



TOWN OF CAPE ELIZABETH
MEETING MINUTES May
15, 2023

MEETING: Ad-Hoc Housing Diversity Study Committee

DATE: Monday, May 15, 2023

TIME: 6:30 P.M.

PLACE: Town Hall, Jordan Conference Room

Present: Kevin Justh (KJ), Timothy Thompson (TT), Curtis Kelly (CK), Katie Reeves (KR), Amit Oza (AO), Victoria Volent (VV), Stephanie Anderson (SA)

Absent: All members present

Committee Support Staff: Kristina Musante (KM) of K&J Strategic Solutions present

Public Guests: Approximately seven to 10 people present

Attendance:

1. Call Meeting to Order

Meeting was called to order at 6:35 pm

2. Roll Call

All members present

A discussion about using the OWL took place after Roll Call. Committee members asked if the OWL was requested. The OWL was not specifically requested for this meeting by staff, however, the Chair has asked for access to recording and streaming abilities for all meetings. On May 1, 2023, staff and the Chair met with Town Manager who stated that the OWL would need a designated lap top and the Town Manager planned to designate his old lap top as soon as possible. It was presumed by the Chair and the staff that when the laptop was designated, that is when the OWL would then be available. There was further discussion about this matter that resulted in staff insuring the OWL would be available for the June 5th meeting, even if it meant using her own personal laptop. The OWL has been requested for June 5th meeting by Kristina Musante.

3. Public Comment

4. Guest Speakers

- a. 6:30 pm: Cumberland Town Manager, Bill Shane presentation and Q&A

Bill Shane gave a presentation and engaged in Q&A with the committee. He offered his experiences in Cumberland where he lives and works. Their goal is build 150 affordable units over 10 years. He stated that getting support for affordable senior housing is easier than affordable housing for families and singles.

55 affordable senior units for 60% AMI are waiting on state funding. These units will be \$1,000 to \$1,200 per month.

They operate 30 senior housing units with cooperative through the Housing Authority and the Town, were units are \$1,000 to \$1,200 per month. The Enterprise Fund, pays for its self and stands alone.

3 pods of senior housing project with a 30 year to 40-year loan from Maine Housing. Town Houses are tough to build affordably, pods are better.

Cumberland encouraged developers to work with them. Shane stated partners are needed to make projects affordable.

TIFF districts are used in Cumberland to generate revenue for infrastructure. Department of Economic Development develops TIFFs to include affordable housing TIFF.

38 units of senior housing with 99-year lease for 60% AMI at \$800-\$1000 being developed.

120% AMI, ½ senior, ½ family affordable units being developed. Hopefully 110 units, with 2-3 BR for family and 1-2 BR for seniors.

Cumberland is conducting an analysis of number of units.

ADUs are proving to be cost prohibitive in Cumberland. Owner operation is required there. Cumberland does not allow a single family home to be removed and four small units to be built in its place. They encouraged growth in growth areas. They were concerned that families and children would drop off drastically, but that did not materialize.

Incentives offered by Cumberland: Add density, Cumberland has 2-4-acre zone, 20,000 square feet. Create zones with overlay districts of 120% AMI for owners and LIHTC Rental at 60-80% AMI.

Projects coming up for Cumberland include a town owned land project that was described as controversial. The town wanted to do more for families and felt this project could help spur more commercial interest as well. This would include two rental buildings one affordable family and one affordable senior. Prior to this the town conducted a survey online and on paper, and Mr. Shane agreed to share the results. Currently, short term units have been displayed by temporary housing for asylum seekers as well. Using over 100 acres of town owned land they will likely build 3 story building near the land fill that is now covered in solar panels. Shane stated that having utilities in the correct place was key to feasibility. Workforce housing is also being developed with the town employees getting the first bite but complying with fair housing laws by advertising to all.

Tax income in Cumberland is 92% residential and 8% commercial. TIFF's were discussed and suggested as a means to help finance affordable housing. Additionally, senior tax program was discussed where annually seniors get a \$550 per year tax exemption on their homestead.

Shane's advice to the HDSC was to connect with developer, use TIFF to build infrastructure. LIHTC may be helpful, and developers do a good job of applying for and securing these credits. Lastly, listen, have frequent meetings to allow the community to understand and support the process.

b. 7:30 pm: ADU expert, Christopher Lee presentation and Q&A

Chris Lee of Backyard ADU's presented to HDSC on his company and his experiences with building ADUs in the New England area. Lee's company designs, permits, and builds the structures.

ADUs currently are not being built as affordable housing, but are being built as multi- generational housing.

ADU's are usually built as detached around 800 square feet due to the difficulty with rotting infrastructure, architecture, and rules around fire sprinkler requirements. Detached tends to be easier and less expensive. Usually 2 bedroom 1 bath at 800 square feet. Higher end customers have built 1,000 to 3,000 square feet ADUs. Under 500 square feet means it is a studio design and the kitchen may be

below standards. Additionally, the price per square foot gets too high with very small structures.

ADUs polices were discussed. Lee stated that having set designs may not work given how each project has vastly different needs. He suggested having a max square footage, but cautioned against harming owners with smaller homes. The building department in each town makes huge difference in getting projects permitted and built in a timely manner.

5. Approval of Revised Minutes from May 1, 2023 Meeting (attached)

Approved 7-0 with changes stating the Gull Crest feasibility study would need to be approved by the full town council.

6. Committee Staff Updates (2 minutes)

- a. Tentative Meeting Dates were all selected by the committee.

Meeting dates were approved and will be used by the committee, including May 22, to meet with survey staff.

- b. Follow up with John Eagan and Genesis Fund.

Staff given approval to follow up with John Eagan for TA.

7. Reports and Correspondence (5 minutes)

- a. Eamonn Dundon Email on Zoom issue (attached)
- b. Thomas Dunham Email on Community Forum (attached)

8. List Items on the Agenda

- a. Review of RFP submissions for Public Opinion Survey (15 minutes)

RFP's were considered by the committee and the committee voted 5-1 to hire Comengage and scheduled a meeting for May 22nd to meet the contractors.

An additional conversation occurred that resulted in the committee voting 4-2 to invite Cynthia Dill to present on the Gull Crest project on June 26, 2023.

9. Next Meeting/Event (8 minutes)

Announce Date/Time/Place

Items on the Agenda – Continued or New Items

- a) Monday, June 5 at 6:30PM at Town Hall, Jordan Conference Room
 - i. Discussion and coordination of Family Fun Day
 - ii. Review of Community Forum comments
- b) Saturday, June 17 Family Fun Day at Fort Williams Park
- c) Monday, June 26 at 6:30PM at Town Hall, Council Chambers (hybrid)
- d) Tentative Dates: May 22, July 17, Aug 7, Aug 28, Sept 18, Sept 25.

10. Public Comment

Tom Dunham stated that conducting over the summer was not wise due to travel of most residents. He suggested the committee wait until September.

11. Adjournment

The committee adjourned at 9:10 pm

Speaking at the Ad-Hoc Housing Diversity Study Committee Meeting After the public comment period has been opened, any person wishing to address the Ad-Hoc Housing Diversity Study Committee shall signify a desire to speak by raising their hand. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making comments. All remarks should be addressed to the Ad-Hoc Housing Diversity Study Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the committee members present. The time for public comment at the beginning of the meeting is limited to 15 minutes. This time may be extended by a majority vote of the committee members present. The time for public comment at the end of the meeting shall be sufficient for any member of the public to speak for 3 minutes. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Ad-Hoc Housing Diversity Study Committee has begun its deliberations on an item, no person shall be permitted to address the Ad-Hoc Housing Diversity Study Committee on such item.

Written Comments

Members of the public are encouraged to submit written comments to the Ad-Hoc Housing Diversity Study Committee.

Email

Comments by email can be sent to HDSC@capeelizabeth.org.

Mail

Comments may be mailed to the attention of the Town Clerk. Comments will be scanned and emailed to staff and the committee. Town Clerk 320 Ocean House Road, Cape Elizabeth, Maine 04107.

Comments may be dropped off to the Town Clerk at Town Hall during office hours. Comments will be scanned and emailed to staff and the committee.

Decorum

Persons present at Ad-Hoc Housing Diversity Study Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made, or actions taken at such meeting. Persons at Ad-Hoc Housing Diversity Study Committee meetings may only address the Ad Hoc Housing Diversity Study Committee after being recognized by the chair.

Supporting Documents

1. May 1 2023 HDSC Revised Draft Meeting Minutes
2. Eamonn Dundon Email on Zoom issue
3. Thomas Dunham Email on Community Forum
4. Liz Trice with Kara Wilbur, Chris Miller, Addy Smith-Rieman, and Forest City LLC & Dept. Community Imagination (attached)
5. Comengage: (attached)
6. Probolsky Research: (Link in agenda)