1. Agenda

   Documents: AGENDA 08.14.13.PDF

2. Packet

   Documents: HCDPACKET08142013.PDF

CITY OF PORTLAND, MAINE
Notice of Meeting

Housing and Community Development Committee

DATE: 8/14/2013
TIME: 5:30 PM
LOCATION: Room 209, Second Floor
Portland City Hall

AGENDA

1. Review and accept Minutes of previous meeting held on June 26, 2013.
2. Review and Recommendation to City Council on Housing RFP Proposals – Jeff Levine

   a. See enclosed memo and proposals received
3. Review and recommendation to City Council on appropriation and financing of funds to allow for staff negotiations for property acquisition for City department consolidation. Note: Pursuant to 1 M.R.S.A. 405(6)(C) and (F) and 5 M.R.S.A. 13119-A, the Committee may go into executive session to discuss negotiations on possible real estate acquisition. – Greg Mitchell

   a. See enclosed memo from Greg Mitchell.
4. Communication: Update on R-6/R-7 Zoning Revisions - Jeff Levine
5. Communication: See enclosed 2013 HCDC Work Plan and revised Calendar
6. Executive session - Pursuant to 1 M.R.S.A. 405(6)(C) and (F) and 5 M.R.S.A. 13119-A, the Committee go into executive session to:

   a. Discuss negotiations regarding the possible sale of a portion of Congress Square Plaza and provide guidance to staff.
7. Next Meeting Date: Weds., August 21, at 5:30.

Councilor Nicholas Mavodones
Chair

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

DATE: August 14, 2013 (Wednesday)
TIME: 5:30 – 7:00 p.m.
LOCATION: Room 209
Portland City Hall

A G E N D A

1. **Review and accept Minutes of previous meeting held on June 26, 2013.**

2. **Review and Recommendation to City Council on Housing RFP Proposals – Jeff Levine**
   a. See enclosed memo and proposals received

3. **Review and recommendation to City Council on appropriation and financing of funds to allow for staff negotiations for property acquisition for City department consolidation. Note: Pursuant to 1 M.R.S.A. 405(6)(C) and (F) and 5 M.R.S.A. 13119-A, the Committee may go into executive session to discuss negotiations on possible real estate acquisition. – Greg Mitchell**
   a. See enclosed memo from Greg Mitchell.

4. **Communication: Update on R-6/R-7 Zoning Revisions – Jeff Levine**

5. **Communication: See enclosed 2013 HCDC Work Plan and revised Calendar**

6. **Executive session - Pursuant to 1 M.R.S.A. 405(6)(C) and (F) and 5 M.R.S.A. 13119-A, the Committee go into executive session to:**
   a. Discuss negotiations regarding the possible sale of a portion of Congress Square Plaza and provide guidance to staff.

7. **Next Meeting Date: Weds., August 21, at 5:30.**

Councilor Nicholas Mavodones/Chair

Housing & Community Development Committee

June 26, 2013

Portland City Council's Housing and Community Development Committee (HCDC) met on Wednesday June 26, 2013 at 5:30pm in room 209 of City Hall. Present from the HCDC was its Chair, Councilor Nicholas Mavodones, Councilor Kevin Donoghue, Councilor John Coyne, and Councilor Ed Suslovic. City Manager Mark Rees was also present.

City Staff in attendance included Economic Development Director, Greg Mitchell; Planning and Urban Development Director, Jeff Levine; Housing and Community Development Division Director, Mary Davis; Director of Operations/Maintenance, Kathy Alves; HCD Program Manager, Amy Grommes Pulaski; and HCD office assistant, Maeve Wachowicz (note taker).

Agenda Item #1 – Minutes of June 12, 2013 Committee meeting.

On motion made and seconded, the Committee voted unanimously to accept the minutes of the June 12, 2013 meeting.

Agenda Item #2 – Possible Lease with Ready Seafood

Mr. Mitchell explained that Ready Seafood has been a tenant at Portland Ocean Terminal since 2009 and is looking to more than double their square footage through a new proposed lease with an 11 year extension amendment. This extension would also match the length of the Shucks Maine Lobster lease. The current lease brings in about \$120,000 and the new lease would increase that to about \$260,000. If recommended, the lease would go before the Council at their July 15th meeting, along with the Shucks lease.

John Ready of Ready Seafood Co. spoke and thanked the committee and Mr. Mitchell. He said the company appreciates being in Portland and promoting the seafood industry and the working waterfront. He said he looks forward to adding new jobs and promoting Maine lobster.

Councilor Donoghue requested a memo on management of the Thames Street parking in light of new lease agreements at the Portland Ocean Terminal.

A motion was made and seconded to recommend to the City Council the approval of the Ready Seafood lease amendment substantially in the form presented. The Chair opened the meeting to public comment; there was none. Chair Mavodones thanked staff, particularly Kathy Alves and Bob Leeman, for being creative in making these leases work. He also thanked John Ready for his comments and for being on the Portland waterfront and noted that the company has tripled in size since 2009. Ms. Alves commended the company for being a good tenant. The Committee voted unanimously to approve the motion.

Agenda Item #3 – Loan Modification Request Island View Properties

Ms. Davis presented the housing loan modification request from Island View Apartments. Maine Housing has agreed to modifiy their loan terms to include splitting the loans into two to reduce the monthly outgoing cashflow. The proposed modified City loan terms include reducing the interest rate from 1% to 0%, which is consistent with the City's current affordable housing lending practices, and deferring repayment of the loan to 2031.

Councilor Suslovic moved to support the proposed loan modification. Councilor Donoghue seconded the motion and Chair Mavodones opened the meeting for public comment; there was none. The Committee unanimously voted to pass the motion.

Agenda Item #4 – HCD Issues

HUD Funding

Ms. Davis said that the HUD funding allocations approved by the Council in April were based on an estimate and Portland has actually received almost $95,000 more than anticipated for CDBG, almost $13,000 more for HOME, and an over $36,000 cut to ESG.

Ms. Davis then reviewed the recommendations made by the City Manager for the additional CDBG funds. The Development recommendations included fully funding the Cumberland Avenue project, fully funding the Economic Development Business Assistance program, and allocating the remaining funds to the CEI Microenterprise Assistance Program.

The Social Service recommendations were that the HOME Team receive full funding, since this is the second year of their two year allocation, that Healthcare for the Homeless receive additional funding to offset the cuts from their ESG funding, and that the remaining funds be split equally among the other funded applicants.

Councilor Suslovic asked why the Preble Street Teen Center, which was next in line for funding, was not recommended to receive these additional funds. Ms. Grommes Pulaski explained that the aim was to get the programs that had already been funded closer to their original request, and pointed out that under the original recommendations from the Allocation Committee, the Teen Center would not have received funding, even in light of these additional funds. Also, the After Hours program and Community Policing did not receive recommendations for these extra funds because they were funded out of the General Fund this year.

Mr. Rees added that his recommendations were based on the fact that the amount left after fully funding the HOME Team and Healthcare for the Homeless was so small, it made more sense to increase allocations to already funded projects to be closer to the original recommendations, rather than to revisit the whole process and priority setting.

Councilor Suslovic said that the food programs would not have received funding under initial recommendations either, but the Teen Center was skipped over in order to fund them. He also asked for clarification that the Milestone program is already receiving money from the General Fund, so giving the full CDBG allocation to the HOME Team will actually increase their total funding to around $86,000 not just the $75,000 they requested. The City Manager confirmed that is correct. Councilor Suslovic said he would support funding the Teen Center with the additional funds.

Ms. Davis commented that after the Committee asked staff to contact all the programs about how the allocation cuts would impact them, they all said the impact would be significant, so anything additional going to already funded projects would be well received and well used. Councilor Donoghue commented that he can appreciate both arguments for allocating the additional funding. Chair Mavodones asked if staff knew whether the Teen Center had found funding in place of CDBG. Staff did not have that information.

Ms. Davis then reviewed the HOME program funding recommendations, which included funds being split based on HUD requirements and on the formula established by the agreement with the County. Staff and the City Manager recommended that the additional City Project Funds go to the new rental assistance program. Ms. Davis also reviewed the new budget proposed as a result of ESG cuts.

Citizen Participation Plan

Ms. Davis explained that under the HUD Consolidated Plan process, the City is required to have a Citizen Participation Plan, and HUD has directed the City to have the plan be separate from the Consolidated Plan. In separating the plans, staff made some minor grammatical changes and extended some of the public comment periods from 15 days to 30 days.

CDBG Priorities

Ms. Davis presented the proposed priorities for next year's CDBG process. In May, the Committee approved the Working Group report, which recommended the Employment Development program. In addition to that program, the City Manager and staff are recommending creating a set-aside for Community Policing, eliminating the Job Creation set aside, and giving a 3 point bonus for Basic Needs applicants instead of Childcare. Mr. Rees explained that he recommended these priorities because he wanted to support the economic development/job creation direction, while also supporting the funding of the Basic Needs programs as part of the City's safety net.

Councilor Donoghue asked why the proposed Community Policing set-aside was only 75% of their request, and whether that was because the program was being reduced by 25%. Mr. Rees said his aim was to wean Community Policing off of CDBG since it has become such a key policing function. Councilor Donoghue commented that funding Community Policing out of the General Fund opens the program up to all neighborhoods, not just the CDBG eligible neighborhoods, which could grow the program, making weaning it off CDBG more complicated. Councilor Suslovic agreed, especially in light of State budget reductions. The Councilors discussed that having Community Policing in the General Fund could actually make it more vulnerable to limited funding. Mr. Rees commented that CDBG is also seeing new job and development priorities, so either source is vulnerable but the intent is to protect the program.

Councilor Donoghue stated that he would prefer creating a 100% set aside for Community Policing rather than 75%. Chair Mavodones said that he thinks CDBG funding is more secure and that the set-aside is a way of saying upfront that there is less CDBG money to go around.

The Committee discussed with staff that after set-asides, the Social Service funding would be around $300,000 next year.

Councilor Suslovic asked about the HOME Team in next year's process. Ms. Grommes Pulaski said they would not have guaranteed funding, but could apply as a Basic Needs program and get bonus points. The Committee discussed the feasibility of a set-aside for the HOME Team. Ms. Davis commented that creating a set-aside for a non-City organization would be complicated within the competitive CDBG process. Chair Mavodones agreed with Ms. Davis's assessment and thought the City should be cautious about pre-committing too many funds, especially for external organizations. Councilor Suslovic also agreed but was concerned about the HOME Team remaining competitive within the process.

The Committee and staff discussed bonus points and the danger of all applicants trying to apply as Basic Needs to receive them. Councilor Suslovic asked if the bonus points priorities go through a public process. Ms. Grommes Pulaski said they did not, and that the previous bonus point category of childcare did not either, but that the category of Basic Needs was created by a previous City Task Force.

The Committee and staff discussed the utility of the bonus points and the rationale for eliminating child care as a priority. Councilor Donoghue commented that nothing significant has changed to justify eliminating the child care bonus. Ms. Grommes Pulaski explained the history of the child care bonus, and that it was created in response to a past City Manager who reallocated funds to child care programs over two years. The bonus points were an effort to codify that priority from the outset of the process instead of at the end. This Basic Needs priority would serve the same purpose. The Committee discussed having bonus points for both Basic Needs and childcare next year.

The Committee discussed how CDBG is being focused on two different priorities – jobs and economic development, and basic needs. Councilor Suslovic commented that one of the main ideas behind the Employment Development program recommended by the Working Group is to assist people who might be receiving assistance for basic needs or on the verge of needing it, and getting them into stable employment to divert them away from the basic needs system, and in the process, reduce the need for those services in the long term.

Chair Mavodones opened the meeting to public comment; there was none. Councilor Donoghue made a motion to endorse the HCD funding recommendations, the Citizen Participation Plan and the CDBG priority recommendations. Councilor Suslovic seconded the motion and proposed an amendment to allocate the over $22,000, which was recommended to the HOME Team and to be split among the rest of the funded programs, to be awarded to the Teen Center instead. Councilor Donoghue said that he opposes the amendment because while he believes the Teen Center is important, the additional allocations to each funded project are an attempt to mitigate the funding of the food programs, which are what took money away from the other programs in the first place. Councilor Suslovic said that funding the Teen Center allows for consistency once partial funding has already been adopted, and it scored higher than the food programs. Chair

Mavodones said while funding the Teen Center is a good argument, he would be more comfortable increasing the funding for the other projects.

Chair Mavodones and Councilor Donoghue voted against the amendment and Councilor Suslovic and Councilor Coyne voted for the amendment. The amendment failed.

The Committee discussed the Community policing set aside and that though they requested $126,000 this year, the program really costs more than $150,000, which is the City-determined cap on Social Service allocations. Councilor Donoghue made a motion to create a $150,000 set-aside for Community Policing, Council Suslovic seconded the motion, and it passed unanimously.

Councilor Donoghue made a motion to retain bonus points for child care. Councilor Suslovic seconded the motion, and it passed unanimously. The City Manager commented that he supports the recommendations of the Committee.

The main motion as amended passed unanimously.

Agenda Item #5 – R-6 and R-7 Zones

Mr. Levine said that combining the R-6 and R-7 zones, as the Committee has suggested in the past, will be a time-intensive effort, so in the meantime, he brought some smaller items to the attention of the Committee that could move the process forward in the short term, and he will still look at the issues more comprehensively over time.

Mr. Levine proposed reviewing and possibly amending R-6 small residential lot development restrictions, nonconforming use and nonconforming buildings, lots of record, building extensions, and subdivision regulations.

Councilor Donoghue asked about specific R-7 issues and Mr. Levine said that though these issues are only specific to R-6, that is where many of the issues lay and that the R-7 zone will need a larger process. Mr. Levine said he would update the Committee again in the fall and that public engagement on these issues could include focus groups or public comment at the HCDC.

Agenda Item # 7 – HCDC Work Plan and Calendar

Councilor Suslovic noted that permitting is still not on the Committee's calendar. He requested that it be put on the calendar and if the issue is resolved by the Council workshop, it can be dropped from the Committee's work plan. Mr. Rees indicated that he hopes to schedule the workshop in conjunction with the July 15th Council meeting. The Committee agreed to put permitting on their schedule for the second meeting in September.

Mr. Rees told the Committee that he will be signing the lease for the Canco Wood property, beginning October 1st.

Agenda Item #8 – Summer Meeting Schedule

The Committee discussed having one meeting each in July and August. Mr. Mitchell said he would contact the Committee members to schedule the meetings.

Agenda Item #6 – Executive Session

On motion made and seconded, pursuant to 1 M.R.S.A. 405(6)(C) and (F) and 5 M.R.S.A. 13119-A, the committee voted at 7:23pm to go into Executive Session to discuss the Federated Midtown project and negotiations regarding raising the grade of Somerset Street. At 7:52pm the Committee came out of Executive Session.

On motion made and seconded, pursuant to 1 M.R.S.A. 405(6)(C) and (F) and 5 M.R.S.A. 13119-A, the committee voted at 7:52pm to go into Executive Session to discuss negotiations regarding the possible sale of a portion of Congress Square Park. At 8:10pm the Committee came out of Executive Session and adjourned the meeting.

Planning & Urban Development Department
Jeff Levine, Director

Housing & Community Development Division
Mary P. Davis, Director

MEMORANDUM
Agenda Item #2

TO: Councilor Mavodones, Chair
Members of the Housing and Community Development Committee

FROM: Mary Davis, Division Director, Housing & Community Development

DATE: **August 7, 2013**

SUBJECT: **Housing Development RFP – Review of Proposals**

At the HCDC meeting on May 8, 2013 a RFP for housing development was approved by the committee. The RFP went out to the public on May 30. On July 16, three proposals were received. A review committee of city staff met on August 1st to review and score the proposals. The committee consisted of: Jeff Levine, Planning and Urban Development Department Director; Mary Davis, Housing and Community Development Division Director; Barbara Barhydt, Development Review Manager and Rick Knowland, Senior Planner. The committee reviewed the proposals according to the selection criteria stated in the RFP. The selection criteria and the scoring results are listed below.

SELECTION CRITERIA/ MAXIMUM VALUE	Avesta (Carleton Street)	Avesta (Washington Ave Efficiencies)	Portland Housing (Bayside Anchor)
PROPOSED USE OF FUNDS (Assigned weight: 30)	27.25	26.25	26.75
FINANCIAL FEASIBILITY (Assigned weight: 25)	23.25	21.75	21.75
APPLICANT'S ABILITY TO COMPLETE PROJECT (Assigned weight: 25)	24.0	24.0	23.25
IMPACT ON SURROUNDING NEIGHBORHOOD (Assigned weight: 20)	16.75	16.75	20.00
TOTALS	91.25	88.75	91.75

The committee was impressed with all three applications, agreeing that each application had strengths and weaknesses across each scoring category. Committee comments are noted below.

Carleton Street:

The developer, Avesta Housing, has withdrawn their application for funding for this project and is requesting that the funding from this project be applied to their Washington Avenue project.

Washington Avenue:

This is a proposal for 18 efficiency units of rental housing available to households earning at or below 50% of the area median income. The review committee was pleased to see that 10 of the units would be targeted to households at or below 40% of the area median income. The project is designed to meet current zoning standards.

While the review committee supported this proposal, they did raise concerns regarding parking. The proposal indicates that only 2 parking spaces will be provided and the developer anticipates paying into the parking-in-lieu fund. The review committee also discussed the potential impact to the developer regarding the Housing Replacement Ordinance and the requirement to provide a performance guaranty/letter of credit. Currently, there is a single family home and garage located on the site that would need to be removed for the project to move forward.

The developer will be seeking an Affordable Housing TIF for this project.

HOME funds request: $522,448, 0% interest rate loan, deferred for 30 years or until the sale or transfer of the property.

City Investment/unit $29,025 City Investment/sq ft $39

Bayside Anchor:

This is a proposal for 42 units of mixed-income rental housing. The project will have 5 efficiency units, 22 one-bedroom units and 15 two-bedroom units. 10 of the units will be available to households earning at or below 40% of the area median income and 10 units will be available at market rates. The owner/developer is the Portland Housing Development Corporation (PHDC), a subsidiary of the Portland Housing Authority (PHA). The PHDC has contracted with Avesta Housing who will be acting as the development consultant.

The review committee supports the positive impact this development will have on the surrounding neighborhood. The project will require a change to the R-7 overlay zone. The review committee suggested that the developer may want to look at the entire PHA campus when applying for the zone change. The review committee noted that parking is a concern for this project and suggested that the developer should look at the overall parking strategy for the PHA campus.

HOME funds request: $500,000, 0% interest rate loan, deferred for 30 years or until the sale or transfer of the property.

City Investment/unit = $11,905 City Investment/sq ft - $13

STAFF RECOMMENDATION

As you may recall, the RFP made available $1,022,448 for the development of a wide-range of types of housing. All three proposals can be funded at 100% of their request.

Staff supports the review committee's recommendation. At this time, staff is requesting committee approval to fund these requests based on preliminary underwriting and risk analysis completed using the information available at this time. Debt coverage ratio (DCR) is the ratio of net operating income to the monthly mortgage payment. Preliminary calculations indicate all three proposals have a DCR at 1.15. Typically, a minimum acceptable DCR is 1.2 (or 120%) however MaineHousing requires 1.15.

As part of the Maine State Housing Authority's (MSHA) Qualified Allocation Plan (QAP) application due in September, the developer is requesting a letter of commitment of support for this Project prior to the September QAP submission deadline. If the Committee agrees with the staff recommendation, this letter would be conditioned on the completion of all standard commitment requirements, and the following additional recommendations:

1. The commitment will be subject to compliance with all HOME Program regulations including, but not limited to, cost allocation, designation of HOME units and compliance with the new HOME Final Rule (effective August 23, 2013) and the Consolidated and Further Continuing Appropriations Acts of 2012 and 2013.

2. The commitment will include the requirement that the environmental review process be satisfactorily completed. The City's agreement to provide funds will be conditioned on the determination to proceed with, modify or cancel the project based on the results of the environmental review.

3. Commitment of funds to be stated as "an amount up to $(funding request) based on maximization of LIHTC equity raise", to ensure that the City's contribution is leveraged to the maximum extent possible.

4. Documentation acceptable to the City that the acquisition cost is reasonably related to market value. This is a HOME Program requirement.

5. Commitment should be subject to the projections and assumptions noted in the project budgets and pro-forma submitted and the City reserves the right to reconsider and adjust their commitment if any significant alterations occur in the budget. A final commitment will be subject to a final budget.

6. Any substantial changes to the composition of the project, or the financial investment required, will be brought back to the committee and the council for review and approval.

Washington Avenue Efficiencies

Portland, Maine

Affordable Housing Development Proposal

Funding request: $350,000

July 16, 2013

Submitted to:

City of Portland
City Hall
389 Congress Street
Portland, ME 04101

Sponsored by:

Berry Park Housing Corporation,
an affiliate of:

AVESTA
HOUSING

Avesta Housing
307 Cumberland Avenue
Portland, Maine 04101
(207) 553-7777
www.avestahousing.org

PROJECT SUMMARY **REQUEST: $350,000**

Washington Avenue Efficiencies, Portland, Maine

Berry Park Housing Corporation, a CHDO and affiliate of Avesta Housing, requests $350,000 under the City of Portland's Development of Affordable Housing RFP to provide critical financing for the development of Washington Avenue Efficiencies.

Washington Avenue Efficiencies is a proposed 18-unit permanent housing project to be constructed at 134 Washington Avenue in Portland's East End. The 0.235 acre site currently contains a single-family house and detached garage, all of which will be demolished and cleared prior to the construction of the project. No tenants will be displaced in this process, and the site is not historically significant nor is it located in a historic district. The site's close proximity to public transportation is an important benefit for property residents and contributes to smart growth development ideals.

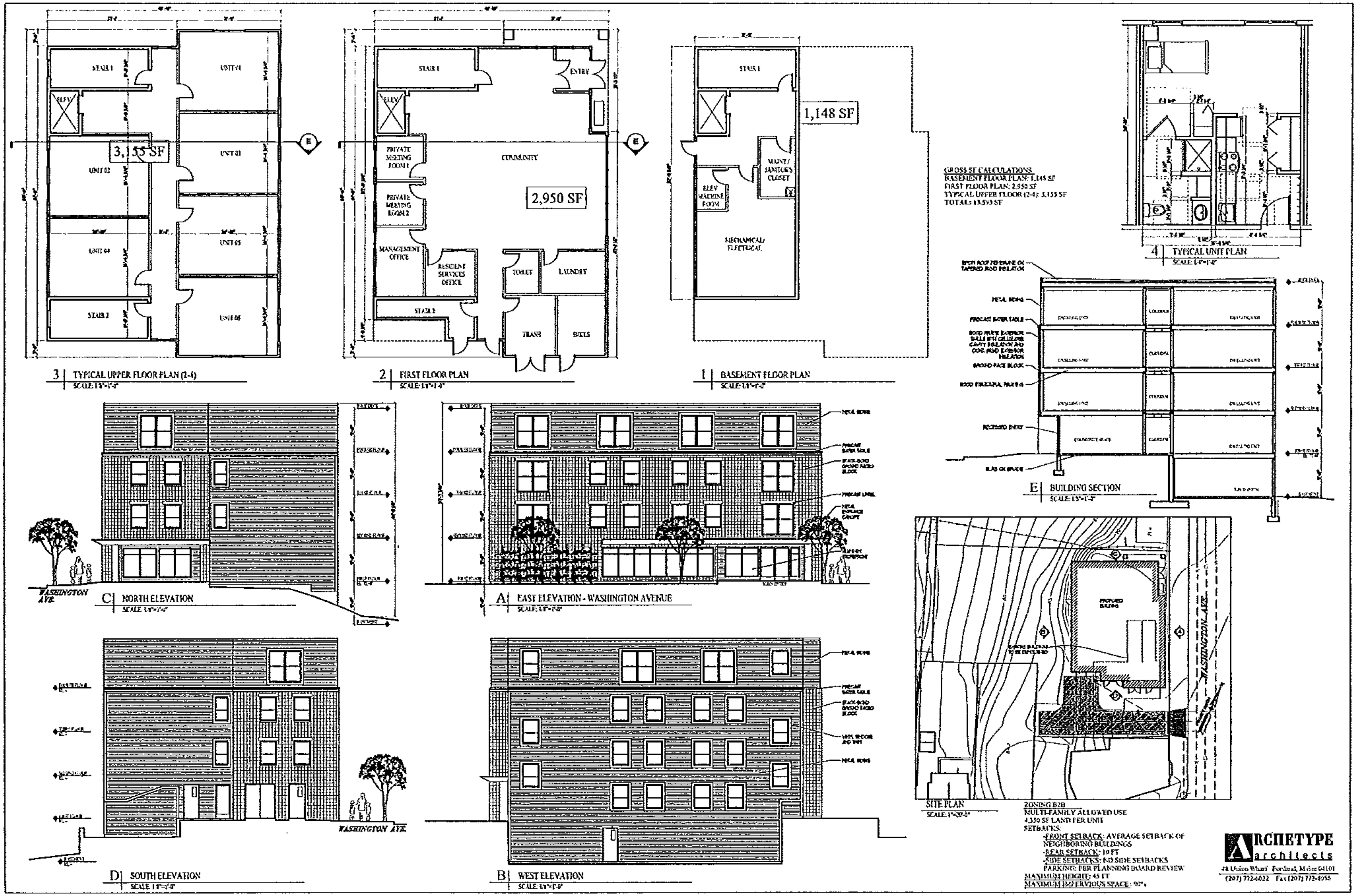
Recent market studies, including the one submitted herein, have identified a significant need for affordable, efficiency apartments for the increasingly large number of single-person households in the Portland area, and Avesta's recent experience with the quick (4-month) absorption of 37 efficiency units at Oak Street Lofts provides support for that market assessment. Washington Avenue Efficiencies will include a mix of apartments targeted to individuals at 40%, 50% and 60% of area median income. Rents will range from approximately $535-668. The deeper targeting (including 10 apartments at 40% of AMI) represents one the project's most important attributes, as this will serve to meet local needs that most LIHTC projects cannot or do not.

In addition to the FedHOME funds sought through this application, the project would be financed through MaineHousing subsidy and federal low income housing tax credits. The project will be developed by Berry Park Housing Corporation, and owned by Avesta Washington Avenue LP, an Avesta affiliate to be formed to receive the low income housing tax credits. Avesta Housing Management Corporation will manage the apartments.

The building is located in a mixed use neighborhood comprised of residential, industrial and commercial. It is a permitted use in the zone and the proposed concept meets all zoning requirements. Avesta has provided for two parking spaces and anticipates paying into the City's parking-in-lieu fund for the remainder of the required parking. The site is sloping and we have designed the building into the slope using the lower level or basement for mechanical and janitorial space. The building will sit on spread footings with a concrete foundation and framed above with wood for four stories. The siding on the elevation facing the street will be a ground face masonry block; the remaining siding will be a metal siding. The roof will be a flat EPDM roof sloped to drain.

The first floor level will have storefront glass looking into the community room area. The first floor will also include management offices, meeting rooms, laundry, trash, bicycle and recycling rooms. Floors two through four will house 18 efficiency apartments, each with its own kitchen, bath and sleeping and living area. There will be no commercial space in the building.

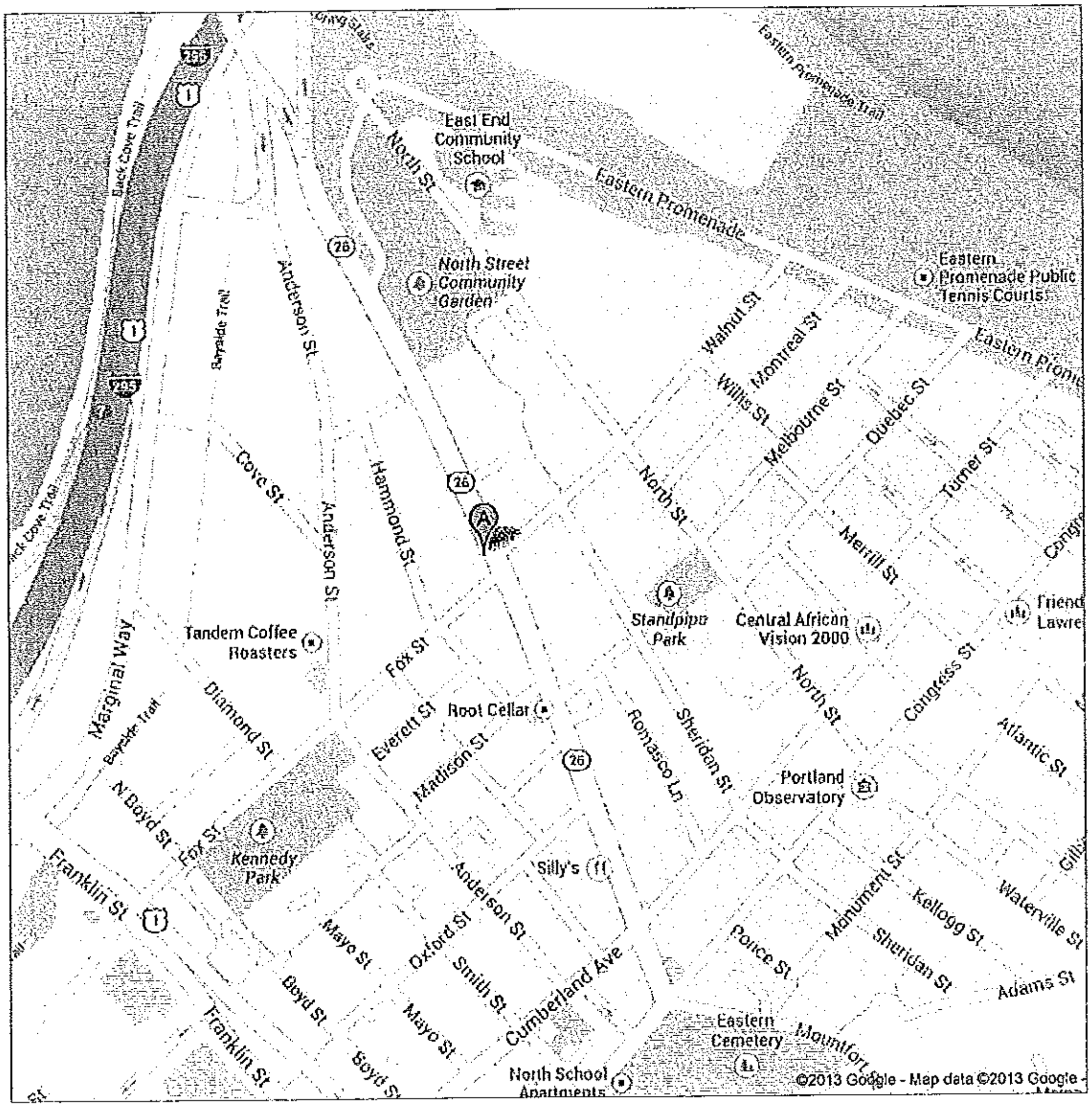
The building will be designed in an aesthetically attractive manner in the spirit of Oak Street Lofts. The building will be highly energy efficient and built to meet the U.S. Green Building Council's LEED Silver standards and the 2030 Challenge. It will incorporate all the latest state energy codes, IBC2009 and NFPA 101, and MaineHousing's design standards.


3,155 SF
STAIR 1
ELEV
UNIT 01
UNIT 02
UNIT 03
UNIT 04
UNIT 05
UNIT 06
STAIR 2
3 TYPICAL UPPER FLOOR PLAN (2-4)
STAIR 1
ENTRY
ELEV
PRIVATE MEETING ROOM 1
PRIVATE MEETING ROOM 2
COMMUNITY
2,950 SF
MANAGEMENT OFFICE
RESIDENT SERVICES OFFICE
TOILET
LAUNDRY
STAIR 2
TRASH
BIKES
2 FIRST FLOOR PLAN
STAIR 1
1,148 SF
MAINT./ JANITOR'S CLOSET
ELEV MACHINE ROOM
MECHANICAL/ ELECTRICAL
1 BASEMENT FLOOR PLAN
GROSS SF CALCULATIONS
BASEMENT FLOOR PLAN: 1,148 SF
FIRST FLOOR PLAN: 2,950 SF
TYPICAL UPPER FLOOR (2-4): 3,155 SF
TOTAL: 13,593 SF
4 TYPICAL UNIT PLAN
E BUILDING SECTION
WASHINGTON AVE.
C NORTH ELEVATION
A EAST ELEVATION - WASHINGTON AVENUE
WASHINGTON AVE.
D SOUTH ELEVATION
B WEST ELEVATION
PROPOSED BUILDING
WASHINGTON AVE.
SITE PLAN
ZONING B2B
MULTI-FAMILY ALLOWED USE
4,350 SF LAND PER UNIT
SETBACKS:
-FRONT SETBACK: AVERAGE SETBACK OF NEIGHBORING BUILDINGS
-REAR SETBACK: 10 FT
-SIDE SETBACKS: NO SIDE SETBACKS
PARKING: PER PLANNING BOARD REVIEW
MAXIMUM HEIGHT: 45 FT
MAXIMUM IMPERVIOUS SPACE: 90%
ARCHETYPE architects
48 Union Wharf Portland, Maine 04101
(207) 772-6022 Fax (207) 772-6055

Google

Address 134 Washington Ave
Portland, ME 04101

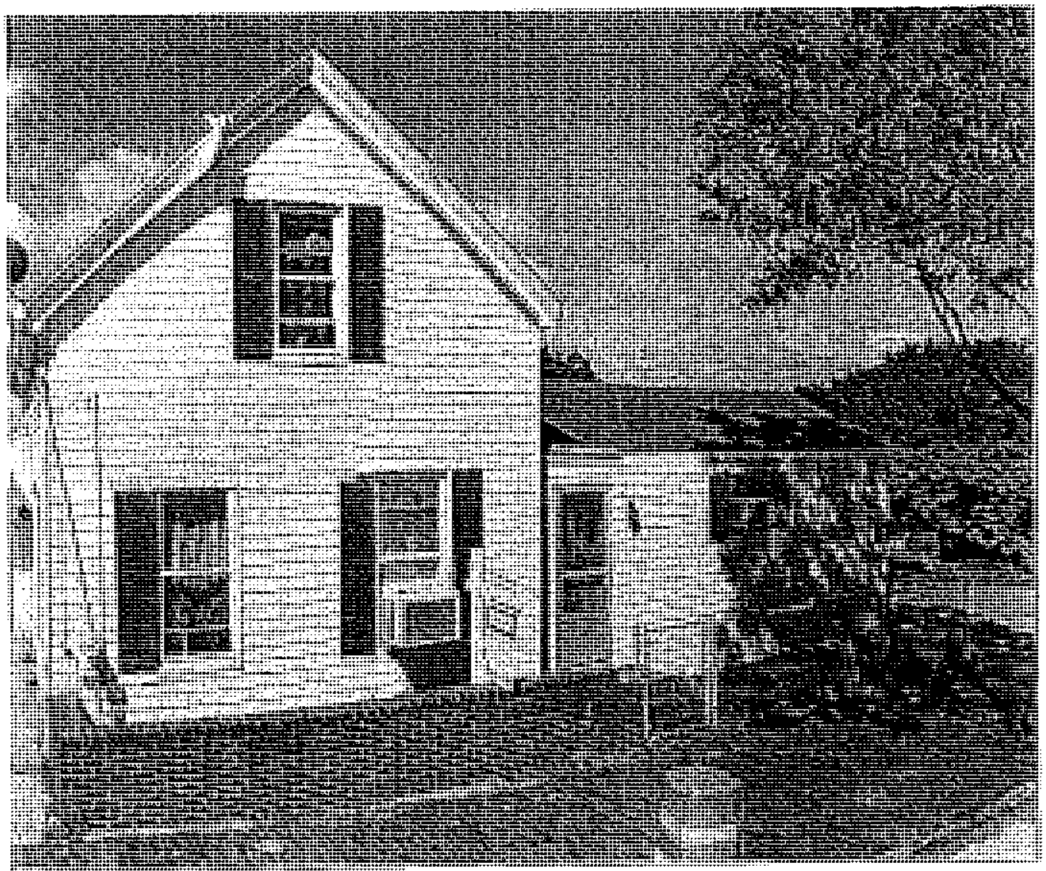
Get Google Maps on your phone
Text the word "GMAPS" to 466453



Google

Address **Walnut Street / Washington Avenue**

Address is approximate



PROJECT NAME: Washington Avenue Apartments Date: 07/11/13
LOCATION: Portland, ME

DEVELOPMENT ASSUMPTIONS						
Total Units		18	Inflation Adjustments	Yr 1-5	Yr. 6-15	Yr. 16-30
# @ 60% AMI	0.0%	0	Rent	2.00%	2.50%	2.50%
# @ 50% AMI	33.3%	6	Operating Expense	3.00%	3.00%	3.00%
# @ 50% AMI HOME	11.1%	2	Other Income	2.00%	2.50%	2.50%
# @ 40% AMI	55.6%	10	Debt Coverage Ratio	1.15		
# @ Market	0.0%	0	Vacancy	5%		
Appraised Market Value			Market Value / Unit	0		

LIHTC Alloc.	242,587
Equity yield	0.83
Synd. %	99.99%
Equity Raise	2,013,270

Historic Credit FED	0
Equity yield	0.99
Synd. %	99.99%
Equity Raise	0

Number of Tax-payers	1
Historic Credit STATE	0
Equity yield	0
Synd. %	99.99%
Equity Raise	0

Total Equity:	2,013,270

Gross Square Footage	13,593
Construction Cost/Sq ft.	$124

119754.863
475000
355245.137

PRO FORMA DEVELOPMENT BUDGET		Residential	Per Unit	Commercial	Total
Site Improvements		185,000	10,278		185,000
Construction		1,417,923	78,774		1,417,923
Other Construction		0	0		0
Builder Overhead		0	0		0
Builder Profit		0	0		0
Bond Premium		0	0		0
Construction Contingency	5.0%	80,146	4,453		80,146
Subtotal Construction Costs		1,683,069	93,504	0	1,683,069
Permits and Impact Fees		13,667	759		13,667
Survey & Engineering		35,950	1,997		35,950
Architectural & Design		136,000	7,556		136,000
Legal, and Title & Recording		41,500	2,306		41,500
Other Construction		113,000	6,278		113,000
Accounting		8,000	444		8,000
Construction Period Tax		7,000	389		7,000
Construction Period Insur. / Builders Risk		7,000	389		7,000
FF&E		50,000	2,778		50,000
Subtotal Soft Costs		412,117	22,895	0	412,117
Construction Loan Origination Fees		17,000	944		17,000
Construction Loan Interest		27,510	1,528		27,510
Permanent Loan Fees		0	0		0
Construction Lender Legal		15,000	833		15,000
Subtotal Finance Costs		59,510	3,306	0	59,510
Market Survey		4,000	222		4,000
Appraisal		4,800	267		4,800
Environmental Study		2,500	139		2,500
LIHTC Fees		21,800	1,211		21,800
3rd Party Consultants		15,000	833		15,000
Soft Cost Contingency		15,000	833		15,000
Subtotal Miscellaneous		63,100	3,506	0	63,100
Acquisition: Buildings		0	0		0
Acquisition: Land		280,000	15,556		280,000
Acquisition: Carrying Costs		0	0		0
Subtotal Acquisition		280,000	15,556	0	280,000
Operating Deficit Escrow		57,578	3,199		57,578
Pre-funded Replacements		16,831	935		16,831
Tax & Insurance Escrow		12,000	667		12,000
Developer Overhead		80,000	4,444		80,000
Developer Profit		235,000	13,056		235,000
Rent Reserve and Marketing		18,000	1,000		18,000
Subtotal Fee and Reserves		419,408	23,300	0	419,408
Total Development Costs		2,917,204	162,067	0	2,917,204

MAXIMUM DEVELOPER FEE AVAILABLE	376,331
ACTUAL DEVELOPER FEE	315,000
% OF MAXIMUM DEVELOPER FEE	83.7%
NET DEVELOPER FEE COLLECTED	315,000
% OF MAXIMUM DEVELOPER FEE	83.7%
DEV FEE LOAN AS A % OF ACTUAL DEV FEE	0.0%

PROJECT NAME: Washington Avenue Apartments
LOCATION: Portland, ME

Date: 07/11/13

FLOW OF FUNDS

Sources	CLC 6/30/14	9/28/14	During Construction 12/27/14	3/27/15	6/25/15	PLC 6/30/15	2014	2015	Total
Beginning Cash	0	0	0	0	0	0	0	0	0
Capital Contribution	301,990	201,327		201,327		1,077,099	104,690	126,836	2,013,270
Construction Loan	165,726	219,440	420,767	219,440	420,767				1,446,141
GP Bridge Loan									0
MaineHousing Subsidy	75,000		0			478,935			553,935
MaineHousing Amortizing Mortgage						0			0
Conventional First Mortgage						0			0
Sponsor Loan	0								0
Other: Amortizing Loan 2						0			0
Other: City FedHOME	350,000		0						350,000
Other: City TIF						0			0
Other	0					0			0
Development Fee Loan									0
TOTAL SOURCES	892,716	420,767	420,767	420,767	420,767	1,556,034	104,690	126,836	4,363,345
Uses									
Acquisition	280,000								280,000
Construction		420,767	420,767	420,767	420,767				1,683,069
Soft Costs	412,117								412,117
Financing Costs	59,510								59,510
Miscellaneous	63,100					18,000			81,100
Dev Fee	77,989					5,485	104,690	126,836	315,000
Reserves						86,408			86,408
TOTAL DEV. COSTS	892,716	420,767	420,767	420,767	420,767	109,893	104,690	126,836	2,917,204
Repay GP Bridge Loan						0			0
Repay Construction Loan						1,446,141	0		1,446,141
SUBTOTAL OTHER ITEMS	0	0	0	0	0	1,446,141	0	0	1,446,141
TOTAL USES OF FUNDS	892,716	420,767	420,767	420,767	420,767	1,556,034	104,690	126,836	4,363,345
Ending Cash	0	0	0	0	0	0	0	0	0

30774.17 subsidy per unit

PLC - LTV
553,935
0
#DIV/0!

50% Test	used	55%
CLC Loan Amount		1,446,141
Eligible Basis plus Land		2,781,411
% of Construction Loan Participation		106%
MaineHousing Participation		1,529,776
MaineHousing Fee @ 1.5%		22,947

PROJECT FINANCING

Source		Amount	Rate	Amort Term	Lien	Annual D/S Yr. 1-5	Yr. 6-15	Yr. 16-30
Source 1	MaineHousing Subsidy	553,935	0.00%	30	First	0	0	0
Source 2	MaineHousing Amortizing Mc	0	6.00%	30	First	0	0	0
Source 3	Conventional First Mortgage		1.00%	50	First	0	0	0
Source 4	Sponsor Loan	0	0.00%	30	Unsecured	0	0	0
Source 5	Other: Amortizing Loan 2	0	0.00%	15	Second	0	0	0
Source 6	Other: City FedHOME	350,000	0.00%	30	Second	0	0	0
Source 7	Other: City TIF	0					TIF loan	
Source 8	Other	0	0.00%	30	Unsecured		Cash Flow	
Source 9	Development Fee Loan	0			Unsecured		Cash Flow	
Source 10	Net Syndication	2,013,270	0.83					
	Capitalization Gap (Surplus)	(0)						
	Total	2,917,204						

COLLATERAL COVERAGE

		Total	Per Unit
	Projected Mortgage	0	0
30,774	Appraised Market Value	0	0
	Loan to Value Ratio	0%	
	Market Rent Differential	-128,328	(594)
	Supportable Mort.: Unrestricted	########	(99,093)
	Subsidy per Unit		30,774
	Subsidy per Low Income Unit		30,774

	ODE	6 mos	RD	MH
debt	0			
oper exp	115,155			
	115,155	57,578	100,871	-43,294

PROJECT NAME: Washington Avenue Apartments

LOCATION: Portland, ME

Date: 07/11/13

PROPOSED RENT SCHEDULE								
Type	AMI	# Units	Rents from Applicant	Program Max Rents 2010	Gross Rent	Market Rent	Utility Allow.	Total Rent
Efficiency	60% LIHTC	0		771	771		0	0
	50% LIHTC	6		668	668		0	48,096
	50% HOME	2		668	668		0	16,032
	40% LIHTC	10		535	535		0	64,200
18	Market							0
1BR	50% HOME					0	0	0
	50% LIHTC					0	0	0
	60% LIHTC					0	0	0
	60% LIHTC					0	0	0
0	Market					0	0	0
2BR	50% w/ RA					0	0	0
	50% w/ RA					0	0	0
	60% HOME					0	0	0
	60% LIHTC					0	0	0
0	Market					0	0	0
3BR	50% HOME					0	0	0
	50% LIHTC					0	0	0
	60% HOME					0	0	0
	60% LIHTC					0	0	0
0	Market							0
4BR	50% HOME					0	0	0
	50% LIHTC					0	0	0
	60% HOME					0	0	0
	60% LIHTC					0	0	0
0	Market							0
Other:								0
								0
Subtotals		18						128,328
			Vacancy Rate		5.00%			(6,416)
			Other Income		prop tax relief			10,750
			Other Income		laundry			750
			Effective Gross Income					133,412

AFFORDABLE MORTGAGE CALCULATION		
Effective Gross Income		133,412
Annual Operating Expense		115,155
Stabilized NOI		18,257
DSC	1.15	2,381
$ Avail for D/S		15,875
Other DS		0
Balance		15,875

BREAKEVEN ANALYSIS:	RENT SENSITIVITY	OCCUPANCY	
	Total		Annual
Operating Expense	115,155	Gross Revenues	139,828
Debt Service	0		
Breakeven Rent	533	Breakeven Occupancy	82%

	OPERATING EXPENSES			
	Expense	Annual	Annual Per Unit	Monthly Per Unit
-771	Administrative Expenses:			
-668	Management Fees	8,500	472	39
	Management Charges	9,900	550	46
-535	Marketing Expenses	180	10	1
	Legal Expenses	400	22	2
	Auditing Expenses	5,500	306	25
	Bad Debts	0	0	0
	Other Administrative Expenses	225	13	1
	Administrative Expenses	24,705	1,373	114
(687)	Operating Expenses:			
	Janitorial Payroll		0	0
	Janitorial Supplies and Equipment		0	0
	Janitorial Contractual Services	5,500	306	25
	Fuel and Gas	6,000	333	28
	Electricity	12,100	672	56
	Water and Sewer	3,500	194	16
	Garbage and Trash Removal	1,800	100	8
	Vehicle and Equipment Expenses	0	0	0
	Other Operating Expenses		0	0
	Operating Expenses	28,900	1,606	134
	Maintenance Expenses:			
	Grounds Maintenance Payroll	0	0	0
	Grounds Tools and Supplies		0	0
	Grounds Contractual Services	1,100	61	5
	Miscellaneous Ground Maintenance	0	0	0
	Tenant Damage Charges - Grounds	0	0	0
	Building Maintenance Payroll	0	0	0
	Building Tools and Supplies	1,300	72	6
	Building Contractual Services	7,500	417	35
	Building Systems Maintenance	6,500	361	30
	Miscellaneous Building Maintenance	2,600	144	12
	Tenant Damage Charges - Building	0	0	0
	Maintenance Expenses	19,000	1,056	88
	General Expenses:			
	Property Taxes	21,500	1,194	100
	Property and Liability Insurance	5,000	278	23
	Common Area Cable	780	43	4
	Tenant Service Expenses	8,970	498	42
	General Expenses	36,250	2,014	168
	Replacement Reserve Funding	6,300	350	29
	Commercial Expenses (if applicable)	0	0	0
	Total	115,155	6,398	259

PROJECT NAME: Washington Avenue Apartments   Date: 07/11/13
LOCATION: Portland, ME

PROFORMA OPERATING INCOME AND EXPENSE STATEMENT

		6 Months					Yr 5					Yr 10	
	6/30/15	12/31/15	12/30/16	12/30/17	12/30/18	12/31/19	12/30/20	12/30/21	12/30/22	12/31/23	12/30/24	12/30/25	
Effective Gross Income		66,706	136,080	138,801	141,577	144,409	147,297	150,980	154,754	158,623	162,589	166,653	
Less Operating Expense		57,578	118,610	122,168	125,833	129,608	133,496	137,501	141,626	145,875	150,251	154,759	
Net Operating Income		9,128	17,470	16,633	15,744	14,801	13,801	13,479	13,128	12,748	12,337	11,895	
Less RLP Repay		0	0	0	0	0	0	0	0	0	0	0	
Less Other Repay		0	0	0	0	0	0	0	0	0	0	0	
Cash Flow		9,128	17,470	16,633	15,744	14,801	13,801	13,479	13,128	12,748	12,337	11,895	
Cash Flow per Unit		1,014	971	924	875	822	767	749	729	708	685	661	824
Debt Coverage Ratio(RLP)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Principal Balance(RLP)	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	
Principal Balance(Other)	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	
Operating Reserve Balance	57,578	60,456	63,479	66,653	69,986	73,485	77,159	81,017	85,068	89,322	93,788	98,477	

Total Cash Flow
Projected over 12 Years

173,490

PROFORMA OPERATING INCOME AND EXPENSE STATEMENT, continued

						Yr 15					Yr 20	
		12/30/26	12/31/27	12/30/28	12/30/29	12/30/30	12/31/31	12/30/32	12/30/33	12/30/34	12/31/35	12/30/36
Effective Gross Income		170,820	175,090	179,467	183,954	188,553	193,267	198,098	203,051	208,127	213,330	218,664
Less Operating Expense		159,401	164,183	169,109	174,182	179,408	184,790	190,334	196,044	201,925	207,983	214,222
Net Operating Income		11,418	10,907	10,358	9,772	9,145	8,477	7,765	7,007	6,202	5,348	4,441
Less RLP Repay		0	0	0	0	0	0	0	0	0	0	0
Less Other Repay		0	0	0	0	0	0	0	0	0	0	0
Cash Flow		11,418	10,907	10,358	9,772	9,145	8,477	7,765	7,007	6,202	5,348	4,441
Cash Flow per Unit		634	606	575	543	508	471	431	389	345	297	247
Debt Coverage Ratio(RLP)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Principal Balance(RLP)	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935
Principal Balance(Other)	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Operating Reserve Balance	98,477	103,401	108,571	114,000	119,699	125,684	131,969	138,567	145,495	152,770	160,409	168,429

PROFORMA OPERATING INCOME AND EXPENSE STATEMENT, continued

		12/30/37	12/30/38	12/31/39	12/30/40	12/30/41	12/30/42	12/31/43	12/30/44	6/30/45
Effective Gross Income		224,130	229,733	235,477	241,364	247,398	253,583	259,922	266,420	136,540
Less Operating Expense		220,649	227,268	234,086	241,109	248,342	255,793	263,466	271,370	139,756
Net Operating Income		3,481	2,465	1,390	255	(945)	(2,210)	(3,544)	(4,950)	(3,215)
Less RLP Repay		0	0	0	0	0	0	0	0	0
Less Other Repay		0	0	0	0	0	0	0	0	0
Cash Flow		3,481	2,465	1,390	255	(945)	(2,210)	(3,544)	(4,950)	(3,215)
Cash Flow per Unit		193	137	77	14	(52)	(123)	(197)	(275)	(357)
Debt Coverage Ratio(RLP)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Principal Balance(RLP)	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935	553,935
Principal Balance(Other)	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Operating Reserve Balance	168,429	176,851	185,693	194,978	204,727	214,018	222,510	230,091	236,645	245,262

Portland Housing Development Corporation

Affordable Housing Development Proposal

<u>BAYSIDE ANCHOR</u>

In response to City of Portland

RFP #8013

July 16, 2013

Contact: Mark B. Adelson, President, 221-8052
Portland Housing Development Corp.
14 Baxter Boulevard, Portland, ME 04101

Bayside Anchor
Project Summary
July 2013

During the 1960s, Portland's Slum Clearance and Redevelopment Administration demolished more than 200 structures in Bayside. The historical street grid was destroyed and the two-lane Franklin Street was transformed into Franklin Arterial, a four-lane major traffic corridor connecting I-295 to the Portland waterfront. East of Franklin Arterial, the demolished neighborhood was replaced with 200 units of low-density public housing. A generation later, the city has re-embraced the urbanism destroyed by "slum clearance." A grassroots movement has pushed City officials to explore neighborhood-driven ways to reconnect the neighborhood and redesign the built environment.

Building on the momentum of these efforts, Portland Housing Development Corp. (PHDC) has identified a parking lot in its Bayside properties as a prime redevelopment site. PHDC has convened Maine's most forward-thinking development, construction and design firms to create a proposal that provides the neighborhood with much-needed services and affordable apartments. The result is the **Bayside Anchor**.

The Bayside Anchor program features:

- **Mixed uses** that devote a significant portion of the building's ground floor to community service facilities including Head Start, community policing and a PHA-run study center, freeing up adjoining under-developed PHA properties for future redevelopment.
- **Mixed incomes** and unit types ranging from studios serving residents with incomes at or below 40% of area median income to two-bedroom units at market rents.
- Innovative **sustainable design** practices including incorporation of *Passivhaus* ultra-low-energy design principles, photovoltaic panels and treatment of all storm water on site without use of subsurface storm water management systems.

In addition, the Bayside Anchor program and design was developed in response to the national Lowering The Cost competition (www.loweringcost.com). This competition has been organized by the Enterprise Foundation to explore strategies to lower the cost of affordable housing. We are pleased to report that by the end of July Bayside Anchor will be announced as first prize winner.

<u>Responsive of the Proposal to Selection Criteria:</u>

Criterion 1 - Achieving City Goals and Addressing Demonstrated Need:

- Market demand - Tab 16 demonstrates the inadequacy of the existing supply of apartments to meet demand.
- Economic diversity - Our program includes 10 market rate units (21%) in a census tract that had 54% of its residents living below the poverty line as of the 2010 Census. Remaining units are targeted to households earning 40%, 50% and 60% of area median income allowing for additional income diversity.
- No smoking - Bayside Anchor will prohibit smoking in units and interior common areas as well as having a non-smoking clause in tenant leases. Additional information on management's smoking policy can be found in Tab 14.

Criterion 2 - Financial Feasibility:

The financial projections included at Tabs 9 - 11 have been developed with active participation of Wright Ryan Construction and Avesta, the two organizations most experienced in building and managing respectively LIHTC developments in Maine. Hard and soft costs of development are based on both the specifics of the conceptual plans as well as experience with comparable developments in Portland. Operating expenses are consistent with Avesta's experience, while rents are 10% to 45% below market (ensuring a strong competitive position within the market). Finally, the financial projections - including prefunded replacement and operating reserves - conform to MSHA underwriting standards and the project characteristics should yield an extremely competitive application in the upcoming LIHTC round at MSHA.

Criterion 3 - Applicant Ability and Project Readiness:

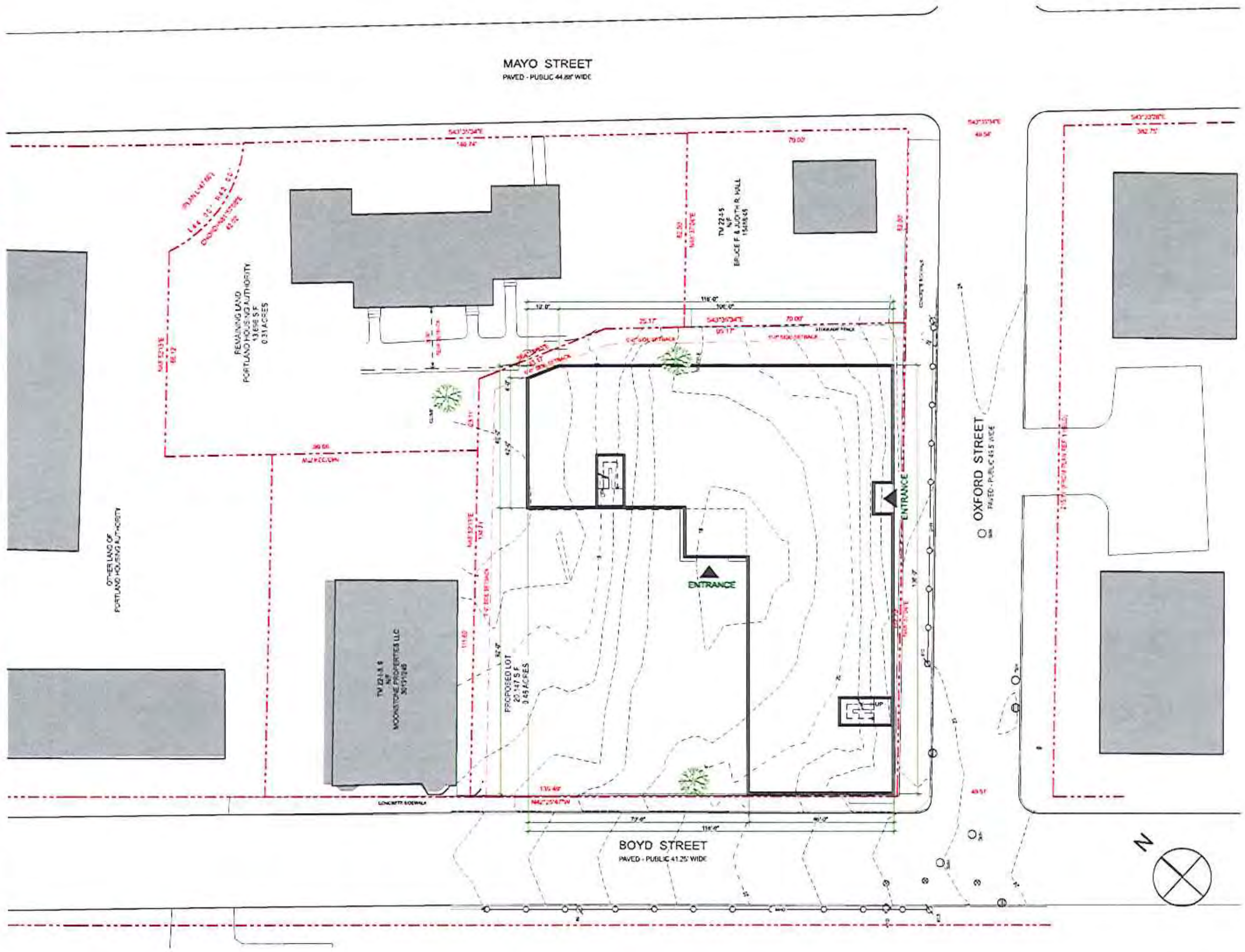
The development team assembled for Bayside Anchor features many of the most experienced and capable players in affordable housing in Portland and Maine:

- Owner/Developer **PHDC** is the development subsidiary of Portland Housing Authority (PHA) PHA is the largest landlord in Portland and also manages the largest Section 8 program in Maine.
- Development Consultant **Avesta** has developed over 2,000 units in Maine over the last 40 years including several hundred in Portland. Additionally, Avesta has taken the lead in residential redevelopment in Bayside with its pioneering Pearl Place development.
- Construction Manager **Wright Ryan** is the leading builder of affordable apartments in Maine.
- Architect **Kaplan Thompson** is a leader in Maine and the nation in building super-efficient residences at attainable costs.

Bayside Anchor is well positioned to move quickly into production upon receipt of City and LIHTC funding. Significant pre-development work has already been performed by the team during the preparation of the Lowering The Cost submission. HUD approval for the transfer of the site will be received in advance of the LIHTC award, which will allow for unimpeded progress through the local development review process.

Criterion 4 - Impact on Surrounding Neighborhood, Design Compatibility and Environmental Issues:

- The site is located in an existing residential neighborhood with a mix of owner-occupied and rental housing. Multifamily rental is appropriate for and compatible with the site.
- Bayside Anchor's design is consistent with the massing historically found in East Bayside and other residential neighborhoods on the Peninsula. Replacing an underutilized surface lot with a human-scaled apartment building represents a significant step in the process of restoring the neighborhood fabric that existed in East Bayside before Urban Renewal.
- Units are designed to serve the needs of residents with a focus on comfortable temperatures and high air quality. Amenities include the mix of community facilities on the ground as well as a common laundry room and community/event space. Bayside Anchor's courtyard is designed to treat all storm water generated by the building without subsurface storm water management systems but will also function as a contemplative garden space for residents.
- Bayside Anchor's design will meet and significantly exceed the City's Green Building Code. The team's design professionals (Kaplan Thompson Architects) are leaders in the *Passivhaus* ultra-low-energy building movement. Bayside Anchor employs the *Passivhaus* principles of plentiful fresh air, passive solar design, superinsulation and airtightness, used in conjunction with highly efficient energy recovery ventilation, to dramatically reduce energy demand and simplify overly complex and expensive multifamily mechanical systems.



1 1st FLOOR
SCALE 1/16" = 1'-0"

2 SITE LOCATOR 1
SCALE 1:2.50

3 SITE LOCATOR 2
SCALE 1:2.50

KAPLAN THOMPSON
ARCHITECTS
424 FORE ST. PORTLAND, ME 04101
207-842-2888 FAX 842-2828

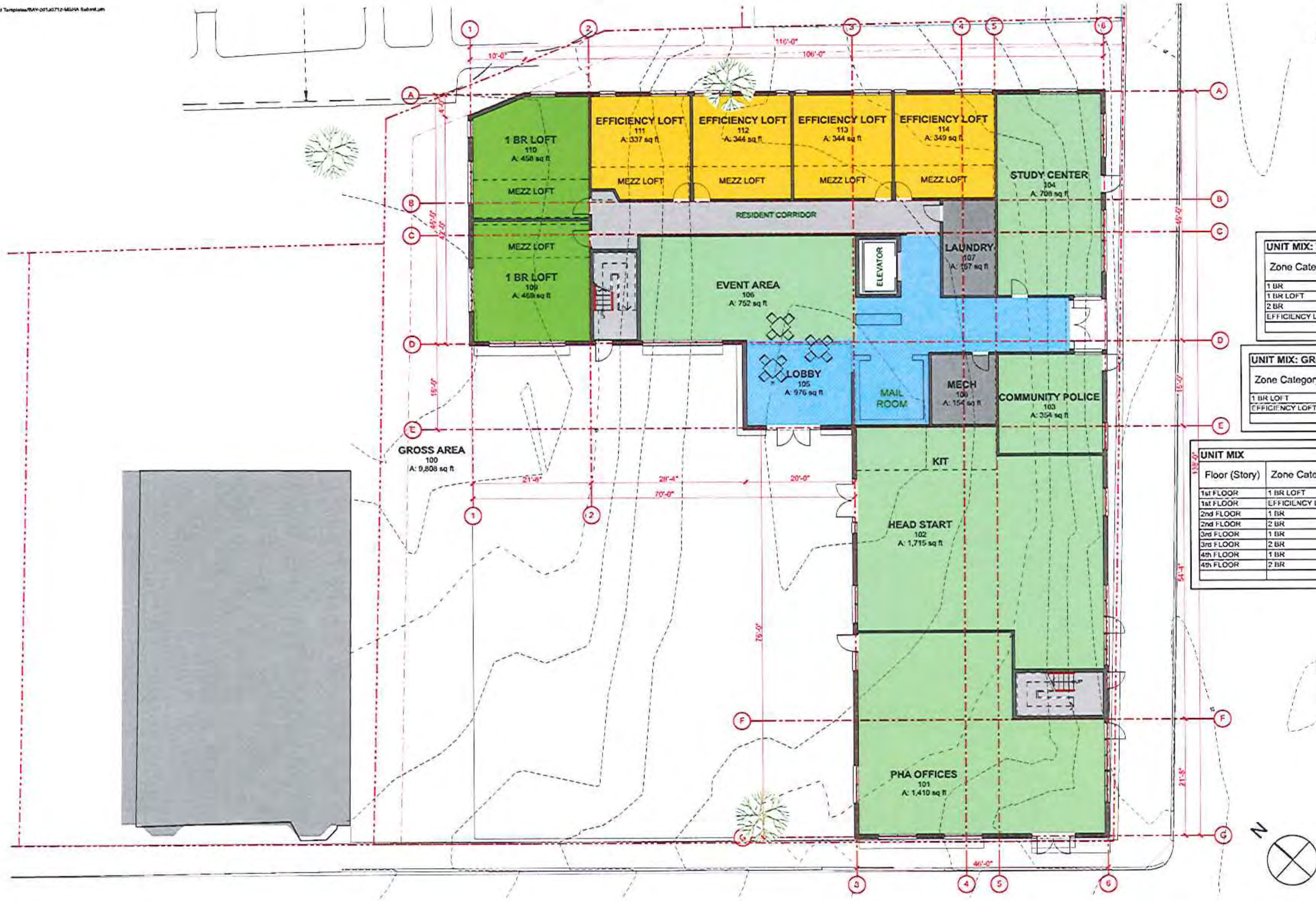
BAYSIDE ANCHOR

PROJECT
BAYSIDE ANCHOR
PORTLAND HOUSING
AUTHORITY
OXFORD ST
PORTLAND, ME

DRAWING: SITE PLAN	
SCALE:	DRAWN BY: JJT
DATE: FRIDAY, JULY 12, 2013	REVISED:

S-1.1

BAY
07/11/2013



UNIT MIX: TOTAL	
Zone Category	Quantity
1 BR	24
1 BR LOFT	2
2 BR	12
EFFICIENCY LOFT	4
	42

UNIT MIX: GROUND FLOOR	
Zone Category	Quantity
1 BR LOFT	2
EFFICIENCY LOFT	4
	6

UNIT MIX		
Floor (Story)	Zone Category	Quantity
1st FLOOR	1 BR LOFT	2
1st FLOOR	EFFICIENCY LOFT	4
2nd FLOOR	1 BR	8
2nd FLOOR	2 BR	4
3rd FLOOR	1 BR	8
3rd FLOOR	2 BR	4
4th FLOOR	1 BR	8
4th FLOOR	2 BR	4
		42

1 1st FLOOR
SCALE 1/8" = 1'-0"

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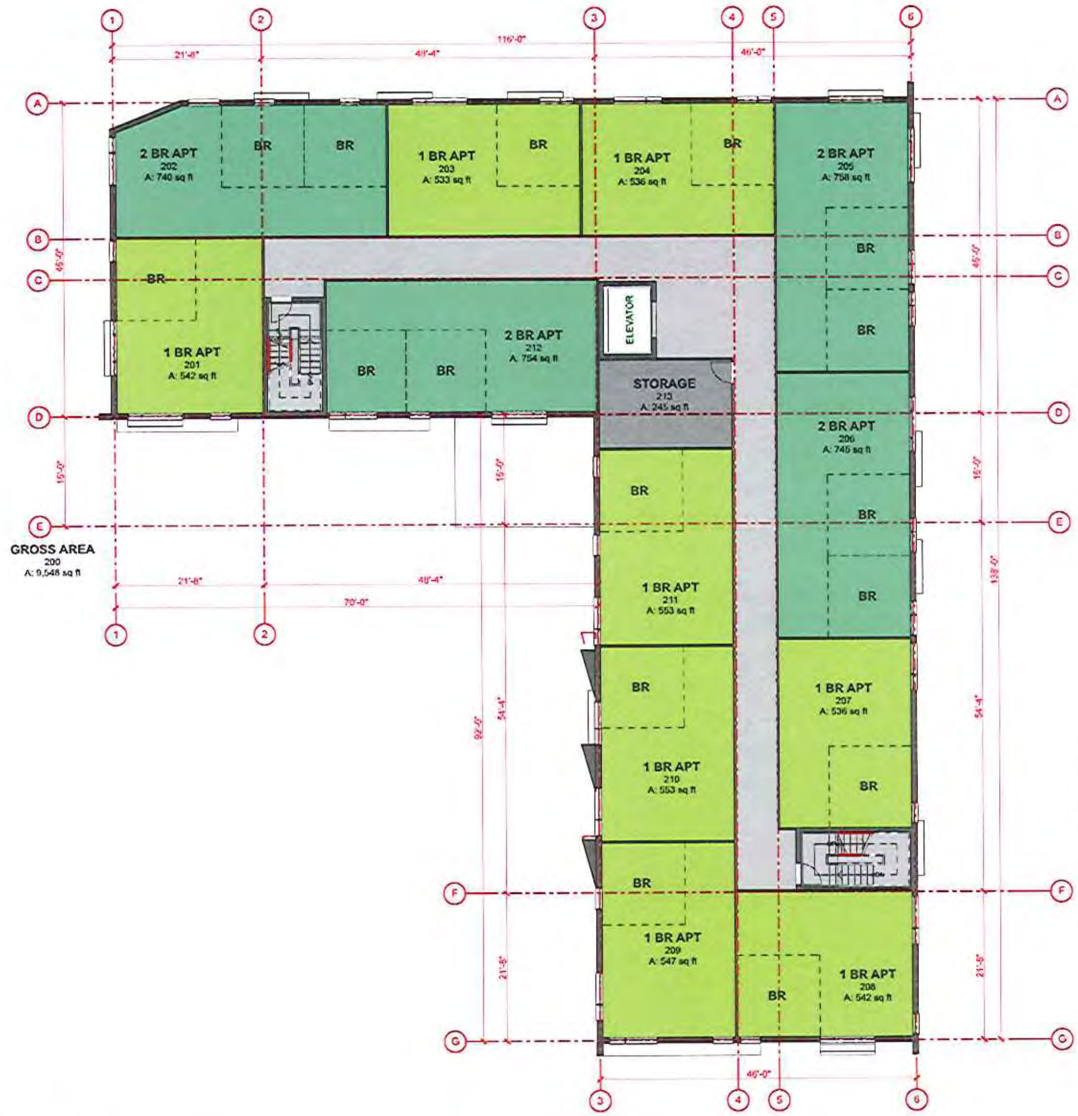
BAYSIDE ANCHOR

PROJECT:
BAYSIDE ANCHOR
PORTLAND HOUSING AUTHORITY
OXFORD ST
PORTLAND, ME

DRAWING: 1ST FLOOR PLAN
SCALE:
DRAWN BY: JJT
DATE: FRIDAY, JULY 12, 2013
REVISED

A-1.1

BAY
07/11/2013



UNIT MIX: 1ST FLOOR	
Zone Category	Quantity
1 BR	8
2 BR	4
	12

1 2nd FLOOR
SCALE: 1/8" = 1'-0"

BAYSIDE ANCHOR

PROJECT:
BAYSIDE ANCHOR
PORTLAND HOUSING AUTHORITY
OXFORD ST
PORTLAND, ME

DRAWING: 2ND FLOOR PLAN	
SCALE:	DRAWN BY: JJT
DATE: FRIDAY, JULY 12, 2013	REVISED

A-1.2

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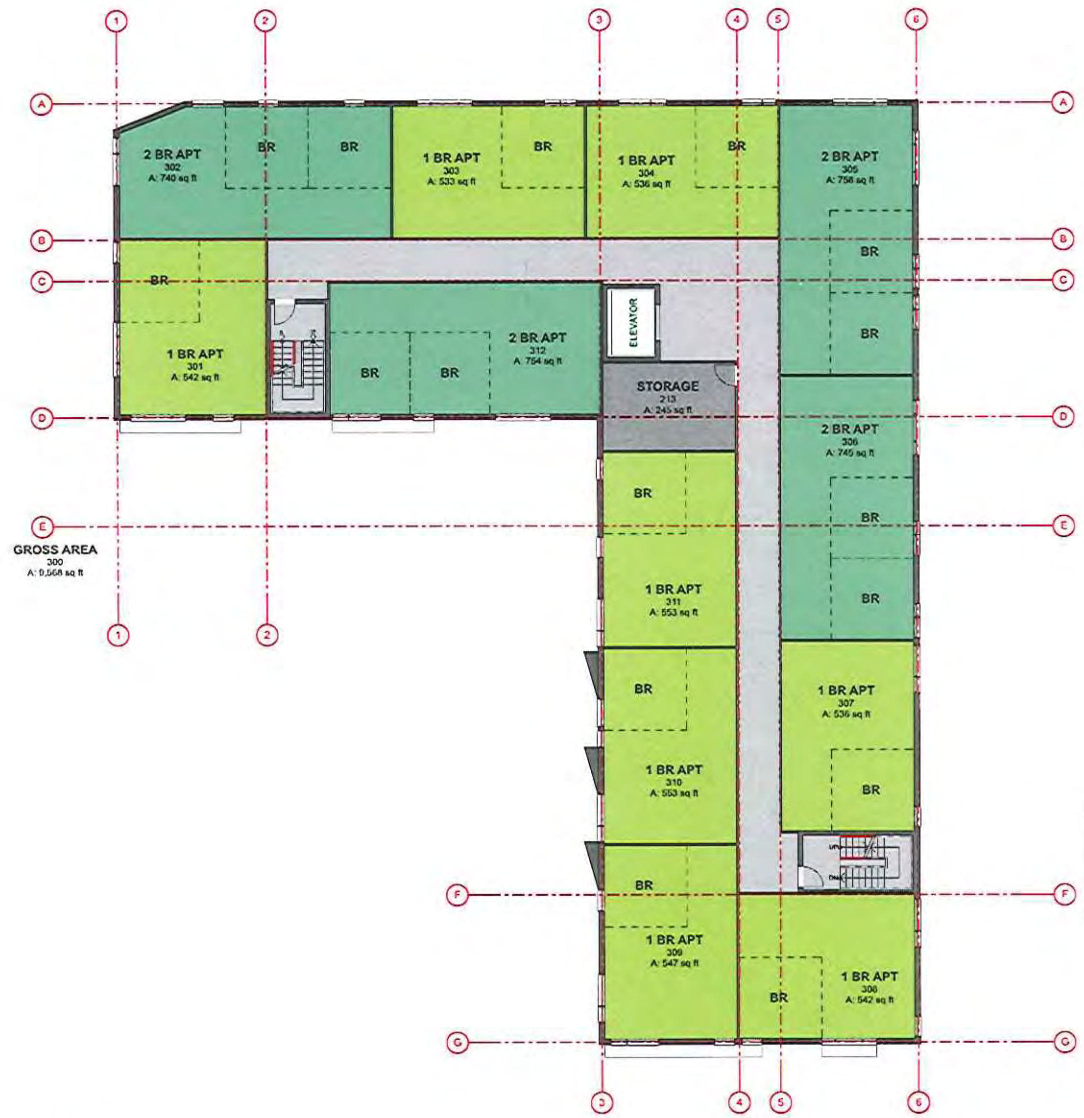
BAY
07/11/2013



UNIT MIX: 3RD FLOOR	
Zone Category	Quantity
1 BR	8
2 BR	4
	12

1 3rd FLOOR
SCALE: 1/8" = 1'-0"

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BAYSIDE ANCHOR

PROJECT:
BAYSIDE ANCHOR
PORTLAND HOUSING AUTHORITY
OXFORD ST
PORTLAND, ME

DRAWING: 3RD FLOOR PLAN
SCALE:
DRAWN BY: JJT
DATE: FRIDAY, JULY 12, 2013
REVISED:

A-1.3

BAY
07/11/2013

UNIT MIX: 4TH FLOOR	
Zone Category	Quantity
1 BR	8
2 BR	4
	12

1 4th FLOOR

KAPLAN THOMPSON ARCHITECTS
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BAYSIDE ANCHOR

PROJECT: BAYSIDE ANCHOR PORTLAND HOUSING AUTHORITY
OXFORD ST
PORTLAND, ME

DRAWING: 4TH FLOOR PLAN
SCALE:
DRAWN BY: JJT
DATE: FRIDAY, JULY 12, 2013
REVISED:

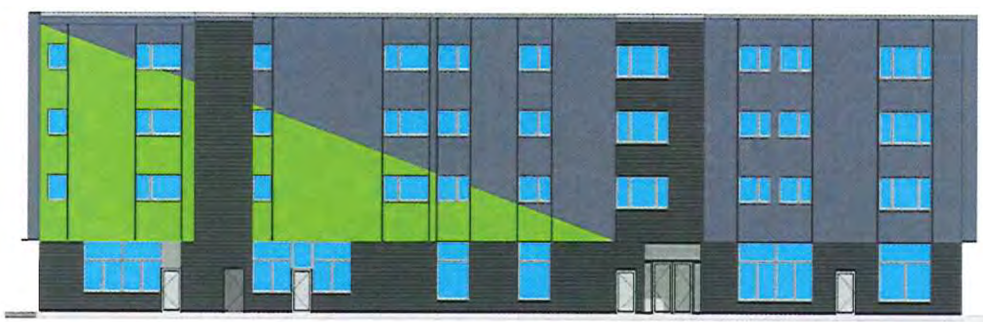
A-1.4

BAY
07/11/2013

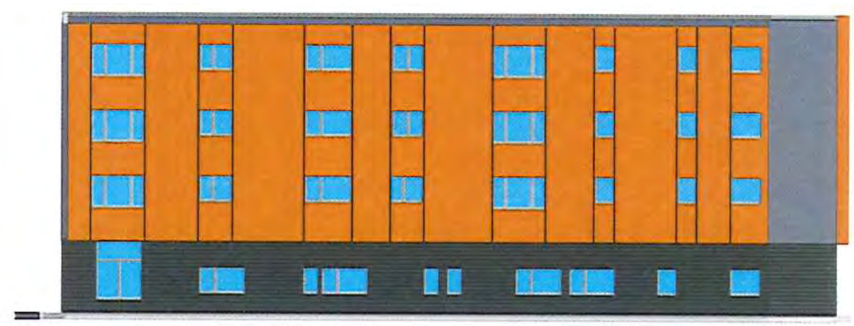
4 NORTHWEST ELEVATION

1 SOUTHWEST ELEVATION

ALL EXTERIOR MATERIALS TO BE VARYING TYPES OF FIBER CEMENT BOARD & METAL PANEL



2 SOUTHEAST ELEVATION



3 NORTHEAST ELEVATION

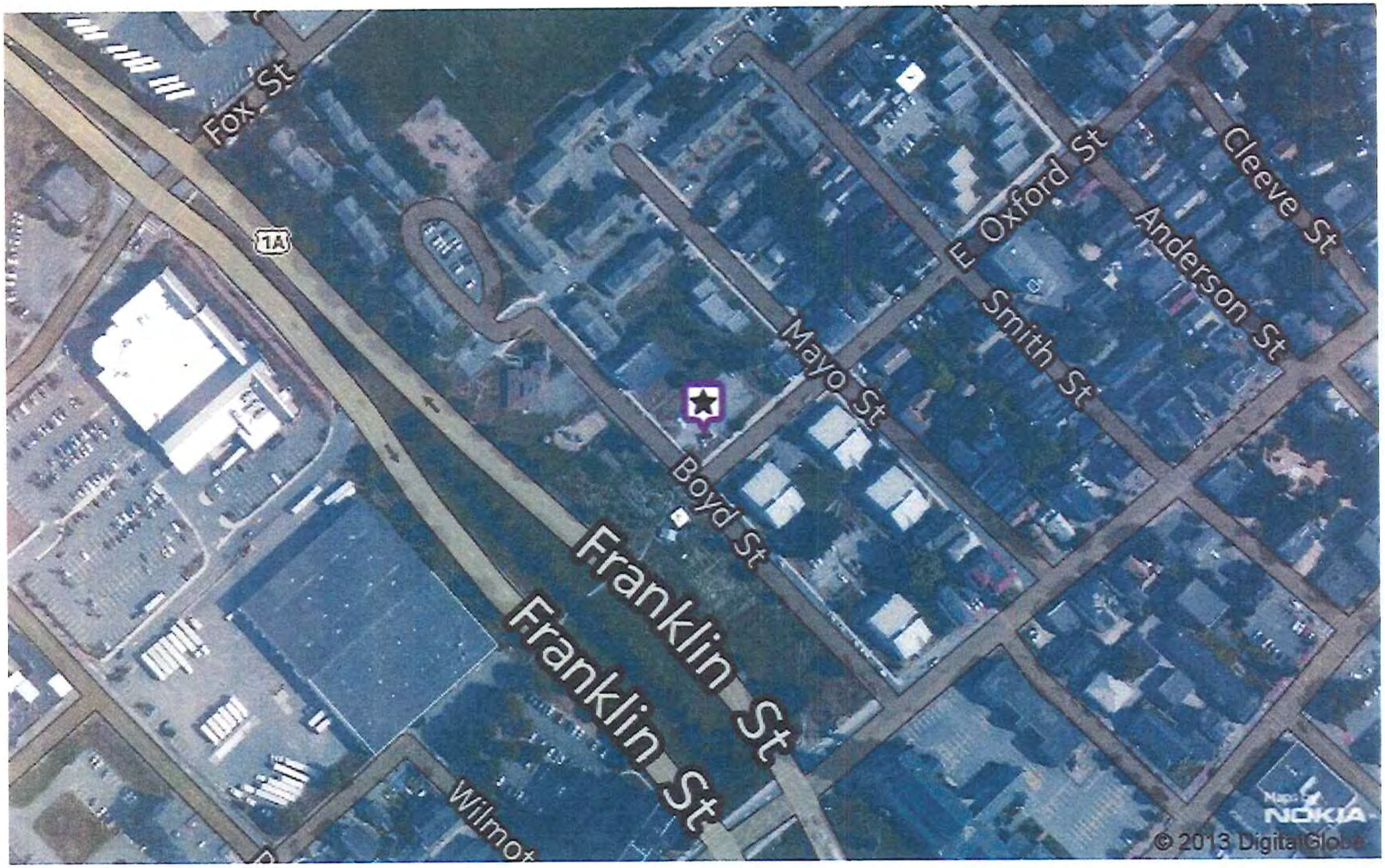
KAPLAN THOMPSON
ARCHITECTS
424 FORE ST., PORTLAND, ME 04101
207-842-2888 FAX 842-2828

BAYSIDE ANCHOR

PROJECT: BAYSIDE ANCHOR PORTLAND HOUSING AUTHORITY Oxford St Portland, ME	DRAWING: 1/8" ELEVATIONS	
	SCALE	DRAWN BY: JJT
	DATE: FRIDAY, JULY 12, 2013	REVISED

A-2.5

27 Boyd St, Portland, ME 04101-3132



Bayside Anchor
Sources and Uses of Development Funds
July 2013

SOURCES OF FUNDS		Terms / Comments		
MSHA First Mortgage (I/O)	1,365,000	6.00%	interest only	
MSHA Soft Second	1,230,660	2.00%	accruing	
City of Portland HOME	500,000	0.00%	360	mo.
General Partner-Deferred Fee				
General Partner Equity				
LIHTC Equity	4,044,300			
TOTAL SOURCES	7,139,960			

USES OF FUNDS		Comments
Acquisition/Demo	295,250	
Construction	5,252,780	
Professional services	347,600	
Interim Costs	118,625	
Financing Fees	30,300	
Other Soft Costs	89,605	
Development Fee	680,000	
Reserves	325,800	
TOTAL USES OF FUNDS	7,139,960	
DEVELOPMENT CONTINGENCY	-	

Bayside Anchor
Development Budget
July 2013

Project Name: Bayside Anchor
Project Address: Boyd and Oxford Streets
Project Community: Portland ME

Development Budget, Tax Credit/Equity Raise Calculation

Development Budget	Total	Per Unit	Credit Eligible LIHTC	Fed'l and State Historic TC	Amortized or Expensed	Non-Dep./Capitalized	Program Requirements/Line Item Comments
ACQUISITION(S)							
Land	293,950	6,999			-	293,950	
Purchase of Building		-	-	-	-		
Transfer Tax	1,300	31					
Subtotal Acq./Demolition	295,250	7,030	-	-	-	293,950	4.1%
CONSTRUCTION							
Construction	5,002,680	119,111	5,002,680	5,002,680	-		38,532 SF @ $ 129.83 per sf
Construction Contingency	250,100	5,955	250,100	250,100	-		
Subtotal Construction	5,252,780	125,066	5,252,780	5,252,780	-	-	136.32 per sf 73.6%
PROF SERV. (A&E, Leg., Acctg.)							
Architect/Engineering	250,100	5,955	250,100	250,100	-		Arch Fee of 4% plus civil engineer and geotech.
Survey	15,000	357	15,000	15,000	-		
Permits	45,000	1,071	45,000	45,000			1% of 90% of construction cost
Accounting/ Cost certification	7,500	179	7,500	7,500	-		
		-	-	-			
Real Estate Attorney	30,000	714	30,000	30,000	-		
Subtotal Prof. services	347,600	8,276	347,600	347,600	-	-	4.9%
INTERIM COSTS							
Constr. Loan Orig. Fee	17,125	408	17,125	17,125	-		50 bp
Construction Lender Counsel	15,000	357	15,000	15,000			
Construction Interest	54,000	1,286	54,000	54,000	-		4% interest on 9 month $3.275M construction loan; 55% avg
Construction Period Taxes	7,500	179	7,500	7,500			
Builders Risk Insurance	25,000	595	25,000	25,000	-		
Subtotatal Interim Costs	118,625	2,824	118,625	118,625	-	-	1.7%
FINANCING EXPENSES					-		
Perm. Loan Orig. Fee	30,300	721		-	30,300		2% plus $3000
Lender's Counsel Fee		-		-	-		
tal Financing	30,300	721	-	-	30,300	-	0.4%
ER SOFT COSTS							
Appraisal/Market Study	9,000	214	9,000	9,000	-		
Environmental Report	2,500	60	2,500	2,500	-		
Tax Credit Fees	16,000	381			16,000		3% of credits + $1k app. Fee
Title Insurance & Recording	15,000	357	15,000	15,000			
Organizational (L.P.)		-			-		
Soft Cost contingency	47,105	1,122	47,105	47,105	-		
Subtotal Other	89,605	2,133	73,605	73,605	16,000	-	1.3%
DEVELOPER'S FEES		-					
Developer's Overhead	200,000	4,762	200,000	200,000	-		
Developer Profit	480,000	11,429	480,000	480,000			
Consultant		-	-	-	-		
Subtotal development fees	680,000	16,190	680,000	680,000	-		680,000 = max fee 9.5%
PROJECT RESERVES							
Marketing/Lease-up Reserve	30,000	714		-	30,000		$20K for lease-up operations plus $10K marketing costs
Tax/Insurance Escrow	39,900	950		-	39,900		1st year Insurance Premium plus 6 mos Tax & Insurance
Operating Reserve	186,100	4,431		-	-	186,100	Assumes no LOC
Reserves	50,000	1,190		-		50,000	1% of structures and construction
Prepaid Monitoring	19,800	471		-	19,800		$600/LIHTC unit
Subtotal Reserves	325,800	7,757	-	-	89,700	236,100	4.6%
TOTAL DEVELOPMENT COST	7,139,960	169,999	6,472,610	6,472,610	136,000	530,050	185.30 TDC per gross sf 216 Oak Street
	-						

			Acquisition Credit Calculation	Rehab Credit Calculation	Historic Rehab Credit Calculation	Historic yes=1 No =0	0	9% Rehab Credit yes=1 No =0	1
ELIGIBLE BASIS			-	6,472,610					
LESS COMMERCIAL SPACE				-					
ADJUSTED ELIGIBLE BASIS		-	-	6,472,610					
APPLICABLE FRACTION		79%	79%	79%					
QUALIFIED BASIS		-	-	5,085,622					
QUALIFIED CT ADJUSTMENT	130%	-	0	6,611,309					
CREDIT PERCENTAGE	3.16%	7.46%	$ -	$ 493,204	July 2013 App. Pct				
ANNUAL LIHTC ALLOCATED				-					
ANNUAL LIHTC ELIGIBLE		-		493,204					
TOTAL LIHTC				493,204					
				14,796.11					

All "retail" space qualifies as Community Service Facilities under USC § 42(d)(4)(C)(iii)

Investment Schedule	Credits	Price	Equity Raise
ble LIHTC	493,204	0.820	4,044,300
Total Equity			$ 4,044,300

Baysid :hor
First Year Income and Expense Statement
July 2013

RENT SCHEDULE & AFFORDABILITY ANALYSIS

Affordability Analysis			
Unit Type	Assumed HHLD Size	Maximum HH Income	
0BR - 40%	1	$21,400	
0BR - 50%	1	$26,750	
0BR - 60%	1	$32,100	
0BR - Mkt	1		
1BR - 40%	1.5	$22,940	
1BR - 50%	1.5	$28,675	
1BR - 60%	1.5	$34,410	
1BR - Mkt	1.5		
2BR - 40%	3	$27,520	
2BR - 50%	3	$34,400	
2BR - 60%	3	$41,280	
2BR - MKt	3		

Rent Schedule					
Unit Type	# Units	Net Rent	Utility Allow.	Gross Rent	Afford. @ % Med. Inc.
0BR	2	$535		$535	40%
0BR	1	$668		$668	50%
0BR		$802		$802	60%
0BR	2	$715		$802	MKt
1BR	4	$573		$573	40%
1BR	10	$716		$716	50%
1BR	3	$860		$860	60%
1BR	5	$935		$950	MKt
2BR	4	$688		$688	40%
2BR	5	$860		$860	50%
2BR	3	$1,032		$1,032	60%
2BR	3	$1,135		$1,125	MKt
TOT/AVG.	42				

Calculation of Effective Gross Income			
		Monthly	Annual
Gross Potential Rental Income		33,428	401,136
		0	
Plus Laundry, Other Income		300	3,600
Less Vacancy & Collection Loss	5.0%	(1,686)	(20,237)
Effective Gross Income		32,042	384,499

OPERATING EXPENSE BUDGET

Annual Expenses			
Mgt. & Administration	**Owner's Estimated**	**Owner's Est per unit**	**Owner's Est as % of EGI**
Management Fee	25,200	600	7%
Legal	3,200	76	1%
Acctg./audit	5,000	119	1%
Marketing	1,000	24	0%
Admin	10,200	243	3%
Other General Expenses	13,700	326	4%
Subtotal Mgt. & Admin.	**58,300**	**1,388**	**15%**
Utilities by Owner			
Water/Sewer	16,250	387	4%
Electric	15,750	375	4%
Heat/HW (by owner)	6,200	148	2%
Subtotal Utilities	**38,200**	**910**	**10%**
Maintenance & Repairs			
Repairs/Other	88,500	2,107	23%
Trash Removal	7,800	186	2%
Building Maint / Service Contracts		0	0%
Snow Removal/Grounds	7,500	179	2%
Subtotal Maint & Repairs	**103,800**	**2,471**	**27%**
Taxes, Insurance, Other			
Property taxes	50,400	1,200	13%
Insurance	9,800	233	3%
Resident Services	15,000	357	4%
Subtotal Taxes & Ins.	**75,200**	**1,790**	**20%**
Replacement Reserve	**14,700**	**350**	**4%**
TOTAL OPERATING EXP.	**290,200**	**6,910**	**75%**

First Year Income/Expense	
Income	384,499
Operating Expense	290,200
NOI	94,299
Debt Service Payments	81,900
Cash Flow	12,399
Debt Coverage Ratio	1.15
Cash Flow per unit	$295

Bayside Anchor
15 Year Operating Pro Forma
July 2013

Rental Income	Infl.		Dec-14	Dec-15	Dec-16	Dec-17	Dec-18	Dec-19	Dec-20	Dec-21	Dec-22	Dec-23	Dec-24	Dec-25	Dec-26	Dec-27	Dec-28	Dec-29
Gross Rental Income	2.00%	2.50%	401,136	409,159	417,342	425,689	434,203	445,058	456,184	467,589	479,278	491,260	503,542	516,130	529,034	542,259	555,816	569,711
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laundry, other income	2.0%	2.5%	3,600	3,672	3,745	3,820	3,897	3,975	4,054	4,135	4,218	4,302	4,388	4,476	4,566	4,657	4,750	4,845
Vacancy & Collection Loss	5.00%	5.00%	(20,237)	(20,642)	(21,054)	(21,475)	(21,905)	(22,452)	(23,012)	(23,586)	(24,175)	(24,778)	(25,397)	(26,030)	(26,680)	(27,346)	(28,028)	(28,728)
EFFECTIVE GROSS INCOME			384,499	392,189	400,033	408,034	416,194	426,581	437,226	448,138	459,321	470,784	482,534	494,576	506,919	519,571	532,538	545,829
Operating Expenses																		
Mgt. & Admin	3.0%	3.0%	58,300	60,049	61,850	63,706	65,617	67,586	69,613	71,702	73,853	76,068	78,350	80,701	83,122	85,616	88,184	90,830
Utilities	3.0%	3.0%	38,200	39,346	40,526	41,742	42,994	44,284	45,613	46,981	48,391	49,842	51,338	52,878	54,464	56,098	57,781	59,514
Maint. & Repairs	3.0%	3.0%	103,800	106,914	110,121	113,425	116,828	120,333	123,943	127,661	131,491	135,435	139,499	143,683	147,994	152,434	157,007	161,717
Taxes, Ins., other	3.0%	3.0%	75,200	77,456	79,780	82,173	84,638	87,177	89,793	92,487	95,261	98,119	101,063	104,094	107,217	110,434	113,747	117,159
OPERATING EXPENSE	3.0%	3.0%	275,500	283,765	292,278	301,046	310,078	319,380	328,961	338,830	348,995	359,465	370,249	381,356	392,797	404,581	416,718	429,220
Replacement reserve	1.02%		14,700	14,994	15,294	15,600	15,912	16,230	16,555	16,886	17,223	17,568	17,919	18,278	18,643	19,016	19,396	19,784
First Mortgage D/S	6.00%		81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900	81,900
Second Mortgage D/S	2.00%		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Mortgage D/S	0.00%		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET CASH FLOW			12,399	11,530	10,561	9,488	8,305	9,071	9,810	10,522	11,203	11,852	12,465	13,042	13,579	14,074	14,523	14,924
Payment to Deferred Fee	100.0%	100.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Fee Balance, YE			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

REPLACEMENT RESERVE		Dec-14	Dec-15	Dec-16	Dec-17	Dec-18	Dec-19	Dec-20	Dec-21	Dec-22	Dec-23	Dec-24	Dec-25	Dec-26	Dec-27	Dec-28	Dec-29
Beginning Balance		50,200	65,904	82,216	99,154	116,737	134,984	153,913	173,546	193,903	215,004	236,872	259,529	282,997	307,300	332,462	358,508
Contribution		14,700	14,994	15,294	15,600	15,912	16,230	16,555	16,886	17,223	17,568	17,919	18,278	18,643	19,016	19,396	19,784
Investment Income	2.00%	1,004	1,318	1,644	1,983	2,335	2,700	3,078	3,471	3,878	4,300	4,737	5,191	5,660	6,146	6,649	7,170
Disbursements		-	-	-	-	-		-	-	-	-	-	-		-	-	-
Ending balance		65,904	82,216	99,154	116,737	134,984	153,913	173,546	193,903	215,004	236,872	259,529	282,997	307,300	332,462	358,508	385,462

OPERATING RESERVE		Dec-14	Dec-15	Dec-16	Dec-17	Dec-18	Dec-19	Dec-20	Dec-21	Dec-22	Dec-23	Dec-24	Dec-25	Dec-26	Dec-27	Dec-28	Dec-29
Beginning Balance		186,100	189,822	193,618	197,491	201,441	205,469	209,579	213,770	218,046	222,407	226,855	231,392	236,020	240,740	245,555	250,466
Contribution (wthdrwl)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	2.00%	3,722	3,796	3,872	3,950	4,029	4,109	4,192	4,275	4,361	4,448	4,537	4,628	4,720	4,815	4,911	5,009
Disbursements			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending balance		189,822	193,618	197,491	201,441	205,469	209,579	213,770	218,046	222,407	226,855	231,392	236,020	240,740	245,555	250,466	255,475

Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: Housing and Community Development Committee
Mark Rees, City Manager

FROM: Greg Mitchell, Economic Development Director
Ellen Sanborn, Finance Director

DATE: August 9, 2013

SUBJECT: **City Department Operations Consolidation and Financial Appropriation Plan**

SUMMARY OF THE ISSUE

This memorandum outlines the demonstrated need for the City to consolidate a number of City public operations, including the relocation of some of Public Services Department Bayside operations, Fire Alarm and equipment storage, and Recreation and Facility Management Department to a single new location, along with City staff's recommended funding approach. The action presented to you is to recommend (to the City Council) approval of the recommended City department consolidation and financial appropriation plan. Both the Finance and Housing and Community Development Committees are included in this action.

Consolidation of a number of City department operations to a single location will create efficiencies and will "free up" City owned properties for sale or alternative City/School use. It is noted that the City is pursuing real estate options to support this consolidation approach. Real estate options, at this time, are not able to be presented because of the status of property negotiations. Securing City Council approval and financial appropriation is necessary in order for staff to finalize property negotiations and not miss opportunities in the market. It is noted that, through a public process, the Housing and Community Development Committee along with the City Council need to approve any real estate acquisition.

City Operations Consolidation Plan

See below listing of City departmental operations to support proposed consolidation.

Departments Moving	Space Vacated	Efficiencies/Benefits
Traffic Division City Trades Division School Trades Division	65 Hanover Street 65 Hanover Street Classroom Space PATHs	Puts all maintenance in same space allows better standardization. Property available for sale. Creates additional space for Casco Bay High School.
Fire Electrical Tactical Equipment New Emergency Command Post	Presumpscot St. (rented space) Presumpscot St. and POT	Allows for leasing opportunities at POT. Provides adequate space for Command Post.
Emergency Operations Center (EOC)	Classroom at PATHS	Allows consistent setup for EOC operations. Creates additional space for Casco Bay High School.
Playground/Irrigation Crews	90 Anderson Street	Central to all fields and better efficiencies. Property available for sale.
Recreation & Public Assembly Staff from Cummings Center and Expo	Cummings Center Expo Office Area	Better coordinated and more efficient administration of the Recreation and Facilities Management Division. Provides space for Public Health growth.

REASON FOR THE SUBMISSION

The city department consolidation plan and financial appropriation plan action requires Finance and Housing and Community Development Committees recommendation for approval and final approval by the City Council.

INTENDED RESULT

City department consolidation to a single new property location will result in increased efficiency to free up property for sale or alternative city/school use.

COUNCIL GOAL ADDRESSED

Relocation of a portion of Public Services Department operations out of Bayside.

FINANCIAL IMPACT

The request is for City Council approval and financial appropriation of $3.15 million which includes the estimated cost of property acquisition, property improvements and department relocation costs.

The recommended funding approach incorporates using current CIP funding for the Department of Public Services (DPS) relocation of $100,000 and early authorization to borrow the remaining $3.05 million. Originally, City staff anticipated the utilization of land sale proceeds from the sale of Bayside property to the Federated Companies, however, because of delay in closing on that sale, we cannot commit those proceeds for purposes of negotiating this purchase, or for being available at closing. Therefore, city staff seeks early CIP and financing approval for the full amount.

The Committees should be assured that if we do in fact have land sale proceeds available, the amount financed for this purchase would be reduced. Since the purchase and sale agreement will need Council approval, it allows for a reconciliation of the final amount needed and can be adjusted by the Council at that time.

Also, there is a Capital Reserve for the relocation of Public Services, which was established two years ago. The amount in that reserve is $821,420. City staff has not applied the reserve to this project because the DPS portion of this relocation is limited to the Traffic Building, and staff believes it will be more valuable to us when we relocate the remainder of the Department. Note that the most recent Capital Improvement Program (CIP) Plan includes $1,120,000 programmed in FY15 and $14,000,000 in FY16 for a total of $15,120,000 for the relocation of Public Services out of Bayside. If approved, the $3.05 million would be adjusted in the CIP plan.

For your reference, the referendum requirements would not be in effect for this project, based on either the amount of spending which is under the $5.66M maximum, or the $3.77M bond limit.

STAFF ANALYSIS

City staff recommends the HCDC and Finance Committees recommend approval of the department consolidation and financial plan to the City Council.

RECOMMENDATION

This matter was presented to the Finance Committee on July 25th and received unanimous recommendation for approval with the appropriate City Council General Obligation Bond and CIP Amendment Orders.

This matter has been scheduled to receive two readings of the City Council on September 9th and 16th.

Memorandum
Department of Planning and Urban Development

To: Housing and Community Development Committee
City Manager Mark Rees

From: Jeff Levine, Director

Date: August 8, 2013

Re: Work on R-6/R-7 Zones

Since you last met, we have been working on revisions to the R-6 and R-7 zoning districts. While we had initially been looking at making some interim changes in lieu of an overall rewrite of these zones, we have decided that it makes more sense at this time to develop a comprehensive rewrite. The challenges facing development in these districts, such as through the rules governing old lots that are undersized, are best addressed in a comprehensive fashion.

We are therefore proposed to draft changes that will get us to this Council goal more directly. At the same time, we are also working to (1) reduce the length and complexity of the language in these districts and (2) develop a template for rewrites of other districts in the future. Changes we are proposing include:

1. Creating one new residential zone that incorporates the best of both the R-6 and R-7 zones;
2. Replacing lengthy text regarding use and dimensions with use and dimensional tables, as is the convention in many other communities;
3. Creating different use and dimensional tables for small, medium and large lots within this new residential zone. This is somewhat unusual and I would be especially interested in your feedback on whether this makes sense.
4. Eliminating obsolete or unnecessary uses and requirements by folding them into other ones;
5. Looking at parking and grandfathering issues with respect to existing buildings.

We still need to think through the role of Site Plan Approval and Subdivision requirements in our development review in this zone.

If this seems like a positive direction, the next step would be to finalize language and reach out to key stakeholders to walk them through the proposed changes and get feedback.

Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: Chair and Members of the Housing and Community Development Committee
Mark Rees, City Manager

FROM: Greg Mitchell, Economic Development Director
Jeff Levine, Planning and Urban Development Director
Mary Davis, Housing and Community Development Division Director

DATE: August 8, 2013

SUBJECT: 2013 HCDC Updated Committee Calendar; Work Plan for 2013

Attached, as a standing communication on your agenda, is the updated Committee Calendar – in a clean format and a marked revision format - from the version presented at your June 26 meeting.

The Work Plan, also attached, has not changed; it is a reference document.

2013 HOUSING & COMMUNITY DEVELOPMENT COMMITTEE CALENDAR
As of August 12, 2013

<u>January</u>

Nathan Clifford School Sale Approach
Continue City TIF Policy revision discussion
2013 Draft HCDC Work Plan discussion
Congress Square/Executive Session Discussion

<u>February</u>

For Review and Comment: Annual Housing Program Budget
For Review, Comment and Approval: Annual Housing RFP
Finalize Committee Work Plan and Calendar
Discuss Homelessness Task Force "Rapid Rehousing" Recommendations
GPEDC Business Prospect Protocol
Commercial Lease Discussion for Maine State Pier/Executive Session

<u>March</u>

Communication: CDBG funding recommendations from Committee & City Manager. CDBG recommendations to Council for final approval, typically during the end of March/ beginning of April
60 Portland Pier executive session discussion; public discussion and sent to City Council.
Revised HCDC Work Plan and Calendar discussion
Housing Program Budget Recommendation to City Council
Review of Affordable Housing RFP Draft
Zoning Issues Communication/Discussion

<u>April</u> B-1/B-2 zones
Maine State Pier/Ocean Terminal Lease action/Executive Session Discussion
Possible sale of City-owned property on Riverside Street/Executive Session Discussion
Opportunity Alliance's Transfer of Ownership of Rental Property to Avesta
Communication – Update on Rapid Re-Housing Strategy
Communication – Update on the effects of cuts to CDBG Applicants
Review of Analysis of Impediments to Fair Housing
Congress Square Proposal/Only Item on April 24, 2013 Agenda/Public Comment to be taken at May 29 HCDC Meeting and will again be sole item on agenda.

May CDBG Working Group Report – Review and Recommendation to City Council
Portland Technology Park Update and Phase 2 expansion discussion
Inventory of City-owned properties for possible housing sites/Start Discussion
Review and approval of Annual Housing RFP
Maine State Pier/Ocean Terminal Lease action/Executive Session Discussion
Congress Square Park/Only Item to be on May 29, 2013 Agenda – for Public Comment and possible recommendation to City Council.

<u>June</u>

<u>12th Meeting</u>
Communication: Annual Action Plan, due to HUD June 14
Maine State Pier/Ocean Terminal Lease action/Possible Executive Session Discussion
Executive Session Discussion for:
Possible City acquisition of property for City Use

Possible sale of City-owned Riverside Street Property
Congress Square Park/ Sale Negotiations

26th Meeting
For Review and Comment/ Recommendation to Council if necessary: Recommendations for improvement to CDBG process.
R-6/R-7 zones and Next Steps
Island View Loan Modifications public action in form of recommendation
Maine State Pier/Ocean Terminal Lease action/Possible Executive Session Discussion
Executive Session Discussion: Congress Square Park/Sale Negotiations
Federated Midtown Project Negotiations

July
August
Congress Square continued discussion and/or action
Appropriation and Financing Recommendation to support City property acquisition for City department consolidation plan
Housing Development RFP – review of proposals received
Updates on R6/R7 zoning reviews

September
Review City sites for residential development or sale including former Adam School property
Housing First Pre-Development RFP – Review Draft RFP
Updates on B2 zoning review
Tenant Based Rental Assistance – program update
Pearl Place TIF district amendment discussion
Wilmot Street property disposition discussion
Start Downtown TIF District discussion
Permitting Update
For Review and Comment: Consolidated Annual Performance Evaluation Report (CAPER) due to HUD September 30.
Regional Analysis of Impediments to Fair Housing
Executive Session: Possible sale of City property in Western Prom area.

October
Communication: CDBG Application is available.
Continue Downtown TIF District discussion and possible action
Update on Parking in B-3, B-6, and B-7/Sustainable Transportation Fund
Annual City wide TIF District Activity Report
Housing Liaison Program Update

November
Communication: Application deadline. Beginning of Annual CDBG Application Review by CDBG Allocation Committee
Possible Nathan Clifford School RFP Results/Developer Proposals
Start discussion related to Riverside Street area wide needed public infrastructure status and improvements.
Presentation on B2- and R6/R7 zone reviews for possible action

December

Review and adopt HCDC Annual Accomplishment Report

2013 HOUSING & COMMUNITY DEVELOPMENT COMMITTEE CALENDAR
As of ~~July 19~~~~July 29~~August 12~~8~~, 2013

January

Nathan Clifford School Sale Approach
Continue City TIF Policy revision discussion
2013 Draft HCDC Work Plan discussion
Congress Square/Executive Session Discussion

February

For Review and Comment: Annual Housing Program Budget
For Review, Comment and Approval: Annual Housing RFP
Finalize Committee Work Plan and Calendar
Discuss Homelessness Task Force "Rapid Rehousing" Recommendations
GPEDC Business Prospect Protocol
Commercial Lease Discussion for Maine State Pier/Executive Session

March

Communication: CDBG funding recommendations from Committee & City Manager. CDBG recommendations to Council for final approval, typically during the end of March/ beginning of April
60 Portland Pier executive session discussion; public discussion and sent to City Council.
Revised HCDC Work Plan and Calendar discussion
Housing Program Budget Recommendation to City Council
Review of Affordable Housing RFP Draft
Zoning Issues Communication/Discussion

April B-1/B-2 zones
Maine State Pier/Ocean Terminal Lease action/Executive Session Discussion
Possible sale of City-owned property on Riverside Street/Executive Session Discussion
Opportunity Alliance's Transfer of Ownership of Rental Property to Avesta
Communication – Update on Rapid Re-Housing Strategy
Communication – Update on the effects of cuts to CDBG Applicants
Review of Analysis of Impediments to Fair Housing
Congress Square Proposal/Only Item on April 24, 2013 Agenda/Public Comment to be taken at May 29 HCDC Meeting and will again be sole item on agenda.

May CDBG Working Group Report – Review and Recommendation to City Council
Portland Technology Park Update and Phase 2 expansion discussion
Inventory of City-owned properties for possible housing sites/Start Discussion
Review and approval of Annual Housing RFP
Maine State Pier/Ocean Terminal Lease action/Executive Session Discussion
Congress Square Park/Only Item to be on May 29, 2013 Agenda – for Public Comment and possible recommendation to City Council.

June

12th Meeting
Communication: Annual Action Plan, due to HUD June 14
Maine State Pier/Ocean Terminal Lease action/Possible Executive Session Discussion
Executive Session Discussion for:
Possible City acquisition of property for City Use

Possible sale of City-owned Riverside Street Property
Congress Square Park/ Sale Negotiations

26th Meeting
For Review and Comment/ Recommendation to Council if necessary: Recommendations for improvement to CDBG process.
R-6/R-7 zones and Next Steps
Island View Loan Modifications public action in form of recommendation
Maine State Pier/Ocean Terminal Lease action/Possible Executive Session Discussion
Executive Session Discussion: Congress Square Park/Sale Negotiations
Federated Midtown Project Negotiations

July

~~Congress Square continued discussion~~
~~City department consolidation plan and financial appropriation~~
~~Housing Development RFP – review of proposals received~~

August

Congress Square continued discussion and/or action
Appropriation and Financing Recommendation to support City property acquisition for City department consolidation plan
Housing Development RFP – review of proposals received
Updates on R6/R7 zoning reviews
~~Pearl Place TIF district amendment discussion~~
~~Wilmot Street property disposition discussion~~
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