



# Town of Brewster Housing Partnership

2198 Main St., Brewster, MA 02631  
(508) 896-3701

## HOUSING PARTNERSHIP MEETING AGENDA

2198 Main Street  
October 19, 2023 at 6:00 PM

### Housing Partnership

Jillian Douglass  
Chair

Ralph Marotti  
Vice Chair

Vanessa Greene

Lisa Forhan

Adrienne Jones

Sarah Robinson

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=M2JSaDJWYTZPK1l3eVZPVnVmaTdiUT09>

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. November 13<sup>th</sup> Town Meeting Update: including Accessory Dwelling Unit Bylaw Amendments, Community Preservation Housing Funding Requests, and Local Comprehensive Plan
6. Housing Updates
7. Discussion on Housing Production Plan and Housing Partnership Goals and Objectives
8. Follow-up on Volunteer Fair
9. For Your Information/ Correspondence
10. Matters Not Reasonably Anticipated by the Chair
11. Housing Partnership Meeting Minutes
12. Next Scheduled Meeting November 16, 2023
13. Adjournment

Date Posted:  
10.17.23

Date Revised:

Received by Town Clerk:

23 OCT 17 11:27 AM  
*[Signature]*  
BREWSTER TOWN CLERK

## Housing Coordinator Update August 2023

Jill Scalise

### Ongoing Activities/ Projects

1. Community Outreach and Education (Housing Production Plan (HPP) Strategy #14 & 15)
  - Responded to email, phone & in person requests for information and assistance, 66 total requests for housing information (47) or assistance (19). Open office hours Thursdays from 10-noon.
  - Local Preference Information Session held for Select Board, Housing Partnership, Housing Trust, Community Preservation Committee (CPC) and Finance Committee. With Donna Kalinick, prepared and presented information on local preference. Questions and discussion followed.
  - Updated housing webpages. Newspaper interview & article.
2. Brewster Affordable Housing Trust (BAHT) (HPP assorted strategies, Select Board (SB) Strategic Plan H-1)
  - Housing Trust's Community Preservation Act (CPA) application for Affordable Buydown Program presented to Housing Partnership which recommended CPC support of the application.
  - Housing Program Assistant job description finalized, expect to be posted in September.
  - Trust met and worked on additional items throughout this report.
3. Community Housing Parcel off Millstone (SB Strategic Plan H-4, HPP Strategies #12 & 16)
  - Name approved for development: Spring Rock Village. Woodlot Way is driveway name. Spring Rock refers to a nearby large glacial erratic. Historically, this area had woodlots used to harvest poles for fishing weirs.
  - State added the 45 permitted Spring Rock Village units to Brewster's Subsidized Housing Inventory (SHI) which now stands at 7.2 %, 372 units. With these units, the Town's Housing Production Plan was certified.
  - Select Board voted & request letter sent to Executive Office of Housing & Livable Communities (EOHLC) to approve 55% local preference and 15% regional preference (Barnstable County) for initial leasing.
  - Spring Rock Village \$500,000 CPC funding application recommended for approval by Housing Partnership.
4. Comprehensive Permit Projects (HPP Strategy #16):
  - Habitat for Humanity, Phoebe Way: 30 applications received for 2 homes. Evaluating applicant eligibility.
5. Preservation of Housing and Related Support of Brewster Residents (SB H-3, HPP Strategies #20, 21 & 22)
  - Brewster's Rental Assistance Program (BRAP)- Housing Trust voted to award 3 year contract to HAC.
  - Community Development Block Grant (CDBG)- Brewster awarded FY 22/23 \$1.7 million regional grant for housing rehab and childcare assistance in Brewster, Dennis, and Wellfleet.
6. Subsidized Housing Inventory (SHI) (HPP Strategies #21 & 22)
  - 212 Yankee Drive- Upon the Housing Trust's recommendation, Select Board awarded housing preservation contract to Pearl Construction and waved building fees. Attended walkthrough of property with Pearl.
  - 6 Sachemus Trail- Worked with homeowner, Planning, Administration, legal counsel, EOHLC, and Select Board on deed violation. Property in resale process. Applications were due and lottery held by HAC.
  - Continue working on several SHI homes of concern including 11 Sean Circle.
7. Housing Production Plan (HPP) (Select Board Strategic Plan Goal H-2)
  - ADU Bylaw: Planning Board recommended ADU bylaw amendments to Select Board.
8. Collaboration and Education (HPP Strategies #7 & 15)
  - Met with CDP. Attended HOME Consortium meeting and CDP event.
  - State of Emergency declared by Governor Healey for safe shelter in Massachusetts.

### Upcoming Events & Announcements:

- Brewster's Housing Production Plan was certified by the state and the Town is in 'safe harbor' until June 13, 2024. Brewster's SHI is 7.2%, this is based on Brewster's 2020 census data of 5,170 year round units.

### Personnel

- Participated in Housing Trust, Planning Board & Select Board meetings. Also worked with: Assessors, Building, Council on Aging, CPC, Finance, Health, Library, Planning, Public Works, Town Administration, Vision Planning & Water.

**Select Board FY24-25 Strategic Plan**

**FINAL AS APPROVED 08.21.23**

Vision Building Block	Goal #	Goal Description	Timeline	Vision Plan / Local Comprehensive Plan	FY23-24 SB Plan	Primary Responsible Party	Other Key Stakeholders
Sea Camps	SC-1	Provide interim public access to and activities on both Sea Camps properties	FY24-25	X	X	Town Administration and Bay & Pond Property Planning Committees	Select Board; Recreation Commission; Recreation Dept; Town Staff
	SC-2	Continue community planning process, engaging residents and stakeholders, to develop long-term comprehensive plans for both Sea Camps properties	FY24-25	X	X	Town Administration and Bay & Pond Property Planning Committees	Select Board; BPPC & PPPC Liaisons and Representatives, and Town Staff
	SC-3	Continue to explore potential partnerships and revenue generating opportunities that mitigate tax impacts and/or provide enhanced services, programs, or amenities for residents on both Sea Camps properties	FY24-25	X	X	Town Administration and Bay & Pond Property Planning Committees	Select Board; BPPC & PPPC Liaisons and Representatives, and Town Staff
Governance	G-1	Evaluate strategies to reduce tax burden on residents, including examining revenues and targeted local tax relief options, and managing school budgets	FY24		X	Finance Team	Select Board; Finance Committee
	G-2	Develop and implement communications plan, with focus on municipal finance and taxes, to best inform residents and local businesses about Town affairs	FY24-25	X		Town Administration	Select Board; Town Staff
	G-3	Identify priority areas to increase organizational capacity to meet enhanced service needs and expanded project demands and develop long-term financing plan to fund necessary personnel	FY24-25	X	X	Town Administration, Human Resources, & Finance Team	Select Board; Finance Committee; Town Staff
	G-4	Conduct assessment of community recreation needs, develop implementation plan, and provide staffing supports to deliver enhanced recreation services	FY24-25	X	X	Town Administration	Select Board; Finance Team; Human Resources; Recreation Dept & Commission; Natural Resources Dept; Department of Public Works
Community Character	CC-1	Complete Diversity, Equity, and Inclusion audit of Town policies, provide DEI training to Town officials and staff, and integrate DEI considerations into Town programs, events, and activities	FY24-25	X	X	Town Administration	Select Board; Human Resources Department; Town Staff
	CC-2	Develop and implement FY24-28 Age-Friendly Community Action Plan based on 2023 COA community needs assessment	FY24-25	X	X	Council on Aging Board & Department	Select Board; Town Administration; Social Services Team
	CC-3	Evaluate feasibility of potential childcare subsidy program, and implement in equitable and sustainable manner	FY24-25	X		Select Board	Finance Team; Finance Committee; Housing Department
	CC-4	Evaluate impacts of short-term rentals on the community and consider potential policy solutions	FY25			Select Board & Town Administration	Board of Health; Health Department; Housing Department; Building Department; Planning Department
Open Space	OS-1	Develop standard criteria and process to evaluate potential land acquisitions and consider establishing municipal land acquisition committee	FY24	X	X	Select Board	Town Administration; Open Space Committee; Affordable Housing Trust; Water Commission; Town Staff
	OS-2	Identify priority goals of 2021 Open Space and Recreation Plan and begin implementation, including making targeted accessibility improvements to Town-owned conservation land	FY24-25	X		Natural Resources Advisory Commission & Dept; Recreation Commission & Dept	Town Administration; Select Board; Conservation Commission; Water Commission & Dept

**Select Board FY24-25 Strategic Plan**

**FINAL AS APPROVED 08.21.23**

Vision Building Block	Goal #	Goal Description	Timeline	Vision Plan / Local Comprehensive Plan	FY23-24 SB Plan	Primary Responsible Party	Other Key Stakeholders
Housing	H-1	Promote and encourage support programs that help residents stay in their homes	FY24-25	X	X	Housing Dept	Select Board; Town Administration; Affordable Housing Trust; Human Services Committee; Council on Aging
	H-2	Continue implementing Housing Production Plan	FY24-25	X	X	Affordable Housing Trust & Housing Dept	Select Board; Planning Board; Housing Partnership; Town Administration; Planner
	H-3	Continue to provide support for Millstone Community Housing initiative	FY24-25	X	X	Town Administration & Housing Dept	Select Board; Affordable Housing Trust; Community Preservation Committee
Local Economy	LE-1	Develop Guide to Doing Business in Brewster	FY25	X	X	Town Administration	Building Dept; Health Dept; Planning Dept; Natural Resources Dept; Town Clerk; Chamber of Commerce
Coastal Management	CM-1	Identify and implement priority goals and strategies of Coastal Resource Management Plan (Phase I)	FY24-25	X		Natural Resources Commission & Dept	Select Board; Conservation Commission; Town Administration
	CM-2	Advance intermunicipal shoreline management plan initiative with Dennis and Orleans	FY24-25	X		Natural Resources Dept	Natural Resources Advisory Commission; Town Administration; Conservation Commission
Water Resources	WR-1	Continue Integrated Water Resource Management Plan implementation and update as needed to reflect current alternatives analyses, prioritize pond water quality, and identify timelines	FY24-25	X	X	Water Resources Task Force	Town Administration; Select Board; Natural Resources Commission & Dept; Water Commission & Dept; Board of Health & Health Dept; Planning Board & Dept; Finance Committee; Brewster Ponds Coalition
	WR-2	Continue to manage Pleasant Bay watershed permit, develop new watershed permits, and educate the community about changes to Title V regulations and new DEP nitrogen sensitive watershed permit regulations	FY24-25	X		Water Resources Task Force	Town Administration; Select Board; Board of Health & Health Dept; Pleasant Bay Alliance; Golf Commission & Dept; Brewster Ponds Coalition
Community Infrastructure	CI-1	Collaborate with Brewster Ladies Library Association Board to determine priorities for library renovations and possible funding options/opportunities	FY24		X	Select Board & Town Administration	Finance Team; Brewster Ladies Library Association Board & Library Dept; Community Preservation Committee; Finance Committee
	CI-2	Lead approved capital projects through to successful completion and continue to communicate and engage with residents	FY24-25	X		Town Administration	Select Board; Town staff
Climate Mitigation & Adaptation	CA-1	Identify and implement priority energy and climate mitigation/ adaptation goals and strategies consistent with the Municipal Vulnerability Preparedness Plan, Green Communities Energy Reduction Plan, and Hazard Mitigation Plan	FY24-25	X		Energy & Climate Action Committee; Energy Manager	Town Administration; Select Board
Solid Waste Management	SW-1	Establish improvement process for Department of Public Works and Recycling Center campus based on results of site assessment	FY24	X	X	DPW Director	Town Administration; Select Board; Recycling Commission



## HOUSING PRODUCTION PLAN (HPP) IMPLEMENTATION TABLE OCTOBER 2023

The table below outlines the responsible parties for each strategy, as well as possible time frames and progress on strategies. The column on the right provides notes and accomplishments regarding the Town's work on the strategies one year into the 5-year plan.

**Housing Production Plan Implementation Table as of September 2023 (Updated from Table 24 in the 2022 HPP) Note: SB FY24-25 Strategic Plan (H-2)**

Implementation Strategies		CONFIRM Responsible Entities		CONFIRM Time Frame	NOTES	✓
		Lead	Support			
<b>Regulatory Reform</b>						
#1	Reevaluate the existing ADU and ACDU bylaws and other references to accessory apartments; explore amendments to streamline these provisions and improve their efficacy.	Planning Building	BHP HC SB	In Process/ FY24	Staff feedback. PB evaluation, drafting, listening sessions & hearings. SB amendments Fall23TM. Jon Idman staff lead.	
#2	Amend zoning to clearly allow mixed uses that include housing in business-zoned areas.	Planning	SB, HC TA, BHP	FY24	Community planning One Stop grant application 6/23 - Jon Idman staff lead.	
#3	Reevaluate the existing multifamily dwelling bylaw (Section 179-34) and consider changes and other regulatory measures to facilitate multi-unit residential development.	Planning	HC, TA SB	FY24	Community planning One Stop grant application 6/23 - Jon Idman staff lead.	
#4	Explore measures to require or encourage the inclusion of affordable units in residential development over a certain number of units.	Planning	HC, TA SB	TBD		
#5	Allow and incentivize the adaptive reuse of existing buildings for the creation of affordable and mixed income housing.	Planning Building TA, SB	HC ZBA	TBD		
#6	Utilizing the findings of the ongoing Integrated Water Resource Management Plan, continue to identify appropriate wastewater treatment systems to enable the creation of denser housing development that can support the inclusion of affordable units.	Interdepartmental: Water Resources Task Force. Health, TA, SB, Planning, Natural Resources	HC	TBD		



**Housing Production Plan Implementation Table as of September 2023 (Updated from Table 24 in the 2022 HPP) Note: SB FY24-25 Strategic Plan (H-2)**

Implementation Strategies		<b>CONFIRM</b> Responsible Entities		<b>CONFIRM</b> Time Frame	NOTES	✓
		Lead	Support			
<b>Funding &amp; Assets</b>						
#7	Continue to work with nearby communities on the Cape by pooling CPA funds and other resources to construct affordable housing in suitable locations throughout the region and meet regional housing needs.	CPC TA HC SB	BHP BAHT	In process, success, & ongoing	Spring TM23: CPC fund HAC Orleans & POH/CDP Wellfleet. Spring Rock 55% local & 15% region preference approved by EOHLC. CPA app for Fall TM23	✓
#8	Develop a five-year financial plan for the BAHT and determine whether additional funding streams should be explored.	BAHT & Finance (FT) Team & SB	HC CPC	Partially complete & In Process	Five year plan developed by Trust in FY23. Trust has interest in exploring additional funding streams.	✓
#9	Based upon the BAHT five-year financial plan, explore other funding opportunities to support housing initiatives at a range of income levels.	BAHT, CPC, FT, SB, TA & HC	BHP	FY24	Trust notes: RE transfer tax, year-round deed restrictions, standing appropriation for land, Trust for 80-120% AMI.	
#10	Explore local property tax incentives for the creation of affordable housing, such as offering a reduction of property taxes to an owner renting an affordable unit.	SB TA Finance	Assessor HC BAHT	TBD		
#11	Develop criteria for assessing a property's suitability for the creation of affordable and attainable housing.	Planning HC, BAHT Building, Health	Cons Comm, Open Space TA, SB, MHP	First	Not yet addressed, consider for FY24	
#12	Inventory existing Town-owned land using the criteria developed to determine suitability for housing; develop & issue an RFP for the development of affordable & attainable housing on properties identified as suitable for housing development.	Planning HC TA BAHT Cons Comm	Assessor SB Open Space	After #11		
#13	If deemed necessary based upon the findings of the Town-owned land inventory, develop and issue an RFP for the acquisition of privately held land for the creation of affordable and attainable housing.	BAHT TA HC	Planning SB	After #12		



**Housing Production Plan Implementation Table as of September 2023 (Updated from Table 24 in the 2022 HPP) Note: SB FY24-25 Strategic Plan (H-2)**

Implementation Strategies		CONFIRM Responsible Entities		CONFIRM Time Frame	NOTES	✓
		Lead	Support			
<b>Education &amp; Advocacy</b>						
#14	Develop a collaborative housing education plan that connects to the Town's Local Comprehensive Plan (LCP).	BAHT BHP HC	Vision Planning BHA, COA	In process	Working collaboratively with LCP for Fall TM23	
#15	Continue to ensure regular participation by staff and members of Town bodies in available trainings on housing-related issues including fair housing, local and regional housing needs, comprehensive permit administration, and other relevant topics.	HC BAHT BHP	Planning CPC ZBA SB Finance	In process & ongoing	Provide training info. Local Preference Forum on 8.17.23.	
<b>Local Policy &amp; Planning Strategies</b>						
#16	Continue to make good use of 40B, including the Local Initiative Program (LIP), as a vehicle for creating affordable housing.	BHP BAHT HC, TA	SB ZBA CPC	Success & ongoing	Brewster Woods leased, Habitat in development, Spring Rock Village comp permit approved. SB FY24-25 Plan (H-3)	✓
#17	Encourage public/private partnerships to facilitate the collaborative production of affordable housing to meet a range of community needs.	BAHT BHP HC TA	SB Planning CPC	TBD	No inquiries thus far.	
#18	Continue to monitor the impacts of short-term rentals on the availability of year-round rental units; review and consider changes to local policies accordingly.	SB Finance TA	BAHT HC	In process	SB FY24-25 Plan (CC-4) Evaluate impacts of short term rentals.	
#19	Increase housing staff capacity to ensure continued and consistent collaboration with the Building, Conservation, Health, and Planning Departments.	TA, BAHT Finance HC	Interdepartmental: Building Planning	In process	Housing Trust approved funding for housing program assistant. Job description in process for hiring FY24.	



**Housing Production Plan Implementation Table as of September 2023 (Updated from Table 24 in the 2022 HPP) Note: SB FY24-25 Strategic Plan (H-2)**

Implementation Strategies		<b>CONFIRM</b> Responsible Entities		<b>CONFIRM</b> Time Frame	NOTES	✓
		<i>Lead</i>	<i>Support</i>			
<b>Community Resources &amp; Local Support</b>						
#20	Continue the CDBG-funded housing rehabilitation program to enable income-eligible homeowners to make critical home repairs.	HC TA Finance	SB BAHT Building	In process	Received 1.7M CDBG FY22/23 funding as lead community. SB FY24-25 Plan (H-1)	✓
#21	Evaluate current CPC-funded housing initiatives and consider adjusting to meet current needs.	BAHT CPC, SB HC	BHP	In process	BAHT will oversee Buydown, CPC request Fall TM23. Rental assistance continued, 3 year contract with HAC 8.23.	✓
#22	Explore other opportunities for direct support for eligible households, including partnerships with local non-profits and housing assistance providers.	HC BHP BAHT	COA, SB CPC BHA	In process	Working with CDP & HAC on ADU resources. Cape Light Compact. Water bills.	

Notations:

BAHT- Brewster Affordable Housing Trust  
COA- Council on Aging  
FT- Finance Team  
SB- Select Board  
✓ = accomplishment

BHA- Brewster Housing Authority  
CPC- Community Preservation Committee  
HC- Housing Coordinator  
TA- Town Administration

yellow highlight- active work  
BHP- Brewster Housing Partnership  
Cons Comm- Conservation Committee  
MHP- MA Housing Partnership  
ZBA- Zoning Board of Appeals



**2023-  
2024**

# Lower Cape Housing Institute

## SEPTEMBER 2023

### Outer Cape Peer Group

Tuesday, 9/12 at 3 pm - 4:30 pm

### Lower Cape Peer Group

Thursday, 9/14 at 3 pm - 4:30 pm

## MARCH 2024

### Regional Peer Group Meetings

Tuesday, 3/12 at 3 pm - 5 pm

## OCTOBER 2023

### Workshop: Housing 101

Tuesday, 10/17 at 10 am - 11:30 am

### Workshop: Community Engagement

Tuesday, 10/31 at 10 am - 11:30 am

## APRIL 2024

### Workshop: Financing Affordable Housing

Tuesday, 4/2 at 10 am - 11:30 am

## DECEMBER 2023

### Regional Peer Group Meetings

Tuesday, 12/12 at 3 pm - 5 pm

## MAY 2024

### 2024 Annual Town Meetings

### Town Captain Huddle

Thursday, 5/30 at 12 pm - 2 pm

## JANUARY 2024

### Workshop: ADU's to Zoning Changes: Strategies to Encourage Housing Production

Tuesday, 1/9 at 10 am - 11:30 am

## JUNE 2024

### Outer Cape Peer Group

Tuesday, 6/11 at 3 pm - 4:30 pm

### Lower Cape Peer Group

Thursday, 6/13 at 3 pm - 4:30 pm

## FEBRUARY 2024

### Workshop: Local Preference - "But who's going to live there?"

Tuesday, 2/13 at 10 am - 11:30 am

To register, email  
Amanda Bebrin, Director  
of Housing Advocacy at  
[amanda@capecdp.org](mailto:amanda@capecdp.org)

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# Lower & Outer Cape Peer Group Meetings

Quarterly, Select Tuesdays and Thursdays 3 pm - 4:30 pm

## Fall Peer Group

Outer Cape Peer Group  
Tuesday, September 12th

Lower Cape Peer Group  
Thursday, September 14th

## Winter Peer Group

Regional Peer Group Meeting  
Tuesday, December 12th  
3 pm - 5pm

## Spring Peer Group

Regional Peer Group Meeting  
Tuesday, March 12th  
3 pm - 5pm

## Summer Peer Group

Outer Cape Peer Group  
Tuesday, June 11th

Lower Cape Peer Group  
Thursday, June 13th

**Register at [capecdp.org](http://capecdp.org), and click on Upcoming Events and then Housing to sign up for workshops and peer groups. Pre-registration is required.**

## Contact:

Amanda Bebrin  
Director of Housing  
Advocacy  
[amanda@capecdp.org](mailto:amanda@capecdp.org)  
508-290-0130

# 2023 - 2024

# LOWER CAPE HOUSING INSTITUTE

Virtual Workshops

Held Select Tuesdays, 10 am - 11:30 am



## **WORKSHOP: HOUSING 101**

Date: October 17, 2023

This workshop addresses barriers to housing production on the Lower & Outer Cape by providing effective strategies to create more homes in your town. You will leave this workshop with the knowledge and language to support housing initiatives as well as a firm understanding of what must be done to solve your town's housing crisis.

We'll explore the following questions:

- What is housing, affordable and attainable?
- Who needs it?
- What are the various types of housing that would meet the need of a diverse community?
- What can it look like and how does it get built?
- What do we need to get the best housing?
- What housing developments are happening in your town?

## **WORKSHOP: COMMUNITY ENGAGEMENT**

Date: October 31, 2023

Housing opportunities are made or broken at the local level, but recent research\* has shown that the loudest voices in the room often do not represent the community as a whole. In this session, we'll explore a variety of methods for inviting groups that are underrepresented in local decision-making, including renters, POC, and parents, into the conversation in order to create more equitable outcomes.

## **WORKSHOP: ADU'S TO ZONING CHANGES: STRATEGIES TO ENCOURAGE HOUSING PRODUCTION**

Date: January 9, 2024

Historically, zoning has been used to exclude development, uses, and people. This workshop will explore how we can reimagine zoning to encourage certain development patterns, create needed homes, and attract a range of residents. Zoning-based tools ranging from ADU's to design standards and housing "by right" can be used to accomplish these goals; this workshop will also discuss the practicalities of implementing these strategies.

## **WORKSHOP: LOCAL PREFERENCE: "...BUT WHO'S GOING TO LIVE THERE"?**

Date: February 13, 2024

What are local preference and affirmative fair marketing? Is local preference working the way people think it does? While the term seems self-explanatory, the mechanics of local preference are complex and not widely understood. Providing homes for local people and providing homes for new residents are equally important in a healthy, sustainable community, and we'll explore how local preference is involved in that equation.

## **WORKSHOP: FINANCING ATTAINABLE HOUSING**

Date: April 2, 2024

In order to address the housing shortage, towns must allocate significant local funds to create more units serving a range of income levels. This workshop will examine how affordable housing development initiatives are financed, as well as exploring gaps in financing, and will analyze the impact of allocating short-term rental taxes to housing initiatives.



# Town of Brewster

2198 Main Street  
Brewster, MA 02631-1898  
Phone: (508) 896-3701  
www.brewster-ma.gov

## MINUTES OF THE BREWSTER HOUSING PARTNERSHIP

**DATE:** August 31, 2023  
**TIME:** 6:00 PM  
**PLACE:** 2198 Main Street

**PARTICIPANTS:** Chair Jillian Douglass, Lisa Forhan, Vanessa Greene, Sarah Robinson, Ralph Marotti  
**REMOTE PARTICIPANTS:** David Quinn for HAC.

### **Call to Order, Declaration of a Quorum, Meeting Participation Statement and Recording Statement**

- Chair Douglass called the meeting to order at 6:03pm and completed a roll call vote. She declared a quorum with all current members present except Steve Seaver.  
Chair Douglass read the meeting participation statement and the recording statement.

### **Review of Housing-Related Applications Referred by the Community Preservation Committee(CPC) : Brewster Affordable Housing Trust's Application for \$250,000 of CPA Funding For Continuation of Brewster's Affordable Housing Buy-Down Program – Presentation by Donna Kalinick, BAHT member**

Ms. Kalinick introduced herself and explained that, since 2007 the Town CPC has managed Brewster's Buy-Down Program and has expended the full amount allocated, which was \$360,000, to assist twelve (12) income-eligible households to purchase homes in Brewster at affordable prices. Most of those homes were units within the Town's subsidized housing inventory(SHI), meaning they already had deed-restrictions related to their future resale prices. All homes assisted by this program have, as a condition of CPA program subsidy, permanent deed-restrictions, so that their future resale prices will be affordable to future households earning no more than 70% of AMI. The program has been overseen by the Community Preservation Committee, and is primarily administered by the Housing Coordinator (Jill Scalise). In the past awards had been capped at \$30,000 per household. This application is requesting that the program come under the Housing Trust (as opposed to the CPC), because the Trust would have broader funding and management flexibilities and capabilities than the CPC. The Trust will be revising the standard assistance award amount to up to \$50,000, flexing upwards if the Trust deems worthy and appropriate. It is noted that under current market conditions, the amounts that would typically be required by a household earning 70% AMI to buy a market-rate home (i.e.: one not discounted or currently deed-restricted for affordable re-sale) could be over \$300,000, due to the current scarcity of affordable homes in our Town and the current income gap.

The continuation of the Buy Down Program is consistent and aligned with the goals and strategies identified and put forward by the Community Preservation Plan, the Town's Housing Production Plan and the AFH Trust's goals.

It was clarified for Mr. Marotti that an income-eligible buyer must apply for Buy-Down funds and the home for purchase must meet standards for occupancy. If repairs are required, funds are held in escrow until repairs are completed and the home is habitable. Costs are included in the grant amount. Ms. Forhan noted that the thank you and support letter from a program participant was very helpful.



# Town of Brewster

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The Chair encouraged the Town to further support and encourage Brewster property owners to offer discounted sales of their property. Ms. Kalinick noted that HAC's Ready to Buy list is used to identify buyers, but a lottery is undertaken to ensure fair marketing.

**Sarah Robinson moved that the Partnership accept the application and recommend that the CPC support it and forward it to Town Meeting for funding approval. Lisa Forhan seconded the motion. The vote was 5 yes, unanimously in favor.**

**Review of Housing-Related Applications Referred by the Community Preservation Committee(CPC) :  
Application from Brewster Affordable Housing Trust for \$500,000 in CPA housing funds towards the development of 45 units of Affordable Rental Housing known as Spring Rock Village, a MGL C.40B LIP Project permitted by the Brewster ZBA on June 13, 2023. –  
Presented (virtually) by David Quinn, Director of Development for Housing Assistance Corporation(HAC) & Vita Shidovsky of Preservation of Affordable Housing (POAH)**

Mr. Quinn introduced the new name of Spring Rock for the development and outlined the project team & partners. He presented illustrations of showing the location and site, pointing out that by clustering construction in the northwest corner of the site, they were able to leave 78% of the site currently untouched and undisturbed.

The mix for the 45 rental units will be:

- 15 1-bedroom,
- 25 2-bedroom and
- 5 3-bedroom units

He further explained and illustrated the project design, including building types. His presentation showed that the affordability ranges for the 45 units mix would be:

- 8 units affordable to Households of 30% AMI,
- 27 units affordable to Households of 60% AMI
- 10 units affordable to Households of 80% AMI

with current representative rents are:

- 1-bed = \$591 - \$1,739
- 2-bed = \$821 - \$1,957
- 3-bed = \$1,252 - \$2,173

Ms. Shidovsky reported that after 5 meetings with the Local ZBA, the Town approved the 40B Comprehensive Permit for this Local Initiative Project in July. Through the process, drawings and details have advanced to improve privacy and ambiance, as well as circulation of both vehicles and pedestrians. The professional plan sheets are close to ready. Construction cost estimates are in progress and expected to be completed this Fall for EOHL submission for funding approval this Winter. Approval of local funding assistance will be valuable towards gaining State approvals for additional subsidies and funding.

The funding sources were further detailed, including a State 9% tax credits and solar energy tax credits, and funding from the CPC or neighboring Towns, pending final construction estimates.



## Town of Brewster

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Mr. Marotti asked about emergency back-up power, suggesting that solar battery back-up would be a nice feature. It was noted that all systems are intended to be electric, but there is natural gas service on Millstone Road for a potential generator. POAH will remain as the management entity as well as the developer and they will likely explore the potential for solar/battery powered emergency back-up power at a future date.

Vanessa Green asked about local preference. Donna Kalinick reported that the Town Select Board has requested 55% Local Preference and 15-20% Regional Preference approval from the State EOHL. Approval looks promising.

The Chair noted that over the course of the Partnership's review, the project costs of \$18.6M have risen to over \$27M. It was noted that the cost per unit is currently projected at \$414/unit, which is substantially below costs that are coming in for projects in other Towns. Donna Kalinick noted that the progressive improvements to the design that have resulted from intensive public engagement have added to the cost. It was agreed that the depth of thought and input that have gone into the public process for this project are yielding an extremely high-quality neighborhood with extraordinary attention to detail.

It was noted that as part of the Approval of the Town's Housing Production Plan, these 45 units, which have been "in the pipeline", have been included in the Town's SHI. Since original LIP application for this project was submitted in 2017, the Town's Chapter 40B Affordable Housing percentage of year-round housing units has risen 2%. In 2017, using the 2010 decennial census data the Town, 5.2% of the Town's year-round housing was considered Affordable. Now using the 2020 census data, Brewster has achieved 7.2% Affordable housing. With our updated 2023 Housing Production Plan approval, Brewster has attained State status of "Safe Harbor" stemming from its progress, and is exempted from mandatory waiver of local zoning for any non-compliant proposed ("un-friendly") Comprehensive Permits, until June 2024.

Mr. Ralph Marotti "enthusiastically" moved to support the Trust's application for \$500,000 of CPA Housing funds towards HAC/POAH's development of Spring Rock Village, and to recommend that the CPC fund the request and forward the application to Town Meeting for approval. Lisa Forhan seconded the motion "enthusiastically". The vote was unanimously 5 votes in favor.

### Housing Updates

Donna – 212 Yankee Drive – Contractors to start a 12-week construction project and lottery to begin 30 days prior to occupancy.

Lottery held for Phoebe's Way Habitat units (2)

Lottery held for a Sachemus Trail unit. 19 of the 21 applicants September

Volunteer Appreciation Event 9/30/23, Sat. 10a-12p

Lower Cape CDP Peer Group 9/14/23 3pm, Hybrid – live or virtual options.

Governor's Declaration of Crisis related to Emergency for sheltering of migrant populations. Joint Base Cape Cod, Eastham potential site. Further exacerbating the temporary sheltering that occurs for our seasonal population placements in hotel & motel.



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Chair noted the Town of Dennis held a public hearing on Tuesday regarding a Multi-Use Re-Zoning initiative for 4 or 5 parcels totaling 88 acres on Route 134, with a potential 700-1,200 unit build-out. She noted there was obvious misunderstanding by the public between a specific “development project” and a re-zoning initiative, which would simply offer the option for future development.

Donna Kalinick reported that the Draft ADU bylaw changes will be heard by the Select Board on 9/11/23. From there it will likely be referred back to the Planning Board for public hearing. It was noted that the Planning Board has intentions to discuss and present future zoning initiatives for Multi-Family zoning & “Top-of-Shop” housing.

The Chair reported that the Barnstable County HOME Consortium met last week. The Cape Cod Commission and County are working towards the establishment of a Regional Housing Service Office. They are seeking public input on the role and responsibilities that a Regional Housing Office could fulfil, including data collection and compilation as well as SHI monitoring and reporting.

Donna Kalinick reported that the Town had issued a Request for Quotes for Rehab work on 212 Yankee Drive. HAC will be coordinating the rehab work and The Resource Inc (TRI) will serve as the independent Lottery Agent

No Minutes were presented for approval.

Sept. 21, 2023 set for the next meeting.

**Ralph Marotti moved to adjourn. Vanessa Green seconded. The vote was 5 yes, in unanimous favor.**

Respectfully submitted,  
Jillian Douglass, Chair