

**Town of Brunswick, Maine
Housing Committee**

Background. Housing diversity and the affordability of housing options within Brunswick are issues which have been discussed in various settings for decades. The recent sharp increase in housing prices has exacerbated these issues and has created an urgent need to address what is now being characterized as a housing crisis. On June 27, 2022, the Town Council adopted a moratorium on the development of new housing exceeding thirty units unless that housing included affordable units as defined in the moratorium. The moratorium is intended to allow the Town time to examine its existing housing stock and to develop recommendations that would require and incentivize diversity and affordability.

Recently, the Town's Comprehensive Plan Review Committee hired a consultant who is responsible for the review of the Town's housing stock and its incentives and impediments to creating more diversity and affordability. As part of the effort, the staff will be working with the Committee and consultant to expedite that review.

Housing Committee. In order to expedite and assist in the development of zoning and other regulations related to diverse and affordable housing the Town Council establishes a Housing Committee consisting of:

- 3 Representatives from the Town Council
- 3 Representatives from the Business Sector (Industry, Real Estate, Health Care, or Retail)
- 2 Representatives from individuals engaged in Housing Development
- 1 Representative from Planning Board
- 1 Representative from the Comprehensive Plan Committee
- 1 Representative from the Brunswick Housing Authority
- 1 Representative from the Brunswick School Department
- 1 Representative from a Housing Advocacy Organization

Given the need for urgent action, the Town Council waives its requirement for interviews with its Appointments Committee and authorizes the Chair and Vice Chair to appoint the Committee members. After December 31, 2022, replacement members are required to go through the appointments process, including interviews with the Appointments Committee.

At its first meeting, the Committee shall select a chair and a vice chair from among its members. The chair, with assistance from staff, shall establish the Committee's meeting agendas and be responsible for conducting the meeting. The vice chair shall assume these duties in the absence of the chair.

Committee Responsibilities. The Committee shall be responsible for the following:

- Examining the diversity and affordability of Brunswick's existing housing stock. Research, study, and provide information on ways for the Town to support housing initiatives for all segments of the population.
- Recommending an order of prioritization for Brunswick's housing policy needs.
- Reviewing and making recommendations regarding Brunswick's housing incentives and requirements, including but not limited to:
 - review dimensional and density standards within Brunswick's Zoning Ordinance

- accessory dwelling units (ADUs) and tiny homes
 - density bonuses
 - public/private development partnerships
 - affordable housing and regular tax increment financing
 - credit enhancement agreements
 - adaptive reuse and rehabilitation incentives
 - impact fee and other fee reductions
 - expedited review process
 - contract zoning
 - inclusionary zoning
 - deed restrictions
- Reviewing the impact short-term rentals and Air BnB's have on the availability of longer-term housing options, owned or rented. Recommend regulations if deemed necessary.
 - Reviewing and consider recommending the creation of a "home share" program.
 - Reviewing and consider recommendations regarding landlord tenant issues including the possibility of establishing a rent control mechanism. Further, to consider the impact of converting rental units to ownership.
 - Other duties that might arise because of urgent circumstances, Council action, or staff suggestion.

In developing its recommendations, the Committee shall define or determine:

- The following terms:
 - Market Rate Housing
 - Low Income Housing
 - Affordable Housing
 - Workforce Housing
 - High-end Housing
 - Short-Term Rentals
- The segments/price points to be served.
- Compliance with the Town's Comprehensive Plan and Zoning Ordinances as it relates to future development.
- Financial feasibility for developers to include affordable housing options in new developments.
- Fiscal impact of the housing recommendations on municipal services, including schools, and the capacity of existing infrastructure and staffing to serve additional population.

The Committee is authorized to exercise its discretion in completing its assignment. To that end, it may:

- Seek input from stakeholders and others it deems appropriate.
- Consult with the Planning Board, the Comprehensive Plan Committee, and staff from the Departments of Planning and Economic Development.
- Make interim recommendations prior to the completion of its work.

Committee Reporting. As soon as possible, but not later than the Town Council's first meeting in September, the Committee shall outline its scope of work and its anticipated timeline for completing it. Beginning with the Town Council's August 2022 meeting, the Committee shall

provide the Town Council with periodic progress reports. Progress reports shall occur at least monthly. The Committee shall make a final report of its recommendations by December 31, 2022.

Staff to Committee. The Committee shall be staffed by the Department of Planning and Development, as well as the Department of Economic and Community Development

Staff will be responsible for providing the administration of the affairs of the Committee, including preparing agendas and minutes, posting public meetings, handling correspondence, and maintaining all official records.

Meeting Notice and Conduct. The Committee shall establish a regular meeting day and time. It shall meet no fewer than two times per month. All meetings shall be noticed on the Town's website. Notice of the meetings shall be provided, and the meetings conducted, in accordance with Maine law, 1 M.R.S.A. § 401et seq. The Committee may establish additional rules to govern the conduct of its meetings.

Funding. The activities of the Committee shall be funded from the operating budget of the Department of Planning and Development.

Proposed to Town Council: July 18, 2022

Adopted by Town Council: July 18, 2022