



Affordable Housing Committee Meeting Minutes

Date: May 17, 2022

Time: 7:00 pm

Location: Remote

Attendees: Chairperson, Brian Keating; Clerk, Lora Woodward; Members: Tereze Stokes, John Ladik

Guests: Jennifer Gingras, Pepperell Town Planner

- **Call to Order**
7:02pm by Chair, Brian Keating

- **Acceptance of Minutes of any previous meetings**
 - Tereze Stokes makes motion to accept the meeting minutes of 4/12/2022; John Ladik seconded. Vote was 4-0; Motion passes unanimously.

- **RFP for Inclusionary Zoning consultant services - Discussion**
 - Brian crafted a draft RFP for reviewing the Pepperell's zoning ordinances in general; After sending it out, Jenny clarified that she requested an RFP to be focused on Inclusionary Zoning (IZ); Brian spoke to Jenny and didn't have time to get back to the task
 - Jenny shared that the Town of Pepperell (TOP) has a template already created for RFPs and that she is requesting clarity from AHC on the scope of work to be requested from a consultant.
 - Jenny shared an example (Request for Quotes for an Inclusionary Zoning Financial Feasibility Analysis for the City of Malden), which included the fields that she was seeking from the Affordable Housing Committee (AHC): Housing statistics, background paragraph, scope of work (SOW), share draft of IZ as a resource.
 - Brian shared that the goal is for the consultant to meet with the committee and share what regulations would be appropriate for Pepperell; Brian said the scope of work is to make our draft IZ bylaw solid.
 - Suggested SOW for Pepperell based on Malden document:
 - i. 1. Review draft ordinance
 - ii. 2 Meet with Town staff and AHC and Town Staff, including the Town Planner
 - iii. 3. Determine study methodology based on Consultant's expertise and Town and AHC needs that may include:

1. Establishing a technical advisory committee that includes stakeholders familiar with development in the Town and/or conducting interviews with said stakeholders (Town Planner, AHC, developers, renters) [we should beef up our committee with people that support AHC; we should have them focus on conducting interviews for local developers]
 2. Generating prototype housing projects using the list in the housing projection plan by zoning or overlay districts [i.e. 40R in-fill development/mixed use, Senior center lots, Adaptive Reuse Overlay (Peter Fitz)]
 - a. Jenny clarified that this is likely looking for examples of what the housing would look like with IZ bylaw
 - b. Would be good to focus on 3-4 examples that show what inclusionary zoning will do
 - c. Existing requirements and what the consultant would recommend and other affordable housing requirements and make recommendations based on those bylaws
 3. Determining geographic subareas of the Town based on varying land values
 - a. What can we do with large area zoning and dense downtown
 - iv. Conduct feasibility analysis that may include the following measures:
 1. Minimum size of applicable developments
 2. Percentage of inclusionary units
 3. Income eligibility/maximum rents/sale prices
 4. Homeownership vs. rental tenure (focus on rentals and downtown density)
 5. Unit types (studio, 1-bedroom, 2-bedroom, etc.)
 6. Offsite compliance
 7. Formula for fractional in-lieu payments
 8. Potential incentives, including density bonuses, parking reductions, fee waivers, etc.
 - v. Draft alternatives and make recommendations to AHC and Town for comment
 - vi. Hold community meeting to present analysis and alternative recommendations for public feedback
 - vii. Finalize report
- Jenny shared that the Pepperell Historical Commission has hired a consultant to do an analysis of historical properties; There are MPIT funds and a budget for grant matches that AHC can apply for.
 - Lora asked Jenny what she recommends for what we should be looking for from the consultant
 - i. Jenny shared that we should look for a report from the consultant – then see if we can further the contract for public meetings with Planning Board (PB) and for Town meeting
 - ii. Brian said he felt the committee would be fine taking it from after having an initial report
 - iii. Brian feels that there could be a lot of push back: IZ, Mixed Use Overlay District (MUOD), 40R. How will the town react to these zoning changes?
 - iv. John said info sessions need to be outside of town meeting; we need to see what we have first before lumping them together

- v. Jenny shared that the current idea is for 40R and MUOD to be combined so they don't compete with one another. While it is nice to have affordable housing be concentrated downtown, it isn't including single family homes or multi-family developments; there should be IZ across the town.
- vi. Lora said that all the zoning consultants should coordinate the best approach for the town. We don't want to be working as an island.
- vii. Brian offered to update the RFQ information and send it to Jenny.
- viii. Brian asked how the committee should approach MPIT?
 - 1. Give request to Jenny, make a presentation to Planning Board, show the work we've done so far and why we need the funding.

- **Discussion of Smart Growth Overlay District (Ch. 40R) Analysis (Jenny)**

- Jenny shared the initial findings of a report by Northern Middlesex Council of Governments (NMCOG) consultant Chris Hayes.
 - i. 40R, aka Smart Growth Zoning Overlay District Act – needs to be near transit, jobs, business
 - ii. Bonus payments for units created and all units count toward Subsidized Housing Inventory (SHI) goal of 10%
 - iii. Need to explain how 40R compares to a 40B
 - iv. Sites of interest, nine listed in table 1
 - v. Feedback wanted: Which scenario to go with: one parcel, multiple parcels, larger area, or combination of 40R and MUOD.
 - vi. Why would a developer do a 40R when they could follow MUOD?
 - 1. MUOD or 40R underutilized; they were conflicting with each other
 - 2. If combined in the bylaw, the MUOD design standards would apply but separate 40R requirements for parcels within the district (density for units and town would get the incentive payments); 40R is by right
 - a. Fragmenting
- Brian asked what would you not be getting from MUOD?
 - i. Jenny shared that under 40R all units count as SHI whether affordable or not; under MUOD only affordable units are counted toward SHI;
 - ii. We want the same design standards from MUOD for 40R; it's form-based code; they compete with one another in the affordable housing component; developers would likely choose the MUOD because it's less constringent; we would just do 40R but it would encompass everything in MUOD as form based code. Anything in MUOD overlay would have to be by right because 40R is by right.
 - iii. Brian said you could have form-based code throughout the district
 - 1. Ball is already rolling on MUOD
 - 2. Want them both to work together to some advantage
 - 3. 40R and MUOD work well together, example Danvers
 - 4. Why go for a special permit when they could do something by right
- Jenny said that she floated the idea to the PB last night and now to AHC. If we go this route, then they will need help driving it home. When people think of affordable housing, they think of slums. She has asked the consultant Ted Brovich to develop prototypes to show density. However, his contract ends at the end of June.
- Lora asked who is responsible for the comprehensive marketing strategy to move this forward

- i. NMCOCG Chris Hayes through December for technical assistance
 - ii. Town Planner, AHC, and PB looking to present it to town
 - iii. Lora suggested repurposing the video Brian made on PCM
 - iv. Brian said, 3-4 meetings in different place: library, senior center, schools to tap into different populations in different venues
 - v. Jenny said, Not about changing minds, but getting more people involved; a lot of people don't understand the importance; walking tours, talk to businesses, flyers, come to meetings; don't rely on social media
 - vi. Lora said we have to have hope.
 - vii. Tereze says it is about education.
- Jenny asked the group to think about the scenarios. Final presentation from Chris Hayes. PB needs pre-eligibility hearing by end of July; DHCD needs to approve before it goes to town meeting.
 - i. AHC could attend PB meeting on June 6 to hear Chris Hayes's presentation

- **New Business**

- none

- **Next Meeting**

Set for Tuesday, June 14, 2022 at 7:00 p.m.

- **Adjournment**

Motion to adjourn made by John Ladik; Seconded by Brian Keating.

Voted 4-0; Motion passes unanimously. Meeting adjourned at 8:35 pm.