

Dec. 15, 2015
West Tisbury Affordable Housing Committee
Minutes

Present: Larry Schubert, Mike Colaneri, Henry Geller, Glenn Hearn, Ted Jochsberger and Vickie Thurber
Also Present: Rhonda Conley, Michael Holtham and Priscilla LeClerc (MVC Rep)

Ted made a motion seconded by Vickie to accept 11/24/15 minutes as written. Rhonda was reminded to make sure attachments were included. **VOTE 5 YES 0 NO 1 ABSTAIN**

NO INVOICES

ANNOUNCEMENTS AND CORRESPONDENCE

Planning Board/Hurd Letter: Rhonda presented the draft of Planning Board letter (see attached).

Mike made a motion seconded by Ted to send the letter of support for Hurd creating a homesite lot to the Planning Board.

VOTE 6 YES 0 NO

Luck Lot: There was a brief discussion of the zoning bylaw dealing with homesite lots and size. Henry believes that all homesite lots must be 1 acre where other committee members are under the impression that preexisting lots that are nonconforming are buildable. Rhonda has asked the Admin. for the Planning Board for clarification on this.

Joint Affordable Housing Group (JAHG): Rhonda announced there will be a meeting Dec. 16th between 4-5PM at MVC building.

REPORTS

Planning Board: Henry stated he has been appointed to the All Island Planning Board and that they are working on a housing production plan. He said the state created a template. There is work being done for an island exception to the town by town 40B bylaw of 10% of the town's housing being affordable. The island exception would make the 40B a regional 10% instead of a town by town quota. Henry stated the next meeting will be Jan. 5th.

Community Preservation Committee (CPC): Glenn stated the CPC will be voting on applications at their next meeting. Two of the applications are DCRHA's request for funding of the subsidized Rental Assistance Program and IHT's request for funding of their Tisbury housing project.

No other reports

ONGONIG BUSINESS

Fire Station Lot: Mike introduced Priscilla LeClerc of the MVC. LeClerc has done a preliminary traffic study of the Fire Station Lot (see attached). LeClerc's report is based on the conceptional housing plan. She said the Ball Field is an event traffic situation and there is no guide to go by therefore no count. Sight lines are adequate. Parking looks fine. Larry asked if this report is sufficient. Leclerc believes it is enough; if more is needed for the MVC then she will provide it. There was a question about National Heritage and contacting Paul Folley about it.

Vickie made a motion seconded by Mike to approve traffic report as presented by LeClerc based on the concept development plan.

VOTE 3 YES 3 NO

Ted motioned for an amendment to the vote that the report be called a preliminary report. VOTE 5 YES 1 NO

The committee continued their review of RFP points (see attached). Rhonda was asked to send these points onto Leedara.

Adjourned at 8:30 PM

The next meeting will be Jan. 12, 2016 at 7 PM in Town Hall 2nd floor conference rm.

Respectfully submitted by Rhonda Conley



Attachments

TOWN OF WEST TISBURY

AFFORDABLE HOUSING COMMITTEE

P. O. Box 278

West Tisbury MA 02575-0278

508-696-0102

affordhouse@westtisbury-ma.gov

Dec. 15, 2015

West Tisbury Planning Board

PO Box 278

West Tisbury, MA 02575

Dear Planning Board;

Leslie Hurd came to the Affordable Housing Committee asking for their support in her creation of a homesite lot. Ms. Hurd would like to separate her present guest house with 1 acre off her 4 acre plus lot for the homesite lot. The committee voted their support of this idea. They stated to Ms. Hurd that the lot must be surveyed and bounded, the home appraised, the well and septic issues addressed, create an easement agreement and the new home shall be under an affordable housing covenant. The committee informed her that she may choose the recipient of the lot but that the applicant must fill out an application with DCRHA to verify he/she meets income requirements.

Sincerely,

Larry Schubert, Chair

West Tisbury Affordable Housing Committee

West Tisbury Affordable Housing Committee
Discussion Points for Community Housing RFP Fire Station Lot

Following please find a list of issues. Some answers may be readily available, others may require some research. Some may be addressed already, but have been kept in the list for completeness or annotate with possible answers (in blue type).

HOUSING PROGRAM

Housing Type: Has the Affordable Housing Committee determined whether the desired housing is rental or homeownership, family or elder, special needs, etc.? [\[Rental\]](#)

Scale of Project: What is the desired number of units/density? Is there a specific number, or a range to give a potential developer? [\[3 buildings, 3 units per building for a total of 9 units\]](#) [Max. 7 bldgs. 9 apts. \(3- 1bd, 3-2bd and 3-3bd\)](#) [One of 1 bd completely handicap accessible](#)

Infrastructure: What infrastructure is available, what is needed, who is responsible? [needs wells/septic systems; 22 bdrms was number provided, is this a max? Is 22 from an IA system?] [22 bd is max. Well and septic design available. Electric at pole, road will need to be created.](#)

Site Plan: List any site constraints/development parameters [how closely should the developer follow the Vineyard Land Surveying & Engineering, Inc. March 30, 2015, Proposed Site Plan?] [Should follow site plan provided as close as possible](#)

Housing Style: Is there a preference for single family, duplex, town-home or apartment style housing? [\[small apartments\]](#) [scattered bldgs. Triplexes preferred](#)

Design Parameters: Does the Affordable Housing Committee want to provide the developer with detailed plans and specs, or does the Affordable Housing Committee want to give the developer the freedom to design appropriate unit(s) within some basic design parameters? [Freedom...basic design parameters.](#)

Access/Driveways/Parking: Are there requirements or preference or already known parameters? Preferences for roadway surface? (paved, gravel, shell). Preferences for amount/type of parking? (garages, covered, open; clustered or scattered, etc). [Single lane circle rd. with turn out, apron \(opening to highway\) shall be 2 lanes and paved. Road hardener and gravel for rd. surface. Min. 18 parking spaces scattered and close prox. bldgs. With 3 of spaces being handicap. Developer will also be required to improve Ball field parking to approx. 30 designated spaces.](#)

Accessibility, Adaptability and Visitability: Are there requirements or preferences for the approach towards creating accessible, adaptable and/or visitable units? Some funding sources have certain requirements, but an RFP could be structured to require more than the minimums 1fully [handicap apt.-1 bd one. All ground floors of apts. shall meet visitability guidelines.](#)

Landscaping/outbuildings: Are there requirements or preferences for landscaping and outbuildings (sheds, storage, etc) Min. vegetation removal. Landscape approval from AHC. Maintain buffer between ball field and housing as well as between abutters and housing. Designated community area (garden area). Outdoor lighting shall be low and follow WT Code. Sheds-small storage area shall be supplied for ea. unit. This may be a shared shed per bldg. w/ divided spaces or developers design choice with approval.

HOUSEHOLDS

Income Qualification Levels/Level of Affordability: What are the target income levels to be served? Pricing determined based on desired income level (either sale or rental). Note that different housing programs compute income levels slightly differently. The below information is taken from the Dukes County Regional Housing Authority website. Depending on financing and, if applicable, subsidizing agency, these figures may need to be modified slightly.

2015 Income Limits, Based on Percentage of Dukes County Area Median Income (AMI)

	1-person	2-person	3-person	4-person	5-person	6-person
30% of AMI	\$18,400	\$21,000	\$23,650	\$26,250	\$28,410	\$32,570
50% of AMI	\$30,650	\$35,000	\$39,400	\$43,750	\$47,250	\$50,750
80% of AMI	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350
100% of AMI	\$61,180	\$69,920	\$78,660	\$87,400	\$94,390	\$101,380

120% of AMI	\$73,420	\$83,900	\$94,390	\$104,880	\$113,270	\$121,660
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Source: Dukes County Regional Housing Authority

2015 Affordable Rent (assuming utilities included)			
	1-bedroom	2-bedroom	3-bedroom
30% of AMI	\$460	\$591	\$683
50% of AMI	\$766	\$985	\$1,138
80% of AMI	\$1,153	\$1,481	\$1,711
100% of AMI	\$1,530	\$1,967	\$2,272
120% of AMI	\$1,836	\$2,360	\$2,727

Source: Incomes from Dukes County Regional Housing Authority

Calculation based on 1 person per bedroom for 1bdrm; 1.5 persons per bedroom for 2bdrm and 3 bdrm

Local Preference: Currently, Department of Housing and Community Development will approve up to 70% local preference based on demonstration of local need. Within set parameters, communities can structure the definition of local preference. Acceptable categories include current residents, municipal employees, and employees of local businesses and/or households with children attending local schools. **Yes as the law allows.**

Marketing / Lottery: what entity will be responsible for finding households (affirmative fair housing marketing plan)? Staff managing the marketing and lottery must have sufficient experience and, if applicable, be approved by DHCD. Note, some Developers prefer to do their own marketing and lottery. **There should be no need for lottery. Developer and management team will find renters based on income qualifications.**

PROPERTY

Form of Conveyance / Type of Land Disposition: This can range from maintaining the land in Town ownership, to some form of lease, to a land disposition agreement that provides for fee simple absolute ownership for the selected responder. In thinking about form of conveyance, fee simple typically provides the greatest benefit to the developer (ease of process/financing, etc.), which often results in the most cost efficient and desirable housing. On the other hand, a land lease is often seen as preserving Town control, although specific control can be built into a land disposition agreement. **Ground lease (can find an example under Dukes County registry of Deeds Bk 1327 Pg.289).**

Question-Ground leasing part of a larger piece of land will the developed part of parcel have to be subdivided from rest of parcel?

Finances/Cost of Land: Will there be a cost/fee associate with the land disposition, such as a cost to purchase, or a lease fee? **Lease fee of \$1.00 per year**

Land Area / Description: It will be important to fully describe the property in question, as well as any constraints such as easements, desired building envelope, limitations on building, etc. **Have plot plan w/ envelopes. Lease will include road as well as development area.**

Permitting: What type of zoning exists? What permits would be involved? (Example: building as of right, need for a Special Permit, need for a Comprehensive Permit, etc). Any conservation jurisdiction, historic jurisdiction, MNHESP mapping (endangered species), Flood Zone, etc? Will the Affordable Housing Committee be involved in permitting, or will the developer be responsible? **Will need to check MNHESP, etc. Developer will be responsible for all permits-Planning Board, Board of Health, Bldg. permit and any others. This may get kicked to the MVC, hopefully not. Zoning is residential.**

Type of Restriction: Deed restriction to be for a specified term of years or perpetual? Will the deed rider survive foreclosure? Deed restriction will also depend on type of funding pursued. **Restrictions-perpetual. Town shall get 1st right of refusal.**

FINANCING

Expectations: What are the expectations regarding funding? Multiple funding from-CPA funds, federal and state grants as well as institutional loans.

Responsibilities: Who will be responsible for securing funding? **Developer**

Risk: Where is risk (for instance, if units do not rent out or sell in timely manner?) **Developer**

LEGAL

Has title been reviewed? Are there any legal hurdles? **No title per assay but property reviewed and under title insurance. Town counsel has the details to this.**

DEVELOPER

Available Pool of Potential Responders: are there specific developers that are known to the community? Do they have a preferential mode of development? (for instance, some developers might not be as interested in responding to an RFP that includes detailed home designs and specifications, as they have their own architects and house plans; for-profit contractors may prefer RFPs that include specific plans and specs, as they can then very accurately cost out a project). **Non-profit**

Selection Criteria: What are the important attributes in a desired responder (low cost, reputation/experience, readiness to proceed, etc) All **the below are important**

Examples of “Comparative Criteria”:

- Construction Experience
- Strength of Development Team
- Financial Capacity
- Project Discussion / Cost Projections
- Project Discussion / Design Proposals
- Affordability Levels
- Readiness to Proceed
- Ability to Work with Government
- Experience as Marketing/Lottery Agent (Affirmative Fair Housing)
- Experience with Affordable Housing Rental Management
- Ability to incorporate “Green Construction” elements

REQUEST FOR PROPOSAL

Logistical Details: how many copies need to be submitted, who is to receive?

13 copies- 10 A H Trust, 1 Town Administer, 1 Town Counsel, 1 Consultant-Zola

Timing: What dates/timeline does the Affordable Housing Committee have in mind?

None as of yet

Bidder’s Conference: Does there need to be a bidder’s conference on site (more important for larger developments and/or sites with specific issues/impediments). **Yes as the site has specific issues.**

Awarding Authority: Who makes award? Is there a Committee or Sub-Committee that makes a recommendation? Does the Board of Selectmen need to approve the recommendation/make the final award? **Awarder –Town Selectmen, AHC with consultant’s help-recommender, Selectmen-approver**

Post Award: LDA/Regulatory Agreement

Ground lease

LIP Regulatory Agreement (see Dukes County Registry Bk. 1327 Pg. 3530

Possible Easement agreement for 1st part of road

Management Agreement (example at Dukes County Registry Bk. 1327 Pg. 319)

Building Specifics

No basements

Appliances (range, frig washer and dryer hookups with dryer vent to outside)

Flooring ground floor should be conducive to wheelchair use in all apts.

All Handicap Visitability on ground floors

1 completely handicap accessible