



**Town of Barnstable**  
**Planning and Development Department**  
**Housing Committee**



[www.townofbarnstable.ma.us/housingcommittee](http://www.townofbarnstable.ma.us/housingcommittee)

Draft Meeting Minutes  
 November 9, 2022  
 367 Main Street, 2nd Floor, Selectman's Conference Room, Hyannis MA

**Members present:** Donald Lynde, Meagan Mort, Hilda Haye, Paula Breagy, Lorri Finton – BHA Liaison

**Members absent:**

**Staff present:** Ryan Bennett, Housing Coordinator

**Chair**

Dave Carey

**Vice Chair**

Hilda Haye

**Clerk**

**Members**

Paula Breagy

Donald Lynde

Meagan Mort

Emily Cornett

**Barnstable Housing Authority Liaison**

Lorri Finton

**Town Council Liaison**

Paul Hebert

**Staff**

**Director:**

Elizabeth Jenkins

**Housing Coordinator:**

Ryan Bennett

**Hilda Haye opened the Housing Committee meeting at 4:00pm.**

Hilda Haye announced that the meeting is recorded and broadcast on Channel 18 and in accordance with MGL Chapter 30A, s.20; and inquired whether anyone is taping this meeting and to please make their presence known.  
 No response.

**Introduction of New Member Emily Cornett:**

Emily Cornett introduced herself. She hopes that she is able to bring knowledge of how to help locals with housing. As a loan officer she believes she has a unique perspective and knows some of the challenges and can help with those challenges. The Committee goes around introducing themselves.

**Housing Plan Production Update:**

Ryan Bennett introduced Laura Smead and Jenn Goldson of JM Goldson to give an update on the Housing Production Plan early goals and strategies.

Jenn Goldson referred to the draft strategies and goals that were compiled together from the focus groups, interviews, and the forum as well as information gathered about the Town's zoning bylaw, local capacity, and development constraints. Jenn stated that their hope is to gain ideas and also prioritize strategies so as to not overload the five year plan. This part of the planning stage is to develop ideas, address the goals, make sure to meet the needs, and prioritize strategies. Jenn Goldson emphasized that feedback is very important before the public forum so that the presentation may be accurate and informative.

Laura shared her screen for the presentation of the update.

First, the schedule of the project timeline is shared. Currently, we are at Committee Meeting #3 and are three weeks out from the Community Forum. There will be a meeting in December to go over the forum results and then the first full draft of the plan will be submitted. Revisions will be made and presented at the January meeting to be followed up by being presented to the public and open for public comment. February 6<sup>th</sup> (target date), the HPP will be presented at a joint meeting with Housing Committee and Planning Board. After review from HC and PB, it will be revised and presented to the Town Council before being submitted to DHCD.

**5 Year Housing Goals:**

- Housing production goal.
- Ensure new development promotes smart growth and natural resources.

- Assist in stabilizing housing and provide housing assistant programs and services for Barnstable's most vulnerable residents.
- Preserve local capacity to implement housing initiatives and strengthen working partnerships.
- Promote greater public awareness and understanding.

Jenn opened up the discussion about the goals and if everyone thinks they're sufficient as we are not wed to these goals and they are able to adjust.

Meagan raised the concern that while it is great to focus on the vulnerable populations she's concerned that the community who needs housing but is unable to qualify for housing is left out of the goals. Jenn referred back to the first goal that included affordable year-round senior, rental, and ownership housing and maybe that it isn't encompassing enough. Hilda is in agreement with Meagan as a big portion of the workforce is looking to move off Cape for more affordable housing. Meagan commented that changing the verbiage from affordable to attainable or accessible would be helpful.

Paula asked how do these five goals differ or are similar to the previous goals we've had in other HPP plans. Laura commented that the previous plan had more goals and had a heavy emphasis on inter-generational housing and here we're breaking down the list of who these goals are targeting. Goal two is very similar to a goal we've had in the past. Goal three has more emphasis on the vulnerable population. Goal four is very similar to goals in the past as it is imperative to the plan to maintain and strengthen working partnerships. Goal five has more of an emphasis on the housing crisis and bringing that awareness to the community.

It is agreed to a week to review and give feedback to Ryan about the goals.

**Strategies (Three main categories with roughly nine to eleven strategies each):**

- Planning, Policies, & Zoning
  - Consider amending zoning
  - Consider strengthening regulations on short-term rentals by adopting a 3% short-term rental community impact fee.
  - Consider using Barnstable's residential property tax exemption to tax seasonal or second homes at a higher rate.
  - Seek special legislation to provide tax breaks to landlords who rent to year-round residents
  - Amend zoning to incentivize development of affordable assisted or independent living for low income seniors.
  - Continue rezoning efforts to allow development of small, low-density, village-scale mixed use and multi-unit development.
  - Strengthen zoning bylaw for missing middle and "living little" forms of housing.
  - Strengthen the inclusionary bylaw by requiring a higher percentage of affordable units
  - Amend zoning to incentivize conversion of existing larger vacant or underutilized buildings to multi-unit housing

Emily asked how the strategy for adopting the 3% short-term rental fee has done for other towns. Jenn states that they're still in the collecting information phase on that. Emily also raised the concern that providing tax breaks to year round landlords will not be enticing enough for landlords when they're able to make more money on the short term as well as what happens when landlords own multiple properties. Emily found that the strategy for a higher tax on secondary and seasonal homes to be interesting because about 30% of homes on Cape are second or seasonal homes.

Paula asked what is the meaning of low-density and what are we trying to achieve with this strategy. Laura describes housing that is roughly 1000 to 1500 sq feet of living and that might be a condo, cottage, or apartment and low-density as a townhouse, duplex, or anything less than three stories.

Meagan is excited about the strategy for tiny homes are in there. The acre part is in there if a subdivision of tiny homes is built.

- Local Initiatives & Programs
  - Pursue the creation of affordable year round housing on vacant and/or underutilized private land or properties.
  - Negotiate an increased number of affordable units in future privately developed projects.
  - Pursue the conversion of available town properties to housing.
  - Acquire properties for co-living housing for the Town's seasonal employees or transitional housing.
  - Utilize local and state housing grant funds to create local rental assistance program for eligible households.
  - Continue efforts to streamline and coordinate requests for local/federal funds for housing development.
  - Strengthen the coordination, funding and integration of available social service, foreclosure preventions, and housing stabilization programs.
  - Continue rehabilitation program with CDBG funds to help low-income homeowners preserve their existing housing.
  - Create a pre-development or infrastructure relief fund with CDBG and Trust funds.
  - Continue to support wastewater management solutions to best address both housing needs and natural resource protection.

Paula asked if there would be a connection between the strategies and goals as these seem like they may apply for multiple goals. Laura answered that yes, these will definitely tie in with the goals and an action plan for them. Paula asked if there will be a time where a number of units will be proposed as a goal. Laura answered that we're in the planning stage and that will come at a later time.

Meagan noted she has another obligation and must leave.

- Capacity, Education, & Coordination
  - BAHT to do outreach to affordable housing developers.
  - Consider adopting best practices in coordinating and streamlining permitting processes to incentivize creation of year-round and affordable year-round housing.
  - Continue monitoring compliance for year-round affordable housing.
  - Clarify roles and responsibilities of Trust, other boards/committees, and town staff.
  - Participate in CHAPA Municipal Management Initiative.

Paula asked from experience how does the trust usually view the Housing Production Plan. Jenn answered by saying it should be an integral part of the action plan stating what the trust should lead on and what the trust could be supportive on. The trust should take the ideas from the action plan and integrate them into their own action plan. When JM Goldson writes action plans for trusts the first things they do is look at the HPP and see what the plan is for the trust to take initiative on. The trust has to be careful on what it is eligible to fund. Paula asked if the data is available where we're at for SHI. Laura answered that we are at 7.6%. Paula is curious to see actual number of units created and lost in the last 5 to 10 years. Jenn states that she can provide more data on that from the recent data. Paula believes the more data points we know the more refined we can be in our strategies and goals.

Laura, a member of the public, asks if someone is coordinating the effort between the housing portion of the LCP and the HPP because in the past they haven't always been in sync. She also asks if a similar presentation will be presented to the Trust or if there will be some direct input from the trust. Laura answered that there isn't a specific meeting to present to the trust but that there might be an opportunity for a joint meeting or presentation. Jenn stated that zoom is convenient and if the trust would like to book a time for a presentation then JM Goldson would be happy to accommodate such a meeting.

Community Forum: Laura will send the outreach materials and presentation to Ryan. Ryan will obtain any feedback from the Committee members about this presentation and share them with the consulting team. Ryan states that it will be uploaded to the HPP webpage.

**Public Comment: None**

**Next Meeting:**

December 14, 2022

***Hilda Hays moved to adjourn the meeting. Lorri Finton seconded.  
All are in favor to adjourn.***

**Meeting adjourned at 5:24pm**

Respectfully Submitted,  
Erica Brown, Administrative Assistant.

Public files are available for viewing during normal business hours 367 Main Street, Hyannis  
\*\* Further detail may be obtained by viewing the meeting video via Channel 18 on demand at  
<http://www.town.barnstable.ma.us> \*\*

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