

# CHATHAM AFFORDABLE HOUSING SUMMIT PROCEEDINGS

January 17, 2007  
Monomoy Room  
Chatham Bars Inn

*Sponsored by the:  
Board of Selectmen &  
Affordable Housing  
Committee*



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## **Background**

As part of its efforts to update the Town's Affordable Housing Plan, the Affordable Housing Committee approached the Board of Selectmen to hold a Housing Summit workshop. Building on the Committee's planning and housing survey efforts, the purpose of the Summit was to bring together public and private organizations, Town Board and Committee members and individuals to assist in developing solutions to enable the Town to reach the goal of 10% of the year round housing units affordable by the year 2015.

The Board of Selectmen established Affordable Housing as their #1 priority on the list of Long Range Goals, to maintain a diverse, healthy population comprised of young people, working people, seniors, part and full-time residents. Chatham needs to provide affordable housing opportunities to maintain a balanced community.

The Summit was held on Wednesday, January 17, 2007 from 8am – 12pm in the Monomoy Room of the Chatham Bars Inn. The session was led by trained facilitator Karen Sunnarborg who has extensive experience in affordable housing and group facilitation on the Cape and throughout Massachusetts. Over 75 persons attended and participated in the Summit at nine different tables.

The Board of Selectmen and Chatham Affordable Housing Committee greatly appreciate the participation of all who attended the Summit!

## **Summit Agenda**

The primary components of the Summit's agenda were as follows:

Welcome and Opening Remarks

Overview Presentations

Affordable Housing Overview  
Chatham Housing Survey Results  
Updated Plan Development  
What is Affordable Housing?

Roundtable Brainstorming

Tables Setting Priorities

Presentation of Tables Prioritized Actions

Participants Setting Priority Actions (Voting)

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**Welcome and Opening Remarks** – David Whitcomb, Chair of the Chatham Board of Selectmen and Charles Christie, Vice Chairman of the Affordable Housing Committee welcomed Summit participants. Mr. Whitcomb and Mr. Christie provided some history of affordable housing in Chatham and outlined the goals of the Summit.

**Overview Presentations** – To provide the current setting, Terry Whalen, Principal Planner of the Chatham Community Development Office provided an overview of the current state of affordable housing in Town. Laura Shufelt, Consultant to the Affordable Housing Committee presented the results of the recent housing need survey conducted in the late fall of the 2006. Ms. Shufelt also provided an overview of the process to update the Town’s Housing Plan. To provide the jumping off point into the interactive discussion, Karen Sunnaborg, the Summit’s moderator, provided the group with the technical definitions of what is affordable housing and an overview of how the Summit would proceed.

**Roundtable Brainstorming** - The core of the Summit revolved around the Roundtable Brainstorming in which attendees were assigned to one of nine tables. Each individual was then asked in turn to indicate their comments on what they thought are the most important actions for the Town to take in the next few years regarding housing. All comments were recorded on flip sheets by each table’s designated recorder.



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**Tables Setting Priorities** - Each participant at each table was given their own opportunity to respond to the responses offered by the other participants at the table. Each table then selected their top six items from the list that had been generated. These six actions were then written on a separate sheet of paper to be presented to the entire group in the reporting part of the agenda.



**Presentation of Tables Prioritized Actions** - All workshop participants were reconvened, and the group selections were arranged on easels at the front of the Monomoy Room. Each group presented its selections and highlighted how they got there, plus any other key observations.



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**Participants Setting Priority Actions (Voting)** - Following these presentations, each participant was given five blue “positive” sticky dots to place as “votes” wherever they wish on the presented actions, and depending upon their preferences could place all five dots on one item or spread them between strategies denoting the extent of their interest. Participants were also given one red “negative” dot to record strong opposition to a particular action. A review of the results was offered by the facilitator.



**Data Compilation** – The data from the Summit were processed in three steps including: developing a summary from each table, grouping priority actions, and generating a priority action summary.

*Step One* – The six identified priority action items on the sheets for each table were entered into a spreadsheet and sorted by the vote tally based upon the number of dots. Nine separate matrices were created.

*Step Two* – A composite matrix of the results from each table was then constructed. Like recommendations were then grouped and Composite Priority Action Items were developed. Composite scoring for each category grouping was also calculated.

*Step Three* – To develop the Priority Action Summary, the Composite Priority Action Items were sorted by net positive votes and assigned a priority ranking.

**Summit Results** – The following matrix highlights the composite results of each table’s input and the voting conducted by the entire group of Summit participants:

Composite Priority Action Item	Voting	
	For	Against
Establish an Affordable Accessory Apartment Program <sup>1</sup>	70	0
Make Changes to the Zoning Bylaw to promote Affordable Housing Production <sup>1</sup>	61	6
Establish an Affordable Housing Awareness Program <sup>2</sup>	37	0
Offer Incentives for the Creation of Affordable Housing <sup>2</sup>	25	1
Utilize Public/Private Collaboration	19	0
Inventory Properties and Houses Town-Wide for Affordable Housing Opportunities	22	3
Develop Housing Rehabilitation Program for Income Eligible Households	17	0
Purchase Land for Affordable Housing Purposes <sup>2</sup>	18	2
Develop New Affordable Housing Programs	17	3
Improve Housing Regulatory Process	14	0
Create an Amnesty Program for Illegal Apartments <sup>2</sup>	10	0
Expand Mix of Affordable Housing Available for Seniors	8	0
Expand Wages to Help Address Affordability Gap	9	3
Establish a Group to Provide Technical Assistance on Affordable Housing	2	0
Seek Private Donations	2	1
Sell Town-Owned Land for Revenue to Create Affordable Housing	5	6
Evaluate the Possibility of Siting Affordable Housing on Conservation Land	1	22

**Notes:**

- Yellow highlighting indicates identification as a number one table priority

<sup>1</sup> – Three (3) tables identified as the number one (1) priority

<sup>2</sup> – One (1) table identified as the number one (1) priority

Based upon the above results the following **Affordable Housing Priority Ranking** was identified at the Chatham Affordable Housing Summit:

1. Establish an Affordable Accessory Apartment Program
2. Make Changes to the Zoning Bylaw to promote Affordable Housing Production
3. Establish an Affordable Housing Awareness Program
4. Offer Incentives for the Creation of Affordable Housing
5. Utilize Public/Private Collaboration
6. Inventory Properties and Houses Town-Wide for Affordable Housing Opportunities
7. Develop Housing Rehabilitation Program for Income Eligible Households
8. Purchase Land for Affordable Housing Purposes
9. Develop New Affordable Housing Programs
10. Improve Housing Regulatory Process
11. Create an Amnesty Program for Illegal Apartments
12. Expand Mix of Affordable Housing Available for Seniors
13. Expand Wages to Help Address Affordability Gap
14. Establish a Group to Provide Technical Assistance on Affordable Housing
15. Seek Private Donations
16. Sell Town-Owned Land for Revenue to Create Affordable Housing
17. Evaluate the Possibility of Siting Affordable Housing on Conservation Land

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**Next Steps** – As part of the process to update the Town of Chatham’s Housing Plan, the above results, coupled with the findings of the Affordable Housing Needs Survey will help serve as the updated Plan’s foundation. The next milestones in the planning process will include the development of a draft plan for review by the Affordable Housing Committee. After completion of a draft, the Plan will be forwarded to the Board of Selectmen for final review and approval. Meetings of the Affordable Housing Committee and Board of Selectmen are open to the general public where opportunities for public input will be provided.

**Further Information** – For further information or questions on the Summit please contact:

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***Special Recognition***

*The Board of Selectmen and the Affordable House Committee would like offer thanks to the Chatham Bars Inn for their donating use of the Monomoy Room for the Summit*

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## **Summit Appendix**

### Summit Agenda

Poem Written by a Recipient of an Affordable House in Chatham

Who Needs Affordable Housing?

What is Affordable Housing?

List of Attendees (*by Table Assignment*)

Affordable Housing Overview Presentation

Chatham Housing Survey Results & Updated Plan Development Presentation