Town of Cape Elizabeth
Housing Diversity Study Committee

Draft Meeting Minutes

March 20, 2023

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

Absent: Stephanie Anderson (SA)

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

Public Guests: Five

Attendance: Stephanie Anderson was not present.

1. Call Meeting to Order

The meeting began at 6:30 pm

3. Roll Call

Six members were present

4. Public Comment

Jeanette Guglielmetti of 12 Old Fort Road asked if the committee received her email in support of considering the Gull Crest lot as space for building community housing. She stated it was a beautiful area with trails and it did not smell.

Tim Dew expressed concern that the OWL was not in use tonight and wanted to know what the process of requesting equipment was. He expressed the need for the community to be aware of what is going on in this committee through recordings, if not live access.

Cynthia Dill offered a memorandum to the committee regarding the Petition for Affordable Housing Amendments to the Referendum where 827 signatures were verified and would have allowed for multiplex

affordable housing on town owned land in the RA zone. In addition, the memo noted LD 2003 provisions which would allow for housing that CE workforce and seniors could afford. The memo noted CE Zoning ordinance pp. 161-163 and Gull Crest parcel as a potential site for multiplex housing.

A discussion with committee occurred and a question regarding whether the density bonus is only offered in the growth area, or if allowable in other areas. The committee held the belief that only communities without Comprehensive plans were allowed this exception. Cynthia offered to follow up with more information to assist the committee.

There was further discussion about the need to adjust CE density requirements to allow for setbacks and to make it feasible to develop.

4. Approval of Minutes from March 6, 2023 Meeting

Revisions to the minutes were requested to reflect the signatures in support of the Gull Crest lot where 866 were offered and 827 were certified. A memo from the Town Clerk reflecting this was offered for the record. It was also requested to add that there was discussion of Davis Woods as potential lot as well for consideration.

Minutes were approved with changes 5-0 with VV abstaining due to last meeting's absence.

5. Committee Staff Updates

a. Comprehensive Plan pp. 46-61 Transportation section

Committee staff presented information from the Comprehensive Plan regarding transportation options to compare to the ideas offered by developers and advocates at the previous meeting. It was estimated that a CE bus service would cost the Town $250,000 annually (in 2019), as adding CE routes to already long, existing commutes may not be possible. Other transportation options like on demand van services was also discussed. Transportation access will be key to access to LITHC and other funding sources.

b. SME update:

Maine Housing representative, John Egan for April 3rd

The committee will host John Egan at 6:30pm on April 3, 2023.

The committee agreed to host Chris Lee in May 1st for a short presentation and Q&A session regarding ADU's.

6. Reports and Correspondence

The committee acknowledged and reviewed the following correspondence:

a. Housing Voucher Waitlist – WGME News (link below)

https://wgme.com/news/local/maine-housing-crisis-15000-housing-voucher-waitlist-mainehousing-choice-homelessness-section-8#

b. Presentation from Liz trice:
https://docs.google.com/presentation/d/1DfnEjht67KWc5rec57IMenJbtoZ3b30_WXSFHbdpaqI/edit#slide=id.g215f59f3415_0_249

c. Presentation from Laura Reading (PDF Attached)

d. Regan St Pierre Email regarding Affordable Housing Credit Report (PDF attached)

e. Senator Collin article on asylum seekers in Maine

https://edition.pagesuite.com/popovers/dynamic_article_popover.aspx?artguid=7771630c-9cd0-46e8-931f-86dd46023573&appid=3533

7. List Items on the Agenda

a. HDSC Grid

There was discussion on how best to use this tool to track concepts and information about each type of housing.

b. Discussion on lot sizes and requirements (resources attached)

Information was presented by the chair on current neighborhoods with between 2 and 6 homes per acre. These were built before zoning prevented this type of housing.

A discussion about density changes needed to make diversified housing possible. Density requirements would have to be changed for multiplex and in-fill lots in order to create diversity.

Examples of four gross lot sizes were give as examples. Colonial Village (22 homes on 4.5 acres in RC zone), 312 Ocean House (4 homes on 0.48 acres in TC zone), Woodlands South (54 homes on 9.7 acres in RC zone), and Woodland Senior Living (72 beds on 5.2 acres in RC zone).

The committee requested that Cumberland Town Manager or representative be invited to present to committee as they just went through this process.

c. Budget request items to support community outreach and education and other needs of the committee.

Upcoming event ideas were discussed.

d. Potential upcoming outreach and research events

Upcoming events discussed include Family Fun Day as a way to do outreach and research and May 1st Community Forum to gather input on styles of more affordable housing that currently exists in CE. Photos will be gathered and used at the forum to gage the appetite of the community for each of these housing styles.

Outreach for the May 1st event include request for Transfer Station sign, mobile info sign, flyers, ads, and notices in newsletters.

e. Committee decorum and public input guidelines

The committee discussed the need to treat guests and town staff with respect when offering their opinion or advice. It was discussed that public comment should not be allowed during a vote of the committee as it was in the previous meeting.

8. Next Meeting/Event

Announce Date/Time/Place
Items on the Agenda – Continued or New Items

a) Monday, April 3 at 6:30PM at Town Hall, Council Chambers (hybrid)
    i. Maine Housing, John Egan, assistance with strategy at 6:30 pm
    ii. Discussion with Judy Colby-George about Loomio at 7:30 pm
    iii. Photos of housing types review and discussion
    iv. Density discussion for in-fill lots and single family homes
    v. Use of OWL or other recording devices

b) Monday, April 24 at 6:30PM at Town Hall, Jordan Conference Room

i. Review RFP submissions
ii. Density and Set Backs discussion
iii. Review materials and strategy for May 1st Community Forum

c) Monday, May 1 at 6:30PM at Town Hall, Council Chambers (hybrid)
i. Chris Lee, ADU expert
ii. Host Community Forum to gage appetite for existing housing types.

d) Monday, May 15, at 6:30 pm at the Town Hall, Jordan Conference Room

e) June 17th Family Fun Day (potential outreach/research event)

9. Public Comment

Susan McGinn commented for the committee to consider having many tools in the tool box that offers homes for rental and purchase at an affordable cost. A discussion of inclusionary zoning occurred and how that would give way to more affordable housing.

10. Adjournment
The committee adjourned at 8:30 pm.