



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chair**  
**Donna Bogan, Vice Chair**  
**Tom Abbott**  
**Jeremy Hutchinson**  
**James Gray**

<b>Meeting Date:</b>	Monday, July 8, 2019	
<b>Members Present:</b>	Tom Abbott Donna Bogan James Gray Jeremy Hutchinson Elaine Lauterborn	<b>Members Absent:</b> None
<b>Guests/Staff:</b>	Julian Long, Rochester Community Development Coordinator Michael Scala, Rochester Economic Development Director Jennifer Marsh, Rochester Economic Development Specialist Norm Vetter, Norm Vetter Foundations Stacia Vetter, Norm Vetter Foundations Shannon Alther, TMS Architects Anthony Ejarque, Rochester Opera House and Governor's Inn	

Councilor Lauterborn called the meeting to order at 7:00 p.m, with the committee convening at 22 South Main Street. Motion was made by Councilor Bogan and seconded by Councilor Gray to approve the May 13, 2019 Community Development Committee minutes. The minutes were approved unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>79E APPLICATION – Review and Site Tour</b>	<p>The Community Development Committee members toured the former Rochester Trust Company building located at 22 South Main Street with Mr. Vetter, Ms. Vetter, and Mr. Alther. Mr. Vetter and Mr. Alther stated that they have submitted a 79E application requesting tax relief for the renovation of the property. They stated that they plan to create commercial space on the first floor and basement level, most suitable for occupancy by a restaurant and bar, with market-rate residential units on the second floor. A privately-owned parking lot is located across South Main St. from the property.</p> <p>The committee reconvened in the Isinglass Conference Room at the City Hall Annex after the site tour to continue the meeting.</p>

	<p>Councilor Lauterborn asked for the Economic Development Office’s opinion on the eleven year tax abatement period. Mr. Scala and Ms. Marsh replied that the Economic Development Office supports the requested time period.</p> <p><b><i>Motion was made by Councilor Gray and seconded by Councilor Bogan to recommend to the full City Council that an eleven-year tax abatement be granted to Mr. Vetter for the proposed renovation project at 22 South Main Street.</i></b> The motion passed unanimously.</p> <p>Councilor Lauterborn asked about the city process for review and approval of 79E applications. Ms. Marsh stated that the application goes to Community Development Committee for recommendation and that the Finance Committee has been added to the list of boards and committees to review applications.</p>
<p><b>ROCHESTER OPERA HOUSE – Summer Music Series</b></p>	<p>Mr. Ejarque introduced himself to the committee and stated that he is proposing that the Rochester Opera House be used for a family-friendly summer arts festival. Mr. Ejarque added that he has discussed the possibility with the Rochester Rotary and that Rotary has expressed interest. Mr. Ejarque stated that he envisions the arts festival as a way of boosting downtown and supporting downtown restaurants and businesses.</p> <p>Councilor Lauterborn asked if the events will be held indoors. Mr. Ejarque replied that the plan is to host the events indoors to avoid the logistical problems of outdoor events. Mr. Ejarque is requesting that the City of Rochester partner with the Opera House to host the event and to provide funding.</p> <p>Councilor Abbott asked about the availability of funding from the Economic Development Office’s allocated arts budget. Ms. Marsh stated that the arts budget is a maximum of \$5,000. Councilor Abbott suggested using Waste Management funds to increase the arts budget. Councilor Bogan expressed support for an arts festival to draw visitors from outside the city as well as to provide quality entertainment for Rochester residents.</p> <p>Councilor Lauterborn suggested that the city’s Arts and Culture Commission could be involved in the planning of an arts festival and provide other supports. The consensus of the committee was to support the proposed summer arts festival.</p>

<p><b>FY 2020 CDBG SUPPLEMENTAL FUNDING REQUESTS – Community Action Partnership of Strafford County, Homeless Center for Strafford County, My Friend’s Place</b></p>	<p>Mr. Long informed the committee that the city’s CDBG program has received three supplemental funding requests: the Homeless Center for Strafford County has requested \$3,000 to pay for a required Phase I environmental review for its previously-approved land acquisition project; My Friend’s Place has requested \$5,000 for its generator budget, as its Dover CDBG budget is anticipated to fall short of the actual project costs; and Community Action Partnership of Strafford County (CAP) has requested to reallocate \$5,000 of its previously awarded weatherization funds to serve as matching funds for a state CDBG grant application to open an emergency winter homeless shelter. The Committee discussed the funding requests and available prior year funds.</p> <p><b><i>Motion was made by Councilor Bogan and seconded by Councilor Abbott that up to \$5,000 be allocated to the My Friend’s Place generator project to cover project costs not covered by Dover CDBG funds.</i></b> The motion passed unanimously.</p> <p><b><i>Motion was made by Councilor Bogan and seconded by Councilor Abbott that CAP be allowed to reallocate \$5,000 from its weatherization assistance program to use for a proposed emergency winter homeless shelter.</i></b> The motion passed unanimously.</p>
<p><b>ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING – Review and Approval</b></p>	<p>Mr. Long presented a brief overview of the draft Analysis of Impediments to Fair Housing. He mentioned that it is an internal document that does not need to be submitted to the U.S. Department of Housing and Urban Development for review and approval. The draft goals include affordable housing initiatives, increasing homeownership opportunities for ethnic and racial minorities, reducing housing discrimination against residents with disabilities, and landlord outreach and education activities.</p> <p>Councilor Abbott discussed what sorts of true affordability increasing measures that the city can take. Councilor Bogan mentioned allowing tiny houses. Councilor Hutchinson mentioned reducing impact fees. Councilor Gray discussed reducing development costs affected by frontage and landscaping requirements.</p> <p><b><i>Motion was made by Councilor Abbott and was seconded by Councilor Bogan to recommend to the full City Council that it</i></b></p>

	<b><i>adopt the draft Analysis of Impediments to Fair Housing.</i></b> The motion passed unanimously.
<b>PROGRAMS REPORT – CDBG Projects, Other Grant Projects</b>	<p>Mr. Long provided a brief overview of CDBG activities, including an upcoming site monitoring visit from HUD in August 2019 and a review of completed FY 19 subrecipient site visits. Mr. Long stated that Community Partners, which received FY 19 funding for its rental assistance program, improved its performance in quarter 4, meeting its goal projections and expending nearly all of its grant allocation.</p> <p>Mr. Long also discussed that during his meeting with the Rochester Housing Authority to discuss its on-hold Charles St. permanent supportive housing project, RHA suggested that increased density allowances similar to those implemented in the downtown district would make the project more financially feasible. Councilor Lauterborn requested that Mr. Long refer this request to Mr. Campbell in the Planning Department for analysis and consideration.</p>
<b>OTHER BUSINESS</b>	There was no other business.

The meeting was adjourned at 9:02 p.m.

**Next Meeting** – Monday, August 12, 2019 at 7:00 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

**Topics** – Consolidated Annual Performance and Evaluation Report, Projects Program Report, JOB Loan Report