing Survey.
  - New 2023 HUD income limits reported. Median Family Income for Barnstable County is \$124,300.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Reviewed Housing Trust's progress on BAHT priority initiatives.
  - Trust approved parameters for Affordable Buydown program.
  - Drafted initial job description for the Housing Program Assistant position to be funded by Housing Trust.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
  - Preservation of Affordable Housing (POAH) and Housing Assistance Corporation (HAC) Zoning Board of Appeals (ZBA) Comprehensive Permit application: public hearing closed, 1st draft decision provided, case continued to June. Assisted Town Planner, consultant, and Asst. Town Manager with draft decision.
4. Comprehensive Permit Projects (HPP Strategy #16)
  - Brewster Woods (30 affordable rental units): All units leased. POAH and HAC held an encouraging ribbon cutting ceremony that was well attended by Brewster staff, residents, legislators & project representatives.
  - Habitat for Humanity Red Top Road (2 affordable homes): Marketing ready to begin when the state approves the fair housing marketing plan.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategy #20)
  - Brewster's rental assistance program- Researched and provided rental program evaluation memo. Housing Trust voted to continue rental assistance program. RFQ will be issued in coming months.
  - Community Development Block Grant (CDBG)- Attended public hearing. Childcare funding approved for 10 Brewster children, \$36,000 encumbered. 5 Brewster housing rehabilitation projects approved thus far.
6. Subsidized Housing Inventory (SHI) (HPP Strategy #21 & 22)
  - 212 Yankee Drive- Site visit. Still assessing scope of work for Invitation for Bid, hope to complete in June.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - ADU/ACDU bylaw review and evaluation. Assisted Town Planner Idman & Asst. Town Manager Kalinick with research and presentation to Planning Board.
  - The Town Planner, with staff input, compiled a MA "One Stop" Community Planning Grant application for funds to examine the current zoning bylaw and identify impediments and opportunities for multi-unit and mixed-use residential housing.
8. Collaboration (HPP Strategy #7)
  - Asst Town Manager and Housing Trust Chair staffed a Housing Program table at the Council on Aging (COA) Wellness Fair. Met with COA Director. Also, met with a COA Board member and provided letter of support for COA grant request for benches on Brewster Road.
  - Participated in Cape Cod Hoarding Task Force Session, Community Development Partnership regional meeting on year-round deed restrictions, and HOME Consortium.

### Upcoming Events:

- Local Preference Information Session planned for Summer 2023

### Personnel

- Participated in Housing Trust, Housing Partnership, Planning Board and ZBA meetings. Attended Town Meeting. Worked with: Assessors, Building, Council on Aging, CPC, Finance, Health, Planning, Public Works, Water, Town Administration & ZBA. Completed cybersecurity training.
- Special thanks for the ongoing involvement of and terrific support from the Planning Department (Jon Idman, Lynn St Cyr & Ellen Murphy) and Assistant Town Manager Donna Kalinick.