



Affordable Housing Committee

AGENDA

Thursday, February 2, 2023

1PM

Town Hall

Conference Room A

1. Discussion with John Egan, Genesis Fund
2. Update on Existing Initiatives
 - A. ADU Grant
 - B. Sale of Tax Acquired Property
 - C. Old Post Affordable Housing Project
 - D. LD2003
 - E. Education Subcommittee
 - F. Development/permits for affordable units
 - G. Other
3. Next Steps

Next Meeting – Thursday, March 2, 1PM

Adjourn

Attachments:

- Draft Minutes (for review and vote at next meeting)

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 3, 2022

1PM

MINUTES

DRAFT

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

1. ADU Grant Program discussion and review

- Selecting Grantee
 - i. Will start with minimum qualifications
 - ii. Discussed implementing a scoring methodology and including DEI criteria or bonus on scoring
 - iii. Members will send potential application questions or scoring criteria for discussion at next meeting
- What does success look like for this grant program?
 - i. Success is we have added two units to affordable stock
 - ii. Add criteria – Owner occupied
 - iii. Discussed concerns that someone will get grant that is not in need, relative to assets or other financial support. Discussed looking at Maine Housing approach to considering assets
- Blanket application of affordable ordinance

2. Housing related zoning amendments update

- Planning board public hearing on BL+BL-1 coming up
- Cluster subdivision is next on ordinance revision list
- Com is OK on affordable applying to mixed used neighborhood
- Members discussed increasing the floor
- Discussed what additional growth areas should be looked at



TOWN OF KITTERY HOUSING COMMITTEE

March 10, 2022

1PM

MINUTES

DRAFT

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

1. ADU Grant Program discussion and review

- Application and Rules
 - i. Owner must be income qualified as well
 - ii. Must be owner occupied
 - iii. Must be eligible for ADU per zoning
 - iv. One per property
 - v. Motion made and seconded to approve criteria. Approved unanimously.
 - vi. Staff will finalize app for approval of committee based on this
 - vii. Committee to send any final comments
- Process & Selection
 - i. Motion made and seconded to take a lottery approach subject to state law. Approved unanimously.
 - ii. Kendra to have legal review of lottery approach

2. Housing related zoning amendments update

- BL+BL-1 schedule public hearing on 3/14
- One comment raised at PB was concern about impact on Kittery Point. Density allowances remain unchanged if not on sewer
- Mixed use neighborhood to be introduced end of March to PB
- Foreside still waiting for feedback from residents and businesses
- Cluster/conservation subdivision will be introduced March 28 and will have affordable component
- Committee discussed drafting a statement to PB and Council to support “affordable housing in all zones including MU-N”
- Legislation – Affordable Housing
 - i. Committee wants to make sure Kristi and Michelle know what we are doing
 - ii. Discussed whether we should put some focus on “missing middle”

3. Housing project updates

- Town-owned properties update provided
- 98 Dennett Road introduction discussed
- State housing legislation proposal LD2003 discussed



TOWN OF KITTERY HOUSING COMMITTEE

April 7, 2022

1PM

MINUTES

DRAFT

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

1. ADU Grant Program final review
 - Application & rules
 - i. Committee wants to make it a requirement to rent unit within so many days/months of certificate of occupancy for unit
 - Process & selection
 - i. Ask for hand sketch if no design available
 - ii. Staff can help applicant to the normal extent we help other applicants
 - iii. Make requirement for “most recent tax return”
 - iv. Motion made and seconded to accept the application. Approved unanimously.
 - Outreach & promotion discussion
 - i. Members discussed doing a live presentation at KCC
 - ii. Allow for a 60 day application period
 - iii. Fairtide and Footprints will help get word out
 - iv. Make sure community media push includes WHY we need affordable housing
 - v. Staff will get video of Emily’s presentation to KCC and repost
2. Housing related zoning amendments update
 - BL / BL-1 public hearing at Town Council (April 11)
 - MU-N Public Hearing at Planning Board (April 28)
3. Housing project updates
 - Town-owned properties update provided
 - State housing legislation proposal discussed
4. DEI Committee Representative selected. Representative will be Emily Flinkstrom
5. Future Meetings discussion
 - Next meeting in person!



TOWN OF KITTERY HOUSING COMMITTEE

June 2, 2022

1PM

MINUTES

DRAFT

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

1. Zoning discussion

- BL/BL-1 follow-up discussion from workshop
- Payment-in-lieu fee discussed
 - i. Currently \$35K. Discussed other amounts
 - ii. Discussed capping PIL at 50% of units. Committee talked about Portland's history with their PIL option and how often it may have been exercised.
 - iii. Motion made, seconded to support proposing PIL being increased to \$100K. Approved unanimously.
 - iv. Motion made, seconded to support proposing adding a cap that only 50% of the units can be handled through PIL. Approved.
 - 1. For: Mary, Emily, Matt, Drew, Tom
 - 2. Against: Debbie
- Other zoning matters
 - i. ADU update
 - 1. Program launch today

2. Project updates

- Old Post Road Brownfields assessment being worked on. Goal is to obtain funding to pay for demo of existing buildings.
- Town-owned properties/real estate advisor
 - i. Aland selected as RE Agent
 - ii. Phelps will be sold deed restricted for affordable housing

3. Draft minutes will be coming forward at subsequent meetings