



HOUSING COMMITTEE

DATE: Wednesday, March 27, 2019

TIME: 5:30 PM

LOCATION: Room 24

AGENDA

1. Review and accept Minutes of previous meeting held on February 13, 2019
 - a. Review and accept Minutes of previous meeting held on February 13, 2019.
2. Housing Program Budget
Review, Discussion and Recommendation to the City Council of FY 2020 Housing Program Budget. This is an actionable item and public comment will be taken.
 - a. Housing Program Budget
3. Proposed Amendments to Chap. 6, Sec. 6-225 Rental Housing Advisory Committee
Review, Discussion and Recommendation to the City Council of Proposed Amendments to City Code Chapter 6, Section 6-225 Rental Housing Advisory Committee. This is an actionable item and public comment will be taken
 - a. Proposed Amendments to Chapter 6, Section 6-225 Rental Housing Advisory Committee
4. 2019 Work Plan Discussion
 - a. 2019 Work Plan Discussion

Next Meeting Date: April 10, 2019 City Hall, Room 209

Housing Committee Minutes of February 13, 2019 Meeting

NOTE: The Housing Committee meetings are now live-streamed, which can be viewed at this link: http://townhallstreams.com/stream.php?location_id=42&id=16398 These minutes provide a record of those in attendance, general discussions taking place, and motions made.

A meeting of the Portland City Council's Housing Committee (HC) was held on Wednesday, February 13, 2019 at 5:30 P.M. in room 209 of Portland's City Hall. Councilors present at the meeting included Committee members Councilor Kim Cook, and Councilor Jill Duson, Chair of the Committee. City staff present included Jeff Levine Planning & Urban Development Director, Mary Davis Division Director Housing and Community Development, Victoria Volent Housing Program Manager, Greg Mitchell Economic Development Department Director, and Nelle Hanig Business Programs Manager.

Item 1: Review and accept Minutes of previous meetings held on January 9, 2019

Motion by Councilor Cook to accept the minutes from January 9, 2019. Motion was seconded by Councilor Duson and minutes approved 2-0.

Item 2: Review and Discussion of Proposed Portland Development Corp. By-Law Modification and Program Guideline Amendments to allow the use of Brownfields Funds for Residential Projects.

Nelle Henig introduced proposed amendment to two sets of Brownfields Guidelines- the Revolving Loan Fund (RLF) Program and the Closeout Fund Program, as they relate to the proposed modifications to the Portland Development Corporation By-Laws regarding multi-family housing and public open space projects. In order to be considered for Brownfields funds, these amendment guidelines address the specific requirement that a multi-family residential development property must meet. Specifically, the project must have no less than 10 residential units and at least 50% of the units priced for households earning 100% of less of the area median income (AMI), as determined by the Planning Authority. The multi-family housing affordability requirement is also include in the Brownfields Assessment Program.

The Economic Development Department staffs the Portland Development Corporation (PDC) and administers the brownfields program for the city. The PDC facilitates economic development in the City through the brownfields program. The EPA has granted Portland close to \$2.0 million dollars over the years to use for brownfields assessments and clean-ups; in the last two years they have provided \$1.5 million.

Recently, the City was approached by the Portland Housing Authority seeking a brownfields grant for clean-up at 58 Boyd Street. Corporation Counsel's office advised the Economic Development Department that the PDC By-Laws would not allow the PDC to approve funding for an entirely residential project. To support the workforce and affordable housing project at 58 Boyd Street, staff is requesting the Housing Committee

review, discuss and vote on the proposed modification and program guidelines amendments for further recommendation to the Council during their February 20th meeting. The PDC supports these amendments. The guidelines suggest multi-family dwelling units of ten or more units in which at least 50% of the units are created for households earning 100% AMI or less, are applicable for brownfield funding.

Councilor Duson asked if the definition of 100% AMI is consistent with current affordable income level categories and asked if the brownfields proposed for funding are all located within Portland. Per Mary Davis, 100% AMI is an income level currently used by the city, and per Nelle Henig, funding would be for projects located in Portland only.

Councilor Duson opened the meeting to public comment.

Jay Waterman of Portland Housing Authority thanked the Housing Committee for considering the changes. He inquired into the flexibility to use brownfield funding for projects smaller than ten units.

Per Nelle Henig, the program does not have a minimum loan amount while the maximum would be determined by the amount of funds in the loan program. The PDC can lend what it feels is necessary though it generally provides loans of \$100,000 to \$300,000.

Councilor Duson closed the public hearing.

Councilor Cook made a motion to approve the PDC By-Laws Amendments and approve the amendments to the guidelines for the Brownfields Assessment Fund Program, Brownfields Cleanup RLF Program, and the Brownfield Closeout Fund Program, and offered an amendment for discussion to expand the AMI from 100% to 120%, and to lower the minimum residential units from 10 to 6.

Councilor Duson seconded the motion with a request to further discuss Councilor Cook's amendments.

Staff noted the availability of the limited pool of funding could be overwhelmed by small multiplex properties. Also, smaller projects would incur smaller clean-up costs that could be financed by developers without entering into EPA requirements. The price point of 120% AMI is not as affordable for the households envisioned to benefit from these type of programs. Councilor Cook asked for Jay Waterman's input on not lowering the minimum residential units from 10 to 6. Based on the discussion, Jay Waterman agrees with staff's analysis.

The motion to approve the PDC By-Laws Amendments and approve the amendments to the guidelines for the Brownfields Assessment Fund Program, Brownfields Cleanup RLF Program, and the Brownfield Closeout Fund Program and forward the recommendation to the Council, was approved 2-0.

Item 3: Housing Committee Accomplishments 2016-2018

Mary Davis introduced this item with a brief history looking back three years to 2016 when the Housing Committee addressed the issue of housing availability and affordability through multiple feedback opportunities aimed at creating a working agenda of ideas. Many of the ideas on the “bucket list” have been explored in detail and are now included in the city code while others were not adopted or have not been reviewed. A few of the highlights of Housing Committee accomplishments since 2016 include the short term rental registration ordinance; the tenant housing rights ordinance recommendations; investments in affordable housing; creation of the City-Owned property map; biennial and interim housing reports; division 30 amendments incentives and bonuses; and the hotel inclusionary zoning order.

Councilor Duson thanked the Housing staff for the update and requested a brief update from Permitting and Inspections regarding outcomes of the changes to the short-term and long-term rental applications, and caps on the number of short-term rentals. Further, memos regarding the past work conducted around; non-renewal of leases and notification requirement; and voucher/rental subsidy discrimination should be brought back to the Housing Committee and put into the work plan for the April 10 meeting.

Item 4: Update on Rental Housing Advisory Committee

Mary Davis presented the *Update on Rental Housing Advisory Committee* memo to the Committee. Interviews with the City Council’s Nominating Committee will occur on March 6. The City Council is expected to consider the Committee’s recommendations at the March 18 City Council meeting. The first meeting of the Rental Housing Advisory Committee is expected to occur in April. The Pine Tree Legal Assistance representative is not a resident of Portland, but is experienced in legal rights/interests of tenants.

Councilor Duson commented that the desire is to have Portland residents on the Committee, but the lack of a member experienced in legal rights/interests of tenants is more of a problem. Staff will reach out to the City Clerk and Corporation Counsel on how to best proceed.

Councilor Cook suggested contacting Pine Tree Legal Assistance’s Volunteer Lawyer Project to identify Portland residents who would bring expertise in legal rights/interest of tenants and is interested in serving on the Committee. Expertise and enthusiasm to serve on the Committee is more important than the desire to have a Portland resident. Councilor Cook would support a change to the ordinance to amend the residency requirement.

Mary Davis will follow-up with the City Clerk and Corporation Counsel regarding the Pine Tree Legal Assistance residency requirement. Mary would like to invite the members of the Rental Housing Advisory Committee to an upcoming meeting of the Housing Committee. April 10 was discussed as a possible date.

Item 5: Review and discussion of opportunities to engage the city in a public/private partnership to add housing units to the City's housing inventory utilizing city-owned property.

Jeff Levine presented for discussion the development of three city-owned parcels. The first parcel is actually two lots located across from each other along Washington Avenue Extension. 622 Auburn and 165 Lambert Streets represent a large amount of land along a METRO line. However, the lots require infrastructure improvements, are zoned R-2 (which limits development to single family houses), and contain wetland. If the lots were rezoned R-3, this change would allow for the option of a Planned Residential Unit Development (PRUD) but would still present costly transportation-infrastructure and physical limitations. If the Housing Committee is interested in pursuing potential housing, staff recommends first contracting with a real estate expert to conduct an initial feasibility study. If the housing project appears to be financially and logistically feasible, then a rezoning option should be pursued. Finally, the City would issue a request for proposal with an affordability stipulation.

The second city-owned parcel is 99 Capisic Street; a small (.87 acre) hilly parcel lot along a curve on Capisic Street. The 1840 Greek Revival house on the property is in aesthetic disrepair. Under the existing R-3 zoning, the site could be developed into two 6,500 sf lots with one-family houses on each lot with an accessory dwelling unit on each. However, the curve in Capisic Street and the topography make subdividing the lot challenging. Staff recommends completing a structural evaluation of the existing house, and if the evaluation is positive, then explore changes to the adaptive reuse provision in R-3. A request for proposal for renovating the building and/or maximizing the number of affordable units on site would be the next step.

The third parcel is the site of the former West School at 91 Douglass Street which is included in the master plan for the Dougherty Field complex. However, funding for the necessary site work for the additional field is not entirely available through City resources. Staff explored the possibility of taking some portion of the site for housing while leaving the rest for the additional fields. The housing development could pay for another field. However, the more funding the City seeks for this site, the more challenging it will be to development affordable housing. The site is zoned R-5 which would allow for both a field and five to seven 9,000 sf lots for two-family houses. If the site were rezoned B-1 or B-2, such a change would allow for more development density, but would also be more complex and involve more risk for the City and the developer.

Staff recommends working with other City departments to survey the land and draw potential lot lines for subdividing a portion of the land for open space. MDOT could be approached regarding the possibility of acquiring additional property abutting the lot. Once these issues are resolved, the next step would be to offer a Request for Proposal for redevelopment as workforce or mixed income housing with a minimum sale price for the parcel to help fund the additional field.

Councilor Duson opened the discussion to public comment.

Scott Vonnegut (member of the Greater Portland Community Land Trust) would like to ensure any units created through city-owned or acquired property stay affordable in perpetuity. A land-lease between the city and the home owners of the properties would provide such a guarantee.

Councilor Duson closed the meeting to public comment.

Jeff Levine noted the city typically tries to ensure affordability for the longest time period possible. Any request for proposal for the three city-owned properties would include a question to the developer regarding how many units would be affordable (via a deed restriction for the longest time frame possible). The City is also open to a land/lease with the same restrictions.

Councilor Cook made a motion to enter into executive session pursuant to 1 M.R.S. § 405. 6 (C). Councilor Duson seconded the motion. The Housing Committee entered into executive session at 6:48 P.M.

The Committee came out of executive session at 7:04 P.M.

Councilor Cook thanked staff for their research and expressed her openness to staff's recommendation on how best to move forward with housing that creates a mix of market rate and affordable housing on the city-owned parcels to ensure housing for the missing middle, workforce, and lower-income households.

Councilor Duson is comfortable with staff recommendations for moving forward, this year, on a proposal possibly aimed towards creating workforce housing. The former West School site is a good potential spot.

Councilor Cook suggests minimizing prep and work analysis by staff and allow the development community to respond with ideas and concepts.

Councilor Duson notes that with the former West School site, there should be follow-up to the promise of open space and fields for city-wide use.

Item 6: Committee Discussion re: 2019 Work Plan

Mary Davis updated the Housing Committee on changes to the 2020 Qualified Action Plan that will be released in September. A key change under consideration is removal of the total development cost scoring criteria while retaining the scoring cap. This change (and others under consideration) would benefit housing projects in Portland. Submission of any proposed amendments from the City to the Maine State Housing Authority would be prior to release of the MSHA draft amendment.

The Committee discussed changing the March 13 meeting to either March 25th or March 27th, and discussed joining the Finance Committee at their March 7 meeting for a joint meeting.

Councilor Duson requested items scheduled for the April meeting be moved to either March or May due to a scheduling conflict at 7:00 on April 10.

On a motion made by Council Cook and seconded by Councilor Duson (approved 2-0) the meeting adjourned at 7:17 pm.

Respectfully submitted,

Victoria Volent



Mary Davis

Division Director, Housing & Community Development Division

TO: Councilor Duson, Chair
Members of the Housing Committee

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

DATE: March 8, 2019

SUBJECT: 2019-2020 Housing Program Budget

SUMMARY OF ISSUE – Review and recommendation to the City Council of the 2019-2020 Housing Program Budget.

REASON FOR SUBMISSION - The Housing Committee recommends the Housing Program Budget to the City Council for final approval.

HOME Program: The Home Investments Partnerships Program (HOME) was established by Congress in 1992. Since 1992, the City of Portland and the Cumberland County HOME Consortium have received over \$20.8 million dollars in HOME funding. In 2009 the City became the lead entity in the Cumberland County HOME Consortium (CCHC). The Consortium is a partnership of the communities in Cumberland County that administers HOME Program funds in Cumberland County. The creation of the consortium expanded the financial resources for affordable housing activities in the region. The City retains independent operation of its HOME program. Because the City serves as the “Lead Entity” and City staff administers the County portion of the funding, all administrative funds are retained by the City. The County’s Municipal Oversight Committee controls the allocation of the County’s portion of the HOME funds.

When the Consortium was formed in 2009, it included a “hold harmless” clause to ensure that the City, as an existing HOME grantee, would continue to receive funding equal to its allocation prior to the formation of the consortium. The “hold harmless” formula was based on a comparison ratio to the HOME funding for the Lewiston/Auburn (L/A) Consortium. The formula identified Portland’s “hold harmless” amount at 118% of the HOME allocation for the L/A Consortium. The Cumberland County HOME Agreement did allow for adjustments to be made if the current level of funding to the L/A HOME Consortium varied from historic levels. Over the years the L/A allocation has decreased which has resulted in the Portland “hold harmless” amount to decrease. As a result, by agreement with the other members of the CCHC, the annual allocation is divided with 57% of allocation, after the administrative set-aside, to the City and 43% of the funding to the County.



Mary Davis

Division Director, Housing & Community Development Division

As a point of reference, if the City were a stand-alone grantee, the estimated HOME allocation for Portland (using a HUD HOME Allocation estimated calculation) would be approximately \$567,149. Of that amount 10% would be set aside for administrative costs (\$56,715) leaving \$510,434 for program funding. Under the current consortium agreement, the city receives the administrative set-aside along with approximately \$590,000 in program funds. Participation in the HOME consortium benefits Portland as well as the county as a whole.

HUD has not announced the allocation amount for FY 2019-2020. The FY19 federal spending bill was approved on February 15. It requires HUD to notify grantees of their CDBG and HOME allocations within 60 days (by April 16). However, since we do not have the final allocation amounts, we are estimating the HUD HOME allocation at the same level as the previous year (\$1,151,710). \$445,712 is reserved for County projects. The budget proposal was developed after a historical review of HOME funding allocations, previous year's budget allocations, program expenditures and program income (loan repayments) received. Currently, the City's HOME Program is divided into four funding categories:

1. Administration
2. Housing Rehabilitation (single family and multi-family housing)
3. Tenant Based Rental Assistance (TBRA)
4. Affordable Housing Development [including the required Community Housing Development Organization (CHDO) set-aside mandated by HUD]

The Housing Rehabilitation Program has a significant balance remaining from FY2019 so we are recommending allowing the program time to spend down that balance and putting additional resources in Affordable Housing Development.

HOME Program Budget	FY 2018-2019 Budgeted (entitlement + program income)	FY 2019-2020 Budget proposal (entitlement + program income)
Administration	\$101,737	\$115,171
Housing Rehabilitation	\$100,000	\$65,000*
Tenant Based Rental Assistance	\$162,000	\$162,000
Affordable Housing Development includes CHDO requirement	\$493,174	\$564,954

*The FY19 Housing Rehab Program has a balance of \$65,000 that will be carried over into FY20.



Mary Davis

Division Director, Housing & Community Development Division

CDBG/HOUSING DEVELOPMENT FUND: HDF is the program income account funded by CDBG housing loan repayments. These funds can only be used for CDBG eligible housing activities. The FY20 budget proposal would fund an emergency loan program to assist eligible households (at or below 80% of the area median income) with repairs that are determined to be an immediate danger to the health or safety of the occupants of the household. This would supplement the remaining balance in the Housing Rehabilitation budget above. In future years, we are exploring moving from the current housing rehabilitation model to an emergency loan model that would focus smaller investments where significant health, safety or related issues exist. FY20 funding would allow us to explore this model while still retaining some Housing Rehabilitation funds.

Housing Development Fund (HDF) Budget	FY 2018-2019 Budgeted	FY 2019-2020 Budget Proposal
Administration	\$51,826	\$0
Housing Rehabilitation	\$165,270	\$93,242*

*\$36,000 of new program income for FY20 + FY19 balance remaining of \$57,242

LEAD SAFE HOUSING (Program Income): Lead Safe Housing Program Income is generated through repayment of loans given under prior Lead Safe Housing Grants. These funds can only be used for lead safe housing eligible activities.

Lead Safe Housing Program Income	FY 2018-2019 Budgeted	FY 2019-2020 Budget Proposal
	\$170,866	\$268,741

HOUSING TRUST FUND: Revenue for the Housing Trust Fund is generated from fees triggered by the City's Housing Preservation and Replacement Ordinance, fee-in-lieu contributions from the Inclusionary Zoning Ordinance and Hotel Inclusionary Zoning fee. Including the current balance of the Housing Trust Fund in the Housing Program Budget gives budget authority for the use of the funds. There are no projects or activities currently identified for these funds. The amount budgeted is the maximum that might be expended in FY20. However, staff continues to recommend a minimum balance in the Trust, so the effective budget would be \$775,820 (\$1,275,820 less \$500,000.) If additional funds are allocated to the Trust based on current discussions, this number might be adjusted based on the outcome.

Portland, Maine



Yes. Life's good here.

Mary Davis

Division Director, Housing & Community Development Division

Housing Trust Fund (HTF) Budget	FY 2018-2019 Budgeted	FY 2019-2020 Budget Proposal
	\$913,502	\$1,275,820

STAFF ANALYSIS AND RECOMMENDATION – The proposed Housing Program Budget will be adjusted when HUD announces the fiscal year allocation for the HOME Program. This budget will be forwarded to the full City Council for two Public Hearings (March 18 and April 8), as part of the overall HCD budget. Typically the final budget allocations and Annual Action Plan are submitted to HUD 45 days in advance of the start of the fiscal year (May 15 for the fiscal year beginning July 1, 2019).

At this time staff is requesting Committee approval and recommendation to the City Council of the FY 19/20 Housing Program Budget as outlined above and summarized in the attached spreadsheet. If the HUD allocation amount is different from the estimate used in this budget, program budgets will be adjusted proportionately.

FY 19/20 Housing Program Budget - Attached

2019-2020 HOUSING PROGRAM BUDGET HUD Final Allocation Date: XX, 2019

Total HUD HOME Entitlement Allocation	1,151,710
Portland Program Portion	590,827
Portland Admin Portion	115,171
County Program Portion	445,712

Recommended by HC (x-x) XX, 2019
 Approved by Council XX, 2019
HUD Allocation XX, 2019
 Adjusted for Final HUD Allocation xx.xx.19

REVENUES- Housing Programs

2019-20 HOME Consortium Admin (10% of allocation)
2019-20 HOME Consortium Programming
2018-19 HOME Program Income
2018-19 HOME Program Income Recaptured Funds
2018-19 HOME Program Income and Recapture Deduction for County
Re-Allocated HOME Funds (funding from previous years)
2019-20 CDBG Administration
2019-20 CDBG Programming
2018-2019 Housing Trust Fund
2018-19 HDF Program Income
2018-19 Lead Safe Housing Program Income

REVENUE TOTALS (Portland)

HOME	CDBG	HDF**	LEAD Safe Housing Program Income***	Housing Trust Fund***	TOTAL BUDGET
115,171					115,171
590,827					590,827
74,887					74,887
74,039					74,039
-28,217					-28,217
					0
					0
					0
				1,275,820	1,275,820
		93,242			93,242
			268,741		268,741
826,707	0	93,242	268,741	1,275,820	2,464,510

2019-20 HOUSING Budget by Activity (Portland)

Administration PL1901/QS1901
Housing Rehabilitation (18 Units @ \$15,000/unit) QM1800/QB1800
Homeownership Assistance QJ1900
Tenant-Based Rental Assistance QT1901
Affordable Housing Development QK1900/IN1114
CHDO QL1900
Lead Safe Housing PLL036

HOME	CDBG	HDF**	LEAD Safe Housing Program Income**	Housing Trust Fund**	TOTAL BUDGET
115,171		0			115,171
0		93,242			93,242
0					0
162,000					162,000
450,794				1,275,820	1,726,614
98,742					98,742
0			268,741		268,741
826,707	0	93,242	268,741	1,275,820	2,464,510

** Balance of Previously Budgeted Amounts + New Revenue

*** Balance of Previously Budgeted Amount

2019-20 HOME Consortium COUNTY - approved by MOC on xx.xx.2019

County HOME Program budget provided for reference only; **adjusted for final HUD Allocation xx.xx.19**

Allocation of County funds is done by the County's Municipal Oversight Committee

REVENUES- Housing Programs

2019-20 HOME Consortium Non-Portland Programming
2018-19 HOME County Program Income and Recapture

HOME County
445,712
28,217
473,929

2019-20 HOUSING Budget by Activity

Housing Rehabilitation (8 projects @ \$15,000/project) QP1900
Home Ownership QQ1900
Affordable Housing Development QD1900
CHDO QR1900

HOME County
0
0
399,644
74,285
473,929



CITY OF PORTLAND

Planning & Urban Development Department

Housing and Community Development Division

TO: Councilor Duson, Chair
Members of the Housing Committee

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

DATE: March 22, 2019

SUBJECT: Rental Housing Advisory Committee Update
Proposed Ordinance Amendment (ACTION ITEM)

In August 2018, at the recommendation of the Housing Committee, the City Council approved changes to the composition and duties of the Rental Housing Advisory Committee. The duties of the Rental Housing Advisory Committee include providing the Housing Committee with recommendations or proposals for improvements, modifications, or changes to the City's housing ordinance or policies and identifying educational opportunities, seminars, and materials that would be useful to landlords and tenants.

The committee will have nine (9) members, who are Portland residents, appointed by the City Council. Membership includes:

- Three (3) members who are landlords
- Three (3) members who are tenants
- One (1) member who is neither a landlord nor a tenant
- One (1) member experienced in legal rights/interest of tenants
- One (1) member experienced in legal rights/interest of landlords

The legislative intent was for Pine Tree Legal Assistance (PTLA) to nominate the member experienced in legal rights/interests of tenants and Southern Maine Landlord Association (SMLA) to nominate the member experienced in legal rights/interests of landlords. However the ordinance language does not specify that intent. The ordinance says the PTLA and SMLA will submit one name for consideration for the tenant/landlord representative positions.

Staff reached out to both PTLA and SMLA to notify each organization that they could submit a name for one of the representatives from their respective community and also notified them of the position available for a "member experienced in legal rights/interests" of their community. In addition, staff reached out to the Cumberland County Legal Clinic, the Maine Community Law Center and the Volunteer Lawyers Project.

The City Clerk advertised openings to the Rental Housing Advisory Committee the week of November 19 through January 25. After review of the applications received, staff determined no applications were received that met the criteria for the members “experienced in legal rights/interests” of tenants and landlords. As these are key members of the Rental Housing Advisory Committee, the decision was made to postpone committee appointments until all positions could be filled.

To facilitate appointment of the committee, staff is recommending the following amendments to the ordinance to clarify legislative intent and to expand the applicant pool for members with the appropriate legal experience.

1. Pine Tree Legal Assistance and Southern Maine Landlord Association can propose a name for the tenant and landlord legal representatives;
2. The Nominating Committee can move forward without a recommendation from either group if they do not present a name or endorse a candidate that has applied; and
3. The legal representatives can live or work in the City.

Attachment:

Redline version of Ordinance Ch. 6, Section 6-225

6-225. Rental Housing Advisory Committee

(a) There is hereby created a Rental Housing Advisory Committee (the "Committee").

(b) The Committee shall be comprised of nine (9) members, including three (3) members who are landlords, three (3) members who are tenants, one (1) member who is not a landlord or a tenant, one (1) member experienced in legal rights/interest of tenants, and one (1) member ~~with~~ experienced in legal rights/interests of landlords.

(1) All members of the Committee, excluding the members experienced in legal rights/interests of tenants and landlords, shall be residents of the City of Portland. The members experienced in legal rights/interests of tenants and landlords shall be either a resident of or work in the City of Portland.
~~and~~

(2) All members shall be appointed by the City Council to serve staggered terms set by City Council order.

(3) The Southern Maine Landlord Association will may submit one name for consideration for the member experienced in legal rights/interests of landlords representative position. If the Southern Maine Landlord Association fails to do so, the City Council may appoint the member without the Association's recommendation or approval.

(4) Pine Tree Legal Assistance will may submit one name for the member experienced in legal rights/interests of tenants representative position. If Pine Tree Legal Assistance fails to do so, the City Council may appoint the member without Pine Tree's recommendation or approval.

(c) The Committee shall be co-chaired by one (1) landlord representative and one (1) tenant representative as agreed to by the members of the Committee.

(d) The Committee shall meet not less than quarterly and shall undertake the following duties:

1. Provide the Housing Committee with recommendations or proposals for improvements, modifications, or changes regarding landlord and tenant policy issues; and
2. Identify educational opportunities, seminars, and materials that would be useful to landlords and tenants.

(Ord. No. 76-16/17, 11-21-2016; Ord. No. 32-18/19, 8-13-2018)

**Draft 2019 Housing Committee Work Plan
as of March 22, 2019**

March 27, 2019

1. (Action Item) Housing Program Budget - Review and Recommendation to the City Council
2. (Action Item) Rental Housing Advisory Committee Update and Proposed Ordinance Amendments
3. 2019 Work Plan Discussion

April 10, 2019

1. Housing Policy Discussion – Non-Renewal of Leases and Notification Requirements, Voucher/Rental Subsidy Discrimination, Rental Application Fee Abuse
2. (Action Item) Affordable Housing Development Application - Review and Approval to Issue by the Committee
3. (Action Item) Review and Recommendation to the City Council of the 2019 Housing Trust Fund Annual Plan
4. Community Development Week – April 22-26
5. Fair Housing Month
6. 2019 Work Plan Discussion

May 8, 2019

1. Report from the Permitting and Inspections Department on the implementation and outcome of initiatives concerning the permitting and review process, time frames, etc.
2. Report from Planning & Urban Development regarding development trends and the site plan review process.
3. Review and Discussion of possible revisions to City Code Chapter 14, Division 23 Nonconforming Use and Nonconforming Buildings, Section 14-391 Nonconformity as to number of dwelling units.
4. Review of FY20 HUD Annual Allocation Plan
5. 2019 Work Plan Discussion

June 12, 2019

1. Review Funding Requests Received from the Affordable Housing Development Application
2. 2019 Work Plan Discussion

July 10, 2019

1. 2019 Work Plan Discussion

August 14, 2019

1. 2019 Work Plan Discussion

September 11, 2019

1. Presentation, Overview and Integrated Report from Permitting and Inspections and Fire Department re: Short-term and Long-term Rental Housing Safety & Inspection Program - Implementation and Financial Report (Public Comment)
2. Review of FY19 HUD Consolidated Annual Performance Report
3. Communication Item: FY19 HUD Consolidated Annual Performance Report
4. 2019 Work Plan Discussion

October 9, 2019

1. Presentation of 2019 Biennial Housing Report
2. 2019 Work Plan Discussion

November 13, 2019

1. 2019 Work Plan Discussion

December 11, 2019

1. Review of 2019 Annual Committee Report
2. 2019 and 2020 Work Plan Discussion (new and/or updated recommendations to forward to the 2020 Housing Committee)

COMPLETED WORK

January 9, 2019

1. 2019 Work Plan Discussion and Preparation for Council Goals and Objectives Setting Session

February 13, 2019

1. Review, Discussion and Recommendation to the City Council of Proposed Portland Development Corp. By-Law Modification and Program Guideline Amendments to allow the use of Brownfields Funds for Residential Projects.
2. Housing Committee Accomplishments 2016-2018
3. Update on Rental Housing Advisory Committee
4. Review and discussion of opportunities to engage the city in a public/private partnership to add housing units to the City's housing inventory utilizing city-owned property. (Auburn St., 99 Capisic St., West School Site.) **Possible Executive Session**
5. 2019 Work Plan Discussion – a. Housing Committee Goals for 2019; b. March meeting date

March 7, 2019 (Joint Meeting with Finance Committee)

1. Housing Trust Fund Discussion