

PO BOX 1447, OAK BLUFFS, MASSACHUSETTS, 02557, 508-693-3453
FAX 508-693-7894 INFO@MVCOMMISSION.ORG WWW.MVCOMMISSION.ORG

**Minutes of the Commission Meeting
Held on December 18, 2014
In the Stone Building
33 New York Avenue, Oak Bluffs, MA**

IN ATTENDANCE

Commissioners: (P= Present; A= Appointed; E= Elected)

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|------------------------------------|---------------------------------|
| P Tripp Barnes (E-Tisbury) | P Leonard Jason (A-County) |
| P John Breckenridge (E-Oak Bluffs) | P James Joyce (A-Edgartown) |
| P Christina Brown (E-Edgartown) | P Joan Malkin (A-Chilmark) |
| P Harold Chapdelaine (A-Tisbury) | - W. Karl McLaurin (A-Governor) |
| - Madeline Fisher (E-Edgartown) | P Katherine Newman (A-Aquinnah) |
| - Josh Goldstein (E-Tisbury) | P Doug Sederholm (E-Chilmark) |
| P Erik Hammarlund (E-West Tisbury) | P Linda Sibley (E-West Tisbury) |
| P Fred Hancock (A- Oak Bluffs) | P James Vercruysse (A-Aquinnah) |

Staff: Mark London (Executive Director), Bill Veno (Senior Planner), Paul Foley (DRI Planner), Christine Flynn (Economic Development and Affordable Housing), Priscilla Leclerc (Transportation Planner)

Chairman Fred Hancock called the meeting to order at 7:00 p.m.

1. MINUTES

Commissioners Present: J. Breckenridge, C. Brown, H. Chapdelaine, E. Hammarlund, F. Hancock, L. Jason, J. Joyce, J. Malkin, K. Newman, L. Sibley, J. Vercruysse.

Erik Hammarlund moved and it was duly seconded to approve the minutes of November 20, 2014 as written. Voice vote. In favor: 8 Opposed: 0. Abstentions: 3. The motion passed.

Doug Sederholm and Trip Barnes joined the meeting.

2. NEW BUSINESS

Commissioners Present: T. Barnes, J. Breckenridge, C. Brown, H. Chapdelaine, E. Hammarlund, F. Hancock, L. Jason, J. Joyce, J. Malkin, K. Newman, D. Sederholm, L. Sibley, J. Vercruysse.

2.1 Announcements

Fred Hancock, Chairman thanked the members of the Commission that will be leaving for their time and contribution to the MVC.

Fred Hancock, Chairman noted that December 5, 1974 was the first meeting of the MVC and this is the 40th Anniversary of the Commission.

2.2 Nominating Committee

Doug Sederholm, Nominating Committee Chairman, said the Committee met and has nominated the following members: Fred Hancock for Chairman, James Vercruysse for Vice Chairman, and John Breckenridge for Clerk Treasurer.

Leonard Jason moved and it was duly seconded to close the nominations. Voice vote. In favor: 12. Opposed : 0. Abstentions: 0. The motion passed.

Katherine Newman moved and it was duly seconded to accept the slate of officers as presented. Voice vote. In favor : 12. Opposed: 0. Abstentions: 0. The motion passed.

2.3 Executive Director Search Committee

Doug Sederholm, Executive Director Search Committee Chairman, presented the following update.

- The recruiter has met and interviewed the MVC staff and Commissioners.
- Two open houses were held last week with a good discussion. The second meeting was better attended than the first by members of the community. The recruiter has a better feel of community needs.
- The committee has again reached out to the towns for their input through the Executive Secretary of the Town Administrator. A letter was received from the Town of Tisbury and that will be made available.
- The goal is to have a draft profile the week before New Year's Day. The committee and the recruiter might meet between Christmas and New Year's Day.

There was a discussion about the profile.

- **Mark London** said the timetable was for the Commission to approve the profile at its January 8, 2015 meeting, with the position being advertised immediately thereafter.
- **Doug Sederholm** noted that the profile is the job description.
- **James Joyce** asked for clarification on how the profile is developed.
- **Doug Sederholm** said the recruiter puts the professional profile together based on the input from the interviews from staff, the public, the Commissioners, and written correspondence received by the MVC.
- **Leonard Jason** asked if the recruiter is going to each town to interview selectmen or executive secretaries.
- **Doug Sederholm** said the recruiter is not doing this, but the Search Committee has reached out to the towns twice and has received input from them.
- **Erik Hammarlund** asked if the draft profile will be made public and how much time is available for comment on the profile, and whether the public will be able to submit input after the profile is approved.
- **Leonard Jason** thought the public had the right to make their thoughts known
- **Doug Sederholm** said the towns and the public have the right to make their comments known. The Search Committee invited comments and held open houses that were

advertised. The draft profile will be made public after the search committee has voted on it, which is scheduled to be about a week before the Commission vote. There is also an email address to submit comment and that email address will stay open.

- **Fred Hancock** said the profile is a document to help searching for candidates. In the end, it does not bind the Commission in its choice of an Executive Director.
- **Joan Malkin** said the profile could deter a candidate from applying if the profile was not worded properly.
- **Linda Sibley** said that is a very different point than public input. What Erik Hammarlund was talking about is public input on the profile. The draft profile will be available for comment before it is adopted.

2.4 Scheduling

Fred Hancock noted that the first Thursday in January is New Year's Day, so he proposed that the MVC meetings in January be held on January 8, 2015 and January 22, 2015.

Linda Sibley moved and it was duly seconded to change the January 2015 meeting dates to January 8, 2015 and January 22, 2015. Voice vote. In favor: 12. Opposed: 0. Abstentions: 1. The motion passed.

Christina Brown suggested staff appreciation day for December 26, 2014 and to close the MVC offices. The Commissioners agreed.

Christina Brown moved and it was duly seconded to make December 26, 2014 staff appreciation day and to close the MVC offices for business. Voice vote. In favor: 13. Opposed: 0. Abstentions: 0. The motion passed.

2.5 Executive Director's Report

Mark London updated the MVC on the re-design of the MVC website. The website is close to being finished and should be done within a week to ten days, if all goes well. Once the beta version is ready, he'll send the Commissioners a link to allow them to check it out. The website will contain a lot more information about for Coastal Ponds including summaries of Mass Estuaries Project reports and links to these reports. Paul Foley is just finishing off a DRI Map showing where all DRIs are located, which will be available on the website. The website also include a link to a Plant Selector developed in collaboration with the Polly Hill Arboretum, that will help people select plants, and identify native and invasive species. The new website can be revised in house, which should allow keeping it up to date. Other improvements we could do next year, budget permitting, are making the DRI Map and Watershed Map clickable.

2.6 Commissioners Discussion

There was a discussion of the Commission's Affordable Housing Policy for DRIs.

- **James Joyce** said he was following the 3 Mariners Way project in the Town of Edgartown and it was approved by the Edgartown Planning Board. A comment was made at the Edgartown meeting that the monetary value for affordable housing was quite low; two members of the Planning Board felt the applicant got off easy.
- **Christina Brown** said the PED is taking up the issue of possible revisions to this policy. It will looking at history of how it has worked, where it has failed, and how it could be

brought up to date. The present policy was adopted quite a while ago and needs to be looked at based the experience the MVC has had. MVC staff will be sending out background material shortly, including a Nexus Study which is the relation between new development and affordable housing. In mid-January or February, PED will schedule a meeting to review and evaluate.

- **Katherine Newman** suggested that the MVC better explain the affordable housing policy and get applicants to understand the importance of the affordable housing contribution.
- **Joan Malkin** suggested that the packet of information include policies from other jurisdictions including the Cape Cod Commission.
- **Christine Flynn** said it is important to distinguish between the MVC planning function and regulatory function. The purpose of the Affordable Housing Policy is for DRI mitigation. Other municipalities tie a monetary component to affordable housing. In the Commonwealth, municipalities often state if you want a permit, then for "x" number of housing units one unit needs to be affordable.
- **Harold Chapdelaine** asked how the funds are distributed from the affordable housing contribution.
- **Christina Brown** said the applicant designates which Island affordable housing group they want the contribution to go to.
- **Christine Flynn** added that the MVC usually conditions the contribution to the issuance of the Certificate of Occupancy.

3. AFFORDABLE HOUSING AND ZONING PRESENTATION

Commissioners Present: T. Barnes, J. Breckenridge, C. Brown, H. Chapdelaine, E. Hammarlund, F. Hancock, L. Jason, J. Joyce, J. Malkin, K. Newman, D. Sederholm, L. Sibley, J. Vercruysse.

Fred Hancock, Chairman introduced Christine Flynn, the MVC's Economic Development and Affordable Housing Planner.

Christine Flynn presented the following.

- The Martha's Vineyard Housing Needs Assessment was completed in 2013 with the sponsorship of all six towns.
- MVC staff has now completed a Zoning and Affordable Study, whose goal is to identify zoning practices that are or could be used on Martha's Vineyard to promote, create, and preserve housing that responds to the unmet needs of the population.
- In 2009 the Martha's Vineyard Island Plan and the 2013 Martha's Vineyard Housing Needs Assessment identified zoning as a key to the creation of more affordable and community housing, as well as other housing that meet the needs of the population that are not presently served by market rate housing.
- The purpose of the housing analysis is to assist town boards, local decision makers, civic and community/business leaders and residents to re-examine zoning with an eye to producing a diverse range of housing types.
- Affordable housing is defined as very low income with earnings under 30% of AMI, low income with earnings under 50% AMI, and moderate with earnings under 80% AMI. For

a single person, 80% of AMI is \$44,000 in Dukes County and for a family of four, \$88,200.

- The population projection that was published last year in the Needs Assessment concluded that the over age 65 population, which was 16% in 2010, will grow to 32% in 2016. Implications are not only for elder housing but also housing for those providing health and human services for the elderly. Workforce housing is also needed.
- More work is needed to adequately address the present and future housing needs of the Island, particularly the 65+ demographic. The analysis established several goals for the Island. One goal is to develop 50 affordable housing units each year with 80% of those units dedicated to rental housing and the remainder for home-ownership opportunities. Further, 20% of the 50 units should be set aside for senior or elderly housing. The key to accomplishing this annual goal of creating 50 units of affordable housing Island wide is zoning.
- The housing needs that are not well served by market housing include the following.
 - Affordable Housing: permanently deed-restricted, year round housing affordable to individuals and families earning up to 80% of the Area Median Income (AMI).
 - Community Housing: permanently deed-restricted, year round housing affordable up to 150% AMI.
 - Workforce Housing: year round or seasonal housing used by working people.
 - Housing for Seniors and Those Needing Assisted Living: this includes a range of level of assistance for the elderly as well as for people with disabilities.
 - Homeless: Island residents without housing, including those without housing in the summertime.
- The 2014 Affordable Housing and Zoning analysis is a resource document for the Towns to consider various zoning options. The analysis looked at 28 possible tools used on the Island and elsewhere. Appendix 1 is a matrix of town residential zoning provisions. Appendix 2, to be released in 2015, will have sample by-laws.
- Towns could consider ensuring that affordable housing is included in each town zoning by-law's purpose clause as a clear statement of public policy in favor of the creation of affordable housing and as an affirmation of the opportunities that zoning presents for the creation of affordable housing. The Towns of Tisbury and West Tisbury include affordable housing in their zoning statements of purpose. The Town of Chilmark has a detailed public policy statement in favor of affordable housing within the text of its by-law. The other three Island towns make no reference to affordable housing in their zoning purpose clauses. Only Chilmark and West Tisbury define affordable housing in their zoning by-laws.
- West Tisbury has created 44 accessory units with an accessory unit by-law and Chilmark is now looking to adopt an accessory unit by-law.
- Next steps include:
 - The Island based affordable housing advocates, under the umbrellas of the Joint Affordable Housing Group and the Healthy Aging Housing Work Group, can help facilitate on-going meetings with town planning boards and affordable housing committees to discuss the use of zoning to promote affordable housing.
 - Town boards and affordable housing advocates also need to consider the political realities associated with amending local zoning as well as the need and costs for

adequate infrastructure for wastewater, water, schools, transportation and other town services particularly for an aging population.

- Peter Temple and Christine Flynn have met with all affordable housing boards and the Towns.

Fred Hancock asked if the sample by-law would include language to keep housing as affordable. **Christine Flynn** said it would and the focus is to get discussions going and hopefully provide restriction suggestions for the towns.

Joan Malkin said the Dukes County Housing Authority will be able to help with the awkward enforcement including review of annual leases.

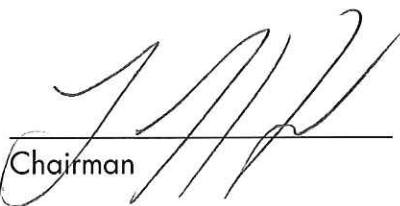
Christine Flynn noted that the West Tisbury by-law has been highly effective and has been a great value.

Fred Hancock, Chairman thanked Christine Flynn and the MVC appreciates the good work that she done on affordable housing

The meeting was adjourned at 7:50 p.m.

DOCUMENTS REFERRED TO DURING THE MEETING

- Minutes of the Commission Meeting – Draft, Held on November 20, 2014
- Affordable Housing and Community Housing Zoning Analysis on Martha's Vineyard, Martha's Vineyard Commission December 2014
- Affordable Housing and Community Housing Zoning Analysis on Martha's Vineyard, Appendix 1 Matrix of Town Residential Zoning Provisions – Martha's Vineyard Commission December 2014


Chairman

1-22-15
Date


Clerk-Treasurer

1/22/15
Date