

Town of Tisbury
Affordable Housing Committee (AHC)
Meeting Minutes
Thursday January 18th, 2024 at 4:00 PM

Members Present: Chairman: Victor Capoccia; Vice-Chair: Caitlin Burbidge,
Jean Hay, Henry Nieder

Members Absent: Elaine Miller; Dan Seidman

Others Present: IHT: John Stanwood & Keith McGuire; CPC: Heidi Dietterich
Paul Lazes,
Recorder: Shanette A. Deleon

CALL TO ORDER

Chairman Victor Capoccia called the meeting to order at 4:00 PM. (Discussions have been summarized and grouped for clarity and brevity.)

INTERNAL COMMITTEE BUSINESS

- **Approval of Minutes from January 18th, 2023.** Mr. Chairman asked if there were any discussion on the January 18, 2023 Meeting Minutes. Vice-Chair Burbidge requested clarification on the two meeting dates per month. Mr. Chairman replied, the Committee voted to meet twice per month with the ability to have the 1st Monday of each month as needed. The 3rd Monday of each month will continue to be the Committee's regular meeting date. Mr. Chairman asked if there were any other question(s) about the meeting minutes. Jean Hay made a motion to accept the December 18th, 2023 meeting minutes. Henry Nieder seconded the motion. All members present voted yea and motion passed unanimously.
- **Chairman report:**
 - **Update from meeting.** The Chair reported on a meeting with the Town Administrator, Building Department, and Health Department Directors. The meeting reviewed the potential support of work for a Short-Term Rental (STR) status assessment. The meeting also referenced an earlier (possibly 2021) Town Meeting Warrant Article that designated a portion of state Short-Term Rental fees to the Affordable Housing Trust Account. This is an item that the Committee should place on our agenda for further discussion.
 - **Joint Meeting with the Planning Board in regards to the ADU.** Relative to the Committee work on ADU's there has been two (2) follow up actions since the last Committee meeting. First, at the suggestion of the Town Administrator; The Chair submitted an ADU placeholder item to the Town Clerk for an ADU Warrant Bylaw. Because, this item does not involve Town expenditures. It can be submitted at the later deadline for 'Special Town Meeting' portion of the Annual Meeting. Second, because the Planning Board has responsibility for the by-laws for Accessory Dwelling Units; The Chair requested a joint meeting between the Tisbury Affordable Housing Committee and The Planning Board to present the Committee ADU recommendation.

OLD BUSINESS

- **Update and Discussion on Accessory Dwelling Unit (ADU) By Law.** Mr. Chairman stated, in order to support and recommend the Committee ADU proposal to the Planning Board. The Committee explained that the Planning Board has the jurisdiction over bylaws governing ADU's. Mr. Nieder read all the key points from the drafted bylaws: (1) this is an ADU by provision, 'By Right'. (2) most common square footage is 900 square feet but suggest not to go below this size because it's just not feasible for two bedrooms. Mr. Stanwood said he currently lives in an 800 square feet ADU with a family of three and it is too small. (3) What defines year-round rentals? For example, other towns year-round rental means 180 days, 90 days, but this seems to be too short for what the Committee is trying to accomplish. (4) What constitutes full time residency? What happens to Deed restrictions when a resident dies and heirs inherit the property? Suggestion is main house can only be rented minimum 90 days and keep the small unit as ADU by law (year-round rental), this will solve the confusion of what's full time residency or not. How is compliance with any ADU condition monitored? (5) Parking Guidelines? O.B uses very vague parking guidelines but overall parking should be kept it simple not to discourage the ADU by law. (6) In order to do ADU by law there has to be deed restrictions. Question was asked does ADU by law unit gets a separate deed or not? Another question asked if Deed Restrictions in an ADU by law can be a disincentive for homeowners? ADU by law will be incentive for specific groups like employers for their employees, potentially elders, and extended families, etc. Mr. Chairman will continue to update the Selectboard on what the Committee is doing. Also, follow-up with the Planning board for a joint meeting. Henry Nieder made a motion to bring forward to the Planning board the ADU by law document with the outline issues. Caitlin Burbidge seconded. All members present voted yea and motion passed unanimously. The Committee choose February 5th for their next meeting.
- **Update and Discussion on Short Term Rental (STR) Assessment Scope.** From the circulated draft STR Assessment Scope of Work Mr. Chairman went over the two goals: (1) To preserve the ability of town residents to make vacation rentals available that supplement income and promote Tisbury as a welcome destination to base a vacation. (2) To preserve and enhance residents access and stop the erosion of housing supply and inflation of prices with ownership guardrails. From these Mr. Chairman briefly went over the three components of information in the draft scope: The first component is the STR data points showing basic data of what Town of Tisbury has. The second component is the process of solving the who, what, when and how questions from registration to inspection. The third component is to utilize the data from the second component and summarizing the comparable community's analysis. Mr. Chairman identified 3 companies referred to him. The Group in Nantucket a new public systemoriented company called Process First, Granicus, and Gov.os. The Granicus and Gov.os are the only two business that Mr. Chairman knows does the monitoring. Ms. Dietterich reported the Financial and Advisory Committee (FinCom) that reviews all the CPA articles for the Town Meeting Warrant focused on the STR contract warrant article that the Affordable Housing Committee requested. Mr. Chairman said he will speak with the FinCom Chair to identify any potential concerns. The Committee outlined the two options to get the STR data and monitoring done. (1) getting funds from CPC or (2) getting funds from the Tisbury Affordable Housing Trust. Jean Hay made a motion to move the three components from the STR Assess Scope of Work. Henry Nieder seconded. All members present voted yea and motion passed unanimously. The Committee decided to continue at this time with requesting these funds through CPC.

NEW BUSINESS

- **Cat Hollow Documents.** Mr. Stanwood from IHT reported this project is at the preliminary stage and asked if anyone had question(s) from the application document that was circulated. No questions were asked. Mr. Chairman read the support letter for the Cat Hollow project. Jean Hay motioned to approve to send the letter of support for the Cat Hollow project. Catlin Burbidge seconded. All members present voted yea and motion passed unanimously.
- **Share Grounds Material.** Mr. Lazes presented a proposal to use 5 acres of Town property to create a campground for seasonal workers. The proposal would generate approximate revenue of \$8 million annually that can be used for anything. Mr. Lazes proposed to design a pilot program to have approximately 500 people on a campground. Mr. Chairman asked about provision for wastewater, infrastructure and how it will work from management perspective including financing. Mr. Lazes responded he would charge \$100 per hour to manage everything from infrastructure to management. Mr. Lazes said he seeks the Committee support of his general concept. Vice-Chair asked Mr. Lazes remind her of his background. In response, he said my name is Paul Lazes, I worked in residential, renovation and construction but my specialty is not in campground management. Mr. Chairman reported that the Affordable Housing Committee did not have money to hire consultants to do planning and suggested that Mr. Lazes develop a plan that addressed specifics such as wastewater, investment to make to the Town.

TOWN COMMITTEE/PARTNER REPORTS/UPDATES

- **Reports from partner organizations as needed:**

OTHER BUSINESS, NOT REASONABLY ANTICIPATED BY THE CHAIRMAN **ADJOURNMENT**

- Meeting adjourned at 5:50pm.

Respectfully Submitted by:
Shanette A. Deleon