



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chairperson**  
**Donna Bogan, Vice Chairperson**  
**Tom Abbott**  
**Ray Barnett**  
**A. Raymond Varney, Jr.**

<b>Meeting Date:</b>	Monday, January 9, 2017	
<b>Members Present:</b>	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Councilor Varney	<b>Members Absent:</b> None
<b>Guests/Staff:</b>	Mr. Julian Long, Community Development Coordinator Ms. Karen Pollard, Economic Development Manager Ms. Robin Comstock, Workforce Housing Coalition of the Greater Seacoast Executive Director Mr. Greg DeNobile, Rochester Resident	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Abbott to approve the November 14, 2016 minutes.

<b>Public Input</b>	There was no public input.
<b>Wayfinding – Presentation</b>	<p>Ms. Pollard provided an overview of downtown navigational problems and stated that the wayfinding project, already approved by City Council, will address primary (highway), secondary (smaller road), and tertiary (pedestrian and bicycle) signs. Ms. Pollard mentioned that, during the Littleton-Rochester downtown exchange review, the Town of Littleton’s delegation mentioned issues in finding its way through the City of Rochester. The Committee reviewed the draft Request for Proposals as well as example photographs of several other municipalities’ downtown signage. Councilor Lauterborn asked who will choose the winning proposal, and Ms. Pollard stated that it would be a subcommittee that is comprised of several department heads, the City Manager, and the director of Rochester Main Street.</p> <p>Mr. DeNobile asked if there is a list of existing sign inventory, and Ms. Pollard replied that, due to the small number of existing signs, there is not. Councilor Barnett asked if Ms. Pollard has looked at wayfinding in the City of Baltimore, and Ms. Pollard replied that she had. She explained that she chose examples to present to the Committee from municipalities of a similar size to Rochester as larger cities have different navigational challenges.</p>

<b>Strafford Regional Planning Commission – Presentation</b>	Mr. Colin Lentz of the Strafford Regional Planning Commission was not in attendance. Councilor Lauterborn asked that the presentation be rescheduled for sometime after the CDBG grant review process.
<b>Workforce Housing Coalition of the Greater Seacoast – Presentation</b>	<p>Ms. Comstock provided an overview and history of the Workforce Housing Coalition of the Greater Seacoast. The coalition promotes more workforce housing through two yearly design charrettes, one held in New Hampshire and one held in Maine, and an annual housing summit. Ms. Comstock distributed example design charrettes to the Committee for review. Councilor Lauterborn asked if the term workforce housing is the same as affordable housing. Ms. Comstock explained that while there's some overlap, workforce housing is middle-market housing and not subsidized. (Councilor Varney entered the meeting at this point.)</p> <p>Ms. Comstock stated that she believes Rochester was prime for a charrette and that she has been in discussions with Waterstone Retail Realty Group regarding the workforce housing needs of employees at the Granite Ridge development. Councilor Lauterborn asked if there was any relationship between the Workforce Housing Coalition and The Housing Partnership, and Ms. Comstock explained that the two organizations have shared office space in the past and will consult with one another on shared issues.</p> <p>Mr. DeNobile asked how middle class and middle market are defined, and Ms. Comstock stated that what is considered middle market housing is determined on a community by community basis through looking at local cost of living and expert analyses. Councilor Lauterborn expressed support for more quality housing in the downtown region. Ms. Comstock suggested that the Committee review the Berwick design charrette, as it was a downtown design aimed at revitalizing a depressed property.</p>
<b>CDBG Consolidated Plan Citizen Participation Plan Revision – Review and Approval</b>	<p>Mr. Long explained that, due to a new U.S. Department of Housing and Urban Development (HUD) rule regarding the citizen participation plan component of Consolidated Plans, the City of Rochester's FY 2015-2020 Consolidated Plan needed minor revisions. The main changes were the addition of a formal complaint section and references to the CDBG Language Access Plan and its provisions.</p> <p><b><i>Motion was made by Councilor Lauterborn and seconded by Councilor Bogan to approve the revised Citizen Participation Plan section of the FY 2015-2020 Consolidated Plan. The motion passed unanimously.</i></b></p>
<b>CDBG Assessment of Fair Housing Citizen Participation Plan – Review Only</b>	Mr. Long explained that the changes to the draft Citizen Participation Plan for the Assessment of Fair Housing mirror the revisions to the FY 2015-2020 Consolidated Plan. As the Assessment of Fair Housing is still in draft form, the revised Citizen Participation Plan was presented for review only.
<b>CDBG Projects Program Report</b>	Mr. Long provided a brief update on completed and in-progress CDBG-funded projects, including the imminent start of Tri-City Co-op's handicap ramp and HVAC system project. Councilor Lauterborn asked about the HUD Section 108 loan program and whether the City of Rochester had

	<p>ever applied for or received a Section 108 loan. Mr. Long stated that at least for the last ten to twenty years, the city had not. The consensus of the Committee was that there were no current or near-future CDBG projects that were large enough in scale to justify a Section 108 loan.</p> <p>Councilor Lauterborn requested an overview of the FY 2017-2018 grant application process. Mr. Long stated that the grant applications were due January 13<sup>th</sup> and that, after all applications were received, he would prepare a summary and analysis of all applications. At the February Committee meeting, the grant applicants will be invited to present in-person on their proposed projects. At the March meeting, the Committee will vote on its funding recommendations. The full City Council will review these recommendations at the April City Council meeting and vote on the final allocations at the May City Council meeting.</p> <p>Due to the federal government operating under continuing resolutions rather than a passed budget, the FY 2017-2018 CDBG grant award amount for the City of Rochester is not yet available. Mr. Long explained that he will provide, in the draft FY 17-18 Annual Action Plan, an estimate of the current year grant minus ten percent. This number will be used as a placeholder until HUD provides the actual grant amount.</p>
<b>Other Business</b>	There was no other business.

Motion to adjourn was made by Councilor Barnett and seconded by Councilor Bogan. The vote to adjourn was unanimous. The meeting was adjourned at 8:25 p.m.

**Next Meeting** – Monday, February 13, 2017 at 7:00 p.m. in the City Council Chambers at City Hall

**Topics** – GY 17-18 CDBG Grant Applicant Presentations, Workforce Housing Charrette, CDBG Projects Program Report