



HOUSING & ECONOMIC DEVELOPMENT COMMITTEE

DATE: Tuesday, January 4, 2022

TIME: 5:30 PM

LOCATION: Via Zoom

Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. §403A, that authorizes cities and towns to conduct meetings online.

Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live, a recording will be uploaded to portlandmaine.gov/livestream the next day. For public comment, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

1. Zoom Public Meeting Information

- a. Please click on the Zoom Attendee Link below to join the meeting:
<https://us06web.zoom.us/j/88182387763?pwd=dkxVMWVORGhsdDc4Z2d0bDhXL1Z2UT09>
Passcode: 102943
Or One tap mobile :
US: +16465588656,,88182387763# or +13017158592,,88182387763#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799
Webinar ID: 881 8238 7763
International numbers available: <https://us06web.zoom.us/j/88182387763?pwd=dkxVMWVORGhsdDc4Z2d0bDhXL1Z2UT09>

2. Review and vote to accept Minutes of November 16, 2021, Committee meeting.

- a. Draft meeting Minutes attached.

3. Discussion of Housing and Economic Development Committee priorities for 2022.

- a. See attached Memorandum, 2022 Committee Proposed Work Plan, and draft meeting schedule.
- b. See attached Memorandum re: Committee direction regarding housing policy priorities for 2022.

Next Meeting Date: January 18, 2022

City of Portland Commissions are not required to take public comment under FOAA and our Ordinance is silent regarding the duties of the Commission. The Commission has the discretion to not allow or allow public comment during its meetings, including the authority to limit the duration of comments. Since the Commission makes recommendations to the City Council, public comment is available at that level.

Minutes

Remote Housing and Economic Development Committee

November 16, 2021

NOTE: This meeting was held via Zoom and can be viewed at this link:

<https://www.portlandmaine.gov/129/Agendas-Minutes> These Minutes provide a record of those in attendance, general discussion taking place, and motions made.

A remote meeting of the Housing and Economic Development Committee (HEDC) of the Portland City Council was held on Tuesday, November 16, 2021, at 5:30 p.m. via Zoom. Present from the Committee was its Chair Mayor Kate Snyder and members Councilors Pious Ali, Tae Chong, and Andrew Zarro. Present from the City staff were Interim Housing and Economic Development Director Mary Davis, Permitting and Inspections Director Jessica Hanscombe, City Assessor Christopher Huff, Permitting Manager Zachary Lenhart, Principal Adm. Officer Lori Paulette, and Housing Program Manager Victoria Volent.

Item #1: Zoom Meeting Information – no Committee action required.

Item #2: Review and vote on November 2, 2021, draft meeting Minutes.

On motion made by Councilor Chong, seconded by Councilor Zarro, the Committee voted 4-0 to accept the Minutes as presented.

Item #3: Short Term Rental Registration Program Review- Permitting & Inspections/Housing Safety Office – Zachary Lenhart

Jessica Hanscombe introduced this item by noting the short-term registration (STR) numbers were down in 2020 and 2021 from the previous years due to the Pandemic. The cap of 400 non-owner-occupied units has been met. Forty-nine units were identified as being noncompliant this year. The process for determining illegal units and common reasons why

units online are actually not in violation was discussed. Noted changes in the last two years include: courts are shut down which has affected the normal operations; many STRs did not renew in early 2021 due to Covid restrictions; and, the Tenant's Rights Ordinance demanded a significant amount of staff time during 2021. STR registration is expected to go smoother next year with courts opened and data for units already collected.

Councilor Ali thanked staff for the information and asked how much has been collected in STR penalty fees, and indicated he intends to bring forward an amendment to the STR Ordinance.

Jessica Hanscombe is not aware if any violations fees were collected this year.

Councilor Chong asked of the 400 non-owner-occupied rental units, how many were removed from the rental market, and how many STR units were owned by individuals versus corporations?

Jessica Hanscombe indicated staff did not have a definitive answer to how many units were removed from the LTR (long term rental) market but anecdotal evidence indicated many of those units were renting short-term even though they were registered as long-term units. To identify ownership status, staff can run a report to be shared with the Committee (see attached report).

Councilor Zarro asked if staff could track long-term to short-term rental conversions.

Jessica Hanscombe indicated staff could run a list in April of non-owner units and compare it to the previous year's list to see if any new units appear on the list.

Councilor Zarro asked if accessory dwelling units, listed as a short-term rentals, are considered owner-occupied units.

Jessica Hanscombe noted, "that depends". If access to the unit is through the primary residence, then the unit is considered an owner-occupied unit.

Councilor Zarro would support clarifying the ordinance in regards to ADUs.

Mary Davis noted \$15,000 in 2019 and \$770 in 2020 were collected as short-term rental penalty fees. These fees, along with registration fees (less administrative costs), are transferred into the Jill C. Duson Housing Trust Fund annually. A total of \$176,118 in 2019, \$122,964 in 2020, and \$109,681 was deposited in the Fund.

Councilor Ali asked if the City has the ability to determine if the owner of short-term rental properties live locally or somewhere else. He would like to receive that information.

Jessica Hanscombe replied the Assessor would have that information.

Committee members asked further clarifying questions regarding: advertising, monitoring, the definition of owner-occupied STRs, registration, and conducting further discussions in 2022 of non-owner-occupied short-term rentals.

Mayor Snyder thanked staff for their participation.

Item #4: FYE2021 Annual TIF Report

Ms. Davis first thanked Lori Paulette for her work in putting this comprehensive report together, keeping track of the various active TIF Districts. Ms. Davis then provided some highlights of the report including the City Council approving five new Affordable Housing TIF (AHTIF) Districts, amending the Bayside TIF to remove 337 Cumberland Avenue and amending the Downtown TOD TIF to remove 83 Middle Street for both of these properties to be their own free-standing AHTIF District, as well as amending the City TIF Policy to include a definition for affordable housing to match current City language, as in the Inclusionary Zoning Ordinance. Ms. Davis then noted that of the 18 single TIF Districts with a Credit Enhancement Agreement (CEA), 15 are AHTIFs and 3 are Commercial TIFs. The City also has two area-wide TIF Districts – Bayside and Waterfront, and two Transit-Oriented TIF Districts – the Downtown and Thompon’s Point, the latter with an associated CEA.

Chair Mayor Snyder noted that regarding possible increased funding for Creative Portland (CP) through the Downtown TOD TIF, a City Council Workshop is planned to be scheduled later in January to discuss this and TIFs in general. Regarding this Report, it is an informative document for the Council, and that Greg Mitchell, former Director of the Housing and Economic Development Department, has been instrumental with past annual reports.

Chair Mayor Snyder then opened the meeting for public comment.

Eamonn Dundon, Advocacy Director of the Portland Regional Chamber of Commerce, noted that the proposed AHTIF District for 45 Brown Street is not included in the Report and indicated that it was good that this AHTIF District did not come to fruition. Mr. Dundon requested that the City think about acceptable levels of public subsidy in the future.

A motion was then made by Councilor Chong, seconded by Councilor Ali, to forward this Report to the City Council as a communication. A vote was then taken on the motion and it passed 4-0.

Item #5: HEDC 2021 Accomplishments

Ms. Davis said that this report highlights the good work of the Committee and City Council, including many meetings for the Homeless Services Center RFP process and culminating with Council approval recently of the Master Building and Ground Leases at City-owned property at 654 Riverside Street. She also noted that at almost every meeting there was an affordable housing item on the Agenda, including the discussions for the 45 Brown Street AHTIF that did not move forward. Ms. Davis thanked Lori Paulette for her work on creating this Report.

Chair Mayor Snyder opened the meeting for public comment; seeing none, she closed the public comment session.

Councilor Zarro thanked staff for the report and questioned recommendations for the next year's HEDC to prioritize various areas of work.

Chair Mayor Snyder noted that this Report will be helpful for the City Council Workshop coming up for its annual goal setting. This Report will be included for that Workshop.

Councilor Chong appreciated this report, adding that the Missing Middle Housing will need discussion/action next year. The Green New Deal citizens' initiative makes it more difficult for housing development. Mark Wisendanger from the Maine State Housing Authority also talked about this in a previous committee meeting.

Chair Mayor Snyder asked staff if they have been thinking about the impacts of the citizen initiatives on housing development.

Ms. Davis said that the upcoming Annual Housing Report will talk about that production. It takes a look at what gets reviewed/approved by the Planning Board, permits taken out, noting that not all approved projects get built, City investments in projects, etc. The Report will be produced early next year.

In response to whether the Report breaks down to low-moderate-market rate housing, Ms. Davis noted that staff would look at the data that is available and include what can be found.

On motion then made by Councilor Ali, seconded by Councilor Zarro, the Committee voted 4-0 to forward this report to the City Council as a communication.

Item #6: Communication – Housing Committee Work on Evaluating City-Owned Property for Housing Development – Mary Davis

Mary Davis introduced this item by first noting the City GIS webpage contains a City-owned land in Portland interactive map of public parcels, and within this evening's

communication memo is a three-year summation of activity regarding City-owned and tax-acquired property, including the total and type of housing units created and the progress on several parcels currently in the planning phase or the beginning stages of construction. The housing development review for 200 Lambert Street was put on hold to allow for an analysis of accessory dwelling units under ReCode. Upon completion of that work, this parcel will be included into the Work Plan for 2022. New parcels for review have not been introduced to the Committee to allow current projects to move through the pipeline without overwhelming the process. Staff does anticipate bringing new properties forward in 2022 for disposition.

Councilor Ali and Mayor Snyder thanked staff for their work.

Item #7: Executive Session: Update on negotiations for a Purchase and Sale Agreement for the sale of a portion of City-owned Thames Street Property – Greg Mitchell/City Consultant. NOTE: Pursuant to 1 M.R.S.A. 405(6)(C) and 5 M.R.S.A. 13119-A, the Committee will go into executive session to provide staff direction on negotiations.

On motion made by Councilor Chong, seconded by Councilor Zarro, the Committee voted 4-0 to go into executive session at approximately 6:45 p.m. pursuant to 1 M.R.S.A. 405(6)(C) and 5 M.R.S.A. 13119-A to provide staff direction on negotiations for a Purchase and Sale Agreement for the remaining City-owned property on Thames Street.

At approximately 7:35 the Committee came out of executive. On motion then made by Councilor Chong, seconded by Councilor Zarro, the Committee voted 4-0 to adjourn the meeting.

Respectfully, Lori Paulette and Victoria Volent

											Number of Rental Units (Short Term Rental Registration)					
Company Name	DBA	Property Address	License Number	License Type	Classification	License Status	License Year	License Issued Date	License Expiration Date	Description	Mailing Address #	Mailing Address Name	City	State	Zip	
CHRISTOPHER KORZEN ASM Properties LLC	Simon Norwalk	29 KELLOGG ST	20180313-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 3	1 29	KELLOGG ST	Portland	ME	04101	
	Rachel M Houlihan	90 ST LAWRENCE ST	20180355-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 2	1 92 St Lawrence St		PORTLAND	ME	04101	
	CHRISTOPHER G KORZEN	1 GRANT ST	20180397-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/7/2021	12/31/2021	Unit 1 & Unit 2	2 1	GRANT ST	Portland	ME		
	ASM Properties LLC	164 EASTERN PROMENADE	20180449-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/19/2020	12/31/2021	Unit 1 & 2	2 P.O. Box 8211		Lewiston	ME	04243	
Ian Bannon	Ian Bannon	26 FREDERIC ST #	20180617-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1L & Unit 1R	2 26 Frederic St		Portland	ME	04102	
The Sun Family Trust	Philip St Germain	13 LEWIS ST	20180761-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/6/2021	12/31/2021	Unit 3 & Unit 4	2 7 CHANNEL VIEW RD		Cape Elizabeth	ME	04107	
	I-Hong Sun & Shui-Sang Sun	89 SALEM ST	20180891-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1 & Unit 2	2 3025	Ulloa Street	San Francisco	CA	94116	
	CECILE LAPLANTE	114 PARK ST	20180941-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/22/2020	12/31/2021	Unit 1 & Unit 3	2 5 ADELBERT ST		SOUTH PORTLAND	ME	04106	
	GLADYS P GARCIA	106 EMERY ST	20180962-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 1	1 106 EMERY ST		PORTLAND	ME	04102	
The Skinny LLC	Kathryn Townsend & Chrisan Townsend	132 SPRING ST	20181100-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 2 & Unit 3	2 30 Grafton Rd		South Portland	ME	04106	
	Sokreth Yean	37 FALMOUTH ST	20181157-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1 & Unit 2	2 118 S. Richland St		South Portland	ME	04106	
	Valerie Guillet & Joel Wuesthoff	273 DANFORTH ST	20181435-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/19/2020	12/31/2021	Unit 3	1 28	Taylor Street	Portland	ME	04102	
	26 BRACKETT STREET LLC	Ashley Salisbury: 26 BRACKETT STREET LLC	26 BRACKETT ST	20181620-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/10/2020	12/31/2021	Unit B	1 26 BRACKETT ST		PORTLAND	ME	04101
LALA LLC	Nova Tower: LALA LLC	528 CUMBERLAND AVE	20181655-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 2A & Unit 2B	2 1 Cobb Ave		PORTLAND	ME	04102	
54 Sheridan Street LLC	Nicholas Plante, Brandon Casci, Jennifer Johnson	54 SHERIDAN ST	20182135-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 2 & Unit 3	2 197 Highland Avenue		Summerville	MA	02143	
BLANCHARD BLOCK LLC	JAYASANKAR R ARLA	40 WATERVILLE ST	20182183-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1 & Unit 2	2 5518 Painter Green		San Antonio	TX	78240	
BLANCHARD BLOCK LLC	Scott Lindsay: BLANCHARD BLOCK LLC	111 COMMERCIAL ST #	20182242-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/20/2020	12/31/2021	Unit East & Unit West	2 P.O. Box 7626	135 Commercial Street	PORTLAND	ME	04112	
BLUE BAY LLC	Nicole Insanally: BLUE BAY LLC	612 CONGRESS ST	20182332-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/6/2021	12/31/2021	Unit 2 & Unit 4	2 54 MEADOW POND RD		SOUTH BERWICK	ME	03908	
Park Pine LLC	Whitney Foard Small	89 PARK ST	20182373-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/28/2020	12/31/2021	Unit 1 & Unit 3	2 GP.O. Box 554 10501 BANGKOK		THAILAND			
SPRING PROPERTIES LLC	Jeffrey Davis: SPRING PROPERTIES LLC	257 SPRING ST	20182882-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 10	1 P.O. Box 3084		PORTLAND	ME	04104	
Amber Purty		15 GREENLEAF ST	20182928-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/14/2020	12/31/2021	Unit 2 & Unit 3	2 15 GREENLEAF ST #1		PORTLAND	ME	04101	
Junet Properties LLC	Roger Junet: Junet Properties LLC	5 HOULTON ST	20183077-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 2	1 9 Rocky Knoll Road		Cape Elizabeth	ME	04107	
State Street Partners LLC	Mackenzie Simpson: State Street Partners	261 STATE ST	20183132-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/18/2020	12/31/2021	Unit 1, Unit 2, Unit 3, Unit 4	4 P.O. Box 11583		Portland	ME	04101	
C & C Apartments LLC	Paul Waring	25 BRATTLE ST	20183261-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit 1 & 2	2 527 BRIGHTON AVE		PORTLAND	ME	04102	
	WILLIAM BOLDOC	498 ST JOHN ST	20183344-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/19/2020	12/31/2021	Unit 1	1 496 St John St		PORTLAND	ME	04102	
	Gregory Curran: C & C Apartments LLC	205 CONGRESS ST	20183625-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1 & Unit 3	2 181 Harriet St		South Portland	ME	04106	
	Cosma Properties LLC	Ioan Cosma: Cosma Properties LLC	24 STATE ST #	20183768-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/18/2020	12/31/2021	Unit 1 & Unit 2	2 12 Bornheimer Place		SCARBOROUGH	ME	04074
218 Eastern Promenade LLC	Steve Muller	98 OCEAN AVE #	20183786-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/25/2020	12/31/2021	Unit 1	1 806	47th Avenue	San Francisco	CA	94121	
129 Morning Street LLC	Crandall Toothaker: 218 Eastern Promenade LLC	218 EASTERN PROMENADE	20183957-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 1	1 P.O. Box 4271		Portland	ME	04101	
8/12 Hanover Street LLC	Crandall Toothaker, Francis Cloutier	129 MORNING ST	20183962-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 1	1 P.O. Box 4271		Portland	ME	04101	
Jubilacion LLC	8/12 Hanover Street LLC	8 HANOVER ST	20184126-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/21/2020	12/31/2021	Unit 3, Unit 4 & Unit 5	3 12	HANOVER ST	Portland	ME	04101	
SUNNY TIME SOLAR LLC	Jon Williams	56 FEDERAL ST	20184628-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1 & Unit 2	2 1090 North Rd		North Yarmouth	ME	04097	
CARROLL BLOCK LLC	SUNNY TIME SOLAR LLC	52 FEDERAL ST	20184812-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 2	1 P.O. Box 15372		PORTLAND	ME	04112	
PICTURE ISLAND INC	Jason Bicknell	93 SALEM ST #	20185075-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/22/2020	12/31/2021	Unit 1 & Unit 3	2 37	Park Circle	Cape Elizabeth	ME	04107	
48 Wilmot Street LLC	Scott Lindsay: CARROLL BLOCK LLC	136 COMMERCIAL ST	20185280-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/20/2020	12/31/2021	Unit East & Unit West	2 P.O. Box 7626		PORTLAND	ME	04112	
18 MONUMENT PLACE LLC	Daniel L Steele	52 CENTER ST	20185324-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/12/2020	12/31/2021	Unit 1	1 P.O. Box 15148		PORTLAND	ME	04112	
Noor Properties LLC	Crandall Toothaker: 48 Wilmot Street LLC	48 WILMOT ST	20185338-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 1	1 P.O. Box 4271		Portland	ME	04101	
84 High Street LLC	ADILAH MUHAMMAD: 18 MONUMENT PLACE LLC	18 MONUMENT SQ	20185348-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/9/2020	12/31/2021	Unit 1 & Unit 2	2 195 Center		Auburn	ME	04210	
Tim Ly	Adnan "Eddy" Ahmed	37 TATE ST	20185354-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/20/2020	12/31/2021	Unit 3	1 3 Candlewyck Terr		Portland	ME	04102	
82 BRACKETT STREET LLC	Charles L Hewitt	84 HIGH ST #	20185449-ST	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1 & Unit 3	2 88	Main St	YARMOUTH	ME	04096	
CONLEY RENTALS LLC	Tim Ly	188 Dartmouth Street	STHR-000157-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/6/2021	12/31/2021	Unit 1-186	1 188 Dartmouth		Portland	ME	04103	
142 Grant Street LLC	Dennis Moran	44 SAINT LAWRENCE ST #	STHR-000186-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/2/2020	12/31/2021	Guest Studio	1 44	St Lawrence St	Portland	ME	04101	
PENCO TRUST FBO	82 BRACKETT STREET LLC	82 BRACKETT ST	STHR-000356-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/15/2020	12/31/2021	Unit 2	1 82 BRACKETT ST		PORTLAND	ME	04102	
Engelmarsh LLC	Michael D Dinan	44 HERSEY ST	STHR-000421-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/15/2020	12/31/2021	Unit 1	1 10 DEER RUN RD		NORTH HAMPTON	NH	03862	
Cove View LLC	Karen Conley: CONLEY RENTALS LLC	1029 CONGRESS ST	STHR-000428-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Units 1L and 2L	2 P.O. Box 2706		South Portland	ME	04116	
JAMES COLE	Lotus Capital Holdings LLC: 142 Grant Street LLC	142 Grant St #Apt 2	STHR-000450-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/3/2020	12/31/2021	Unit 2	1 142	GRANT ST	Portland	ME	04101	
Hassan, Zaid	Sokreth Yean	46 IRVING ST	STHR-000456-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1	1 118 S. Richland St		South Portland	ME	04106	
166 Ocean View LLC	Noelle Ozioli - Moreno & Paul Waring	20 HIGH ST	STHR-000508-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit 2 & Unit 3	2 16	Regulus Court	Alameda	CA	94501	
PROMENADE 2 LLC	PENCO TRUST FBO	42 LAFAYETTE ST	STHR-000549-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/30/2020	12/31/2021	Unit 1	1 50	WEST POWNAL ROAD	NORTH YARMOUTH	ME	04097	
550 Congress Street LLC	Seth Fernald	11 PITT ST	STHR-000594-:	Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 1 & Unit 2	2 45 MAPLE AVE					

FOX HOLE LLC	Jed Rathband: FOX HOLE LLC	41 FOX ST	STHR-000852-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 2	1 P.O. Box 17851		PORTLAND	ME	04112
Bentley Building LLC	Meredith Richardson	551 CONGRESS ST	STHR-000854-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/18/2020	12/31/2021	Unit 1, 2, 3 and 4	4 50	Montreal St	Portland	ME	04101
	Justin W Funk	269 DANFORTH ST	STHR-000873-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/14/2020	12/31/2021	First Floor (Unit 1)	1 269	DANFORTH ST	Portland	ME	04102
	Samuel W Lambert	183 PARK AVE	STHR-000878-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1 & Unit 2	2 183	PARK AVE	Portland	ME	04102
	MARCUS G BEEBE JR	171 DANFORTH ST	STHR-000891-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 3	1 11500 NW DOVE RD		TERREBONNE	OR	97760
Khalil Properties LLC	Adnan Ahmed	182 GRANT ST #	STHR-000892-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 4	1 182	Grant Street	Portland	ME	04102
BROAD REACH INVESTMENTS LLC	BROAD REACH INVESTMENTS LLC-Briton Vitalius-Bo	306 CONGRESS ST #	STHR-000905-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/30/2020	12/31/2021	Unit A & Unit B	2 48 SOUTH ST		YARMOUTH	ME	04096
	Gilbert Helmick	39 CUMBERLAND AVE	STHR-000924-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit A, Unit B, Cottage (Unit C)	3 39 CUMBERLAND AVE		PORTLAND	ME	04101
	NEIL E SATTIN	147 BRACKETT ST	STHR-000944-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 3	1 P.O. Box 8697		PORTLAND	ME	04104
	Sylas Hatch	52 CONGRESS ST	STHR-000947-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 2	1 52	CONGRESS ST	Portland	ME	04101
Redstone Realty LLC	Edward T Moore Jr, Julie P Moore: Redstone Realty	488 CUMBERLAND AVE	STHR-000952-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/23/2020	12/31/2021	Unit 3	1 488	CUMBERLAND AVE	Portland	ME	04101
	JOHN M CLARK	41 BRACKETT ST #	STHR-000968-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/2/2020	12/31/2021	Unit 1	1 41 BRACKETT ST		PORTLAND	ME	04102
	Rick Ackermann	114 EMERY ST #	STHR-000969-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/25/2020	12/31/2021	Unit 1 (Barn)	1 114 Emery St		Portland	ME	04102
	GEORGE KIRSTEN CLARK	131 EMERY ST	STHR-000979-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1	1 129 EMERY ST		PORTLAND	ME	04102
	Scott Wilson	241 CONGRESS ST	STHR-000980-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/22/2020	12/31/2021	Unit 2 & Unit 3	2 241 CONGRESS ST		PORTLAND	ME	04101
	Anthony F Wilbur	85 AVALON RD	STHR-000985-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/24/2020	12/31/2021	Studio	1 85 AVALON RD		PORTLAND	ME	04103
	Sean Morrissey	51 GEORGE ST	STHR-000986-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/21/2020	12/31/2021	Unit 1	1 51 George St		Portland	ME	04103
	ALEC SABINA	302 BRACKETT ST	STHR-000988-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 2	1 302 BRACKETT ST		PORTLAND	ME	04102
	Sean Higgins	63 WILLIAM ST	STHR-000994-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/10/2020	12/31/2021	Unit 1 & Unit 3	2 63 William St Apt 1		Portland	ME	04103
	EDWARD PONTIUS	14 CLEEVES ST	STHR-000999-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1	1 14 CLEEVE ST #3		Portland	ME	04101
WOODFORD PROPERTIES LLC	STEPHEN BATES, JENNIFER MONSULICK	110 WOODFORD ST	STHR-001017-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/22/2020	12/31/2021	Unit 1	1 110	WOODFORD ST	Portland	ME	04101
PIFFATH SUSAN H	PIFFATH SUSAN H	81 SPRUCE ST #	STHR-001018-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/22/2020	12/31/2021	Unit 3 & Unit 2	2 81	SPRUCE ST	Portland	ME	04102
	James Bruni	85 PARK ST	STHR-001023-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit 1	1 85	PARK ST	Portland	ME	04101
	ELIZABETH CATON	14 HOLLY ST	STHR-001030-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/13/2020	12/31/2021	In Law (Unit 1)	1 14	HOLLY ST	Portland	ME	04103
17 May Street LLC	Kaili Moore & Edward Moore III	17 MAY ST	STHR-001033-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/23/2020	12/31/2021	Unit 2 & Unit 4	2 P.O. Box 11473		Portland	ME	04104
BLACKBURN, THOMAS & CAROLYN	BLACKBURN, THOMAS & CAROLYN	14 HANOVER ST	STHR-001035-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/18/2020	12/31/2021	Unit 2	1 14 HANOVER ST		PORTLAND	ME	04101
	Elizabeth Fraser	81 CONGRESS ST	STHR-001037-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/4/2021	12/31/2021	Unit 1	1 83 Congress St		Portland	ME	04101
	MICHAEL & AMY PULASKI	68 WINTER ST	STHR-001041-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/18/2020	12/31/2021	Unit 1	1 68 WINTER ST #2		PORTLAND	ME	04102
	GARY WAGNER & Andrew Bossie	31 BRACKETT ST	STHR-001042-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/10/2020	12/31/2021	Unit 1	1 31 BRACKETT ST		PORTLAND	ME	04102
LAURA CAMPBELL & DAN MAWHIN	LAURA CAMPBELL & DAN MAWHINNEY	12 WALKER ST	STHR-001045-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/25/2021	12/31/2021	Unit B	1 12	WALKER ST	Portland	ME	04102
	Nathan St Onge	105 OAKDALE ST	STHR-001047-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit 105	1 105 OAKDALE ST		PORTLAND	ME	04103
	Katherine J Palmer	62 MONUMENT ST	STHR-001048-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit 1 & Unit 2	2 62 MONUMENT ST #1		PORTLAND	ME	04101
	Ana Ortega & Michael Stephensen	58 GRAY ST	STHR-001051-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/10/2020	12/31/2021	Unit 1	1 58	GRAY ST	Portland	ME	04102
	Kathryn Dyer	229 PLEASANT AVE	STHR-001058-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/13/2020	12/31/2021	Unit 231	1 229 PLEASANT AVE		PORTLAND	ME	04103
WUESTHOFF R JOHN & BETTY J JTS	GREGORY GREENMAN	120 GRANT ST	STHR-001061-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/2/2020	12/31/2021	Unit 2 & Unit 3	2 21	Taylor	South Portland	ME	04106
	JOHN WUESTHOFF: WUESTHOFF R JOHN & BETTY J	15 MORNING ST	STHR-001069-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/10/2020	12/31/2021	Unit #15	1 15	MORNING ST	Portland	ME	04101
	ZEKE JANAS	45 GALVIN ST	STHR-001070-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 1	1 45	GALVIN ST	Portland	ME	04103
	Scott Ferris	101 SHERMAN ST	STHR-001071-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/13/2020	12/31/2021	Unit 2	1 101	SHERMAN ST	Portland	ME	04101
	Cheryl Juniewicz	38 BISMARK ST	STHR-001072-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/20/2020	12/31/2021	Unit 2	1 38	BISMARK ST	Portland	ME	04103
PHILLIPS JAMES & MEGHAN	James Phillips: PHILLIPS JAMES & MEGHAN	270 VERANDA ST	STHR-001083-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/7/2020	12/31/2021	Unit 1	1 270	VERANDA ST	Portland	ME	04103
	Ezra Provost & Catherine McSweeney	121 STATE ST	STHR-001096-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 2 & Unit 3	2 P.O. Box 15392		PORTLAND	ME	04112
SCHACHT JOSEPH T	SCHACHT JOSEPH T	79 LONGVIEW DR	STHR-001098-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/24/2020	12/31/2021	Unit 2	1 79 LONGVIEW DR		PORTLAND	ME	04103
ROBERT RICHARDSON & PHILIP STO	ROBERT RICHARDSON & PHILIP STOCKER	51 DOUGLASS ST	STHR-001099-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 2	1 51	DOUGLASS ST	Portland	ME	04102
	JEWEL RECHSTEINER	33 TATE ST	STHR-001100-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/20/2020	12/31/2021	Unit 1	1 33	TATE ST	Portland	ME	04101
	Joseph & Martha Marques	216 DEERING AVE	STHR-001101-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 7	1 214 Deering Avenue		Portland	ME	04102
	Lorie Dana	208 DANFORTH ST	STHR-001102-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	3/18/2021	12/31/2021	Unit 2 & Unit 3	2 208	DANFORTH ST	Portland	ME	04102
JORDAN APARTMENTS LLC	ALLYSON JORDAN	34 QUEBEC ST	STHR-001103-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/6/2021	12/31/2021	Unit 2 & Unit 3	2 34	QUEBEC ST	Portland	ME	04101
	Munawar Qaddoumi	96 VESPER ST	STHR-001107-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/25/2020	12/31/2021	Unit B	1 96	VESPER ST	Portland	ME	04101
187 Danforth Street	Thomas P Doherty	187 DANFORTH ST	STHR-001109-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/15/2020	12/31/2021	Unit 2	1 187 DANFORTH ST		PORTLAND	ME	04102
	Bianca S Garber	36 TYNG ST	STHR-001110-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/21/2020	12/31/2021	Unit 1	1 36	TYNG ST	Portland	ME	04102
	Peter Macomber	4 SAINT LAWRENCE ST	STHR-001113-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 1	1 4 ST LAWRENCE ST		PORTLAND	ME	04101
CHANG CHIA-RAY	Chia-Ray Chang	46 TURNER ST	STHR-001114-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/17/2020	12/31/2021	Unit 1 & Unit 2	2 46	TURNER ST	Portland	ME	04101
	Sharon Savakinas	15 STETSON CT	STHR-001115-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/2/2020	12/31/2021	Unit 2	1 15	Stetson Court	Portland	ME	04101
ALEXIS SANTOS	ALEXIS SANTOS & SUSANNAH TALAN	34 NORTH ST	STHR-001117-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1	1 34	NORTH ST	Portland	ME	04101
	Michelle Shutty	202 SPRING ST	STHR-001120-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Bonus Room	1 286 Howe Hill Road		Greenwood	ME	04255
	PAUL BESSA	75 CARLETON ST	STHR-001121-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/30/2020	12/31/2021	Unit 2	1 75	CARLETON ST	Portland	ME	04102
TRO TY LLC	TRO TY LLC	17 RICHMOND ST	STHR-001132-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/13/2020	12/31/2021	Unit 2	1 PO Bo 5001		Portland	ME	04101
	Catherine Satchell	319 WOODFORD ST	STHR-001137-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 1	1 319	WOODFORD ST	Portland	ME	04103
19 South Street Development, LLC	Joseph Cooper	19 SOUTH ST	STHR-001138-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 11 & Unit 14	2 PO Box 491		Portland	ME	04112
Ansia, Jerome	Jerome Ansia	53 PINE ST	STHR-001145-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1B & 2	2 53	PINE ST	Portland	ME	04102
	Carlos Pacheco, Eva Lawrence	451 SAINT JOHN ST #	STHR-001150-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/25/2020	12/31/2021	Unit 1	1 451	SAINT JOHN ST	Portland	ME	04102
Rocco Holdings LLC	Stephen Corry & Michelle Corry	553 CONGRESS ST	STHR-001151-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1, Unit 2, Unit 3 and Unit 4	4 175 Spurwink Rd		Scarborough	ME	04074
	Eric Obery	142 NEAL ST #	STHR-001153-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/13/2020	12/31/2021	Unit 3	1 142 NEAL ST		PORTLAND	ME	04102
	Kanval Ahmed	35 TATE ST	STHR-001157-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/25/2020	12/31/2021	Unit 3	1 35	TATE ST	Portland	ME	04102
	KATE PINKERTON	24 HAMMOND ST #	STHR-001159-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1	1 24 HAMMOND ST		PORTLAND	ME	04101
	James Ohannes	20 THOMAS ST #	STHR-001163-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 3	1 20	THOMAS ST	Portland	ME	04102
	LARS WHELAN	38 NOYES ST #	STHR-001165-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/4/2020	12/31/2021	Unit 1	1 38	NOYES ST	Portland	ME	04103
	Berry Manter	46 EASTERN PROMENADE #	STHR-001171-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/6/2021	12/31/2021	Unit 4	1 46 EASTERN PROMENADE		PORTLAND	ME	04101
	Sadie Bliss	142 SHERIDAN ST #	STHR-001172-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/28/2020	12/31/2021	Unit 2	1 142 Sheridan St		Portland	ME	04101
MURRELL MATTHEW B & KATHERIN	Mathew B. Murrell: MURRELL MATTHEW B & KATH	40 QUEBEC ST #	STHR-001173-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/4/2021	12/31/2021	Unit 1	1 40	QUEBEC ST	Portland	ME	04101

Makers Ridge LLC	Cornelius Spillane IV	39 N GREENLEAF ST #	STHR-001175-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	3/5/2021	12/31/2021	Unit 3R & Unit 3F	2	39	N GREENLEAF ST	Portland	ME	04101
	Christopher M Faulhaber	232 SPRING ST #	STHR-001176-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 1A	1	232	SPRING ST	Portland	ME	04102
	Casey Mountain	9 BOYNTON ST #	STHR-001180-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1	1	9	BOYNTON ST	Portland	ME	04102
	Kevin & Victoria Dowling	174 DANFORTH ST #	STHR-001184-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/2/2020	12/31/2021	Unit 1	1	174	DANFORTH ST	Portland	ME	04102
	Amelia A. Labreck	87 MUNJOY ST #	STHR-001190-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/4/2021	12/31/2021	Unit 2 & Unit 3	2	87	MUNJOY ST	Portland	ME	04101
	ANDREW WATSON	16 MABEL ST #	STHR-001191-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 16	1	16	MABEL ST	Portland	ME	04103
	Dana B Street	110 PARK ST #	STHR-001195-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/4/2021	12/31/2021	Unit 1 & Unit 2	2	110	PARK ST	Portland	ME	04101
	BETHANY L FIELD	26 HAMPSHIRE ST #	STHR-001200-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/7/2021	12/31/2021	Unit 1	1	26	HAMPSHIRE ST	Portland	ME	04101
	Thomas Leavey	50 TYNG ST #	STHR-001206-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/22/2020	12/31/2021	Unit 1 & Unit 2	2	739	Route 9W	Nyack	NY	10960
123 Cumberland LLC	Henry Stehli & Susan Terhune	20 SHERIDAN ST #	STHR-001209-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/15/2020	12/31/2021	Unit 1	1	20	SHERIDAN ST	Portland	ME	04101
	Lynne Robinson	123 CUMBERLAND AVE #	STHR-001211-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/4/2020	12/31/2021	Unit 1 & Unit 2	2	PO Box 7051		Portland	ME	04112
Suzanne O'Brien	Suzanne OBrien	53 LAFAYETTE ST #	STHR-001213-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 2 & Unit 3	2	51	Lafayette Street	Portland	ME	04101
	KATE CAREY & CHARLES L HEWITT	32 CLARK ST #	STHR-001214-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1 & Unit 3	2	88	Main Street	Yarmouth	ME	04096
32 Clark Street LLC	Kevin Prak	192 HIGH ST #	STHR-001216-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 2 & Unit 3	2	192	HIGH ST	Portland	ME	04101
	Jennifer Thayer	46 HOWARD ST #	STHR-001221-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/15/2020	12/31/2021	Unit 1	1	PO Box 7687		Cape Porpoise	ME	04014
Pied-a-Terre LLC	Ezra Provost & Catherine McSweeney	534 CUMBERLAND AVE #	STHR-001222-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 2	1	P.O. Box 15392		PORTLAND	ME	04112
	Taylor Piffath	80 ROBERTS ST #	STHR-001223-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 2	1	80	ROBERTS ST	Portland	ME	04102
Terrapin Properties LLC	Molly Broadbent	177 CONGRESS ST #	STHR-001224-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1 & Unit 3	2	177	Congress St	Portland	ME	04101
	Joseph Cooper	432 FORE ST #	STHR-001233-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 3B	1	P.O. Box 491		Portland	ME	04112
PINE STREET LLC	Dan Hoffman, Monique Hoffman, Pilgrim Managme	140 PINE ST #	STHR-001234-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/28/2020	12/31/2021	Unit 1 & Unit 4	2	100	Commercial Street	Portland	ME	04101
Promside LLC	Jacob Hoffman & Monique Hoffman	60 EMERSON ST #	STHR-001235-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/28/2020	12/31/2021	Unit 4 & Unit 8	2	251	DANFORTH ST	Portland	ME	04102
Leland St Associates LLC	Leland St Associates LLC	107 LELAND ST #	STHR-001237-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/15/2021	12/31/2021	Unit 2	1	107 Leland St		Portland	ME	04103
	JEFFREY LOWERY & ELLEN LOWERY	123 E KIDDER ST #	STHR-001269-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/18/2020	12/31/2021	Unit 1	1	123	E Kidder St	Portland	ME	04103
	SEAN KIRBY	32 LAWN AVE #	STHR-001295-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/1/2020	12/31/2021	Unit 3	1	32	LAWN AVE	Portland	ME	04103
	Dave Wall	108 COYLE ST #	STHR-001321-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1 & Unit 2	2	108	Coyle St	Portland	ME	04101
Tim Ly	Tim Ly	183 DARTMOUTH ST #	STHR-001322-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/6/2021	12/31/2021	Unit 1	1	188 DARTMOUTH ST		PORTLAND	ME	04103
	Noah Burke, Miles Davee	106 SHERIDAN ST	STHR-001326-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 2 & Unit 3	2	106	SHERIDAN ST	Portland	ME	04101
94-96 WINTER STREET REALTY LLC	Nicolas Williams & Sarah Poirier	24 SHERIDAN ST #	STHR-001342-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/20/2020	12/31/2021	Unit 1	1	127 MITCHELLS LN		MIDDLETOWN	RI	02842
	94-96 WINTER STREET REALTY LLC	94 WINTER ST #	STHR-001353-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/4/2021	12/31/2021	Unit 3	1	131	Chadwick	Portland	ME	04102
	Nicholas Murray	40 SAINT LAWRENCE ST #	STHR-001365-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit 40A	1	40	SAINT LAWRENCE ST	Portland	ME	04101
	Adam T Carofano	5 C ST #	STHR-001400-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit 3 & Unit 1	2	5	C ST	Portland	ME	04102
Laidir Capital LLC	M JAMES JR FENTON	18 ROSEMONT AVE	STHR-001416-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 3 & Unit 2	2	18	ROSEMONT AVE	Portland	ME	
	Vincent Ciampi, Joseph Porta	31 DEERING ST #	STHR-001424-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/6/2021	12/31/2021	Unit 2 & Unit 3	2	86	Caron St	Portland	ME	04103
Port View Corp	Port View Corp	65 Newbury St	STHR-001435-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Apt 1	1	65	Newbury St	Portland	ME	04101
EMERY STREET LLC	THOMAS HANDCOCK, KIMBERLY BROOKE SUTTON	104 EMERY ST #	STHR-001445-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 1 & Unit 3 & Unit 4 & Unit 6	4	104	EMERY ST	Portland	ME	04102
	JOHN MYERS	4 HORTON PL #	STHR-001464-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit A	1	4 HORTON PL		PORTLAND	ME	04102
	NICHOLAS PLANTE	25 KELLOGG ST #	STHR-001469-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/18/2020	12/31/2021	UNIT B	1	25	KELLOGG ST	Portland	ME	04101
	Michael W Pare	593 WASHINGTON AVE #	STHR-001480-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1 & Unit 2	2	68	INVERNESS ST	Portland	ME	04103
	Diana Ellis	1239 CONGRESS ST #	STHR-001481-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/15/2021	12/31/2021	Unit 2	1	1239 Congress St		Portland	ME	04102
	Lindsay Heald & Nathaniel Becker	481 CUMBERLAND AVE #	STHR-001485-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1 & Unit 2	2	481	CUMBERLAND AVE	Portland	ME	04101
Red 5 LLC	Matthew Cardinali	232 VERANDA ST #	STHR-001499-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/6/2020	12/31/2021	Unit B	1	232 VERANDA ST		PORTLAND	ME	04103
	Red 5 LLC	141 ASHMONT ST #	STHR-001503-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 141	1	973	Forest Ave	Portland	ME	04103
WARD CAPITAL LLC	NED PAYNE: WARD CAPITAL LLC	251 CUMBERLAND AVE #	STHR-001504-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 253-2	1	139 ASHMONT ST		PORTLAND	ME	04103
	FRANKIE PLYMALE	121 EMERY ST #	STHR-001531-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	3rd Floor	1	121 EMERY ST		PORTLAND	ME	04102
LOTUS ASSET MANAGMENT LLC	Michael Pesa-Fallon	282 STEVENS AVE #	STHR-001533-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/20/2020	12/31/2021	Unit 1 & Unit 2	2	115	FRONT ST	Portland	ME	04103
	Lotus Asset Management LLC	812 CONGRESS ST #	STHR-001993-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/3/2020	12/31/2021	Unit 5 & Unit 3	2	812	CONGRESS ST	PORTLAND	ME	04102
	ELIZABETH TRICE	297 BRACKETT ST #	STHR-002099-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 1	1	297 BRACKETT ST		PORTLAND	ME	04102
	William & Pamela Dawson	57 HARTLEY ST #	STHR-002102-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/25/2021	12/31/2021	Unit 1	1	57	Hartley Street	Portland	ME	04103
Lindsay Heald & Nathaniel Becker	Mary Lou Wendell	7 TAYLOR ST #	STHR-002105-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 3	1	146 LEDGEWOOD ST		PEAKS ISLAND	ME	04108
	Glen Stoller	64 CLARK ST #	STHR-002106-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 1 & Unit 2	2	64	CLARK ST	Portland	ME	04102
	Nicholas Richio	93 VESPER ST #	STHR-002108-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/7/2021	12/31/2021	Unit 2	1	91 VESPER ST # 2		PORTLAND	ME	04101
	Douglas MacDonald & Kara McMahon	50 VESPER ST #	STHR-002110-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 2	1	50 VESPER ST		PORTLAND	ME	04101
Silverbeach LLC	Mark Metcalf	224 SPRING ST #	STHR-002112-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/22/2020	12/31/2021	Unit 1 & Unit 2	2	224 SPRING ST		PORTLAND	ME	04102
	Elizabeth Brown	83 WELLWOOD RD #	STHR-002115-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit 1	1	83 Wellwood Rd		PORTLAND	ME	04103
HJM LLC	HJM LLC-Jan Murphy	94 MELLEN ST #	STHR-002117-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/23/2020	12/31/2021	Unit 2 & Unit 3	2	PO BOX 11473		PORTLAND	ME	04104
FIVER LLC	LYNN & PETER LAMONTAGNE: FIVER LLC	123 NEWBURY ST #	STHR-002118-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/11/2020	12/31/2021	Unit # Rear	1	PO BOX 268		LONG ISLAND	ME	04050
Black Dog Investments LLC	Black Dog Investments LLC- David Lee	138 SHERMAN ST #	STHR-002122-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 2 & Unit 3	2	138	SHERMAN ST	Portland	ME	04101
	Thomas Campbell	123 PROVIDENCE ST #	STHR-002123-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 2	1	PO Box 1834		Portland	ME	04104
Providence St LLC	MARVIN ETIENNE	67 QUEBEC ST #	STHR-002124-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/28/2020	12/31/2021	Unit A	1	67	QUEBEC ST	Portland	ME	04101
	Amanda Wheeler	68 SMITH ST #	STHR-002133-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/2/2020	12/31/2021	Unit 2	1	68	SMITH ST	Portland	ME	04101
	Gerald Laplante	121 CUMBERLAND AVE #	STHR-002134-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/27/2021	12/31/2021	Unit 1 & Unit 3	2	P.O. Box 10194		PORTLAND	ME	04104
	Ezekiel Callanan	256 CONCORD ST W #	STHR-002142-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/5/2021	12/31/2021	Unit 1	1	256	CONCORD ST W	Portland	ME	04103
Beckett and Winn Property Manage	Mark Hogan & Michael Ascione	39 NORTH ST #	STHR-002147-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/28/2020	12/31/2021	Unit 1	1	39	NORTH ST	Portland	ME	04101
	Michele Gilfoil	583 WASHINGTON AVE #	STHR-002149-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/30/2020	12/31/2021	Unit 1	1	501 West 123RD ST # 16A		New York	NY	10027
Deering Street Alpha LLC	Christopher Maffucci	26 DEERING ST #	STHR-002151-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/4/2020	12/31/2021	Unit 1	1	303	Congress Street	Boston	MA	02210
	Debra Brown	42 VESPER ST #	STHR-002152-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	3/23/2021	12/31/2021	Unit 3 & Unit 1	2	42 Vesper St #3		Portland	ME	04101
Nan Solomons & Judith Spross	TREVOR ESCH	18 MADISON ST #	STHR-002153-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/18/2020	12/31/2021	Unit 1	1	18	MADISON ST	Portland	ME	04101
	Nan Solomons & Judith Spross	400 WOODFORD ST #	STHR-002156-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/10/2020	12/31/2021	Unit 1	1	400 WOODFORD ST		PORTLAND	ME	04103
	Ryan Pierce	106 NORTH ST #	STHR-002157-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	11/19/2020	12/31/2021	Unit 1	1	106 NORTH ST		PORTLAND	ME	04101
	Jennifer Defilipp & Marc Smith	119 WINTER ST #	STHR-002158-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	3/24/2021	12/31/2021	Unit 3 & Unit 2	2	119 Winter Street #1		Portland	ME	04102

196 MASSACHUSETTS AVENUE LLC	Edward T Moore Jr	196 MASSACHUSETTS AVE #	STHR-002161-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/23/2020	12/31/2021	Unit 3	1 PO BOX 11473	PORTLAND	ME	04104	
	Paul Flaxman	7 ATLANTIC ST #	STHR-002183-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/16/2020	12/31/2021	Unit 1	1 7 Atlantic St Apt. 2	Portland	ME	04101	
277 Congress LLC	Nicole Insanally: 277 Congress LLC	277 CONGRESS ST #	STHR-002184-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/6/2021	12/31/2021	Unit 1B	1 54 Meadow Pond Rd	South Berwick	ME	03908	
527 Cumberland Ave LLC	Joseph Ambrose & Susan Ambrose	527 CUMBERLAND AVE #	STHR-002185-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/11/2021	12/31/2021	Unit 3	1 527	CUMBERLAND AVE	PORTLAND	ME	04101
Abigail Goodyear	Abigail Goodyear	28 DOW ST #	STHR-002186-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/1/2020	12/31/2021	Unit 2	1 200	Sand Pt Rd	Bar Harbor	ME	04609
	Xiaoshu Du	25 W KIDDER ST #	STHR-002187-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/22/2020	12/31/2021	Second Floor	1 25 W Kidder St.	Portland	ME	04103	
	Elizabeth Farmer	74 MELBOURNE ST #	STHR-002213-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/29/2020	12/31/2021	Unit 1	1 81	QUEBEC ST	Portland	ME	04101
Albert Cloutier VN VET	Albert Cloutier VN VET	95 CONGRESS ST	STHR-002650-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/28/2021	12/31/2021	Unit 1 & Unit 2	2 95 CONGRESS ST Unit 2	PORTLAND	ME	04101	
	ERNA KOCH	79 VESPER ST #	STHR-002653-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	12/28/2020	12/31/2021	Unit 2	1 81 VESPER ST	PORTLAND	ME	04101	
INDIA STREET PROPERTIES, LLC	JASON KENDEIGH	78 INDIA ST #	STHR-002900-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/28/2021	12/31/2021	Unit 84 & Unit 80-3	2 72	SANDY POINT RD	YARMOUTH	ME	04096
CHRISTINE & NATHAN BABB	CHRISTINE & NATHAN BABB	93 ILLSLEY ST #	STHR-002901-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/3/2021	12/31/2021	Unit 1	1 19	STONECREST DR	FALMOUTH	ME	04105
	ERIC PLAUSTEINER	176 MASSACHUSETTS AVE #	STHR-002902-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 2	1 178	MASSACHUSETTS AVE	Portland	ME	04102
	BRAD FORSYTHE	762 CONGRESS ST #	STHR-002903-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/27/2021	12/31/2021	Unit 2	1 PO BOX 4117	PORTLAND	ME	04101	
	ADAM STEINMAN	52 PINE ST #	STHR-002904-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/22/2021	12/31/2021	Unit 1 & Unit 3	2 49	SHIPWRECK COVE RD	CAPE ELIZABETH	ME	04107
	IAN HAYWARD	208 DEERING AVE #	STHR-002905-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/3/2021	12/31/2021	Unit 206	1 208	DEERING AVE	Portland	ME	04102
	ASHER BOISVERT	214 BRACKETT ST #	STHR-002907-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	3/3/2021	12/31/2021	Unit 3 & Unit 2	2 214	BRACKETT ST	Portland	ME	04102
	JEREMY LOCK	84 CONCORD ST #	STHR-002908-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/22/2021	12/31/2021	Unit 84	1 84	CONCORD ST	Portland	ME	04103
	SETH FERNALD	23 ROBERTS ST #	STHR-002911-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/22/2021	12/31/2021	Unit 1 & Unit 2	2 45	MAPLE AVE	SCARBOROUGH	ME	04074
	JOHN HERRIGEL	38 HANOVER ST #	STHR-002912-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/11/2021	12/31/2021	Unit 1	1 40	HANOVER ST	PORTLAND	ME	04101
	JOHN HERRIGEL	226 WALTON ST #	STHR-002913-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit B	1 40	HANOVER ST	PORTLAND	ME	04101
KIMBERLY GENDRON	KIMBERLY GENDRON	58 ROBERTS ST #	STHR-002914-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/5/2021	12/31/2021	Unit 2 & Unit 3	2 53	WATERHOUSE RD	GORHAM	ME	04038
MARIA MORRISSETTE	MARIA MORRISSETTE	257 VAUGHAN ST #	STHR-002915-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 2	1 113	CRAIGIE ST	Portland	ME	04102
VILLAGE IDIOT LLC	TIM CAROLAN JR	120 SHERIDAN ST #	STHR-002916-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/27/2021	12/31/2021	Unit 2	1 PO BOX 4714	PORTLAND	ME	04112	
JOSEPH MENDELL	JOSEPH MENDELL	16 PERSHING ST #	STHR-002917-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	1/25/2021	12/31/2021	Unit 14	1 16	PERSHING ST	Portland	ME	04103
HENRY CLEWS	HENRY CLEWS	117 WINTER ST #	STHR-002924-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/24/2021	12/31/2021	Unit 1 & Unit 2	2 117	WINTER ST	Portland	ME	04102
AMY & NATHAN SMITH	AMY & NATHAN SMITH	17 KELLOGG ST #	STHR-002949-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/9/2021	12/31/2021	Unit 1	1 19	KELLOGG ST	PORTLAND	ME	04101
ANITA DORE	ANITA DORE	69 WOODMONT ST #	STHR-002951-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/8/2021	12/31/2021	Unit 1	1 69	WOODMONT ST	Portland	ME	04102
TRACIE REED	TRACIE REED	77 NEWBURY ST #	STHR-002952-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/3/2021	12/31/2021	Unit 2	1 77	NEWBURY ST	PORTLAND	ME	04101
THOMAS LANDRY	THOMAS LANDRY	54 WATERVILLE ST #	STHR-002957-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/3/2021	12/31/2021	Unit 2	1 72	PINE ST	PORTLAND	ME	04102
MARY MCINTYRE	MARY MCINTYRE	76 INDIA ST #	STHR-002972-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/4/2021	12/31/2021	Unit 2	1 76	INDIA ST	Portland	ME	04101
CARL HANSON	CARL HANSON	10 ROMASCO LN #	STHR-002973-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/8/2021	12/31/2021	Unit 2	1 10	EXCHANGE ST	PORTLAND	ME	04101
CLARKSON WOODWARD	CLARKSON WOODWARD & AMY BUSHELL	77 QUEBEC ST #	STHR-002975-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 1	1 48	MONTREAL ST	Portland	ME	04101
LISA CAREY	LISA CAREY	286 SPRING ST #	STHR-002978-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/4/2021	12/31/2021	Unit 3	1 286	SPRING ST	Portland	ME	04102
PAUL B ILLINGWORTH	PAUL B ILLINGWORTH	3 RUNNELS ST #	STHR-002984-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	3/10/2021	12/31/2021	Unit 1	1 3	RUNNELS ST	Portland	ME	04103
DOWNTOWN LODGING LLC	WILLIAM P SIMPSON	723 CONGRESS ST #	STHR-002991-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/8/2021	12/31/2021	Unit 14	1 PO BOX 10250	PORTLAND	ME	04104	
170 EASTERN PROM, LLC	MARY JO REED	166 EASTERN PROMENADE #	STHR-002992-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/9/2021	12/31/2021	Condo #3 - UNIT #3R	1 PO BOX 7312	PORTLAND	ME	04112	
ADAM STEINMAN	ADAM STEINMAN	10 PINE ST #	STHR-002993-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 3 & Unit 4	2 10	PINE ST	Portland	ME	04102
MELISSA LACASSE	MELISSA LACASSE	66 ORLAND ST #	STHR-002994-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/25/2021	12/31/2021	Unit A	1 46	THE LANE	N YARMOUTH	ME	04097
MUSIC ON WHEELS, LLC	JASON & MEGAN OUELLETTE	20 PINE ST #	STHR-002995-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	3/3/2021	12/31/2021	Unit 1, Unit 5, Unit 6	3 6	EBB TIDE DR	CUMBERLAND	ME	04110
149 BRACKETT LLC	BRIT VITALIUS, MARYANNE VITALIUS, ROBERT VITAI	149 BRACKETT ST #	STHR-002997-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 2	1 48	SOUTH ST	YARMOUTH	ME	04096
SUSAN CASSIDY & MARK MCCARTH	SUSAN CASSIDY & MARK MCCARTHY	46 COLUMBIA RD #	STHR-002998-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 48	1 46	COLUMBIA RD	Portland	ME	04103
ALYSSA GIACOBBE	ALYSSA GIACOBBE	33 SMITH ST #	STHR-002999-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/8/2021	12/31/2021	Unit 1 & Unit 2	2 33	SMITH ST	PORTLAND	ME	04101
RIVENDELL REAL ESTATE LLC	SARAH WOLPOW	88 EXCHANGE ST #	STHR-003000-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 21, Unit 24, Unit 32	3 45	PAGE ST	BRUNSWICK	ME	04011
PETER BLOOM	PETER BLOOM & HEIDI KENDRICK	159 CONGRESS ST #	STHR-003001-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 1	1 159	CONGRESS ST	Portland	ME	04101
KATIE BROOKE	KATIE BROOKE & BEN GUERETTE	17 CROSBY ST #	STHR-003010-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/19/2021	12/31/2021	Unit 17	1 15	CROSBY ST	PORTLAND	ME	04103
S.S. LEMAX, LLC	SORAIA & SLOIMAN MATARI	471 CUMBERLAND AVE #	STHR-003011-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	2/24/2021	12/31/2021	Unit 2	1 471	CUMBERLAND AVE	PORTLAND	ME	04101
ALEX COOK	ALEX COOK	33 ROBERTS ST #	STHR-003013-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	3/3/2021	12/31/2021	Unit 2	1 33	ROBERTS ST	Portland	ME	04102
SHAWN TOOLEY	SHAWN TOOLEY	197 CONGRESS ST #	STHR-003044-: Short Term Housing Registration	Non-Owner Occupied	Issued	2021	4/15/2021	12/31/2021	Unit 3 & Unit 1	2 197	CONGRESS ST	Portland	ME	04101
ASHBY TEAM, LLC	SHELDON ASHBY	21 DOW ST #	STHR-003045-: Short Term Housing Registration											

JOE KIEVITT	JOE KIEVITT & ELIZABETH ATTERBURY	74 MUNJOY ST #	STHR-003268-; Short Term Housing Registration	Non-Owner Occupied	Issued	2021	4/21/2021	12/31/2021	Unit 76-1	1 74	MUNJOY ST	PORTLAND	ME	04101
PATRICK LANDERS	PATRICK LANDERS	98 DARTMOUTH ST #	STHR-003269-; Short Term Housing Registration	Non-Owner Occupied	Issued	2021	4/13/2021	12/31/2021	Unit 1	1 98	DARTMOUTH ST	Portland	ME	04103
NATHAN WOOD	NATHAN WOOD	103 DEERFIELD RD #	STHR-003270-; Short Term Housing Registration	Non-Owner Occupied	Issued	2021	4/21/2021	12/31/2021	Unit #1st Floor	1 103	DEERFIELD RD	Portland	ME	04101
JOEL RICHARDSON	JOEL RICHARDSON	23 NOYES ST #	STHR-003271-; Short Term Housing Registration	Non-Owner Occupied	Issued	2021	4/15/2021	12/31/2021	Unit 2R	1 23	NOYES ST	Portland	ME	04103
JAMES JONES	JAMES JONES	90 FOREST AVE #	STHR-003317-; Short Term Housing Registration	Non-Owner Occupied	Issued	2021	4/22/2021	12/31/2021	Unit 2	1 105	BRACKETT ST	PORTLAND	ME	04102
DEERING DWELLINGS LLC	JAMES GODUTI	9 DEERING ST #	STHR-003318-; Short Term Housing Registration	Non-Owner Occupied	Issued	2021	4/27/2021	12/31/2021	Unit 3E & Unit 3W	2 11 PARK CIR		CAPE ELIZABETH	ME	04107
SARAH SLOANE-BARTON	SARAH SLOANE-BARTON	20 LEWIS ST #	STHR-003371-; Short Term Housing Registration	Non-Owner Occupied	Issued	2021	5/7/2021	12/31/2021	Unit 1	1 234	WEEKS MILLS RD	FARMINGTON	ME	04938
398														



CITY OF PORTLAND
Housing and Economic Development Department
Mary P. Davis, Interim Director

MEMORANDUM

To: Housing and Economic Development Committee

From: Mary P. Davis, Interim Director

Date: December 29, 2021

Subject: 2022 Housing and Economic Development Committee Proposed Work Plan

Attached for your review and discussion is a proposed Committee Work Plan and draft Work Plan Schedule for the year, both subject to updates, additions, and changes throughout the year dependent on issues as they may arise. Also attached is a Memorandum requesting Committee direction regarding housing policy priorities for 2022.

The proposed Committee Work Plan is divided into five main categories, Economic Development Policy, Affordable Housing Policy and Budgets, Affordable Housing Public-Private Partnerships, Real Estate Transactions and Annual Reports and Actions. Items listed in each category are in no particular order, except for those items identified as annual committee work. At your first Committee meeting of the year on January 4, 2022, staff is looking for direction on items that are a priority for Committee members.

Staff looks forward to discussing the 2022 Committee proposed Work Plan with you at your meeting next week.



CITY OF PORTLAND
Housing and Economic Development Department

2022 Housing and Economic Development Committee Work Plan
DRAFT for January 4, 2022, Committee Meeting

Below is the draft Housing and Economic Development Committee (HEDC) Work Plan for Calendar Year 2022, submitted for review at the January 4, 2022, HEDC meeting, with the caveat that it may evolve throughout the year based on issues arising.

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities
ECONOMIC DEVELOPMENT POLICY			
City/School-wide approach to procurement focusing on locally owned businesses (Phoenix AZ as example) (carried over from the 2021 work plan)			AZ
Explore Neighborhood Identity/Branding (carried over from the 2021 work plan)			TC
Review Tax Increment Financing (TIF) investment in workforce training for FY2023 funding.		X	

Explore TIF investment options to increase annual TIF support to Creative Portland (CP) (raise the funding floor from \$155k to \$200k) and to support performing art centers and the arts eco-system, which makes Portland unique as a destination for visitors and local residents.		X	TC
Explore designation of a Tourism Improvement District		X	TC
Research and present options to advance public-private partnerships to support parking garage and possible affordable housing new construction located on City-owned Bayside Lot 6, (corner of Somerset and Chestnut Streets) acquired by City Council through eminent domain.		X	
Update on Harbor Dredge Status and Funding		X	
Review Outdoor Dining Ordinances			PA
Explore collaboration with the school district to create a workforce program for young people who have either dropped out of high school or didn't get the chance to go to college or go through the trades training through Portland Arts and Technology High School.			PA
AFFORDABLE HOUSING POLICY AND BUDGETS			
Policy Discussion re: (1) Impacts of 2020 Referendum (Green New Deal) on housing development, (2) Guidelines and Priorities for the allocation of city resources for housing development		X	TC
Encourage developers seeking assistance through the City's Affordable Housing Development and/or TIF Programs to participate in the Section 8 Family Self Sufficiency Program.			TC

Encourage housing development that supports the Comprehensive Plan goal for development along major thoroughfares off peninsula.		X	TC
Review of FY 2023 Housing Program Budget (February)	X		
Review of 2022 Jill C. Duson Housing Trust Fund Annual Plan and the 2022 Affordable Housing Development Application (February)	X		
Host a Housing Summit (similar to one held in 2016)			PA
Review of Short Term Rental Registration Ordinances			PA
AFFORDABLE HOUSING PUBLIC - PRIVATE PARTNERSHIPS			
Review and Vote to Approve Funding Requests Received from (1) the Affordable Housing Development Applications for City Housing Trust and HOME funds and (2) Affordable Housing TIF CEA Requests. (May)	X		
Review City surplus property to sell/lease to support affordable housing		X	PA
REAL ESTATE TRANSACTIONS			
622 Auburn Street and 0 Gray Road P&S Agreement		X	
Purchase and Sale Agreement for the sale of a portion of City-owned Thames Street Property		X	

Kennebec Street Realignment (from Brattle to Forest)		X	

ANNUAL REPORTS AND ACTIONS			
Presentation of 2021 Housing Report (February)	X		
5-Year HUD Consolidated Plan and FY223 Annual Allocation Plan (Jan-April) (1) Analysis of Impediments to Fair Housing (2) Amendments to the HUD Citizens Participation Plan		X	
Presentation, Annual 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 (April)	X		process established under previous Housing Committee
Fair Housing Month (April) Community Development Week Activities (April 18-22, 2022)	X	X	
Portland Downtown Annual Budget, Work Plan and City Agreement (May)	X		
City TIF District Annual Activity Report (November)	X		
Committee Annual Accomplishment Report (November)	X		

DRAFT
Housing & Economic Development Committee
2022 Work Plan Schedule
as of December 28, 2022

January 4, 2022

1. Discussion of Committee priorities for 2022, including housing policy/investment strategies.

January 18, 2022

1. Finalizing Committee priorities for 2022, including housing policy/investment strategies.
2. (Public Hearing) Review and Vote to Recommend Approval to the City Council of the HUD Citizen Participation Plan
3. Executive Session: Update on Negotiations for a Purchase and Sale Agreement for the sale of a portion of City-owned Thames Street Property. (tentative date)
4. Update on Harbor Dredge Project Status and Funding

February 1, 2022

1. (Public Hearing) Review and Vote to Approve and Recommend to the City Council a Purchase and Sale Agreement for the sale of a portion of City-owned Thames Street Property. (tentative date)
2. (Public Hearing) Review and Vote to Recommend to the City Council – FY23 Housing Program Budget
3. (Public Hearing) Review and Vote to Recommend to the City Council – 2022 Jill C. Duson Housing Trust Fund Annual Plan
4. (Public Hearing) Review and Vote to Approve to Issue - Affordable Housing TIF CEA and Affordable Housing Development Fund Applications for City Housing Trust and HOME Funds

February 15, 2022

1. Presentation of 2021 Housing Report

March 1, 2022

1. Update and Discussion on use of TIF funds to invest in workforce training and Creative Portland.

March 15, 2022

1. (Public Hearing) Review and Vote to Recommend Approval to the City Council of the Draft 5-Year HUD Consolidated Plan and FY23 HUD Annual Allocation Plan

April 5, 2022

1. Communication Item: Community Development Week – April 18-22/Fair Housing Month
2. Presentation, Annual 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

April 19, 2022

1. (Public Hearing) Review and Vote to Recommend Approval to the City Council of an Analysis of Impediments to Fair Housing.

May 3, 2022

1. (Public Hearing) Review and Vote to Approve Affordable Housing TIF CEA Applications
2. (Public Hearing) Review and Vote to Approve Funding Requests Received from the Affordable Housing Development Fund Applications for City Housing Trust and HOME Funds
3. Portland Downtown Annual Budget, Work Plan and City Agreement

May 17, 2022

1.

June 7, 2022

1.

June 21, 2022

1.

July 5, 2022

1.

July 19, 2022

1.

August 2, 2022

1.

August 16, 2022

1.

September 6, 2022

1.

September 20, 2022

1.

October 4, 2022

1.

October 18, 2022

1.

November 1, 2022

1. Review of 2022 Committee Accomplishments Annual Report – Issue to the City Council as a communication
2. City Annual TIF District Activity Report – Issue to the City Council as a communication

November 15, 2022

December – No Committee meeting



CITY OF PORTLAND
Housing and Economic Development Department
Housing and Community Development Division

TO: Councilor Ali, Chair
Members of the Housing and Economic Development Committee

FROM: Mary Davis, Interim Housing and Economic Development Director

DATE: December 29, 2021

SUBJECT: Request for Committee Direction Regarding Housing Policy Priorities for 2022

Introduction

Staff is seeking direction from the Housing and Economic Development Committee regarding guidelines and priorities for the allocation of city resources (i.e. HOME, Jill C. Duson Housing Trust Fund, and Affordable Housing Tax Increment Financing) in 2022. The guidelines and priorities will be incorporated into the 2022 Affordable Housing Development and Tax Increment Financing Application and the 2022 Annual Plan for the Jill C. Duson Housing Trust Fund and will direct how city resources are used to support affordable housing development.

Background

The City of Portland has made the development of affordable housing a priority. To accomplish this goal the Division of Housing and Community Development uses an application process to communicate City goals, priorities, guidelines, requirements, eligibility, and criteria to ensure that public funds are utilized for maximum public benefit.

Affordability Restrictions

The chart below identifies the *2021 Affordable Housing Development and Tax Increment Financing Application* affordability restrictions associated with the each of the financial resources available to the City.

	at or below 60% AMI		over 60% to 80% AMI		over 80% to 100% AMI		over 100% to 120% AMI	
	Homeowner	Rental	Homeowner	Rental	Homeowner	Rental	Homeowner	Rental
HOME	X	X	X					
Jill C. Duson Housing Trust Fund	X	X	X	X	X	X	X	X
Affordable Housing TIF	X	X	X	X	X	X	X	X

The chart below offers a comparison of the HUD Metro Area median income and Portland Families median income. The U.S. Department Housing and Urban Development determines the HUD Metro area median income annually. As a HUD entitlement jurisdiction, the City of Portland is required to use these numbers with the CDBG and HOME Programs.

The Portland Families median income, as determined by the U.S. Census Bureau's American Community Survey (ACS) is the best comparison to the HUD Metro Area median income number. Unfortunately, 2019 is the most recent data available in the ACS.

FY 2021 Income Limit Area	Median Income	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Portland, ME HUD Metro FMR Area	\$99,900	HUD AMI 80% Income Limits	55,950	63,950	71,950	79,900	86,300	92,700	99,100	105,500
		PMI 80% Income Limits	49,810	56,925	64,041	71,157	76,849	82,542	88,234	93,927
		HUD 100% Income Limits	69,930	79,920	89,910	99,900	107,892	115,884	123,876	131,868
		PMI 100% Income Limits	62,262	71,157	80,051	88,946	96,062	103,177	110,293	117,409
		HUD 120% Income Limits	83,916	95,904	107,892	119,880	129,470	139,061	148,651	158,242
		PMI 120% Income Limits	74,715	85,388	96,062	106,735	115,274	123,813	132,352	140,890

* American Community Survey 2019 1-Year Estimate Table S1901

Housing Investment Priorities

The priorities below are from the *2021 Affordable Housing Development and Tax Increment Financing Application* and the *2021 Jill C. Duson Housing Trust Fund Annual Plan* and are meant to support the Affordable Housing Policy and Budget priorities noted in the 2021 Housing and Economic Development Committee Work Plan.

Priority for the use of Jill C. Duson Housing Trust Funds will be to support public/private partnerships that create workforce housing units that are affordable to households earning 60% to 100% of the area median income.

Priority for the use of HOME Program funds will be given to developments that provide rental housing units to households earning 60% of the area median income and below. Projects with mixed income targeting and a mix of bedroom size are strongly encouraged.

Priority for the use of the Affordable Housing Tax Increment Financing Program (AHTIF) will be to support projects receiving assistance through the Low Income Housing Tax Credit Program or projects that create housing units that are affordable to households earning 60% to 100% of the area median income. To comply with the AHTIF Statute's requirements, at least 33% of the housing units in the district shall be affordable housing.

Goals for the Distribution of HOME and Housing Trust Funds or the Designation of an Affordable Housing TIF District

The goals below are from the 2021 *Affordable Housing Development and Tax Increment Financing Application*.

The City of Portland seeks development projects that create contextually appropriate housing density in and proximate to neighborhood centers, concentrations of services, and transit nodes and corridors as a means of supporting complete neighborhoods. Projects should not require a contract or conditional zone (although other rezoning consistent with the City's Comprehensive Plan may be considered). Resolution of any zoning issues is required before City Council approval of the applicants funding request. Developments should incorporate quality, sustainable design.

Eligible Project Guidelines

The guidelines below are from the 2021 *Affordable Housing Development and Tax Increment Financing Application*.

*Projects receiving HOME funding must create **rental** housing units which promote economic diversity within the development and within the neighborhood in which the development is located.*

Projects receiving Housing Trust Funds must create housing units that promote economic diversity within the development and within the neighborhood in which the development is located.

Projects receiving assistance through an AHTIF District Credit Enhancement Agreement must create housing units that promote economic diversity within the development and within the neighborhood in which the development is located

Staff Recommendation

Staff is seeking Committee direction to establish the 2022 affordability restrictions, housing investment priorities, distribution of funds goals, and project guidelines for the 2022-2023 Affordable Housing Development and Tax Increment Financing Application.

Attachments

2021 Affordable Housing Development and Tax Increment Financing Application
2021 Jill C. Dusen Housing Trust Fund Annual Plan

City of Portland

Affordable Housing Development and Tax Increment Financing Application



July 1, 2021 – June 30, 2022

Applications will be accepted until all budgeted funds have been allocated.

TABLE OF CONTENTS

I. GENERAL INFORMATION	3
A. Availability of Funding	3
B. General Guidelines	3
C. Federal Requirements	4
D. Conditions for Approval	6
E. Goals for the Distribution of HOME and Housing Trust Funds or the Designation of an Affordable Housing TIF District	7
II. SCOPE OF SERVICES	7
A. General Specifications	7
B. Site Information and Criteria	8
C. Financial Feasibility	9
D. Market Demand	9
E. Applicant Capacity	9
F. Term of Affordability	10
G. Financing Terms	10
H. Design Compatibility	11
I. Timeframe	11
III. APPLICATION REQUIREMENTS	12
A. Project Summary	12
B. All Applications Must Provide The Following:	13
IV. SELECTION PROCESS:	15
A. Point System for Evaluating and Scoring Applications (Max 100)	15
B. Evaluation and Selection Process and Timeframe:	17
V. Instructions and Other Information	18
VI. Equal Employment Opportunities	19
VII. Reservation of Rights	19
VIII. APPLICATION SIGNATURE PAGE *THIS PAGE MUST BE INCLUDED*	21
IX. Appendices	22

I. GENERAL INFORMATION

A. *Availability of Funding*

The City of Portland has made the development of affordable housing a priority, as identified in the City of Portland's 2016-2020 HUD 5-year Consolidated Plan, City Council Common Goals, and the Comprehensive Plan. To accomplish this priority, the City of Portland will accept applications for financial assistance that facilitates the development of affordable housing in the City of Portland.

Certified Community Housing Development Organizations (CHDO's) or organizations eligible for CHDO certification are strongly encouraged to apply. The HUD definition of a CHDO organization is attached as Exhibit #1 entitled Definition of a Community Housing Development Organization (CHDO).

The City of Portland's Division of Housing and Community Development uses an application process to ensure that public funds are utilized for maximum public benefit to accomplish specific objectives and provide fair access to all applicants. Applications for the development of affordable housing utilizing HOME and or Housing Trust Funds will be accepted until all budgeted funds are allocated. The City of Portland reserves the right to partially fund application requests or deny any application that does not meet the application criteria.

The approval process to establish an Affordable Housing Tax Increment Financing (AHTIF) District involves three steps. First, the City Council's Housing and Economic Development Committee provides a recommendation to the City Council regarding the establishment of an Affordable Housing TIF district. If the City Council approves the recommendation, the City submits an application to the Maine State Housing Authority. MaineHousing reviews the application from the City to ensure compliance with the Affordable Housing Tax Increment Financing Statute. The process begins with the submittal of a completed Affordable Housing Development and Tax Increment Financing application to the City of Portland. The City of Portland reserves the right to deny any application that does not meet the application criteria.

The City of Portland is making a combination of FY 2021-2022 HUD Home Investment Partnership Program (HOME) funds (which includes a mandatory set-aside for CHDO organizations or organizations eligible for CHDO certification) and local Housing Trust Funds (HTF) for Affordable Housing Development. City staff will determine which funding source is best for each project and then make funding recommendations to the City Council for final approval.

Total Funding Available: \$1,489,992

B. *General Guidelines*

Developments shall provide decent, safe and sanitary dwellings such as single-family homes, apartments, condominiums, or other living accommodations for households whose income does not exceed 120% of the median income for the area as defined by the U.S. Department of Housing and Urban Development (HUD). Affordable housing does not include facilities such as shelters, nursing homes, convalescent homes, hospitals, residential treatment facilities, correctional facilities, student dormitories, or unattached mobile homes, regardless of income level. Projects must show that the development meets an identified

community housing need, the City's participation is financially necessary in order for the project to proceed, and the applicant has the financial capacity to support their project.

Priority for the use of Housing Trust Funds will be to support public/private partnerships that create workforce housing units that are affordable to households earning 60% to 100% of the area median income. Priority for the use of HOME Program funds will be given to developments that provide rental housing units to households earning 60% of the area median income and below. Projects with mixed income targeting and a mix of bedroom size are strongly encouraged. The minimum term of affordability depends on the funding source, but is not generally less than 30 years, and in some cases may be 90 years. The affordability term is to be secured by a declaration of covenants and restrictions recorded in the Cumberland County Registry of Deeds.

Priority for the use of the Affordable Housing Tax Increment Financing Program (AHTIF) will be to support projects receiving assistance through the Low Income Housing Tax Credit Program or projects that create housing units that are affordable to households earning 60% to 100% of the area median income. To comply with the AHTIF Statute's requirements, at least 33% of the housing units in the district shall be affordable housing. The ongoing affordability period will match the length of the term of the district. The affordability term is to be secured by a declaration of covenants and restrictions recorded in the Cumberland County Registry of Deeds. A minimum of \$500,000 in new taxable investment property value for affordable housing development is needed to qualify for an Affordable Housing TIF.

For purposes of this application and the use of Housing Trust Funding or the AHTIF, affordable means that the percentage of income a household is charged in rent and other housing expenses including utilities, or must pay in monthly mortgage payments (including real estate taxes, mortgage insurance, condominium/HOA fees, insurance and utilities), does not exceed 30% of a household's gross income, or other amount established in city regulations that does not vary significantly from this amount. See Exhibit #2 Minimum Housing Size and Maximum Allowable Rent or Purchase Price Calculation.

This application outlines the selection criteria which all projects applying for funding or establishment of an AHTIF District must meet, as well as scoring factors that will be used by the City of Portland to evaluate the applications.

C. Federal Requirements

The following requirements apply for any project that is awarded HOME or other federal funding.

Environmental Review Requirements

Projects receiving HOME funding are subject to environmental review, clearance and release of funds by the U.S. Department of Housing and Urban Development. Once an application has been submitted, to the City of Portland, the applicant cannot take any ***"choice limiting actions"*** prior to receiving notification from the City that the environmental review process, including historic preservation review and clearance, has been completed and a release of funds has been received from the U.S. Department of Housing and Urban Development. ***A Phase I ESA along with a lead and asbestos testing report is required before HUD Environmental Review Requirements can be completed.***

Choice limiting actions include, ***but are not limited to***, (1) actions having an adverse impact – e.g. demolition, dredging, filling, excavation, including soliciting bids for these activities; (2) actions limiting the choice of reasonable alternatives – e.g. execution of a legally binding agreement, signing a purchase and sale agreement, signing an option agreement that does not allow the purchaser to elect to terminate the option agreement if the property is not desirable; entering into real property acquisition (including making bids on auctioned properties), leasing, rehabilitation, demolition, environmental remediation, related site improvements, relocating buildings or structures, conversion of land or buildings/structures (including soliciting bids to undertake these activities).

Federal Labor Standards

As may be applicable, projects receiving HOME funding must ensure that they and all contractors and subcontractors meet requirements for federal prevailing wage rates specified under the Davis-Bacon Act. The Act requires all laborers and mechanics employed by contractors or subcontractors in the performance of construction work over \$2,000, financed in whole or in part with assistance received under HUD programs, shall be paid the prevailing wage as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-5). Projects that include 12 or more HOME-assisted units must meet the requirements of the Davis-Bacon Act.

Notice: Any project approved for a site-specific tax increment financing district utilizing a credit enhancement agreement must ensure that any firms employed in the construction phase of a TIF-assisted project compensate all employees the current wage rates and fringe benefits as required under applicable state prevailing wage law under 26 M.R.S. §1306, or Portland City Ordinance Ch. 33 §33-1 to 33-12, whichever is greater. STATE PREVAILING WAGE RATES MAY EXCEED DAVIS-BACON WAGE RATES.

Section 3

All HOME projects must comply with Section 3 of the Housing and Urban Development Act of 1968. Contractors and subcontractors performing work on Section 3-covered projects must provide, to the greatest extent feasible, opportunities for the employment of low- and very low-income residents of the local community and the businesses that substantially employ these persons.

Minority and Women Owned Business (MWBE) Participation

All HOME projects must complete, track and report on outreach and contracts given to women- and minority-owned businesses to ensure their inclusion, to the maximum extent possible, in the procurement of property and services. Applicants are encouraged to utilize firms certified as a Minority Business Enterprise or Woman's Business Enterprise as part of the development team. The development team members include the developer, architect, attorney, general contractor and management agent.

Lead-Based Paint

All HOME funded residential rehabilitation, adaptive re-use and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act.

Access to the Internet

All new construction and substantial rehabilitation projects of multifamily rental housing will be required to provide the installation of broadband internet access to its residents to help narrow the digital divide for households in need.

Fair Housing and Equal Opportunity

[Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.) (HUD implementation regulations 24 CFR Part 1); The Fair Housing Act (42 U.S.C. 3601-3620)(24 CFR Part 100-115); Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259)(24 CFR Part 107); Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)(24 CFR Part 146).]

The Fair Housing Act prohibits discrimination in all housing-related transactions based on race, color, national origin, religion, sex, disability, age or familial status. It also includes minimum accessibility design requirements for all new construction and rehabilitation projects and requires that reasonable accommodations be made in rules, policies, practices, services and reasonable structural modifications. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability and requires that everyone have equal opportunity to obtain housing built with federal funds.

Affirmative Marketing

Developers must have tenant selection policies and criteria to ensure that tenants are selected for occupancy at the property in a fair and equitable manner. Tenant selection policies must be based on objective criteria that expressly prohibit bias. Tenant selection procedures should be clear and easily understood by prospective tenants. An affirmative marketing plan is required to ensure that the property serves a diverse cross-section of the population of the market area, must consist of actions to provide information and otherwise attract eligible persons in the housing market area that might not otherwise apply without special outreach, and ensure that the housing is available to qualified applicants without regard to race, color, national origin, religion, sex, disability, or familial status.

Violence Against Women Act

Developers must comply with the Violence Against Women Act (VAWA) requirements in 24 CFR §92.359 and 24 CFR Part 5, subpart L. VAWA provides protections and options for victims of domestic violence, dating violence, sexual assault and stalking.

D. Conditions for Approval

Designation of an Affordable Housing Development TIF District is subject to the following conditions.

- i. Projects must comply with the City of Portland's Tax Increment Financing Policy.
- ii. At least 25%, by area, of the real property within an Affordable Housing Development district must be suitable for residential use; be a blighted area; or in need of rehabilitation or redevelopment.
- iii. The Affordable Housing Development program must show that the development meets an identified community housing need.
- iv. The district must be primarily a residential development on which at least 33% of the dwelling units are affordable for households at or below 120% of Area Median Income (AMI) and that may be designed to be compact and walkable and to include internal open space, other common open space and one or more small-scale nonresidential uses of service to the residents of the development.

- v. *Projects approved for a site-specific tax increment financing district utilizing a credit enhancement agreement must ensure that any firms employed in the construction phase of a TIF-assisted project compensate all employees the current wage rates and fringe benefits as required under applicable state prevailing wage law under 26 M.R.S.A. §1306, or Portland City Ordinance Ch. 33, §33-1 to 33-12, whichever is greater. State prevailing wage rates may exceed Davis-Bacon wage rates. Projects that are required to meet the local TIF policy wage rate requirements and federal Davis-Bacon wage requirements must use the higher wage rate based on job classification.*

E. Goals for the Distribution of HOME and Housing Trust Funds or the Designation of an Affordable Housing TIF District

The goal for the distribution of these funds and the designation of an Affordable Housing TIF district, is to increase, preserve, and modify the overall supply of housing citywide to meet the needs, preferences and financial capabilities of all Portland residents. Development should be consistent with the City of Portland's Comprehensive Plan and the HUD Five-Year Consolidated Plan. The City of Portland seeks development projects that create contextually appropriate housing density in and proximate to neighborhood centers, concentrations of services, and transit nodes and corridors as a means of supporting complete neighborhoods. Projects should not require a contract or conditional zone (although other rezoning consistent with the City's Comprehensive Plan may be considered). Resolution of any zoning issues is required before City Council approval of the applicants funding request. Developments should incorporate quality, sustainable design.

II. SCOPE OF SERVICES

A. General Specifications

All applications submitted for this funding must meet the following selection criteria to be considered further in the review process.

Eligible Projects

- 1) Projects receiving HOME funding must create *rental* housing units which promote economic diversity within the development and within the neighborhood in which the development is located. New construction, conversion of non-residential property to housing and rehabilitation of existing rental units that creates accessible or maintains affordable units is eligible. Projects that have previously received HOME funds are not eligible for additional HOME assistance.
- 2) Projects receiving Housing Trust Funds must create housing units that promote economic diversity with the development and within the neighborhood in which the development is located. New construction, conversion of non-residential property to housing and rehabilitation of existing units that creates or maintains affordable units is eligible.

- 3) Projects receiving assistance through an AHTIF District Credit Enhancement Agreement must create housing units that promote economic diversity with the development and within the neighborhood in which the development is located. New construction, conversion of non-residential property to housing and rehabilitation of existing units that creates or maintains affordable units is eligible
- 4) All projects must meet the affordability targets referenced in Section I.B. along with all applicable income and rent restrictions of the City's funding source (HOME, Housing Trust Fund or AHTIF Programs).
- 5) Projects must ensure that the affordable units within a mixed income development will be equal in square footage and comparable to the market rate units.
- 6) *Housing First* developments are encouraged.
- 7) Single Room Occupancy (SRO) and other supportive housing projects specifically for special needs populations are eligible under this application.
- 8) Projects receiving funding through this application must include a written occupancy policy that prohibits smoking in the units and the interior common areas of the project in addition to including a non-smoking clause in the lease for every household and making educational materials on tobacco treatment programs available to residents through the residence service coordinator, occupancy specialist, or property manager, such as the phone number for the statewide Maine Tobacco HelpLine.
- 9) Projects receiving HOME and or Housing Trust funding through this application must set aside 10% of the units in the project for individuals or families residing in a Portland shelter. The City's Health and Human Services Department would be responsible for providing referrals, providing or coordinating supportive services and financial resources to assist with monthly rent payments. A Supportive Housing Agreement between the City and the Developer would document the services and expectations. At the time of loan closing or prior to disbursement of the City's funding, the requirements would be secured by a Declaration of Covenants which will be recorded in the Cumberland County Registry of Deeds.
- 10) Projects receiving assistance through this application are encouraged to participate in the Public Housing Authority Family Self Sufficiency Program.

B. Site Information and Criteria

- 1) Site Control: Land or buildings proposed as part of a project under this application must have site control at the time the application is submitted in the form of title, purchase and sale agreement, option, long-term lease for a minimum of 90 years, or other acceptable method. At a minimum, site control must extend through December 31, 2021.
- 2) Local Approvals: Local land use approval is not required prior to submittal of the application, however approval is required before the City Council will approve the funding request or Affordable Housing TIF request. The applicant must submit an analysis of the project in relation to local land use

regulations and site feasibility, which analysis must include the completion of the Site Information and Criteria Table attached as Exhibit #3.

- 3) Applications must not require a contract or conditional zone. Resolution of any zoning issues is required before City Council approval of the applicants funding request or Affordable Housing TIF request.

C. Financial Feasibility

- 1) Financial applications must be developed in accordance with the underwriting guidelines of the primary funding source, including adequate cash flow and debt coverage ratio, and conform to the City of Portland's underwriting criteria.
- 2) Use of Funds: All projects will be reviewed for the proposed use of funds compared to other resources. Applicants must describe the proposed mortgage and security position for the City of Portland's funding. The average City investment per unit, excluding TIF financing, is approximately \$10,000. The City contribution per unit will not exceed \$18,000. This amount may be adjusted at the discretion of the City Council, only for unusual circumstances where a larger amount is the only way a project that meets other City goals is needed. In those cases, the higher cost per unit ratio must be tied to the goals outlined in the City's Comprehensive Plan.

D. Market Demand

Applicants must show that the development meets an identified community housing need, and provide an analysis and discussion of market demand justifying the need for the proposed project.

E. Applicant Capacity

All applicants must demonstrate capacity to develop, own and manage the proposed project. All applications must provide evidence of a development team with the capacity to successfully complete the project including:

- 1) Key staff members assigned to the project with the abilities and experience to successfully complete the project within the proposed timeframe.
- 2) An architect, general contractor and professionals on the team with the experience and capacity to complete the project.
- 3) A management team with qualified personnel and the capacity and experience to operate, manage and maintain the affordable rental property of size and mix of the proposed project.
- 4) Qualified staff with the capacity to perform ongoing property ownership requirements such as budgeting, tax accounting and oversight of management and maintenance.

- 5) A portfolio of current affordable housing projects that are financially sound and meeting their established goals.
- 6) Support Services: Applications containing rental units targeted to special needs populations must include commitments for support services to be provided to the residents and have in place a policy to make accessible units available when needed if units are occupied by someone that does not need the accessible features.

F. Term of Affordability

Rental housing projects funded with HOME and/or Housing Trust Funds must have a minimum affordability period of 90 years, secured by a land use restriction covenant in the deed.

Projects receiving HOME funding may be charged an annual fee to cover the actual costs of federally required HOME monitoring, per 24 CFR 92.214(b)(1)(i).

Affordable Housing TIF projects must have an affordability period that matches the term of the district and is secured by a declaration of covenants and restrictions recorded in the Cumberland County Registry of Deeds

G. Financing Terms

The following are general guidelines and the City reserves the right to adjust the terms of funding on a case-by-case basis based on changes in conventional lending and other financing sources.

The City's funding is generally in the form of soft "gap" financing. To allow for future investment in affordable and workforce housing, the City seeks to achieve a reasonable return of capital and where possible a return on investment based on the financing features of each funding request. The City allows flexibility for creativity by development teams by establishing funding terms based on the financial structure of each development project.

Funding in the form of loans may range from 30 years non-amortizing, deferred at 0% interest, to 30 year, amortizing loans based on a financial analysis of the development project. A key tool used to perform the financial analysis is the Debt Coverage Ratio (DCR). Projects with a DCR greater than or equal to 1.25 will be considered for a fully amortizing loan with a corresponding rate that either achieves a DCR of 1.15. Other DCR features are as such:

- Projects that have a DCR of less than 1.25 will be considered for interest only loans. The interest rate will be set at a percentage rate that will achieve a DCR of 1.15.
- Projects that are submitted at a DCR of 1.15 will be considered for a deferred cash flow loan.
- Grants may be considered when a project serves a substantially underserved population.
- A project with a sustained DCR greater than 1.5, after the application of a fully amortizing loan will be considered over subsidized. The funding request will be reduced to achieve a sustained DCR of no more than 1.4. This may result in the funding request being reduced to zero. Projects of this nature are candidates for private financing.

Affordable Housing TIF: During the term of the Affordable Housing District and the Development Program, tax increment revenues from the Affordable Housing District claimed by the City as captured assessed value may be used to pay authorized project costs. Authorized project costs are noted in 30-A M.R.S.A. §5249, a list of which is attached. Tax increment revenues will be paid by the City to the Project owner pursuant to a Credit Enhancement Agreement to be entered into by and between the City and the Project owner.

H. Design Compatibility

Projects must be designed to contribute to the character of their neighborhood and adhere to the following general guidelines.

Project designs:

- 1) **MUST** comply with all applicable City Codes and Ordinances, including but not limited to the City's [Green Building Ordinance](#) (Chapter 6, Article VII, Sec. 6-165, as amended by Referendum, 11-3-2020) and the [Affordable Housing Section](#) of the City's Land Use Ordinance (Chapter 14 Article 18, as amended by Referendum, 11-3-2020). **Please note** that the Green Building Ordinance may be more restrictive than the requirements in Maine Housing's Quality Standards and Procedure Manual. Applicant must provide evidence reasonably satisfactory to the City of Portland demonstrating that the project was designed, constructed and rehabilitated in accordance with the Green Building Ordinance.

PLEASE NOTE: An application for a building permit must include the documentation outlined in the Green Building Ordinance Section 6-168. A Certificate of Occupancy will not be issued until the terms of Section 6-169 of the Green Building Ordinance have been met.

- 2) Should establish a building form, scale, massing and rhythm appropriate for the surrounding neighborhood.
- 3) Should provide a quality design that, where possible, reinforces the public realm of open space, sidewalks and streets through appropriately scaled entries that orient to the street instead of interior blocks or parking lots, and incorporate porches, fenestration, landscaping, and architectural details.
- 4) **MUST** meet the accessibility requirements of the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, and the Maine Human Rights Act for multi-family housing. Provide for universal accessibility to the extent possible.
- 5) Should provide visual and acoustical privacy between units while maximizing natural light and ventilation within units.

I. Timeframe

The applicant must describe projected dates by which commitments will be obtained; the closing will take place, construction start-up, substantial completion, final completion and occupancy. Timeframes must be

realistic and achievable. All funded projects must be able to start construction within 12 months of notice of award.

III. APPLICATION REQUIREMENTS

Complete responses to this application, should be submitted via email. Applications must be signed by an officer or employee having authority to bind the organization.

Applications must be submitted electronically to:

City of Portland: Housing and Community Development Division
 Attention: Victoria Volent
 389 Congress Street, Room 312
 Portland, ME 04101
Vvolent@portlandmaine.gov
 207-482-5028

All applicants are encouraged to apply by March 31, 2021. Those who require a conditional commitment of funds as part of other financing applications, such as the Low Income Housing Tax Credit Program, must apply no later than March 31, 2021. The City of Portland will consider applications received after March 31, 2021 if funds are available. Applicants applying after March 31, 2021 should contact the City of Portland to confirm the availability of funds prior to submitting an application.

Planning Board approval will be required before a funding award can be made. Applicants are ***highly encouraged*** to file the required Major Site Plan and Subdivision application with the Planning Department by April 1, 2021, in order to provide sufficient time for the local land use approval process to occur. Applicants should budget approximately four months from the date of application filing to Planning Board approval and submit all materials accordingly. Please be advised that timelines may be impacted based on the quality of application materials received and reviewed by the Planning Department. Please contact James Rather, Development Review Manager, at jrather@portlandmaine.gov for additional specifics on the land use approval process.

A. *Project Summary*

A narrative description of the project that includes:

- Property address;
- Tax chart, block and lot number;
- Total acreage;
- Zoning designation, including allowed uses in that zone;
- Description of municipal housing need and how the development addresses that need;
- Requested amount of Affordable Housing Development Funding;
- Description of how City's participation is financially necessary in order for the project to proceed;
- Number and type of units to be constructed or rehabilitated; (level of affordability, type of units (rental, homeownership, single-family home, condominium unit, cooperative housing, etc.), number of bedrooms in each unit with corresponding AMI level);
- Description of residential and non-residential uses in the area;

- Description of accessory uses relating to residential use, if any;
- Description of relocation plan for persons temporarily or permanently displaced by development activities;
- Description of how the development is consistent with the Comprehensive Plan
- Description of how housing and facilities in the development will be operated after completion;
- Description of planned uses of tax increment revenues from the district (AHTIF projects only);

Photographs and maps of the site and area are required.

Note: All respondents should investigate legal and zoning requirements for proposed projects prior to submission of application.

B. All Applications Must Provide The Following:

- 1) Evidence of site control
- 2) A zoning opinion from an attorney or land use professional indicating if the project meets current zoning, or if zoning amendments will be required.
- 3) Conceptual architectural and site plans
- 4) A project schedule showing critical path events and their timeframe for completion;
- 5) Map showing location of site
- 6) Corporation/partnership articles and by-laws
- 7) Organizational Chart
- 8) Organization's DUNS Number
- 9) Applicant's audits for 3 most recent years. (If audits are not available, applicant must submit 3 years of internally prepared or CPA compiled statements AND 3 years of tax returns WITH attachments).
- 10) Most recent quarterly income and expense report (management prepared)
- 11) Documentation demonstrating certification or eligibility to obtain certification as a CHDO (if seeking the CHDO funds)
- 12) A brief development team summary, including:
 - The type of organization/ownership structure and organization chart if developer is not the same legal entity as the ultimate owner of the project
 - The names of Board of Directors, Corporate Officers, or Owners, as appropriate
 - Name, title and relevant experience of individuals involved in managing the business entity and this proposed project. A copy of the 501(3)(c) exemption certification

- Brief description of similar projects completed for developer, architect, and General Contractor (if selected)
- A list of all projects currently in development with status and projected timeframe

13) A sources and uses funding statement *

14) A detailed development budget including all acquisition, construction, and soft costs, including any prefunded reserves and developer fee*. The detailed development budget should match the cost estimates for construction, signed by architect or GC, noted below.

15) Cost estimates for construction, signed by architect or GC that matches the amount in the detailed development budget.

16) **Applicant must provide evidence reasonably satisfactory to the City of Portland demonstrating that the project was designed, constructed and rehabilitated in accordance with the City's Green Building Ordinance ([Chapter 6, Article VII, Sec. 6-165](#)).**

17) For renovation projects, a capital needs assessment completed by an independent party, including their qualifications to perform such assessment.

18) Preliminary operating budget identifying rents and expenses for the first year*

19) Projected prefunded project reserves and annual contributions to reserves*Debt service coverage ratio over the 20-year operating pro forma timeline*

20) A 20-year operating pro forma for the project with inflators of 2% on income and 3% on expenses

21) Evidence of financial commitments, or explanation of the ability and timing to secure those commitments. A statement describing the applicant's capacity for and experience in raising the type of capital needed to finance projects of this size and type.

22) Projects serving special needs populations must provide evidence of commitments of support services, and a description of the service provider and funding cycle for those services

23) Applicant must include a management plan for the long-term management of the project including manager's experience and capacity.

24) An analysis and discussion of market demand justifying the need for the proposed project.

25) **For Renovation of Operational Projects (or projects with operational components), the following items are also required:**

- Relocation plan for persons temporarily or permanently displaced by the development activities
- Relocation budget
- Description of all current debt, operation subsidies, and services provided (as applicable)

- Current rent roll
- 2 years of audits for project property (if available) OR 2 years of management income and expense statements for project property
- Most recent Quarter internally prepared income and expense statement.

*Please use the Maine Housing Underwriting spreadsheet or its tax credit equivalent, if applicable.

IV. SELECTION PROCESS:

Selection criteria will be used in reviewing and scoring the applications.

A. *Point System for Evaluating and Scoring Applications (Max 100)*

Policy Objectives: Total 50 Points

Proposed use of funds to achieve the City of Portland's goals and address demonstrated need. 26 points

Maximum points will be awarded for those applications that:

1. Market Demand - 4 points
 - a. 4 points - high demand, meets the City's income targeting priority,
 - b. 1 point - moderate demand, sufficiently meets the City's income targeting priority
 - c. 0 points - does not demonstrate sufficient market demand, does not meet the City's income targeting priority
2. Zoning - 8 points
 - a. 8 points - development requires no zoning amendments or contract or conditional zone
 - b. 5 points - development requires a zoning amendment which is consistent with the City Comprehensive Plan
 - c. 0 points - development requires rezoning that is not consistent with the City's Comprehensive Plan
3. Economic diversity - 6 points
 - a. 6 points - creates housing options which promote economic diversity within the development **and** within in the neighborhood in which the development is located
 - b. 5 points – creates housing options which promote economic diversity within the neighborhood in which the development is located
 - c. 4 points – creates housing options which promote economic diversity within the development (a mixed-income development)
 - d. 0 points does not promote economic diversity
4. CHDO - 2 points
 - a. 2 points - developer and owner are both controlled by CHDO
 - b. 1 points - either developer or owner are controlled by CHDO
 - c. 0 points neither developer nor owner are controlled by CHDO
5. City Subsidy - 6 points
 - a. 6 points - investment from City is <\$10,000/unit
 - b. 5 points - investment from City is > or = \$10,000 and <\$12,000/unit
 - c. 4 points - investment from City is > or = \$12,000 and <\$14,000/unit
 - d. 3 points - investment from City is > or = \$14,000 and <\$16,000/unit
 - e. 2 points - investment from City is > or = \$16,000 and <\$18,000/unit

- f. 0 points - investment from City is $>$ or $=$ \$18,000/unit

Impact on surrounding neighborhood, including design compatibility and environmental issues. 24 points

Maximum points will be awarded for those applications where:

1. Site selection- 7 points
 - a. 7 points - fully appropriate for use, project supports Comprehensive Plan goal for development along transit nodes and corridors
 - b. 5 points - appropriate, some concerns
 - c. 0 points - significant concerns, project does not support Comprehensive Plan goal for development along transit nodes and corridors
2. Exterior Design - 5 points
 - a. 5 points - the design is fully consistent with neighborhood design characteristics,
 - b. 3 points - the design is an adequate fit with the neighborhood design,
 - c. 0 points - the design is a significant outlier
3. Amenities and unit design - 7 points
 - a. 7 points - amenities & unit design are well thought out and appropriate for residents,
 - b. 5 points - amenities & unit design are adequate,
 - c. 0 points - amenities and unit design raise significant concerns that resident needs will not be adequately addressed
4. Environmental - 5 points
 - a. 5 points - Phase I identifies no environmental issues
 - b. 3 points - Phase I identifies an environmental issue, but a Phase II shows a feasible, economically viable resolution which is included in the budgets;
 - c. 0 points - there are significant unresolved environmental issues, or no Phase I has been received.

Underwriting Criteria: Total 50 Points

Financial feasibility, including cost, development budget operating pro forma and the provision of secured and leverage funds. 20 points

Maximum points will be awarded for those applications that:

1. Development budget & sources and uses - 10 points
 - a. 10 points - EVERY development budget line item for which there is a City of Portland guideline complies with that guideline AND all other line items are reasonable and customary;
 - b. 8 points - ONE budget line item falls outside City guidelines or outside the standard of “reasonable & customary”;
 - c. 6 points - TWO budget line items item falls outside City guidelines or outside the standard of “reasonable & customary”;
 - d. 0 points - more than two budget items fail to meet City guidelines or fall outside “reasonable and customary”
2. Operating pro forma – 10 points
 - a. 10 points - EVERY operating pro forma line item for which there is a City of Portland guideline complies with that guideline AND all other line items are reasonable and customary;

- b. 8 points - ONE budget line item falls outside City guidelines or outside the standard of “reasonable & customary”;
- c. 6 points - TWO budget line items item falls outside City guidelines or outside the standard of “reasonable & customary”;
- d. 0 points - more than two budget items fail to meet City guidelines or fall outside “reasonable and customary”

Applicant's ability to complete project, including development team experience, capacity, project readiness and timeframe for completion. 30 points

Maximum points will be awarded for those applications that:

1. Readiness to proceed - 10 points
 - a. 10 points - at least one letter of commitment or interest is included and ALL projected sources are projected at terms and conditions consistent with the City’s prior experience with the funder.
 - b. 5 points - ALL projected sources of funding include letters of commitment, letters of interest, or, if no letter is included, are projected at terms and conditions consistent with the City’s prior experience with this funder.
 - c. 0 points - one or more sources are projected on terms that are not consistent with the City’s prior experience with the funder and are not documented by letter(s) from funder(s).
2. Track record of development team - 10 points
 - a. 10 points - every development team member has a successful track record with this type of project and at this scale
 - b. 7 points - all but one development team members have a successful track record with this type of project and at this scale; one development team member has relevant experience but at a smaller scale or not of this project type
 - c. 3 points - two development team members, while having relevant experience, are new to this type of project or this scale of development
 - d. 0 points - the development team does not meet the criteria above
3. Current Capacity of development team - 10 points
 - a. 10 points - development team members have exceptional depth of human and financial resources to complete this project;
 - b. 8 points - development team members have the human and financial resources to complete this project;
 - c. 3 points - development team has a staffing gap in a significant role and a plan to address that gap, OR there are some concerns about the financial resources of the team to move the development forward;
 - d. 0 points - the development team does not meet the criteria described above

B. Evaluation and Selection Process and Timeframe:

Applications will be reviewed by an evaluation team that will include City of Portland staff. The following process will be used:

- 1) All applications will be reviewed for completeness. Only complete applications will be reviewed under the scoring factors in order to recommend the most qualified applications based

on the information submitted. The application review team may confer with the applicants and/or third parties to clarify or verify information and request additional information.

- 2) Recommendations, along with all applications and scoring information, will be forwarded to the City Council's Housing Committee for review and approval. Their recommendations will be forwarded to the City Council for final review and approval.
- 3) Applicants will be kept informed throughout the review process, specifically in regard to recommendations and funding levels.
- 4) The evaluation and review process should be substantially complete within 30 days of receipt of complete application. Applicants will be notified of their application status as soon as possible.
- 5) Based on City Council approval, successful applicants will receive a letter of funds reservation. A letter of funds reservation is not a commitment letter but an agreement to set aside budgeted funds for up to six months, to allow the project sponsor to proceed with securing other commitments.

V. Instructions and Other Information

The City of Portland reserves the right, at its sole discretion, to award all, a portion, or none of the available funding from this application, as well as reject any and all applications for city funding, based on the quality and merits of the applications received, or when it is determined to be in the public interest to do so. Furthermore, the City of Portland may extend deadlines and timeframes, as needed.

Confidentiality: Applications received by the City of Portland shall become a matter of public record subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information may be held from public inspection, as provided in Maine law: 5 MRSA Sections 13119-A and 13119-B.

Compliance with Federal Law: The selected applicant will be required to certify that the development and management of the proposed housing will be in compliance with all applicable laws, executive orders, OMB Circulars and federal regulations, including but not limited to: Fair Housing Act, Equal Opportunity and Non-discrimination, National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the Davis-Bacon Act, the Lead-Based Paint Poisoning Prevention Act, Flood Disaster Protection Act, Conflict of Interest, Contractor Debarment and Cost Principles.

Projects funded through HOME must meet the rules and regulations of the HOME Program as noted in 24 CFR Part 92, as amended, and the requirements of the Consolidated and Further Continuing Appropriations Act of 2012 and 2013. Any costs incurred by the City to meet HOME Program regulations, such as newspaper advertisements, underwriting fees, etc., shall be passed along to the selected applicant.

VI. Equal Employment Opportunities

Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.

VII. Reservation of Rights

The City of Portland reserve the right, at its sole discretion, to award all, a portion, or none of the available funding from this application, as well as reject any and all applications based on the quality and merits of the applications received, or when it is determined to be in the public interest to do so. Furthermore, the City of Portland may extend deadlines and timeframes, as needed.

The selection of a proposal through this application process does not guarantee any other City approvals. All projects will be subject to the City's standard development review process. Similarly, *selection of a proposal through this application process does not signify that the City will not request modifications to the proposed development plan or negotiate additional details, covenants or terms that are not specifically outlined in this application.*

The City of Portland reserves the right to substantiate any proposers' qualifications, capability to perform, availability, past performance records and to verify that the applicant is current in its financial obligations to the City of Portland.

All materials and equipment used as well as all methods of installation shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations.

The successful applicant shall agree to defend, indemnify and save the City of Portland harmless from all losses, costs or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the City of Portland's Corporation Counsel of coverage for General Public and Automobile Liability insurance in amounts not less than \$400,000 per person, for bodily injury, death and property damage, protecting the contractor and the City of Portland, and naming the City of Portland as an additional insured from such claims, and shall also procure Workers' Compensation insurance.

Pursuant to City of Portland procurement policy and ordinance, the City of Portland is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City of Portland. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees. Applicants who are delinquent in their financial obligations to the City of Portland must do one of the following: bring the obligation current, negotiate a payment plan with the City of Portland's Treasury

office, or agree to an offset which shall be established by the contract which shall be issued to the successful applicant.

The City of Portland, Maine, reserves the right to waive any informalities in applications, to accept any application or portion thereof, and, to reject any and all applications, should it be in the best in the best interest of the City of Portland to do so.

It is the custom of the City of Portland, Maine to pay its bills 30 days following the receipt of correct invoices for all items covered by the approved application.

VIII. APPLICATION SIGNATURE PAGE *THIS PAGE MUST BE INCLUDED*

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this application as principal, that it is made without any connection with any other person(s), firm or corporation submitting an application for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the invitation for bids, and that their application is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this application or in any portion of the profits that may be derived there from, has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City of Portland employee who would be paid to perform services under this application. An example of indirect interest would be a City of Portland employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered _____
If Applicable

COMPANY NAME: _____
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: _____ DATE: _____
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

FEDERAL TAX ID #: _____ DUNS #: _____

TOTAL HOME/HTF FUNDING REQUEST: \$ _____
DOES YOUR APPLICATION INCLUDE A REQUEST FOR AFFORDABLE HOUSING TAX INCREMENT FINANCING? ☐ Yes ☐ No

Is your organization planning to apply for LIHTC for this project? ☐ Yes ☐ No

If yes, what is your expected score with:

Full HOME/HTF request: _____ \$100,000 HOME/HTF funds: _____ No HOME/HTF funds: _____

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☐ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

City of Portland, Maine Affordable Housing Development Funds Application 2021-2022

g:\shared drives\pud - hcd\housing\rfp\0. affordable housing development rfps\2021 affordable housing development application\final 2021 affordable housing development and ahtif application 02.17.2021.docx

IX. Appendices

Exhibit #1. HUD definition of a Community Housing Development Organization (CHDO)

Exhibit #2. Maximum Allowable Sale Price of affordable homeownership units

Exhibit #3. Site Information and Criteria Table

EXHIBIT #1 – DEFINITION OF A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (24 CFR §92.2 and §92.300-303)

1. Is a private nonprofit organization under State or local laws;
2. Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
3. Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:
 - i. The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
 - ii. The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for profit entity may not appoint the remaining two-thirds of the board members; and
 - iii. The community housing development organization must be free to contract for goods and services from vendors of its own choosing;
 - iv. The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization;
4. Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1)), is classified as a subordinate of a central non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is a wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of “community housing development organization”;
5. Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;
6. Has standards of financial accountability that conform to 24 CFR 84.21, "Standards for Financial Management Systems;"

7. Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or bylaws;
8. Maintains accountability to low-income community residents by:
 - i. Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
 - ii. Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing;
9. Has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds. For its first year of funding as a community housing development organization, an organization may satisfy this requirement through a contract with a consultant who has housing development experience and will advise and train appropriate key staff of the organization. An organization that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of §92.300(a)(2). A nonprofit organization does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization; and
10. Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.

EXHIBIT #2 – MINIMUM HOUSEHOLD SIZE AND MAXIMUM ALLOWABLE RENT OR PURCHASE PRICE CALCULATION

The Minimum household size for a unit is based on the number of bedrooms in the unit, as set forth in the table below. The maximum allowable rent or purchase price for a unit is based on the minimum household size less other housing related expenses such as utilities, condominium/HOA fees, mortgage insurance, insurance or real estate taxes.

	Studio/One-Bedroom Unit	Two-Bedroom	Three-Bedroom	Four-Bedroom
Minimum Household Size	1	2	3	4

The monthly payment for a home ownership unit is based on 30% of gross monthly income for a household earning 110% of the Area Median Income (AMI) less housing related expenses.

The monthly payment for a rental unit is based on 30% of gross monthly income for a household earning 100% of the Area Median Income less housing related expenses.

For Example, utilizing 2020 AMI levels the maximum allowable monthly rent would be as follows:

Studio/One Bedroom Unit: $1/12(0.30 \times \$70,630) = \$1,765.75$ less housing related expenses

Two Bedroom Unit: $1/12(0.30 \times \$80,720) = \$2,018.00$ less housing related expenses

Three Bedroom Unit: $1/12(0.30 \times \$90,810) = \$2,270.25$ less housing related expenses

EXHIBIT #3 – SITE INFORMATION AND CRITERIA TABLE**Site Information and Criteria**

Project Address _____

Current Zone _____

Proposed Zone (if applicable) _____

	REQUIRED	PROPOSED
Lot Size		
Area Per Dwelling Unit		
Minimum Street Frontage		
Front Yard Minimum		
Front Yard Maximum		
Rear Yard		
Yard Right		
Yard Left		
Side Street Setbacks		
Step Back		
Maximum Lot Coverage		
Minimum Lot Coverage		
Maximum Height		
Off-Street Parking Spaces		

For mixed income development projects, please complete:

Square footage of affordable units: _____

Square footage of market rate units: _____

THE JILL C. DUSON HOUSING TRUST FUND
2021 ANNUAL PLAN

BACKGROUND

The Jill C. Duson Housing Trust Fund (also referred to as Housing Trust Fund or HTF) is established by Section 18.3 of the City's Code of Ordinances. Section 18.3.4 states that "each fiscal year the city council shall adopt a housing trust fund annual plan" and that the "housing committee of the city council or such other committee as the council shall designate shall conduct public hearings on the recommended plan and refer the matter to the council for action."

The Annual Plan will establish the priorities in which the current balance of the Housing Trust Fund will be allocated. The plan is in line with the 2021 City Council Common Goals, including "Increase access to rental and home ownership housing that is safe, affordable, and accessible, with emphasis on elders and covid-related market conditions."

This budget is based on the balance in the Housing Trust Fund as of February 2, 2021. Currently, Housing Trust Fund revenue is generated from fees triggered by the Housing Preservation and Replacement Ordinance, a portion of revenue from the Short Term Rental Registration Program, fee-in-lieu contributions from the Inclusionary Zoning Ordinance (including the hotel inclusionary zoning fees), and other funding resources under Council consideration. The current unencumbered balance of the Housing Trust Fund is \$1,455,975. Anticipated increases in revenue as a result of the Inclusionary Zoning Ordinance and other sources being considered by the City Council are not included in the 2021 Annual Plan.

Sources and Uses of Housing Trust Fund:

YEAR	DEPOSITS		YEAR	EXPENDITURES	
2002/03	Maine Medical Center HRO	\$ 315,580.00	2011	Avesta Oak Street Lofts	\$ (380,585)
2002	Sportsman's Grill HRO	\$ 40,000.00	2014	Housing First Pre-Development RFP	\$ (75,000)
2009	Berlin City Auto HRO	\$ 116,000.00	2015	65 Hanover & 52 Alder Sts Feasibility Study	\$ (9,250)
2010	Stop n Shop HRO 2010	\$ 289,250.00	2017	65 Munjoy Street	\$ (175,000)
2012	Rockbridge/Eastland Park HRO	\$ 42,500.00	2019	60 Parris Terr. Downpayment Assistance	\$ (24,000)
2012	Riverwalk/Ocean Gateway HRO	\$ 250,000.00	2018	37 Front Street (not yet spent)	\$ (925,000)
2012	118 Congress LLC Easement	\$ 3,500.00	2018	977 Brighton Avenue	\$ (300,000)
2017	91 & 97 Belfort Street (sale of TAP)	\$ 86,423.99	2019	83 Middle Street (not yet spent)	\$ (136,734)
2017	116 Upper A Street (sale of TAP)	\$ 78,526.74	2019	18 Luther Street (not yet spent)	\$ (36,000)
2017	443 Congress Street IZ	\$ 280,000.00	2020	200 Valley Avenue (not yet spent)	\$ (497,455)
2018	62 India Street IZ	\$ 276,500.00	2020	337 Cumberland Avenue (not yet spent)	\$ (500,000)
2018	Short Term Rental Fee transfer	\$ 33,138.80	2020	Affordable Rental Housing Incentive Program	\$ (1,000)
2018	0 Thames Street (WEX) sale	\$1,000,000.00		Total Expenditures	\$ (3,060,024)
2019	20 Thames Street IZ & Easement	\$ 270,000.00			
2019	20 Thames Street (for balcony overhang)	\$ 7,500.00			
2019	Short Term Rental Penalties	\$ 15,200.00			
2019	Short Term Rental Fee transfer	\$ 176,118.00			
2019	56 Hampshire Street Easement fee	\$ 12,123.00			
2019	17 Sumac Street (sale of TAP)	\$ 79,617.86			
2019	121 Middle Street (HOTEL IZ)	\$ 41,866.00			
2020	99 Capisic Street (sale of TAP)	\$ 163,168.93			
2020	Short Term Rental Penalties	\$ 7,700.00			
2020	Short Term Rental Fee transfer	\$ 122,694.50			
2020	22 Bramhall (MMC overhang)	\$ 3,799.00			
2020	50 Monument Square	\$ 222,789.00			
2020	121 Middle Street (HOTEL IZ)	\$ 30,448.00			
2020	Order 89 20/21 Appropriation	\$ 500,000.00			
	Previous INTEREST EARNED	\$ 51,555.81			
	Total Deposits	\$4,515,999.63		BALANCE	\$ 1,455,975.63

HRO - Housing Replacement Ordinance; IZ = Inclusionary Zoning Fee-in-lieu; TAP = Tax Acquired Property
as of 2-2-21

City Ordinance requires that the Housing Trust Fund Annual Plan include a description of the programs to be funded, a budget for each program and identify how the funds will be distributed among very-low (at or below 50% of the area median income), low (at or below 80% of the area median income) and moderate income (at or below 120% of the area median income) households.

The Housing Trust Fund is a valuable tool that can assist the City in meeting the goal of providing increased availability in all segments of the housing market. While the City has other resources such as the HUD HOME and CDBG Programs, those funds are limited in amount and scope. The proposed Housing Program budget for FY 2021-2022 includes \$534,017 in HOME funding for affordable housing development. The HOME program restricts rental housing assistance to households at or below 60% of the area median income and home ownership assistance to households at or below 80% of the area median income. The CDBG program is restricted to households at or below 80% of the area median income; new construction of housing is not an eligible CDBG activity. City Ordinance allows the Housing Trust Fund to assist households at or below 120% of area median income.

As always, the City should act prudently when deciding to invest these funds. The Housing Trust Fund should maintain a minimum balance of \$500,000 in order to have resources to act quickly when there is an emergency, such as a need to cure a potential mortgage default that could result in loss of an affordable unit. This right to cure will be included in the affordable housing covenants that are recorded in the Cumberland County Registry of Deeds for each affordable unit.

FUNDING PRIORITIES

The purpose of the Housing Trust Fund is the “...promotion, retention and creation of an adequate supply of housing, particularly affordable housing, for all economic groups and to limit the net loss of housing units in the City.” and “To serve as a vehicle for addressing very low, low and median income housing needs...”. In an effort to ensure that these purposes are met, the Housing Trust Fund Annual Plan may identify specific priorities that support other city goals and priorities, for example goals from the Comprehensive Plan or the City Council Common Goals.

2021 Priorities:

- Public/private partnerships that create housing units that are affordable to households earning 60% to 100% of the area median income.
- Housing development that supports the Comprehensive Plan goal for development along transit nodes and corridors.
- Encourage developers to participate in the Public Housing Authority’s Family Self Sufficiency Program.

Allocation Process

Housing Trust Funds will be distributed through a competitive application process. A Notice of Funding Availability will be issued at a minimum of an annual basis to notify potential applicants that the application is available. Applications will be reviewed by an evaluation team of City of Portland staff who will evaluate and score each application utilizing the scoring factors outlined in Attachment #1 in order to recommend the most qualified application based on the

information submitted. This information will also be included in the Affordable Housing Development and Tax Increment Financing Application.

Recommendations will be forwarded to the City Council's Housing and Economic Development Committee for review. Housing and Economic Development Committee recommendations will be forwarded to the City Council for final review and approval.

Eligible Activities

Activities eligible for funding from the Housing Trust Fund are those that promote, retain, and create an adequate supply of housing, particularly affordable housing for all economic groups, and to limit the net loss of housing units in the city. Eligible activities may include: new construction, preservation/rehabilitation of existing affordable housing, adaptive reuse, acquisition, and housing first.

In this Plan, adaptive reuse is defined as creating housing in an existing building that was originally built or designed for a use other than housing.

Housing Trust Fund resources are also intended to promote the retention of affordable housing. Staff recommends that Housing Trust Fund resources be made available, if necessary, to exercise the City's right of first refusal in connection with potential foreclosure issues with affordable homeownership units. This is unlikely to occur in the near future but may come up as more workforce homeownership units are created through Portland's inclusionary zoning ordinance. The City shall have a right of first refusal if an affordable unit is forced to sell due to increased fees or has become delinquent in its payments and is in risk of foreclosure or any other legal threats to the Unit's affordability restrictions. The City shall also have the option of using City funds to support affordable units facing large special assessments that may pose a risk to the owner household's ability to maintain their unit's affordability. The City of Portland shall have the right of first refusal to purchase any affordable unit that is in jeopardy of losing its affordability restrictions due to foreclosure, delinquency of condominium fee payments, or any other cause outside of the agreed upon term of restriction. The City's Right of First Refusal is not intended to infringe upon the ability of a mortgage lender to recapture any money owed by the affordable unit owner. The intent is to ensure affordability of the unit for eligible households.

Financing Parameters

Housing Trust Funds should be a resource of last resort and should be focused on opportunities where other funding sources do not work or are not effective. Applicants requesting financial assistance from the Housing Trust Fund must provide document efforts made to obtain other private, federal, state or local resources for the project.

Form of Awards: A variety of funding mechanisms will be utilized including no-interest loans, below-market loans, forgivable loans, and grants. Type of funding will be determined after review of a number of factors including amount necessary to make the project feasible, the project type, income targeting, number of affordable units, and duration of the affordability period.

Maximum Award Amount: Awards will be determined on a per affordable unit basis. The average City investment per unit, excluding TIF financing, is approximately \$10,000. The City contribution per unit will not exceed \$18,000. This amount may be adjusted at the discretion of the City Council, only for unusual circumstances where a larger amount is the only way a project that meets other City goals is needed. In those cases, the higher cost per unit ratio must be tied into the goals outlined in the City's Comprehensive Plan.

Income Targeting

Housing Trust Fund resources should be focused on opportunities where other funding sources do not work or are not effective, such as projects designed to create housing affordable to households earning at or below 50% of the area median income, or projects designed to create housing affordable to households earning 60% to 100% of the area median income. Often, other funding sources, such as the Low Income Housing Tax Credit Program or the HOME Program, have restrictions or requirements that limit or prohibit the creation of housing affordable to those in the very low and moderate income ranges.

Affordable means that the percentage of income a household is charged in rent and other housing expenses, or must pay in monthly mortgage payments (including insurance and taxes), does not exceed 30% of a household's income, or other amount established in city regulations that does not vary significantly from this amount.

Affordability Restrictions

Affordability restrictions are required. In the case of rental or cooperative units, the units must remain affordable for the life of the housing unit, which is presumed to be a minimum of thirty (30) years but may be longer. In the case of ownership housing, the units must remain affordable for the longest feasible time while maintaining an equitable balance between the interests of the owner and the interest of the City of Portland. These restriction must be documented and recorded in the Cumberland County Registry of Deeds

Sales must be made through an arms-length arrangement. No employee, agent, stockholder, officer, director, servant, or family member of the Owner or its Management Company, or its employees, agents, or servants thereof, related either by blood, marriage, or operation of law may qualify for a unit financed with Housing Trust Funds or receive any benefit related in any way to the administration or compliance with the conditions contained therein.

Affordable Housing Agreement

The owner of each affordable unit will be required to sign and record in the Cumberland County Registry of Deeds an Affordable Housing Agreement (AHA) with the City and to include the affordability restrictions as a covenant to the project's deed. The Affordable Housing Agreement shall be referenced directly in the property's deed unless prohibited by federal, state, or local law. In order to guarantee affordability in homeownership units, this recorded covenant will limit increases in sales price according to the calculation defined by the City as defined in the implementation regulations. It will limit the incomes of subsequent buyers to the same income limits initially applied. It will also provide a right of first refusal and other purchase rights to the City or its designee (e.g. another eligible household, or a nonprofit corporation).

Right of First Refusal

The City of Portland shall have the right of first refusal to purchase any affordable unit that is in jeopardy of losing its affordability restrictions due to foreclosure, delinquency of condominium fee payments, or any other cause outside of the agreed upon term of restriction. The City's Right of First Refusal is not intended to infringe upon the ability of a mortgage lender to recapture any money owed by the affordable unit's owner. The intent is to ensure affordability of the unit for eligible households.

Implementing Regulations

Regulations to further specify the details of the parameters outlined in this Annual Plan, maybe developed, including, but not limited to:

1. Specific methodology for income verification; and
2. Underwriting criteria.

Attachments

#1 Point System for Evaluating and Scoring Applications

Attachment #1

Point System for Evaluating and Scoring Applications (Max 100)

Policy Objectives: Total 50 Points

Proposed use of funds to achieve the City of Portland's goals and address demonstrated need. 26 points

Maximum points will be awarded for those applications that:

1. Market Demand - 4 points
 - a. 4 points - high demand, meets the City's income targeting priority,
 - b. 1 point - moderate demand, sufficiently meets the City's income targeting priority
 - c. 0 points - does not demonstrate sufficient market demand, does not meet the City's income targeting priority
2. Zoning - 8 points
 - a. 8 points - development requires no zoning amendments or contract or conditional zone
 - b. 5 points - development requires a zoning amendment which is consistent with the City Comprehensive Plan
 - c. 0 points - development requires rezoning that is not consistent with the City's Comprehensive Plan
3. Economic diversity - 6 points
 - a. 6 points - creates housing options which promote economic diversity within the development **and** within in the neighborhood in which the development is located
 - b. 5 points – creates housing options which promote economic diversity within the neighborhood in which the development is located
 - c. 4 points – creates housing options which promote economic diversity within the development (a mixed-income development)
 - d. 0 points does not promote economic diversity
4. CHDO - 2 points
 - a. 2 points - developer and owner are both controlled by CHDO
 - b. 1 points - either developer or owner are controlled by CHDO
 - c. 0 points neither developer nor owner are controlled by CHDO
5. City Subsidy - 6 points
 - a. 6 points - investment from City is <\$10,000/unit
 - b. 5 points - investment from City is > or = \$10,000 and <\$12,000/unit
 - c. 4 points - investment from City is > or = \$12,000 and <\$14,000/unit
 - d. 3 points - investment from City is > or = \$14,000 and <\$16,000/unit
 - e. 2 points - investment from City is > or = \$16,000 and <\$18,000/unit
 - f. 0 points - investment from City is > or = \$18,000/unit

Impact on surrounding neighborhood, including design compatibility and environmental issues. 24 points

Maximum points will be awarded for those applications where:

- 1) Site selection- 7 points
 - i) 7 points - fully appropriate for use, project supports Comprehensive Plan goal for development along transit nodes and corridors
 - ii) 5 points - appropriate, some concerns
 - iii) 0 points - significant concerns, project does not support Comprehensive Plan goal for development along transit nodes and corridors
- 2) Exterior Design - 5 points

- i) 5 points - the design is fully consistent with neighborhood design characteristics,
 - ii) 3 points - the design is an adequate fit with the neighborhood design,
 - iii) 0 points - the design is a significant outlier
- 3) Amenities and unit design - 7 points
 - i) 7 points - amenities & unit design are well thought out and appropriate for residents,
 - ii) 5 points - amenities & unit design are adequate,
 - iii) 0 points - amenities and unit design raise significant concerns that resident needs will not be adequately addressed
- 4) Environmental - 5 points
 - i) 5 points - Phase I identifies no environmental issues
 - ii) 3 points - Phase I identifies an environmental issue, but a Phase II shows a feasible, economically viable resolution which is included in the budgets;
 - iii) 0 points - there are significant unresolved environmental issues, or no Phase I has been received.

Underwriting Criteria: Total 50 Points

Financial feasibility, including cost, development budget operating pro forma and the provision of secured and leverage funds. 20 points

Maximum points will be awarded for those applications that:

- 1. Development budget & sources and uses - 10 points
 - a. 10 points - EVERY development budget line item for which there is a City of Portland guideline complies with that guideline AND all other line items are reasonable and customary;
 - b. 8 points - ONE budget line item falls outside City guidelines or outside the standard of “reasonable & customary”;
 - c. 6 points - TWO budget line items item falls outside City guidelines or outside the standard of “reasonable & customary”;
 - d. 0 points - more than two budget items fail to meet City guidelines or fall outside “reasonable and customary”
- 2. Operating pro forma – 10 points
 - a. 10 points - EVERY operating pro forma line item for which there is a City of Portland guideline complies with that guideline AND all other line items are reasonable and customary;
 - b. 8 points - ONE budget line item falls outside City guidelines or outside the standard of “reasonable & customary”;
 - c. 6 points - TWO budget line items item falls outside City guidelines or outside the standard of “reasonable & customary”;
 - d. 0 points - more than two budget items fail to meet City guidelines or fall outside “reasonable and customary”

Applicant's ability to complete project, including development team experience, capacity, project readiness and timeframe for completion. 30 points

Maximum points will be awarded for those applications that:

- 1. Readiness to proceed - 10 points
 - a. 10 points - at least one letter of commitment or interest is included and ALL projected sources are projected at terms and conditions consistent with the City’s prior experience with the funder.

- b. 5 points - ALL projected sources of funding include letters of commitment, letters of interest, or, if no letter is included, are projected at terms and conditions consistent with the City's prior experience with this funder.
 - c. 0 points - one or more sources are projected on terms that are not consistent with the City's prior experience with the funder and are not documented by letter(s) from funder(s).
- 2. Track record of development team - 10 points
 - a. 10 points - every development team member has a successful track record with this type of project and at this scale
 - b. 7 points - all but one development team members have a successful track record with this type of project and at this scale; one development team member has relevant experience but at a smaller scale or not of this project type
 - c. 3 points - two development team members, while having relevant experience, are new to this type of project or this scale of development
 - d. 0 points - the development team does not meet the criteria above
- 3. Current Capacity of development team - 10 points
 - a. 10 points - development team members have exceptional depth of human and financial resources to complete this project;
 - b. 8 points - development team members have the human and financial resources to complete this project;
 - c. 3 points - development team has a staffing gap in a significant role and a plan to address that gap, OR there are some concerns about the financial resources of the team to move the development forward;
 - d. 0 points - the development team does not meet the criteria described above