



Affordable Housing Committee

AGENDA

Thursday, December 1, 2022

1PM

Town Hall

Conference Room A

1. Review & Approve Minutes
2. Outline for Report to Council
3. Housing Reserve Fund Brainstorming Cont.
4. Update on Existing Initiatives
 - A. ADU Grant
 - B. Sale of Tax Acquired Property
 - C. Old Post Affordable Housing Project
 - D. LD2003
5. Next Steps

Next Meeting – Thursday, January 5, 1PM

Adjourn

Attachments:

- Various Draft Minutes
- Housing Reserve Fund
- Draft Priorities List (to be discussed in January)

This meeting will be held in person. The public may attend in person or view the meeting via Zoom webinar. Register in advance for the webinar by clicking [here](#).



TOWN OF KITTERY

Housing Committee

FEBRUARY 4, 2021

1PM

DRAFT MINUTES

In attendance: Chair Matt Brock, Vice Chair Emily Flinkstrom, Debbie Driscoll, Russell White, Drew Fitch, Stephen Kosacz, Kathy Connor, Bart McDonough, Adam Causey, Kendra Amaral

Committee held a moment of reflection and remembrance for former Town Councilor and Planning Board Chair Ann Grinnell.

1. Minutes approval – postponed to next meeting
2. Housing Fund
 - Staff researching federal and state fundraising. Federal funding appears to be funneled through three agencies and directly to the State. Focus will have to be on the State programs that distribute funds. Discussed the limitations of access to funds as a municipality. Many programs are geared towards non-profits and housing authorities.
 - Discussed looking for projects we want to pursue and focusing grant development based on that.
 - Climate Action Committee became aware of the Housing Fund and was interested in finding intersections with their efforts. Clarified the fund cannot be used for energy efficiency/GHG reduction projects unless they directly relate to helping someone stay in their home/avoid displacement.
 - Discussed promoting the fund to the community and starting to seek donations. Look at manning a booth at the Farmers Market and Block Party. Donations to the fund are tax deductible.
 - Emily will catalogue funding ideas.
3. Zoning
 - Reviewed B-L and BL-1 drafts.
 - Code currently prohibits higher density development on parcels not served by sewer; that effectively addresses the concerns about out-sized projects at Pepperrell Cove and Lewis Square area.
 - Discussed specifics regarding setbacks and screening for parking lots.
 - Discussed looking at higher density bonuses for 100% affordable housing projects. Initial reaction is that with height limits that are sacred in Kittery this would be difficult to achieve. Staff will look into it after the BL and BL-1 are done.
 - Committee approves the BL and BL-1 proposed amendments to move forward to the Planning Board for consideration.
4. TIFS
 - The staff want to keep transportation TIF on the radar as a tool to support affordable housing and LTC eligibility. Transportation TIF is preferred to housing TIF because it

serves more objectives including greenhouse gas emission reduction and community development.

5. Next Meeting

- Invite Bree to the next meeting to talk about affordable housing options in Kittery.



TOWN OF KITTERY HOUSING COMMITTEE

May 13, 2021

1PM

DRAFT MINUTES

In attendance; Matt Brock, Chair, Emily Flinkstrom, Vice Chair, Tom Emerson, Drew Fitch, Debbie Driscoll, Russell White, Adam Causey, Kathy Connor, Stephen Kosacz, Kendra Amaral

1. April 1, 2021 Meeting Minutes

- Approved

2. Affordable Housing Funding

- Discussed ways to create affordable housing units or something else with potential funding
- The overall fund should be for long-term, but have small and large project options
- Discussed whether 3 Walker could be looked at for affordable housing

3. Staff Updates

- Staff provided an update on analysis of Kittery's LIHTC scoring/alignment
- Review tax foreclosed properties for potential sites of affordable housing projects
- Update on JLUS Urban Land Institute housing panel process provided

4. Next Steps

- Committee would like to invite Habitat for Humanity to join a future meeting



TOWN OF KITTERY HOUSING COMMITTEE

August 4, 2021

2PM

DRAFT MINUTES

In attendance: Matt Brock, Chair, Emily Flinkstrom, Vice Chair, Drew Fitch, Debbie Driscoll, Adam Causey, Kathy Connor, Kendra Amaral

Guest: Jill Peter Kennebunk Savings

1. Revolving Loan Fund Discussion

- Q&A: Jill Peter, Executive Vice President Chief Retail Credit & Special Assets Officer, Kennebunk Savings Bank
- They recommend having a way to address servicing of loans if that is the approach the committee takes.
- Bank works with Habitat to do this to meet all community reinvestment act and other regulations
- Models for what would/would not be eligible
 - Same for ADU regarding securing payback
- Addressing income limitations on future rental owner

2. Staff Updates

- Staff provided updates on the progress of the BL & BL-1 amendments through KLIC and status of evaluating tax foreclosed property for affordable housing projects.



**TOWN OF KITTERY
HOUSING COMMITTEE
September 2, 2021
1PM
DRAFT MINUTES**

In attendance: Matt Brock, Chair, Emily Flinkstrom, Vice Chair, Debbie Driscoll, Adam Causey, Kathy Connor, Russell White, Thomas Emerson, Kendra Amaral

1. Affordable Housing Fund discussion
 - Feedback on guest from August meeting
 - Partnering with bank makes sense for administrative assisting
 - Want clarification whether we gain/lose options by partnering with bank
2. Framework development
 - Emily presented her ideas
 - Pilot program
 - ADU that supports a homeowner who meets income limits, and/or unit that is for someone who meets limit
 - Connect with YCCA about marketing and promotion of
 - Home repair
 - 1st time home buyer supports
 - Brainstorming
3. Report to Council regarding committee activities
 - What are we doing?
 - ADU program
4. Volunteers for subcommittee to discuss ADU grant program development
 - Matt, Emily, Adam, Tom



TOWN OF KITTERY HOUSING COMMITTEE

October 7, 2021

1PM

DRAFT MINUTES

In attendance: Matt Brock, Chair, Emily Flinkstrom, Vice Chair, Drew Fitch, Debbie Driscoll, Adam Causey, Kendra Amaral

1. ADU Pilot Program Discussion

- Make sure the rental restrictions go with deed in case it gets sold
- Discussed possibility of legal means to claw back for violation of terms
- Question raised whether this becomes taxable “income” for homeowners if we are paying the contractor directly?
 - Will they need to pay back if they sell property within 10 years?
 - Will it become first come first serve or will it be evaluated by circumstances
- Propose owner occupied at time of qualification requirement

2. Report to Council regarding committee activities

- Matt will draft

3. Committee would like advanced notice of when RFP goes out for 42 – 44 Old Post

4. Matt will serve as the Committee rep on proposal reviews



TOWN OF KITTERY
HOUSING COMMITTEE
December 2, 2021
1PM
DRAFT MINUTES

In attendance: Matt Brock, Chair, Emily Flinkstrom, Vice Chair, Drew Fitch, Debbie Driscoll, Adam Causey, Kathy Connor, Kendra Amaral

1. ADU Grant Program update
 - Debbie recommended prohibition on employees, elected officials, etc
 - Re-engage sub-committee to develop details
 - Sub-committee
 - Emily, Adam, Kendra, Tom, Debbie, Kathy, Matt
 - Drew asked to shorten 6-month primary milestone
2. Housing related zoning amendments
 - Looking to put B-L and B-L1 zones before PB first (likely Jan)
 - Staff will let Housing Committee know when going to PB so we can submit positive public comment
 - Discussion of should inclusionary be town wide or just certain zones
 - Drew interested in seeing reduction in per unit land area for multi-unit, perhaps focused on where we have sewer infrastructure
3. Tax foreclosed properties update provided
 - Rogers Road
 - Phelps
4. Doodle poll for subcommittee will be sent

Housing Reserve Fund
Financial Status

	Projected	Completed	Total
REVENUE			
ARPA Allocation		\$ 150,000	\$ 150,000
Completed Sales of Tax Acquired Properties	\$ 240,000		\$ 240,000
Sales in Process	\$ 70,000		\$ 70,000
TOTAL REVENUE	\$ 310,000	\$ 150,000	\$ 460,000
EXPENSES			
ADU Grants Round 1	\$ 100,000		\$ 100,000
TOTAL EXPENSES	\$ 100,000	\$ -	\$ 100,000
NET		\$ 150,000	\$ 360,000



Affordable Housing Committee Annual Objectives 2023 DRAFT

- Committee Engagement in Business Park Zoning Review
- Expand Inclusionary Housing to other zones (prioritize target zones)
- Develop and Host Community Outreach and Forums
- Gather developer/expert feedback on Inclusionary Housing Zoning provisions
 - Height restriction
 - 25 % maximum for payment in lieu