

Approved: May 22, 2021

**MINUTES OF THE PROCEEDINGS OF
THE INCLUSIONARY ZONING BYLAW WORKING GROUP (“IZBWG”),
APPOINTED BY THE PLANNING BOARD OF THE TOWN OF LANCASTER**

Meeting conducted via ZOOM internet conferencing
Friday, April 16, 2021

Present: Carol Jackson, IZBWG Member & Clerk of Planning Board
Roy Mirabito, IZBWG Member & Vice-Chair of Planning Board
Victoria Petracca, IZBWG Member & Chair of Affordable Housing Trust

Absent: None

List of Documents (Meeting Materials):
Draft Inclusionary Zoning Bylaw - Version 7 April 1, 2021

I. Call to Order & Administration

Carol Jackson, Member, was appointed Zoom host by the Town Administrator. She called the meeting to order at 9:31 A.M.

Zoom meeting link: <https://us02web.zoom.us/j/87641461205> Meeting ID: 876 4146 1205

Meeting Materials: <https://www.ci.lancaster.ma.us/planning-board/pages/meeting-materials>

II. Approval of Meeting Minutes

February 17, 2021

Member Victoria Petracca clarified the Inclusionary Zoning Bylaw Working Group’s meeting minutes of February 17, 2021 were already approved as amended at the Working Group’s meeting held on Friday, March 26, 2021. She further clarified the minutes are posted on-line.

March 2, 2021

Member Victoria Petracca reported the March 2, 2021 minutes are 95% complete and will be circulated later the same day for review.

III. Public Comment

Resident Greg Jackson provided a public comment concerning next excess proceeds resulting from the sale of an affordable unit sold to a non-income eligible household as allowed if an eligible buyer is not identified within the requisite time period. The Working Group had located MA Department of Housing & Community Development (DHCD) policy guidelines stipulating

that net excess proceeds are to be used for future affordable housing production. Mr. Jackson explained that additionally DHCD's standard deed rider for affordable units contains similar provisions, further reinforcing net excess proceeds are only to be used for the Town's affordable housing needs.

Resident Dick Trussell then asked what happens in the case of a bank foreclosure. Member Victoria Petracca explained it was almost certain the same re-sale process applies, just with a different owner, i.e. the bank, who is bound by the same contract policies and terms concerning the conveyance of an affordable housing unit.

IV. Scheduled Appearance(s)

None

V. Review Feedback

1. Discuss any correspondence received

The Working Group first discussed the Planning Board Hearing held on Monday, April 12, 2021. The Working Group agreed the feedback was overwhelmingly positive and appreciated the positive vote. The Chair of the Planning Board had since confirmed he submitted (1) Version 7 of the proposed Inclusionary Zoning bylaw together with (2) the Summary approved by the Planning Board at the Public Hearing. These were both submitted to the Select Board by the Planning Board Chair the day after the Planning Board's Public Hearing.

The Working Group then discussed brief feedback from the Planning & Community Development's Administrative Assistant that she was not sure whether the Summary would be included on the warrant. The Working Group Members agreed to watch for the warrant to be posted on the Town Clerk's webpage shortly, to verify at that time, and follow up as needed with the Planning Board and Select Board given that Summaries of other detailed bylaws have been provided for residents on previous warrants. There was also discussion of providing informational flyers to voters at town meeting as has also been done, and on-line which has also been offered in the past. There was further discussion of the process of closing the warrant and how to ensure proofreading of the Inclusionary Zoning Article prior to the warrant closing.

VI. Prepare for May 3, 2021 Town Meeting

The Working Group then reviewed the upcoming Annual Town Meeting scheduled for May 3, 2021. There was discussion of clarifying in advance with the Planning Board Chair how the Inclusionary Zoning Article would be presented and supported. The Working Group would like to ensure a smooth process at Town Meeting, and who is speaking on behalf of the Article.

The Working Group also discussed how best to support the Article in advance and what is appropriate, such as whether it would be acceptable to write a letter to the editor as the Working Group or whether this should be done as private citizens. It was agreed this should be discussed with the Chair of the Planning Board and possibly at a future Planning Board meeting.

The Working Group discussed producing a short informational video about the proposed Inclusionary Zoning bylaw, similar to the video produced in 2020 for the Community Preservation Act. This allows residents access to recorded information on the local cable television station (SLCTV), Town Hall Streams on-line, social media, and elsewhere at their convenience.

VII. New Business

The Working Group discussed a letter dated April 13, 2021 that the Town received concerning an affordable unit for sale located at 452 Blue Heron Drive. Citizens' Housing and Planning Association (CHAPA) notified the Town of the current owner's wishes to sell the unit and of the Town's Right of First Refusal. The Working Group discussed ways to ensure the unit was widely marketed such that it would be sold to another income-eligible household and remain part of the Town's Subsidized Housing Inventory. This discussion was lengthy with lots of options considered from social service agency contacts to social media. There was also discussion of how affordable units have been removed from the Town's SHI in the past, and how to avoid this going forward with a more concerted effort.

VIII. Communications

1. Schedule and next Inclusionary Zoning Bylaw Working Group meeting.

The Working Group scheduled its next meeting on Friday, April 23, 2021 at 9:30 A.M. via Zoom.

IX. Adjournment

The meeting was unanimously voted to be adjourned and closed at 10:28 A.M.