

**Town of Westbrook, CT**  
**Affordable Housing Plan Subcommittee**  
**Special Meeting**  
**Thursday, October 7, 2021, 7:00 p.m.**  
**VIA REMOTE ACCESS – ZOOM Meeting only**

**MEMBERS PRESENT:** Marilyn Ozols, Chair; Elizabeth Carpenter, James Crawford, Bill Neale, Kate Sullivan, and Linda Nolf

**ALSO PRESENT:** Hiram Fuchs, and Andrew Schatz  
  
Eric Knapp, Planning, Zoning and Development Coordinator; Glenn Chalder, Consultant from Planimetrics

**1. Call to Order**

M. Ozols called the meeting to order at 7:00 p.m.

**2. Review of Draft Affordable Housing Plan**

M. Ozols said the review tonight is for substantive issues not wordsmithing. The goal is to review the draft Plan tonight, have G. Chalder incorporate suggested changes from tonight's meeting, review the revised draft in November and if the Subcommittee approves it, forward the draft to the Planning Commission in December.

G. Chalder prepared a document that is strategic in nature and concise. The draft Affordable Housing Plan has five (5) sections:

1. Introduction/Overview- Planning for Housing
2. Relevant data from Census information and other sources
3. Current Housing Policies in the POCD
4. Overview of Westbrook Survey Results
5. Housing Strategies

M. Ozols suggested using an alternative word to "development" on the first page. G. Chalder suggested putting photos on the first page to give people an idea of what the different types of housing look like. There was discussion about how Maslow's Hierarchy of Needs is represented in the Plan. G. Chalder will change the pyramid from upside down to right side up.

Section two (2) shows age related housing needs, interest in alternative housing and housing cost burden. M. Ozols said the chart on the bottom of the page needs more explanation.

M. Ozols made suggestions to clarify the income eligibility chart for affordable housing. G. Chalder will clarify what "Constrained by Fair Market Rent" means. There were comments about the importance of the number of bedrooms. The number of bedrooms is essential to the calculation for affordable housing eligibility. G. Chalder will rework the sentence to include the State methodology. The more detailed mathematical information can be put into the Appendix or on the town's web site. Hyperlinks can be included in the Plan.

In Section three (3), people can see the zoning map and what types of housing are allowed in each zoning district. M. Ozols would like to add some explanation as to what the Planned Residential Development and the Incentive Housing Overlay Zones are. G. Chalder will add a note that NCD is a mixed-use zone, as much residential as it is commercial. It is a district where commercial use is permitted.

Section four (4) summarizes the community survey. The watermark will be removed. There are weighted averages for the questions.

Section five (5) is the housing strategies section. G. Chalder would like to color code the line items to get a sense of what is the highest priority to be taken care of in the first five (5) year window. Bold and plain text may be better than color to keep the Plan “less busy.” The lower priority items would be included in the 2027-2032 Affordable Housing Plan. G. Chalder also included who could be the leaders and who could be the partners for the different housing strategies. LUS (Land Use Staff) needs to be included in the partners. M. Ozols would like to have a note that reads that some of the items may require additional town staff meaning current Land Use Staff is at capacity and additional staff may have to be hired. An alternative could be that the Town may be able to share staff and/or use staff from RiverCOG.

M. Ozols suggested that the graph in section five (5) could be clarified and moved to section two (2) under relevant data. B. Neale said he likes the graph because it shows the supply and demand. The consensus of the Subcommittee was that the bar graph needs to be clearer to represent the small the amount of affordable housing. M. Ozols suggested that the labels be moved to inside of the larger sections.

M. Ozols would like to eliminate the pictures in Section 5, so they do not interrupt the flow of the text. She recommended that it would be best to go straight through all of the housing strategies. G. Chalder said he will keep the bottom Town Center sketch, but he will move the other pictures to Section 2 or another part of the Plan.

M. Ozols would like to see the section on the density bonus clearer. The terms Cottage Courts and workforce housing need to be defined. The Section on the Zoning Regulations needs to be more clearly identified as that.

There was discussion about investigating “tiny homes” as a priority because they are naturally more affordable. Investigating tiny houses may be a possibility within the next five (5) years. They have potential, but, currently, there are issues with the CT Public Health Code. They also need to be defined in The Plan.

J. Crawford recommended that the Plan be written in clear language, so that everyone can read it, not just those with technical zoning knowledge.

If there are any grammatical errors or typographical areas, G. Chalder asked that they be sent to him, M. Ozols or Johnnie Clarke in the Land Use Office.

G. Chalder will incorporate the changes suggested into the draft Affordable Housing Plan for the Subcommittee to review in November. Then, the Plan will be referred to the Planning Commission in December.

### **3. Approval of Minutes – September 2, 2021**

**Motion** was made by B. Neale to approve the September 2, 2021 meeting minutes as presented. The motion was **seconded** by J. Crawford and was approved unanimously.

### **4. Adjournment**

The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Kathleen S. King, Recording Clerk

