

City of Biddeford
City Council
June 20, 2023 6:00 PM Council Chambers & Zoom

Please click this URL to join:

<https://biddeford.zoom.us/j/96240843453?pwd=MnpESHBuT2lhT1lHV0M2d29Vc1FhZz09>

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+13126266799,,96240843453# US (Chicago)

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Status: In-Person and via Zoom; Council Chambers; 6:00 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Proclamation:**
 - 4.a. Juneteenth Proclamation
[Juneteenth -PROCLAMATION](#)
- 5. Presentation:**
 - 5.a. Community Development Block Grant Program Compliance Update
[Presentation - CDBG Monitoring Compliance Update 6.20.23](#)
- 6. Public Hearing**
 - 6.a. CDBG Plan - Community Development Block Grants
[CDGB Year 5 Action Plan Amendment 3 Proposed](#)
[PROPOSED YEAR 6 CDBG ACTION PLAN AND BUDGET](#)
[CDBG Citizens' Participation Plan DRAFT](#)
- 7. Public Addressing the Council...(3 minute limit per speaker for up to a total of 15 minutes)**
- 8. Consideration of Minutes: - June 6, 2023**
 - 8.a. City Council Meeting Minutes June 6, 2023
[City Council Meeting Minutes June 6, 2023](#)
- 9. Second Reading:**
 - 9.a. 2023.60) Amendment/Part III Land Development Regulations, Article VI - Performance Standards
[2023-06-06_City_Council_-_MS4_Ordinance_Updates_-_MEMO](#)

[2023.60_Order - Part III Land Development Regulations, Article VI Performance Standards](#)

[MS4_Ordinance_Changes_- _Detailed_Overview](#)

- 9.b. 2023.61) Amendment/Part II, Chapter 34 – Environmental, Article VI - Post-Construction Stormwater Discharge

[2023.61_Order - Part II, Chapter 34, Article VI, Div 4, Sec. 34-487](#)

- 9.c. 2023.62) Amendment/Part II, Chapter 70 – Utilities, Sec. 70-31 – Enforcement of Article; Violations and Penalties

[2023.62_Order - Part II, Chapter 70, Article II, Div 1, Sec. 70-31](#)

- 9.d. 2023.67) Amendment/Code of Ordinances, Chapter 22 Businesses, Article II Licenses and Permits Generally, Sec 22-11 Fees - Cannabis Business License Fees

[Cannabis Brief council 2nd reading](#)

[Second reading cannabis fees](#)

10. Orders of the Day:

- 10.a. 2023.70) Approval/University of New England Dimensional Standards

[2023.70 UNE Dimensional Standards - Amend Official Zoning Map - ORDER](#)

[2023.70 UNE Dimensional Standards - MEMO](#)

[2023.70 UNE IN Dimensional Standards Review Application 03.01.2023](#)

- 10.b 2023.71) CDBG Year 5 Action Plan - Amendment 3

[2023.71 CDBG Year 5 Action Plan Amendment Order](#)

[2023.71 CDGB Year 5 Action Plan Amendment 3 Proposed](#)

[2023.71 CDGB Year 5 Action Plan Amendment-MEMO](#)

- 10.c. 2023.72) CDBG Year 6 Action Plan

[2023.72 CDBG Year 6 Proposed Action Plan and Budget--Memo](#)

[2023.72 CDBG Proposed Year 6 Plan and Budget ORDER](#)

[2023.72 PROPOSED YEAR 6 CDBG ACTION PLAN AND BUDGET](#)

- 10.d 2023.73) CDBG Citizen Participation Plan

[2023.73 CDBG Citizens' Participation Plan Brief](#)

[2023.73 CDBG Citizens' Participation Plan Order](#)

[2023.73 CDBG Citizens' Participation Plan DRAFT](#)

- 10.e. 2023.25) (A) Amendment/Inclusionary Zoning Ordinance

(B) Inclusionary Zoning Emergency Order

[2023.25 Inclusionary Zoning Transmittal Memo](#)

[2023.25 Inclusionary Zoning Order](#)

[Draft Inclusionary Zoning Regulations](#)

[2023.25.b. Inclusionary Zoning Emergency Order Transmittal Memo](#)

[2023.25.b. Inclusionary Zoning Emergency Order](#)

- 10.f 2023.74) Approval/DPW Heating System

[2023.74 DPW Heat System brief](#)

[2023.74 DPW Heating System Order](#)

[Heating System \(RFP\)](#)

[Atlantic Comfort HVAC](#)

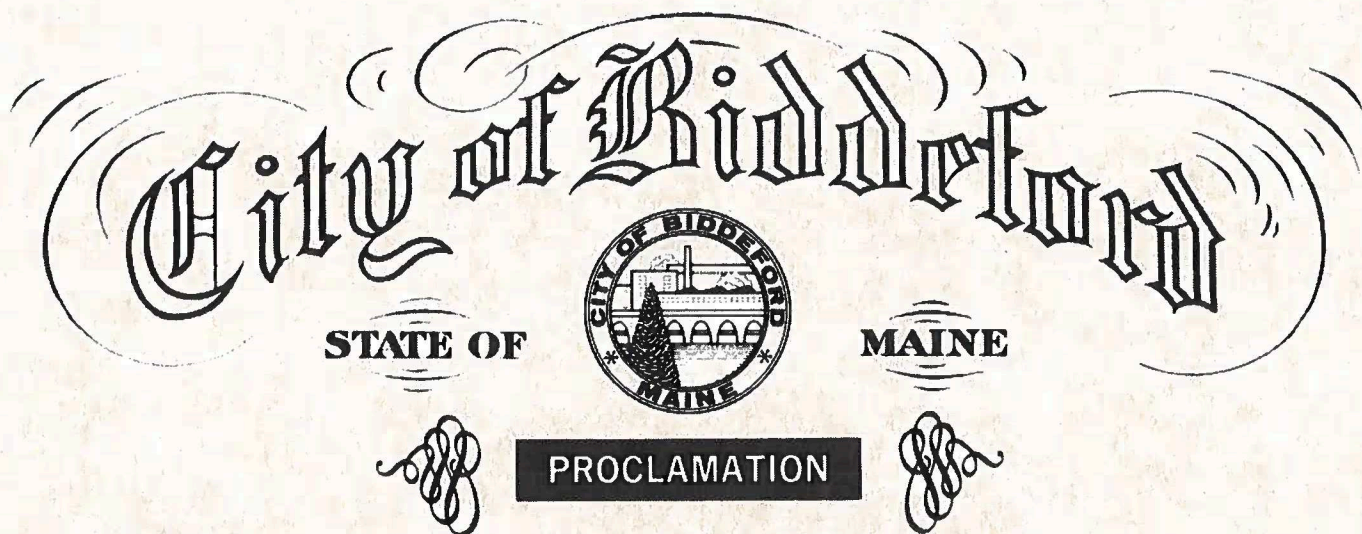
[Bid Tab Heating unit](#)

[Godbout Rooftop HVAC](#)

[Roof Top HVAC Atlantic](#)

- 10.g. 2023.75) Approval/GPS Field Lining System
[2023.75 Turf Tank Brief](#)
[2023.75 PW Turf Tank Order](#)
[Turf-tank Quote](#)
- 10.h. 2023.76) Approval/Pricing Orange Overflow Bags
[2023.76 DPW Orange Overflow Bags Brief](#)
[2023.76 DPW Orange Overflow Bags Order](#)
[Cost Estimate](#)
[Cost Estimate](#)
- 10.i. 2023.77) Approval/Mayor's Monarch Pledge
[2023.77\) Mayor's Monarch Pledge -BRIEF](#)
[2023.77\) Mayor's Monarch Pledge- ORDER](#)
- 10.j. 2023.78) Approval/Cancellation of July 4, 2023 City Council Meeting
[2023.78 Cancellation of July 4, 2023 City Council Meeting](#)
- 10.k. 2023.79) Resolve/City of Biddeford proceed with School Bonding Referendum Process
[20230620 Authorization - Proceed with School Bond Referendum Process - BRIEF](#)
[20230620 2023.79\) Authorization - Proceed with School Bond Referendum Process - RESOLVE.](#)
[20230606 Biddeford Primary School Project Timeline March 15 - REFERENCE](#)
[20230606 Biddeford Primary School Drawing - REFERENCE](#)
- 11. Committee of the Whole**
 - 11.a. Committee of the Whole Safe Streets for All grant update
- 12. Appointments:**
 - 12.a. 2023.80) Appointment Patrick Beacham Wastewater Management Commission
[2023.80\) Patrick Beacham- Wastewater Management Commission-APPLICATION](#)
[2023.80\) Patrick Beacham-Appointment to Wastewater Management Commission - ORDER](#)
- 13. Public Addressing the Council..(5 minute limit per speaker)**
- 14. City Manager Report**
- 15. Other Business**
 - 15.a. Consideration of new Contract Zone 608 New County Road
[2023-36 608 New County Road Contract Zone Council Transmittal Sheet PDF](#)
[Applicants Contract Zone Request Letter](#)
[Applicants Contract Zone Request Supporting Documentation](#)
[Article V Section 9 Contract Zoning Ordinance](#)
[Establishment of Zones TABLE A table of Land Uses](#)
- 16. Council President Addressing the Council**
- 17. Mayor Addressing the Council**
- 18. Executive Session**
 - 18.a. Executive Session - 1 M.R.S. 405 (6) (a) Personnel Matters
 - 18.b. Executive Session 1 M.R.S. 405 (6)(c) Real Estate Matters

- 19. Adjourn**
- 20. Committee of the Whole**



Whereas the Emancipation Proclamation signed on January 1, 1863 declared "that all persons held as slaves" within the rebellious states "are, and henceforward shall be free"; and

WHEREAS, more than two years later, on June 19, 1865, the last group of enslaved Americans, located in the City of Galveston, Texas, learned that the Civil War had ended, and that they were free from bondage; and

WHEREAS, Juneteenth commemorates the day Black Americans were first recognized as citizens of this country. It is a day of enormous significance, weight, and power in which we remember the moral stain of chattel slavery on this country, as well as its long legacy of systemic racism, inequality, and inhumanity; and

WHEREAS, Juneteenth is a day in which we also recognize the many significant achievements and successes of Black Americans throughout our nation's history and in the present as we continue along the journey toward racial equity; and

WHEREAS, the historic work of striving for racial equity has been led by abolitionists, educators, civil rights advocates, lawyers, courageous activists, trade unionists, public officials, and everyday Americans, including those dedicated to realizing the ideals of our nation; and

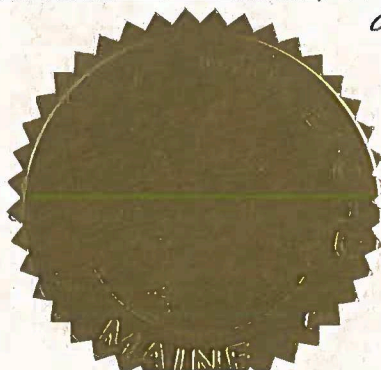
WHEREAS, the legacy of Black-American resistance to systemic inequality, including suppression of the Black vote, redlining, police violence, and institutional racism, is a testament to the struggle, courage and hope of the Black community while reminding us that the struggle is not yet over; and

WHEREAS, Juneteenth reminds us that while we are moving toward equity, equality and justice, we still have more to do to advance true equity in all aspects of civic life, and that we must always strive for a better future;

NOW, THEREFORE, BE IT RESOLVED, that I, Alan Casavant, Mayor of the City of Biddeford, Maine do hereby recognize June 19, 2023 as Juneteenth in Biddeford and invite residents of Biddeford to join in celebrating how far we have come since the abolition of slavery, while actively engaging in the ongoing struggle for equity, equality, and justice both today and every day.

*In Witness Whereof, We, the undersigned have herewith
affixed our signatures this 20th day of June 2023*

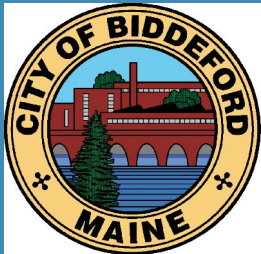
City Clerk



Mayor

HUD CDBG Program Monitoring/Compliance Update

June 20, 2023



HOUSING & COMMUNITY DEVELOPMENT PROGRAMS

Lead Hazard Control and Healthy Homes

- 1st grant awarded 2019, 2nd in 2022
- \$3.5 million, 4-year HUD grant, 2.9 FTE staff
- Public Health Mission: Prevent lead poisoning in pre-1978 multifamily properties
- Housing Health Mission: Help owners correct common fire/health/safety violations
- \$25K per unit, no owner contribution
- Half of households must qualify @ 50% AMI, half @ 80%
- Goal: Invest in 100+ units over next 4 years



HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS

Community Development Block Grant (CDBG)

- Established 2005
- Formula-based annual grants
- Fewer dollars to spend each year
 - 2005: \$562K
 - 2023: \$391K
- *Years* spent focused on the PAST (compliance monitoring review)
- *Only now* distancing ourselves from monitoring issues from the past 5-8 years



EMERGING FROM THE HUD MONITORING CLOUD



NEW CDBG PROGRAM STAFF

New CDBG Coordinator, Jessica Wilson

- 4+ Years in CDBG Coordinator role in Lewiston
- 20-year background as paralegal
- Strong existing relationship with Biddeford's CDBG grant representative at HUD
- Compliance TODAY saves hundreds / thousands of hours/dollars in monitoring/compliance/payback LATER

OVERCOMING MONITORING / COMPLIANCE ITEMS

- Sub-recipient management
Contracting oversights -- City payback of \$15K triggered
- Timeliness compliance

OVERCOMING MONITORING / COMPLIANCE ITEMS

- Property acquisition / rehab – Bacon St
 - Significant Affordable Housing Investment
 - Lead Hazard Reduction non-compliance
 - ADA non-compliance
 - Triggered City's Voluntary Compliance Agreement under HUD's Office of Fair Housing & Equal Opportunity

AVOIDING FUTURE PITFALLS

CDBG Coordinator has turned over 3x in 3 years

- Institutional knowledge loss
- City & community networks—must rebuild

Cross train, work flexibly

Leadership support to help clear obstacles to success

Staff retention is job #1

AVOIDING FUTURE PITFALLS

- What can 1.1 FTE of staff capacity realistically accomplish?
- Logical, “work smarter” policies/procedures
- Separation of duties, cross-training of staff
- Direct interface with Finance/budget-monitoring systems
- Project planning/management mindset and values
- Commitment to ongoing HUD regulatory training
- Embracing continuous process improvement
- Heed lessons learned

QUESTIONS?

The proposed amendments to the CDBG Year 5 Action Plan are: (1) add a social service activity to support the Biddeford Food Pantry; (2) add an infrastructure activity to improve public safety in community parks/gardens; (3) add acquisition of real property for the development of affordable housing; (4) add a down-payment assistance program for first-time homebuyers; and (5) expand the 2- to 4-unit Owner-Occupied Housing Rehab Program to include loans for moderate rehabilitation and energy efficiency upgrades in both owner-occupied and non-owner-occupied income-eligible properties with between 2 and 7 units and grants for emergency repairs to qualified single-family homeowners. For the social service program, the added activity supports the Biddeford Food Pantry, which has seen a marked increase in demand for its food, toiletries, paper products, and diapers over the past year. The food pantry is located in Census Tract 252.04, and clients are 70% low/moderate income individuals from Biddeford.

The second amendment was to divert funds to two projects: 1) a sidewalk construction project serving affordable housing in the downtown and 2) lighting in Williams Court Park, a park and community garden located in a low- to moderate-income neighborhood. The sidewalk construction project would be funded at \$500,000 and the lighting project would be funded at \$2,000.

The first amendment was made in order to add a social service activity, provide an update on the social service budget, and clarify details on an Emergency Repair program for income-qualified residents. For the social service programs, one is the Mission Hill Neighborhood Hotspot, which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The hotspot provides free internet access for those who live within the hotspot area, in Census Tract 252.02, Block Group 1. This amendment will add that activity in, funded at \$2000. The Meals on Wheels program budget is being updated to \$12,227. The Emergency Repair Program is being developed out of the policy of the existing 2-4 unit rehab program, and this amendment formalizes the program.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In the 2022 Action Plan, the City will use funds toward Housing Rehabilitation, Infrastructure, Social Services, and Administration. In Housing Rehabilitation, the 2- to 4-unit Owner-Occupied Housing Rehab program will be expanded to include loans for moderate rehabilitation and energy efficiency upgrades in both owner-occupied and non-owner-occupied income-eligible properties with between 2 and 7 units and grants to address emergency repairs to qualified single-family homeowners. Other housing-related projects are the acquisition of real property for the development of affordable housing units and the creation of a down-payment assistance program for first-time homebuyers. In Infrastructure, funds will

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be used for ADA improvements to public facilities, street/sidewalk repairs, and installation of lighting or similar safety upgrades in community parks/gardens. In Social Services, Seeds of Hope will continue their Winter Warming Center, Southern Maine Agency on Aging will continue to deliver their Meals on Wheels program, the City will continue to provide the Mission Hill Neighborhood Hotspot, and the Biddeford Food Pantry will be supported to help meet a significantly increased demand since the onset of COVID. Administration will be used toward staff salary and benefits, and other administrative costs as needed.

2. Summarize the objectives and outcomes identified in the Plan

Housing Rehab Program: rehabilitation or emergency repair of 15 units serving a majority of low/moderate income households at a budget of \$322,622.79.

Acquisition of real property: for the development of 7 units of affordable housing at a budget of \$500,000

Homeowner Down-Payment Assistance: for 5 low/moderate income homeowners totaling \$50,000

Public facilities improvements: (a) ADA Accessibility Improvements: 4,597 persons assisted via removal of architectural barriers at City Hall totaling \$100,000; and (b) Street/sidewalk and lighting/safety improvements serving low/moderate income neighborhoods totaling \$160,000.

Community Services

Meals on Wheels: 8,200 meals to 75 homebound seniors or persons with disabilities

Seeds of Hope: operate Winter Warming Center for 25 people experiencing homelessness

Mission Hill Neighborhood Wireless Internet Hotspot: 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located.

Biddeford Food Pantry: support the provision of food, toiletries, paper goods, and diapers to 375 unique low/moderate income Biddeford residents.

With any remaining social service funds, other community services may be added for funding.

3. Evaluation of past performance

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Due to monitoring in June 2021, as well as staff changes during the year, many changes have been made to the program. CDBG Policies and Procedures are in the process of being updated, in order to better enable the city and subrecipients to follow federal regulations. The application process will be reintroduced within this Action Plan year, in preparation for PY23. Additionally, PY22 will be Year 5 of the Consolidated Plan, so Biddeford will use the program and policy updates established during the monitoring process to guide the writing of the new Consolidated Plan.

The city will continue to focus on a reduced number of community service programs, as well as the expanded Housing Rehab program. Seeds of Hope ran the Winter Warming Center for a second year, giving people experiencing homelessness a place to stay during cold or inclement weather. With findings from monitoring, the Community Hub program being delivered by Apex Youth Connection was not able to continue due to eligibility issues. Instead, the Biddeford Food Pantry will be supported to help meet the food, toiletries, and diaper needs of low/moderate income individuals. The Meals on Wheels program continued to deliver food to seniors and persons with disabilities. The Mission Hill Community Internet Hotspot will continue to be supported for a second year.

The Biddeford housing market continues its renaissance, attracting new residents from more expensive cities to our north and south. Prices for both new and existing rental units are on the rise as a result, which is forcing long-term Biddeford residents out of the community because of accessibility issues and affordability. Biddeford's oldest housing stock continues to require important upgrades, and the expanded Housing Rehab Program will provide loans to make necessary repairs and energy efficiency upgrades in both owner-occupied and investor properties with between 2 and 7 units where a majority of units serve low/moderate income occupants. In addition, a homeowner down-payment assistance program will be offered to LMI first-time homebuyers, and the city will acquire real property for the development of 7 units of affordable housing. In PY21, an amendment was made to allow qualified nonprofits and eligible properties outside the designated Census tracts to apply for the program. This expansion will continue into PY22.

The 2- to 4-unit rehab program launched at the end of PY20 and has grown over PY21. In all, owners of 41 units have inquired about the program, resulting in applications for 25 units. Of these, 18 units have been enrolled in the program, 4 were denied due to failure to meet LMI requirements, and 3 were withdrawn due to lack of need. During PY22, at least 15 units are expected to be rehabilitated.

In PY21, the City of Biddeford conducted an ADA Self-Evaluation and Transition Plan, which details the ADA improvements needed in public buildings and spaces and provides a timeline for the completion of each item. There was an amendment to divert funds to ADA improvements in City Hall, permitted under the policy regarding the removal of barriers in public buildings. No projects were started during PY21, but this program will extend into PY22 and will allow funds to be spent either on City Hall improvements or on permitted projects at other city properties.

The CDBG-CV program has not been fully implemented, as the agreements need to be reviewed and approved by HUD. Work is being completed based on the original agreements and documentation being

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collected should fulfill HUD regulations, but if any changes need to be made, those will happen during PY22. This program provides assistance to community members experiencing challenges with substance abuse, mental and physical health concerns, or housing insecurity and homelessness. Social service agencies and the police department have seen increased need in these areas since the pandemic started.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation Plan creates opportunities for residents to take part in the planning, development, and implementation of CDBG plans. The Citizens' Advisory Committee, appointed by City Council, assists city staff in implementing the consolidated plan, its programs, and ongoing evaluation of the plan's successes, failures, and adjustments.

The City holds monthly CAC meetings, and has had several advertised public hearings to receive input on CDBG plans and amendments. The first hearing for the Year 4 Action Plan was held on March 9, 2022, along with a public comment period from February 16 to March 17. The second hearing was held on Thursday, July 7, 2022, with a public comment period from June 18, 2022 to July 17, 2022. Through the 2020 program year, the CAC met virtually, including public hearings. Meetings will shift back to being primarily in-person, with an online option for those who cannot attend in person, in July 2022.

Under the direction of the City's Director of Planning and Development, the CDBG Coordinator directs and coordinates all activities of the CAC. The CDBG Coordinator is the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, and residents of assisted housing developments, social services (including faith-based organizations) and any population that would be eligible for CDBG funding.

The CAC provides comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to keep the citizenry informed.

The CAC is designed and operated to provide outreach to local (and regional when appropriate) groups and citizens. Through Seeds of Hope and their Homeless Task Force, the City participates with various service and non-profit organizations focused specifically on the social welfare and housing needs of our low and very low-income individuals, and their families, where appropriate. The City participates in the State's Continuum of Care, convened by MaineHousing, as well as the Statewide Homeless Council and Region 1 Homeless Council. During the program year, the state's Homeless Response Hub system launched, and Biddeford is an active participant in the Region 1 (York County) Hub, which will focus on regional approaches to addressing homelessness and housing insecurity. Biddeford Ready represents a broad coalition of local and regional organizations focused on outreach to families and their children, with a focus on school readiness for children birth to 5. The Police Department has continued to increase staff who specifically work with vulnerable populations, particularly those experiencing

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homelessness/housing insecurity and those with substance use disorders. The CDBG coordinator utilizes this network, in total, to reach out to the population (including the immigrant population) as a whole.

The city consults with these relevant parties to share resources, assess needs, and further refine strategies to achieve CDBG goals. A detailed account of these parties can be found in AP-10.

For the amendment to address the additional Social Service program and share additional information on the Emergency Repair program, a Public Hearing was conducted on December 21, 2022 (with a notice period beginning December 1) and a 30-day Public Comment Period was open from December 1 to December 30, 2022. Initially, the amendment had details on a proposed program from Apex Youth Connection, but their Executive Director submitted a comment via email that they were not going to move forward with the program. The City's Community Development Coordinator gave a comment with this update at the Public Hearing. Otherwise, there were no comments received during the Public Hearing or Public Comment Period.

5. Summary of public comments

The first public hearing was held virtually by the Citizens Advisory Committee, and the second was held as a hybrid meeting. Staff reviewed the goals for the 2022 program and answered questions regarding program delivery. At the first Public Hearing, there were comments regarding ADA improvements (including priority areas to consider and coordination of work), and regarding potential social service options to replace one that was not eligible. During the first Public Comment Period, from February 16 to March 17, Biddeford Housing Authority submitted a comment in support of allowing nonprofits to apply for the 2- to 4-unit Housing Rehab Program. At the second Public Hearing, a comment was received from a CDBG subrecipient regarding difficulty implementing social service programs within the regulations. During the second Public Comment Period, from June 16 to July 17, there were comments received via email about the details included in this Action Plan: 1. to include Apex Youth Connection's new program that has placed a staff person in the schools to provide assistance to youth experiencing homelessness, and 2. to update the estimate for the Seeds of Hope Winter Warming Center from 15 to 25. All information, including minutes and public comment, can be found in the citizen participation section.

For the amendment, the Citizens Advisory Committee (CAC) considered Apex Youth Connection's initial application and the Mission Hill hotspot at a special meeting on July 27, 2022. There were some issues with the original program Apex proposed, so they presented a different program at the regular CAC meeting on October 26, 2022, which the CAC was supportive of. Apex decided not to pursue this program, per an update from their Executive Director on December 21, 2022. There was also discussion of the Emergency Repair program at the August, September, October, and November CAC meetings. Details on the Mission Hill hotspot and Emergency Repair program are summarized in this amendment to the plan, and presented to the public for comment via a 30-day Public Comment Period

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and a Public Hearing. The City's Community Development Coordinator provided the update on the Apex program at the Public Hearing.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

There was general support of the proposed programs, with comments in favor of expanding eligibility for the Housing Rehab Program. City staff members and the Citizens Advisory Committee will take comments into consideration as the social services budget is finalized.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency	BIDDEFORD		
CDBG Administrator	BIDDEFORD		Department of Economic & Community Development
HOPWA Administrator			
HOME Administrator			
HOPWA-C Administrator			

Table 1 – Responsible Agencies

Narrative (optional)

The program's structure will be run through the Department of Planning and Development. The Community Development Coordinator will coordinate the work of the Citizens' Advisory Committee, the social service subrecipients (including the CV program), [Public Facilities projects](#), and the Consolidated Plan process that will begin near the end of the 2021 program year, and is the responsible party for ensuring all CDBG programs are running according to regulation. The Housing Rehab Director [oversees the Housing Rehabilitation Program](#), the [Acquisition/rehabilitation of Real Property for the purpose of affordable housing development](#), and the [Down-payment Assistance Program for first-time homebuyers](#).

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Consolidated Plan Public Contact Information

Gregory Mitchell, Planning and Development Director

[Gail Wilkerson, Housing Programs Director](#)

[Jessica Wilson, Community Development Coordinator](#)

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OMB Control No: 2506-0117 (exp. 09/30/2021)

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City maintains contact with community partners to ensure that programs are consistent with community goals. The Citizen Advisory Committee (CAC) meets monthly to discuss programs, goals, and any needed updates. Community partners include Seeds of Hope (provides services to those experiencing homelessness or housing/food/job insecurity), Apex Youth Connection (provides a wide range of supportive services and educational programming to youth in Biddeford), Biddeford Ready! (supports children from birth to five to increase school readiness and reduce Adverse Childhood Experiences), Biddeford Police Department, the General Assistance office, Heart of Biddeford (accredited Main Street program), and Biddeford Housing Authority.

Community partners that are integral to the CDBG housing rehab program include the following: property owners who accept Housing Choice Vouchers, as they are a prime target market for the rehab program; the Biddeford Area Landlords' Association, which helps target the program to eligible 2- to 4-unit property owners; Southern Maine Abatement and Consulting, which provides rehabilitation consulting services to the City and helps promote the housing rehab program; area tradespeople and rehab contractors, who help the City deliver rehab services at the best cost; the local real estate community, which helps the City target properties on the market that can be funded by the CDBG rehab program; the Maine Association of Realtors, which helps the City outreach to brokers representing individuals who may want to purchase 2- to 4-unit properties in the program's target area; the Maine Housing Authority, which provides matching state funding for 2- to 4-unit properties that are not eligible for CDBG housing rehab funding; the local media, which help the City spread the word about the rehab program in the target area; the City's Center of Technology, which provides facilities for training rehab contractors how to renovate, repair, and paint in a lead-safe manner; the Efficiency Maine Trust, which administers programs to improve the efficiency of energy use and reduce greenhouse gases throughout the state; the local Community Action Agency, to whom the rehab program refers low-income clients for weatherization and heating assistance; Coastal Healthy Communities Coalition at the University of New England, which provides lead-safe cleaning demonstrations to residents of housing where lead hazards are confirmed; Community Concepts, Inc., a regional community action program that conducts lead inspections/risk assessments and final clearances under the City's Lead Hazard Reduction Program; local pediatric offices that, under Maine law, test all children for lead poisoning at 12 and 24 months; the Maine Department of Environmental Protection, which oversees the safe and compliant removal of toxins from CDBG-funded pre-1978 rehabbed properties; and the Maine Center for Disease Control's Childhood Lead Poisoning Prevention Program. The program also coordinates with departments throughout City Hall, including the Code Enforcement Office, Communications & Community Engagement, Police Department, and the Engineering and Public Works offices.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Staff participation in Biddeford Ready and the Homeless Task Force, as well as community outreach by the CAC, permits direct communication with social service agencies. Biddeford Ready consists of the City, the Biddeford education system, local social services agencies, and all appropriate state agencies for the Departments of Education, Center for Disease Control, and Human Services (lead, mental health, supportive services). The Homeless Task Force, led by Seeds of Hope, consists of area housing providers, the police department, Biddeford General Assistance, Southern Maine Medical Center, and area social service agencies. In partnership with Seeds of Hope and the Homeless Task Force, efforts were made to coordinate the provision of services across jurisdictional lines within Biddeford (food, housing, education preparation, and mental health needs). The Community Development Coordinator continually makes direct connections with social service providers and helps coordinate partners to achieve CDBG and City goals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City's Community Development Coordinator attends Maine Continuum of Care meetings, as well as the Statewide Homeless Council and the Region 1 Homeless Council (covering York and Cumberland Counties). The City provides funding to and works closely with local nonprofit Seeds of Hope, which directly addresses the needs of those experiencing or at risk of homelessness. Through Seeds of Hope and other partners, the City reaches out to critical population groups and connects with social service agencies to target specific population groups. The annual Point in Time date was on January 25, 2022, and the local service provider count day was on January 27, 2022. Seeds of Hope, in partnership with the City and local service providers, organized counts in both Biddeford and neighboring Sanford. There was greater statewide coordination of the PIT count by MaineHousing this year, which will continue in future years, particularly in conjunction with the new Homeless Response Service Hubs. The official PIT count recorded 20 people experiencing homelessness, plus an additional 4 were counted who were couch surfing (which is not included in the official count). It is expected that this number is an underreporting of those experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is a member of the Maine Continuum of Care, facilitated by MaineHousing. Meeting attendees, representing many groups around the state, provide input on the provision of ESG funding,

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social services, and housing development for the homeless. Annual PIT count information helps populate the HMIS database. The City coordinates its local efforts with regional and statewide plans.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Biddeford Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless
2	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Housing Authority participates in all processes and is an active partner in affordable housing discussions and development. BHA attends all Homeless Task Force meetings. There could be improved coordination on understanding and using the resources available to both the City and to BHA.
	Agency/Group/Organization	Biddeford Area Resource Group - York County Community Action
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Lead-based Paint Strategy

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Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	York County Community Action Corp. is an active partner in the City's lead program and a lead organizer of the Biddeford Ready process. While attending ongoing Biddeford Ready meetings, the City has met regularly with YCCAC. Staff from YCCAC have also joined meetings to discuss ways to address homelessness. YCCAC staff are providing services to Biddeford Housing Authority's transitional housing units, which were completed in the 2020 program year.
3 Agency/Group/Organization Agency/Group/Organization Type	Biddeford School Department Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-Education Services - Victims Child Welfare Agency
What section of the Plan was addressed by Consultation?	Housing Needs Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Lead-based Paint Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The School Department is a lead partner in the Biddeford Ready effort. With it, the department brings state and regional service focused on families and children (with a particular interest in school preparation and participation). Staff also connects with the McKinney-Vento Liaison on current statistics about youth homelessness in Biddeford. There could be improved coordination between the city and the school system outside of Biddeford Ready and homeless youth.

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4	Agency/Group/Organization	Apex Youth Connection
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Apex Youth Connection is a local nonprofit that delivers programming to students, mostly teens. Their programs are centered on outdoor/active learning and assist students with job readiness, hard and soft skill development, mental health needs, needs related to homelessness, and other needs as they arise. They have received CDBG funds for some of their programming in the past, and through some challenges, both Apex and city staff have learned better ways of implementing programs to achieve CDBG goals and requirements. Apex staff members share updates on the population they serve, in order to better inform the city what needs are present in the student population.

5	Agency/Group/Organization	Biddeford Ready - United Way of York County
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Services - Victims Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Ready is a program of United Way of York County, with representatives from the City, the City's school system, early childhood providers, critical state agencies, business and civic leaders, and York County Community Action Corp. The group meets monthly and focuses on young families, particularly those with children from birth to 5. The focus is on "school readiness," broadly defined, and the group will continue to strengthen its connection with parents and early childhood providers to ensure all young people have the skills and support they need to enter school, and that Adverse Childhood Experiences (ACEs) are avoided or addressed.

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6	Agency/Group/Organization	Seeds of Hope
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Seeds of Hope is a neighborhood center that collaborates with partners to find meaningful solutions to poverty and homelessness, and provides direct support to those in need. They also convene a local Homeless Task Force made up of several community partners with a common goal to end homelessness. The City meets regularly with their team to discuss goals around this work. Seeds uses CDBG funding to support its Winter Warming Center, which provides a safe, warm overnight space for those who need it.

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7	Agency/Group/Organization	BIDDEFORD
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Economic Development providing internet, emergency management, climate change response

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Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In response to the growing need for internet connectivity, the City, in cooperation with Maine-based service providers, installed wifi hot spots at the Hub located at 46 Sullivan Street and at Seeds of Hope, located at 35 South Street. These hotspots were funded in part by the generous support of the Maine Community Foundation. One of the hotspots is funded with CDBG. During this time of COVID pandemic, dependable internet service is more critical than ever, and these hotspots have proved to be very valuable in their respective neighborhoods. Also, the City's Downtown Development Commission coordinated the installation of five wifi hotspots along Main Street, providing a continuous signal for more than one-half mile of the downtown area. These projects are a part of the City's commitment to enhance and support digital equity and literacy. Biddeford, through the Code Enforcement Office, the Biddeford Emergency Management program, and the Comprehensive Planning program, has been responsible for resiliency planning. In October 2020, City Council passed a Climate Emergency Resolution highlighting the expected environmental effects of climate change. The Mayor then established the Climate Task Force to create an action plan that focuses on adaptation, mitigation, and sustainability strategies that address the real effects of a climate change that threaten Biddeford as a coastal community. Biddeford partnered with surrounding communities to apply for funds to co-create the Climate Action Plan, with the support of Southern Maine Planning and Development Commission (SMPDC). There will be a study of sea level rise by the Muskie Institute for the Saco River, and the City has joined that study, but it has been on hold due to the pandemic. Though there is no start date currently planned, the study is expected to occur and the City will stay connected to its progress. Biddeford participates in several preparedness plans in the event of natural hazards. The City's Code Enforcement Office is tasked with being a part of and implementing the York County, Maine Hazard Mitigation Plan. The City also has its own internal action plan for documenting and responding to natural hazards.
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		Sea level rise and climate change is another issue, and goals, policies, and implementation strategies will be included in the City's Comprehensive Plan, the completion of which has been delayed, but which will be completed within the 2022 program year. All projects located within a flood zone shall comply with Article XII (Floodplain Management) of the Zoning Ordinance which requires elevating the lowest floor of construction at least one foot above the base flood elevation. There is also work in progress by the Planning Department to address Shoreland Zoning.
8	Agency/Group/Organization	Coastal Healthy Communities Coalition
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy

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Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coastal Healthy Communities Coalition (CHCC), a group based out of University of New England (UNE), is a comprehensive community-based health coalition working to promote nutrition, substance abuse prevention, and lead poisoning prevention. With these focus areas, the City works with them on a number of initiatives. They are a key partner in the City's lead program, assisting with outreach to property owners, including the Biddeford Area Landlords Association. They are also supportive of the 2-4 unit rehab program. They operate Project Alliance, a collaborative group that focuses on reducing substance use risks for youth and community members. The City participates in these meetings regularly. CHCC is also developing plans to address regional workforce development, which is a focus of City staff as well. The City and CHCC will partner on these efforts during this program year and in the long term.
9	Southern Maine Planning and Development Commission
Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Regional organization Planning organization
What section of the Plan was addressed by Consultation?	Economic Development climate change response
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SMPDC is the lead agency for a regional Climate Action Plan, which includes Biddeford in its geographic scope. The plan will be completed over the next year.

Identify any Agency Types not consulted and provide rationale for not consulting

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For the few agency types that were not consulted, they are not currently applicable. Maine Water would be the agency for management of public land or water, but based on our current programming, it is not necessary to consult with them. We work with federal, state, and county government contacts as appropriate, but there are no specific groups under these categories.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	MaineHousing	Housing insecurity and homelessness are increasing in Biddeford due to the rapid growth of the housing market, with similar trends statewide. Our participation in the state's Continuum of Care is vital as we address this challenge, as we are able to learn about and participate in regional and statewide efforts. This includes the new Homeless Response System Hub that launched in PY21.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City attends monthly COC meetings and, as a member in good standing, has voting status. This also gives the City access to ESG funding, though current requirements mean there are no applicable programs that can use ESG funds. The City will monitor requirements and local efforts to ensure ESG funding is used when possible.

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AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Since the adoption of the 2018 Consolidated Plan and housing needs assessment, staff have continued to work with the Citizens Advisory Committee (CAC) and the City Council to address the transition going on in the Biddeford housing market. Members of the public and of local organizations are always encouraged to attend regular CAC meetings and we have had individuals attend at many of these to hear what the CAC is working on, give input into plans (particularly around affordable housing), and share their ideas on improving programs (both from the subrecipients themselves or from potential applicants). The 2021 monitoring also affected how we approached goal setting, as changes were needed to ensure compliance with regulations.

Input from individuals and organizations has led to some minor changes in programming and has also set the groundwork for making some bigger shifts in program design and planning, particularly bringing back the application process for potential service subrecipients next year. Meetings continued to be held online, with discussions at public CAC meetings about involvement in the city's comprehensive plan (components of which directly tie in with the programs supported by CDBG funds), the current year's programs, planning and implementing neighborhood engagement work, and discussing future initiatives that the CAC would like to implement.

Public Hearings were advertised on the City's web site via front page listings (additionally, these listings are sent to those who sign up to be notified of new postings, so those who signed up would receive the notice in an email) and any documentation was included in the notice or on the City's Community Development page.

Technical assistance was provided to all service subrecipients throughout the year as needed, particularly in working with Apex to address eligibility issues that arose during the monitoring process. Community engagement during the pandemic continues to be a challenge, but the pandemic (as well as an increasingly younger population) has also increased interest in local government, as people have spent more time at home and in the community. In PY21, the City and CAC expanded engagement opportunities, with the launch of a neighborhood survey and the development of a public engagement process that will launch in PY22. Along with this, the City as a whole has launched an online public engagement platform to better inform and involve the public in discussing important issues. Staff and the CAC will take advantage of this in order to increase participation in CDBG programming and planning.

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OMB Control No: 2506-0117 (exp. 09/30/2021)



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
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OMB Control No: 2506-0117 (exp. 09/30/2021)

1	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee meetings (some as hearings), held virtually, all had CDBG program discussions on the agenda, based on HUD, consultant, and staff findings: June 16, July 21, August 18, September 22, October 20, November 17, December 15, January 12, February 9, March 9 (hearing and regular meeting), April 13, May 11, June 8, and July 7 (hearing and regular meeting), August 24, September 28, October 26, and November 16. Meetings were publicly advertised meetings of the CAC. Meeting notices followed the new Discussions included program adjustments, guidance on program delivery, and priorities for future work. Housing is a particular focus of the committee. At the October 26 meeting, the Executive Director for Apex Youth Connection attended in order to present an alternative program idea for funding. N/A		
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
			CDBG guidelines developed as a result of the pandemic. Attendance included CAC members, staff, members of the public, and participants in the CDBG program.			
2	Public Hearing	Non-targeted/broad community	The first Public Hearing was held virtually on March 9, 2022 at 5:30pm and the general framework for the Year 5 Action Plan was presented and discussed. There were 5 CAC members, 3 staff members, and 1 guest from Biddeford Housing Authority in attendance.	Comments were supportive of the general framework presented and for continuing the amendments to the 2- to 4-unit rehab program into PY22.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from February 16 to March 17.	One comment was received from Biddeford Housing Authority in support of nonprofits being permitted to apply to the 2- to 4-unit rehab program.	N/A	
4	Public Hearing	Non-targeted/broad community	The second Public Hearing was held in person and virtually on July 7, 2022 at 5:00pm and the draft Year 5 Action Plan was presented and discussed. There were 3 CAC members, 2 staff members, and 1 guest in attendance.	One comment was received expressing difficulty implementing social service programs within the regulations.	N/A	
5	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from June 18 to July 17.	Comments were received to adjust information in the Action Plan.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee held a special meeting on July 27, 2022 in order to review a social service application and discuss the overall plan for social service funding. The meeting was open to the public, though the attendees were all CAC members.	CAC members voted to support the hotspot and the proposed social service program, pending further details on documentation requirements and the subrecipient's ability to collect documentation.	N/A	
7	Public Hearing	Non-targeted/broad community	There was a Public Hearing on December 21, 2022 to allow for comments on the amendment to the Action Plan. There were 6 CAC members, one member of the public, and one staff person in attendance.	Staff provided an update that Apex was not moving forward with the proposed program.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
8	Public Comment Period	Non-targeted/broad community	There was a 30-day Public Comment Period open from December 1 to December 30, 2022 to allow for comments on the amendment to the Action Plan.	Apex's Executive Director provided an update that they were no longer pursuing CDBG funding for the proposed program.	N/A	
9.	Public Hearing	Non-targeted/broad community	There was a Public Hearing on February 7, 2023 to allow for comments on the amendment to the Action Plan. [summary of attendance]	None		
10.	Public Comment Period	Non-targeted/broad community	There was a 30-day Public Comment Period open from January 20 to February 18, 2023 to allow for comments on the amendment to the Action Plan.	None		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
11.	Public Meeting	Non-targeted/broad community	The proposed sidewalk project was presented to the City Council at their February 7, 2023 meeting.	City Council approved the sidewalk project addition to the action plan		
12.	Public Comment Period	Non-targeted/broad community	There will be a 30-day comment period open from May 3 to June 2, 2023 with a Public Hearing to be scheduled May 17, 2023 at 5:30 PM to allow for comments on the amendment to the Action Plan.			

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Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City will continue to support Seeds of Hope and Southern Maine Agency on Aging, and ~~the Biddeford Food Pantry~~ if program details are confirmed. The City will use 20% of funds toward administration. The remainder of the funds will be used both on rehabilitation assistance to 2- to 7-unit housing structures, creating ~~a minimum of~~ 10-year affordability windows for 51% of the units at 80% of median, and on funds for ADA improvements to city properties, in order to remove barriers to accessibility, ~~as well as improvements to street/sidewalk/parks and community~~

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gardens to enhance safety.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	380,590	0	885,239	872,622.79	Of the annual allocation, 15% will go toward public services and 20% toward admin. The remaining 65% plus any prior year funds will be split among the expanded Housing Rehab Program, the acquisition of real property for the development of 7 affordable housing units, a new first-time homebuyer down-payment assistance program, and street/sidewalk/parks/garage improvements and ADA improvements (all remaining funds).
					1,265,829		

Table 3 - Expected Resources - Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG, Lead, and Maine Housing grant funds are used together to target CDBG eligible neighborhoods with housing improvements through investment.

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The Lead Hazard Reduction and Healthy Homes Grant aims to invest up to \$3.2 million in the CDBG target area (Census Tracts 252.01 and 252.02) over the period 2020-2023. The Lead program requires a 10% match from the property owner, and can be used on 2- to 10-unit residential buildings. The MaineHousing Community Solutions Grant provides CDBG matching funds of up to \$300,000 for housing rehabilitation projects in the target area for the same 3 years. Private match investment in housing rehabilitation through these programs to date is nearly \$65,000.

The City's Housing Rehab Director manages these programs and assists applicants with accessing the funding that works best for their needs.

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If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is a property in one of the target downtown tracts that will be used for a 33-unit family housing development.

Discussion

The Affirmative Fair housing planning identified issues of Lead throughout the core area. Further City inspections uncovered serious health and safety issues. Identified in this process is a concentration of owner occupied 2-4 unit structures. The CDBG funds will leverage the Maine Housing funds. The Lead program application was similarly developed and can be combined with either program, as appropriate.

Housing and equity are top priorities for the CAC and the group will continue to address these during the program year.

The City assisted with a bill for an affordable housing TIF that we can use in CDBG-eligible districts. Housing TIF money can also be used toward homeless assistance funds and other housing rehab programs to further the preservation of affordable housing units. Program details will develop during this program year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator	
1	Housing	2018	2023	Affordable Housing Homeless Non-Homeless Special Needs	CITYWIDE	Housing	CDBG: \$872,622.79	Housing units rehabilitated: 15 Units (\$322,622.79)	Formatted Deleted: 10 Household Housing Unit Formatted Formatted Formatted Table Deleted: Rental Deleted: 5 Household Deleted: Housing Formatted Formatted Formatted Formatted Deleted: 596,223 Formatted Formatted Formatted Deleted: 1765 Formatted Formatted Deleted: 2 Formatted Deleted: 00 Deleted: 000 Deleted: or Formatted Formatted Formatted Formatted Formatted Formatted
2	Social Services	2018	2023	Non-Housing Community Development Social Services		Social Services	CDBG: \$57,088	Homebuyers down-payment assistance 5 homeowners (\$50,000) Affordable housing units developed from the acquisition of real property: 7 units (\$500,000)	Formatted Formatted Formatted Deleted: 1765 Formatted Formatted Deleted: 2 Formatted Deleted: 00 Deleted: 000 Deleted: or Formatted Formatted Formatted Formatted Formatted Formatted
3	Public Infrastructure	2018	2023	Public Infrastructure	CITYWIDE	Public Infrastructure	CDBG: \$260,000	Public service activities other than Low/Moderate Income Housing Benefit: 2,040 Persons Assisted	Formatted Formatted Formatted Deleted: 2 Formatted Deleted: 00 Deleted: 000 Deleted: or Formatted Formatted Formatted Formatted Formatted Formatted
4	Administration	2018	2023	Administration	CITYWIDE	Administration	CDBG: \$76,118	Public Facility/Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4,397 Persons Assisted ADA (\$100,000); streets/sidewalks/barbican gardens lighting (\$160,000)	Formatted Formatted Formatted Deleted: 2 Formatted Deleted: 00 Deleted: 000 Deleted: or Formatted Formatted Formatted Formatted Formatted Formatted
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Table 6-- Goals Summary

Goal Descriptions

1	Goal Name	Housing
	Goal Description	Funds will support: (1) the rehabilitation of owner-occupied and non-profit and investor-owned 2- to 7-unit buildings in the target area, with fifty-one percent of households within subject properties meeting income requirements, and rehabbed properties having a 10-year deed restriction to assure rent affordability is maintained; (2) the acquisition of real property for the development of 7 affordable housing units, with a minimum of 51% of units set aside for individuals meeting income requirements and units deed-restricted for as long a period as possible; (3) grants for emergency repairs for income-qualified owners of single-family homes; and (4) first-time homebuyer down-payment assistance for Biddeford households meeting LMI criteria.
2	Goal Name	Social Services
	Goal Description	Funds will support social service agencies that provide a variety of services to low- to moderate-income individuals and families. The agencies are Seeds of Hope Neighborhood Center (running a Winter Warming Center for those experiencing homelessness), Southern Maine Agency on Aging (running the Meals on Wheels program), and Biddeford Food Pantry. The City will administer the Mission Hill Neighborhood Hotspot, which provides free internet access to residents of a high-LMI neighborhood. Any additional social service funds will be allocated depending on need.
3	Goal Name	Public Infrastructure
	Goal Description	Funds will support (1) accessibility improvements to Biddeford's City Hall building, as identified in the city's ADA transition plan, with removal of barriers allowing improved access for persons with disabilities, and (2) street/sidewalk/parks/gardens improvements to enhance public safety/accessibility.

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4	Goal Name	Administration
	Goal Description	Administration is to be funded for office staff, equipment, supplies, and other administrative expenses.

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Annual Action Plan
2022 37

Projects

AP-35 Projects – 91.220(d)

Introduction

Programs supported will be the social services, housing rehabilitation, ADA improvements under public infrastructure, and administration.

Projects

#	Project Name
	Housing
	a. Housing Rehabilitation
	b. Homebuyer Down-payment Assistance
1	c. Acquisition of Real Property for the Development of Affordable Housing
2	Social Services
3	Public Infrastructure
4	Administration

Table 2 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City continues to focus its efforts on target Census tracts, particularly through the rehabilitation of 2- to 7-unit structures to preserve safe, healthy, and affordable housing. Additional support is being provided to Seeds of Hope for their Winter Warming Center, to the Meals on Wheels program for seniors and persons with disabilities experiencing food insecurity, to the Mission Hill Neighborhood Hotspot providing free wireless internet to residents in the range of 46 Sullivan St, to the Biddeford Food Pantry, and to ADA infrastructure improvements needed to remove barriers to accessibility. Other social service needs are being examined in order to allocate any remaining the social service funds. These are priorities due to the increase in homelessness, food insecurity, high rates of LMI households in identified Census tracts, and health and safety issues in housing. Housing costs are also rising, making it challenging to preserve affordability.

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AP-38 Project Summary
Project Summary Information



Annual Action Plan
2022

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OMB Control No: 2506-0117 (exp. 09/30/2021)

1	Project Name	Housing a. Housing Rehabilitation b. Homeowner Down-payment Assistance c. Acquisition of Real Property for Affordable Housing Development
	Target Area	CITYWIDE
	Goals Supported	Housing
	Needs Addressed	Housing
	Funding	CDBG: \$872,622.79
	Description	Housing Rehabilitation will focus on 2- to 7 -unit structures, with 51% of the units being affordable at 80% of median income for <u>at least</u> 10 years. There are also funds available for <u>first-time Homeowner down-payment assistance, acquisition of real property for the development of affordable units and delivery costs associated with these housing activities.</u>
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	a. Housing Rehab: 15 housing units with at least 8 units occupied by households at or below 80% AMI via a 10-year deed restriction. b. Homeowner down-payment assistance: 5 households c. Acquisition of real property for affordable housing development: 7 units
	Location Description	CDBG designated census tracts of 252.01 and 252.02 as a first priority. Citywide as a secondary geographic focus.
2	Planned Activities	Rehabilitation <u>loans for</u> units in accordance with CDBG rules, and associated program delivery costs, following this priority list: 1. Owner- <u>occupants</u> of 2- to 7 -unit residential rental properties; 2. Non-profit owners of 2- to 7 -unit residential rental properties; <u>and 3. Investor-owned</u> 2- to 7 -unit residential rental properties. <u>Emergency housing rehabilitation grant assistance to owner-occupied single-family property owners who demonstrate need, allowing them to return to safe housing conditions as soon as possible after an unforeseen event.</u> <u>First-time homebuyer down-payment assistance to LMI clients.</u> <u>Acquisition of real property for the development of affordable housing units</u>
	Project Name	Social Services
	Target Area	CITYWIDE

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	Goals Supported	Social Services
	Needs Addressed	Social Services
	Funding	CDBG: \$57,088
	Description	Biddeford will support at least three Public Service agencies and a neighborhood hotspot with the maximum 15% of program funds (\$57,088). Seeds of Hope will run an Overnight Warming Center during the winter months for people experiencing homelessness, estimate of 25 people to be served (\$23,400). Southern Maine Agency on Aging will operate its Meals on Wheels program, providing meal delivery to 75 eligible seniors and persons with disabilities (\$12,227); and Biddeford Food Pantry will provide food/toiletries/paper products/diapers to 375 unique LMI individuals (\$19,461). The City will administer the Mission Hill Neighborhood Hotspot (\$2,000). Any remaining funds may be programmed for other social services depending on need.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Seeds of Hope - 25 people experiencing homelessness Meals on Wheels - 75 eligible seniors and persons with disabilities Mission Hill Neighborhood hotspot - 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located Biddeford Food Pantry – 375 unique LMI individuals from Biddeford
	Location Description	Seeds of Hope operates at 35 South St. Meals on Wheels operates citywide, with offices at 189 Alfred St. Biddeford Food Pantry serves 375 unique income-eligible individuals per year at 162 Elm St. The Mission Hill Neighborhood Hotspot is coordinated by the city and located at 46 Sullivan Street.
	Planned Activities	Seeds of Hope - Overnight Warming Center during the winter months for people experiencing homelessness Southern Maine Agency on Aging - Meals on Wheels program, providing meal delivery to eligible seniors and persons with disabilities Mission Hill Neighborhood Hotspot - free wifi internet to people in hotspot range Biddeford Food Pantry – food, paper goods, diapers, and toiletries to 375 unique individuals per year from Biddeford
3	Project Name	Public Infrastructure
	Target Area	CITYWIDE

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	Goals Supported	Public Infrastructure
	Needs Addressed	Public Infrastructure
	Funding	CDBG: \$260,000
	Description	The city will make (a) ADA accessibility improvements to city properties, as identified in the ADA Self-Evaluation and Transition Plan, as well as (b) street/sidewalk/parks/gardens improvements to enhance public safety.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	These improvements will benefit persons with disabilities citywide, a population of 4,597 people, as well as targeted neighborhoods served by improved parks/gardens/streets/sidewalks.
	Location Description	City Hall, 205 Main Street; other city-owned facilities if applicable
	Planned Activities	a. Installation of ADA signage and accessibility improvements to bathrooms, service counters, offices/assembly areas, and stairs; other improvements as prioritized throughout the year to City Hall exterior, other facilities, parks, sidewalks, intersections, curb ramps, or bus stops. B. Sidewalk/street reconstruction and lighting installation in community parks/gardens/neighborhoods to improve safety
4	Project Name	Administration
	Target Area	CITYWIDE
	Goals Supported	Administration
	Needs Addressed	Administration
	Funding	CDBG: \$76,118
	Description	Administer the CDBG program.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Provide administrative oversight and support administrative costs of the CDBG program.

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

For owner-occupied, nonprofit, and investor-owned 2- to 7-unit residential buildings, housing rehab assistance and single-family owner-occupied emergency repair grants are directed within the CDBG eligible census tracts as the first priority (with at least 51% LMI), with rehabilitation permitted outside of these tracts as a second priority. Social Service assistance is typically directed citywide, with presumed benefit clients or income certification to ensure service to at least 51% LMI beneficiaries. ADA and other public facilities improvements will focus on City Hall and potentially other city properties, but the benefit will be for people citywide, including people with disabilities.

Geographic Distribution

Target Area	Percentage of Funds
CITYWIDE	

Table 8.- Geographic Distribution

Rationale for the priorities for allocating investments geographically

The 2- to 7-unit rehabilitation program and emergency repair program for owner-occupied single-family homes are available citywide, but the priority is still on the CDBG-eligible Census tracts (252.01 and 252.02), which are in the downtown and immediately adjacent areas and have the highest concentration of LMI households. The housing rehabilitation program represents targeted investments that preserve affordable housing, improve the quality of the home, and increase base value, leading to private neighborhood re-investment. The priority is on these tracts as the buildings are older on average than the buildings citywide, have the highest need for rehabilitation, and have higher rates of LMI residents.

Discussion

In general, the city delivers CDBG-funded programs citywide in order to best support LMI residents. The rehab program prioritizes Census tracts 252.01 and 252.02, in order to best address needed improvements in these high-LMI areas, but the program is now available citywide as well.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The units rehabilitated through CDBG funds do not meet the HOME definition. For ease of administration, the City uses HUD's AMI and FMR standards as the measures of housing affordability. The City requires all units supported with CDBG funds to be code compliant by the time the work is complete.

One Year Goals for the Number of Households to be Supported	
Homeless	7
Non-Homeless	8
Special-Needs	0
Total	15

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	7
Total	10

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Homelessness began to increase in 2019, and has worsened with rising housing costs and issues stemming from the pandemic, like job loss. Efforts will focus on the rapid re-housing coupled with case management to address the housing needs of individuals experiencing housing insecurity. In addition, Biddeford's rental rehab program will create a minimum of 8 units of affordable rental housing (51% of 15 units). The rental units will be occupied by households that are eligible as low- to moderate-income families and meet the requirements for an affordable housing unit, including a minimum ten-year affordability restriction. The program's focus on owner occupied 2-7 unit structures assists local owners with limited resources and provides for further preservation of affordability. The Healthy Homes Lead Rental Rehab program are also within CDBG-eligible Census districts.

Rental rates will be based on the established rent schedule as updated by HUD annually and will remain that way for the full affordability timeframe based on the units and will not include any Single Room Occupancy units. Affordability will meet HOME program requirements at 92.252 for rental housing and

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92.254 for owned housing.

The City Council, through its work with the CAC and use of the Affordable Housing [Needs](#) Assessment, established a series of housing goals in November 2020 for the City to pursue. In addition to the goals addressed by the rehab and lead programs [currently](#) in place, goals include increasing homeownership from 48% to 51% and creating or preserving 90 affordable units per year for five years. There are several strategies and activities under each of these goals, and progress has been made on many of the planned activities. Work will continue in the 2021 program year.

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AP-60 Public Housing – 91.220(h)

Introduction

Biddeford has continued to strengthen its Citizens' Advisory Committee (CAC), including expanding the goals of the committee to more proactively address housing issues in the community. The group and its staff liaison (Community Development Coordinator) will collaborate with public housing advocates to address the ongoing need to create viable affordable housing opportunities. Efforts include addressing housing conditions through the Healthy Homes initiative, the abatement of unsafe lead within housing structures, various legislative decisions (at state and local level) regarding affordable housing requirements, and staying informed on housing developments in the community in order to advocate for affordability. This focus will also re-engage the Biddeford Housing Authority in the development and potential delivery of housing programs in the City.

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Actions planned during the next year to address the needs to public housing

Planning efforts will continue in surveying and addressing the needs of individuals in public housing. The city's Community Development Coordinator, with assistance from the CAC, will work to increase presence in neighborhoods and gather information on community needs. The Healthy Home Initiative will improve the quality of housing, leading to an improvement in the quality of life for individuals and families. As eligible units are identified, Biddeford will continue its efforts to inform owners of ways to assist in providing housing opportunities for potential voucher holders.

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The City's ongoing collaboration with the Biddeford Housing Authority (BHA) will identify further opportunities to create quality affordable housing for the residents of Biddeford. As of June 2022, BHA has 180 vouchers under lease (represents all properties managed by BHA, which includes Biddeford and other communities), and overall, there are 275 portable vouchers administered. Both BHA and the City know these are inadequate to serve those in need, but there is also a significant waiting list for voucher-holders to be placed in housing. Biddeford Housing Authority's Section 8 waiting list is five years long.

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In addition to the housing rehabilitation program, the City and BHA will continue to look for ways to preserve affordability, including housing projects with funding such as LIHTC, AHP, and MaineHousing. There is also a new affordable housing TIF program that the City expects to use to develop a fund that supports affordable housing projects and other related goals. One specific project that will be developed during the program year is a 33-unit building on Adams Street, located near CDBG subrecipient Seeds of Hope. The project will use LIHTC, AHP, and municipal TIF funds.

The State of Maine introduced a Rural Affordable Rental Housing Program, which is planned to spur development of medium-sized affordable housing structures. The City will work with partners to utilize this program.

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Actions to encourage public housing residents to become more involved in management and

participate in homeownership

Biddeford Housing Authority offers regular management staff business hours at all their larger properties and provides periodic group activities for residents. They also have a Resident Services Coordinator on staff to help all tenants with issues and connect them with service providers, transportation, information, etc. Their board has 2 of its 7 positions reserved for tenants receiving assistance. This provides tenants the ability to provide perspective on the issues residents face in the area. BHA is looking into applying for funding through the FY2022 Family Self-Sufficiency NOFO.

York County Community Action Corporation (the Community Action Program [CAP] agency for the county) offers Home Buyer Education Classes (via zoom) on a monthly basis, as well as pre-and post-home purchase counseling. MaineHousing also offers a homeownership readiness and first-time homebuyers program. The City works with the local public housing authority to encourage its participation in the HUD Family Self Sufficiency (FSS) Program, which helps voucher-holding households build capital for homeownership (the 2022 HUD FSS grant welcomes new PHA applicants for the first time in many years, and the City's housing rehab office has encouraged Biddeford Housing Authority to apply). The local housing authority also encourages HCV households to participate in PHA governance and provide input on affordable housing issues in the City. The local CDFI is Southern Maine Finance Authority, which does not provide homeownership assistance, though the City has begun discussions with SMFA regarding the feasibility of offering such services. Financial literacy classes are offered by the local adult education program and CAP agency, as well as by local banks and credit unions, to help residents build capacity for homeownership.

Further details on available housing services can be found on the city's website: <https://www.biddefordmaine.org/3079/Housing-Services>

The CAC holds public forums/meetings to encourage and engage residents, stakeholders, social service agencies, and public housing entities to take an active part in its neighborhood planning process. All ideas and recommendations are made available to the community as part of the opportunities in expanding the availability of rental units and working towards homeownership opportunities.

During the program year, city staff will review the information on this page to ensure it is up-to-date and includes all the services available to community members.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

In this year, the City will work with the BHA to reach out and identify designated, privately held properties that may be distressed. The local housing authority has no distressed properties within their

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current inventory and is not designated as 'troubled.' MaineHousing lists none in its inventory.

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Discussion

We will develop a better understanding of public housing inventory and continue to review all projects that have three or more code infractions. Additionally, through the coordinated efforts under the Healthy Homes initiative, potential voucher properties and owners may access funding to increase the quality of their affordable housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Through partnership with our social service agencies, Biddeford is actively addressing the basic needs of community members experiencing homelessness. Specifically, Seeds of Hope is receiving funding to provide a Winter Warming Center when evening temperatures are below 20 degrees or there are extreme weather conditions. In addition to this program, they provide services during the day and serve as an important link to community members experiencing housing insecurity or homelessness. The police department is also connected to this population through its Community Engagement Specialist, who connects vulnerable community members to services, and through its Substance Use Outreach Liaison.

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The Meals on Wheels program will assist 75 senior households who have no access to food.

The City is connected with the Maine Continuum of Care, which is the statewide collaborative applicant for HUD and manages funds to shelters. Information on homeless initiatives at the state level can be found on the MaineHousing website: <https://mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives>. Those seeking resources can also dial the statewide 211 line for assistance, also available online at <https://211maine.org> or by texting a zip code to 898211.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During PY22, the city will reach out to homeless persons through existing networks, particularly Seeds of Hope, and will assist with the Point in Time unsheltered count. Seeds of Hope conducts a survey of its clients each fall. The city has input on the questions asked, and receives the results when the survey period is complete. The Police Department and Code Enforcement Office also have direct outreach to and assessment of homeless persons, and the CDBG Coordinator receives regular updates on this outreach and assessment.

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Biddeford, like other localities, has endured the continued impact of the COVID pandemic. Homelessness has been exacerbated due to job loss and a dramatic increase in housing costs, and housing, health, and food needs have increased. Most outreach to those experiencing homelessness was through Seeds of Hope and the Police Department. The City's primary form of assistance is through the General Assistance office.

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Seeds of Hope, the City General Assistance office, Biddeford Police, Biddeford Food Pantry, Apex Youth Connection, and Southern Maine Health Care remain the front-line responders for community outreach.

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Each of these is linked to a group of partner social service agencies to work with individuals in need, provide initial intake, and provide assistance to get them off the street, fed, and cared for through service provision. The intake varies based on the need and intensity of issues.

Seeds of Hope is a trusted community hub, and connects clients to social service agencies providing health and mental health services. They gather basic information on a regular basis, as well as more detailed information as requested, both of which help demonstrate the full scope of needs. The Police Department, through its unique system of outreach via employed social workers, provides further individual intake, directing individuals to appropriate area agencies. Those in significant health need or with substance use issues can be entered into the SMHC Partial Hospitalization Program. Other chief partners in this triage include the Substance Use Outreach Liaison with the Biddeford PD, York County Community Action, Spurwink, Nason Health Center (free clinic), SARSSM (sexual assault response), and Caring Unlimited (domestic violence shelter). Each of the agencies, in turn, has the ability to provide housing, or links to those in the supportive housing community, and appropriate case management services.

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Police have noted that the full emergency shelter in Alfred has been full for some time and is not expected to meet demand, so the local Warming Center option is an important resource. With information gathered from three winters of operating its Warming Center, Seeds of Hope is working with the City in examining successes and challenges of the program, and discussing ways to improve the assistance provided.

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Apex Youth Connection now offers support to students experiencing homelessness through a staff person at the schools. Students are referred to staff by school personnel, and Apex addresses needs such as rental housing deposits and food.

The City is part of various groups addressing homelessness on a regional and statewide scale, including the new Homeless Response Hub established by MaineHousing and supported by Built for Zero, a national organization that helps groups measurably end homelessness.

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With available housing at a premium (at all levels), Seeds provide clothing, tents, and products to assist in outdoor survival, where necessary. With appropriate housing subsidy through vouchers and the City's General Assistance office (and in PY21 through the Rental Relief Program offered by York County Community Action), individuals are connected to local hotels in the area for rooms available in the off-season. The establishment of the Winter Warming Center was in direct response to community needs.

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Addressing the emergency shelter and transitional housing needs of homeless persons

The city will continue to support the winter warming center run by Seeds of Hope, while exploring options to improve shelter for those experiencing homelessness. The Homeless Task Force, as well as smaller subcommittees, discuss shelter and transitional housing needs. The city and its partners believe in a "housing first" model, and over PY22 they will continue to discuss how to combine resources to

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build supportive housing.

This will be the fourth full year of the evening shelter program, with support from both CDBG funds and directly from the City. Biddeford Housing Authority completed a 5-unit transitional home in early 2021, with one 1-bedroom unit, two 2-bedroom units, and two 3-bedroom units. All units are fully occupied. Residents receive direct services with this housing and can remain in the unit for up to two years, at which time, they receive a certificate or voucher for permanent housing. A for-profit SRO (single room occupancy) building in the downtown, the Thatcher, continues to be at full capacity. The City assists with rental of those units to some individuals via General Assistance.

The City continues to explore transitional and supportive housing options. We will identify individuals through requests to General Assistance, the Police Department, Code Enforcement, Seeds of Hope, and the Biddeford Food Pantry. Working with these partners, we will identify homeless individuals or families for supportive housing options and identify housing availability. We expect demand (15+ chronically homeless individuals) to exceed supply and will work to develop additional units in the coming years. The City is aware of the number of subsidized units, but not how many units are specifically supportive/temporary housing for the homeless.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The city and its partners believe in a Housing First model and over PY22 will continue to discuss how to combine resources to build more supportive housing, where direct service is provided to those transitioning out of homelessness, so they can remain housed.

The creation of quality sustainable housing is one way to permanently address the homeless issue. Many factors combine to create a housing shortage, particularly for those experiencing homelessness, but also for residents at many income levels (both LMI and non-LMI). Outside of CDBG funds, the City is working with housing developers to create additional market rate housing units, with some units potentially reserved for various uses, including for median income renters and seniors, as well as units using low-income tax credits. The City supports tax credit projects with residential TIF credit enhancements, and legislation was passed that allows TIF funds to create an affordable housing fund. Through these efforts, more housing options within Biddeford's inventory will increase the supply of housing. In addition to these goals, the City has also set an annual goal of 90 units of affordable housing being preserved or created every year over the next five years. Strategies to reach these goals are being

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developed and will vary depending on the developments in process in a given year.

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Supportive [temporary and permanent housing](#) are specific needs of the chronically homeless. The City will coordinate the efforts of Seeds of Hope and Police Department intake workers, as well as the schools through [the Biddeford Food Pantry and](#) Apex Youth Connection liaison staff, to identify the housing and social needs of each person coming through each program. These partners help identify the appropriate supportive services needed to avoid repeat homelessness or incarceration. We work with other area providers (Caring Unlimited, Sexual Assault Response Services) to identify persons in the shelter (or local hospital) or identified through police calls that are in need of services and housing. Seeds of Hope will continue to convene these partners on a regular basis to further coordinate the provision of services and expanded housing availability.

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Alternative Pathways continues to grow in the center of our neighborhoods and serves high-school-aged youth with an alternative education program. Those students are often identified by the School Department as possible "couch surfers," and Alternative Pathways provides them a safe place for education and stability. Apex Youth Connection also has a staff person on-site at the public school to support youth experiencing homelessness.

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Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as healthcare facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

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During PY22, the city will work with its partners to more efficiently respond to low-income families at risk of homelessness. The Police Department, [Code Enforcement](#), and social service agencies are already very effective at this work, but we want to ensure they are supported in this work and can address issues as they arise. We have regular meetings with all relevant parties to hear updates and communicate via email on a regular basis to solve issues as they arise.

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Seeds of Hope is the convener for discussion on prevention of homelessness, homeless assistance when it happens, and transitional supportive housing development. Within this planning group, strategies are broken into three areas: client intake, assessment, and guidance; coordination with direct social service assistance [from](#) the appropriate social service partner when appropriate; and in the development of an increased supply of supportive housing. Seeds works closely with the Police Department and Southern Maine Health Care to identify those with the most critical needs [to](#) enroll them in the partial hospitalization program.

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Biddeford Ready, a collaborative effort that provides support for children aged birth to five to prepare them for school and life, is developing ways to support LMI children and their parents. The focus on a

child's earliest years, and particularly on Adverse Childhood Experiences (ACEs), helps set these children and their families up for success.

Biddeford's social service agencies utilize coordinated intake and case management to assist individuals recently discharged from public institutions, providing help and shelter as immediately as possible. As noted above, the lead in many cases is the social work team from the Police Department, with school social workers, police resource officers, and teachers also providing substantial input and the potential for intervention.

Discussion

The Biddeford housing market has become increasingly difficult to navigate for residents at most income levels, which is why housing affordability is a top priority of City Council and staff. Within that priority, there are goals to address homeless issues and preserve affordable units. Using our existing network, particularly the Homeless Task Force, city staff will continue to connect with and support our most vulnerable community members, and facilitate discussion around housing needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

City Council has continued its commitment to affordable housing with its yearly Housing Goals, with a goal to preserve affordability while also improving the quality and livability of our neighborhoods. The mayor established an Affordable Housing Task Force that is examining specific needs. The expanded housing rehabilitation and lead paint remediation programs, along with other non-CDBG programs, were created to address these goals.

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Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the Consolidated Plan, these goals were set around affordable housing:

1. Consider revisions to the City's zoning and land use standards that would provide incentives (e.g. density bonuses) for the development of affordable housing.
2. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties (e.g. mills and churches) into affordable and sheltered housing.
3. Consider establishment of low-interest loan programs to help finance the rehabilitation of the City's downtown housing stock.
4. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met to prevent blighting influences on neighborhoods.
5. Encourage participation by property owners in the Biddeford Landlords Association and encourage partnerships that provide resources for both owners and tenants.
6. Consider a partnership with other public/private organizations to pool resources to help finance home ownership (e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms).

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Full details on the status of these goals can be found as an attachment.

Discussion:

The City continues to pursue a series of housing policies that combine flexibility in the permission of higher density with continued inspections of existing multi-family structures. The City's access to Lead Paint Hazard Reduction funding, MaineHousing funding, and a commitment of CDBG to rehabilitating 2-

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to 7-unit structures, offering down-payment assistance to LMI first-time homebuyers, and acquiring real property for the development of affordable housing are intended to address barriers to affordable housing.

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AP-85 Other Actions – 91.220(k)

Introduction:

Ongoing economic challenges and continued market changes will require the CAC, in combination with network partners, to monitor the state of homelessness while forging ahead with housing quality improvements. Issues stemming from the pandemic, such as homelessness, day care closures, and the lack of food within the community, will be monitored and addressed.

It is critical that the residents of Biddeford have a measure of quality of life by having the most basic of resources and provisions. Ongoing public meetings and forums will keep Biddeford informed about opportunities to make a meaningful impact for the community.

Actions planned to address obstacles to meeting underserved needs

Seeds of Hope, the primary agency for assisting people experiencing homelessness, will keep the city informed about the current issues and the actions that may need to be taken. Biddeford Ready, [the Biddeford Food Pantry](#), and Apex will assist us with the needs of young and/or refugee families, as well as all residents within the Census tract where their [services are](#) located. Alternative Pathways, with its tie to the school department, will assist us in identifying and serving homeless youth.

The primary obstacle is housing at the lowest income levels. Demand is [driving up](#) housing costs at a rate that did not exist at the beginning of this five-year strategy. City Council and staff worked together to establish specific housing goals and will pursue projects to meet those goals. These housing goals are [included](#) as an attachment in AP-26. [These](#) opportunities, in conjunction with our partners, will include the further development of supportive housing as well as rentals for low- and moderate-income residents.

Actions planned to foster and maintain affordable housing

The average age of Biddeford housing stock is significantly older than county and state averages. There are many challenges [related to](#) this, particularly the presence of lead, as many houses [were built before](#) 1978. The Healthy Homes initiative has given Biddeford the resources to [help](#) address this issue. Rental housing is [targeted to](#) properly abate or mitigate the lead within [pre-1978 homes](#) and to provide housing rehabilitation [funding to correct](#) [code/health/safety](#) deficiencies. This program will create quality affordable rental housing for LMI families and individuals.

Biddeford's business community continues to grow rapidly, despite the pandemic. Employment opportunities will be examined in order to address community challenges from all perspectives, for example: ensuring median income levels can support median housing costs, that residents have the qualifications needed for jobs that pay enough to afford housing, that affordable housing opportunities are provided to those with jobs that have lower pay rates, and so on. As this information is gathered,

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Biddeford will continue to work with local business owners and interested developers in the coordinated effort of creating more housing. City Council's housing goals will address issues across the housing continuum: homeless assistance through Seeds, very low-income housing through Biddeford Housing Authority's request for 40 additional vouchers, development of low-income housing through LIHTC and other avenues, TIF subsidies for preservation of 10% of new units at median income, and the creation of first-time homebuyer opportunities (up to 200 new units over the next five years).

The City has at least three housing projects with approximately 200 units underway that are financed in part through the LIHTC program. The pandemic has hit housing developers hard, with equity for investments increasingly difficult to find. However, the City is poised to commit affordable housing TIF funding to support LMI housing development. The City is also in the process of approving density bonuses.

The purpose of the expanded housing rehab program is to preserve affordable units that might be lost to market escalation. A minimum of 15 units is proposed for rehabilitation this year.

The City also has a goal of increasing direct connection with individuals and families living in affordable housing to better understand their needs.

The Mayor's Affordable Housing Task Force and the Citizens Advisory Committee are conducting public outreach to ensure that those most affected can share their challenges and potential solutions.

Actions planned to reduce lead-based paint hazards

The City runs a lead-based paint hazard-reduction and Healthy Homes initiative to which the CDBG program provides match funding to invest in multifamily properties that qualify for assistance. Upon qualification, homes are inspected by licensed professionals to determine the level of lead and other health hazards present, after which a scope of work is developed and put out to bid.

All housing rehabilitation is inspected for quality of work in accordance with the building codes and lead regulations. The goal of the CDBG match program is to abate up to 15 units per year.

Actions planned to reduce the number of poverty-level families

Tied with the goals set in the Consolidated Plan, Biddeford continues to partner with organizations working directly with poverty-level families. The Biddeford Ready program, in conjunction with Apex Youth Connection and the Biddeford Food Pantry, will continue to focus on low-income families. Biddeford's youngest residents present a difficult challenge to the school's system, as many begin kindergarten unprepared, which tends to slow growth and learning potential. Other partners include Biddeford Housing Authority, Coastal Healthy Communities Coalition, and Seeds of Hope. The city also

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works with Biddeford Housing Authority to increase affordable housing in these neighborhoods.

The Community Engagement Specialist with the Police Department continues to form relationships with poverty-level individuals and families in order to identify and address the issues that keep people in poverty. Biddeford experienced unexpected rapid growth during the Consolidated Plan period, so while efforts are consistent and robust, reducing the number of poverty-level families continues to be a years-long effort. The greatest concern now is the combination of rapid growth in the real estate market and the pandemic, resulting in increased displacement and potential for homelessness. Neighborhood efforts are also re-emerging, led by the CDBG Coordinator and Citizens' Advisory Committee, to work directly with poverty-level neighborhoods to learn and address their needs.

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Outreach programs, through the social service agencies, target poverty-level families to provide critical resources such as food, clothing, life skills, and financial counseling to help them improve their current socio-economic situation. These efforts take time and patience to gain the trust of families so that assistance and guidance can be delivered. Biddeford Ready, through Head Start and private pre-K providers, has increased the number of children receiving educational development prior to entry into kindergarten. Biddeford Ready and school social workers work at all levels of the school system, and provide assistance when issues are identified. Biddeford Ready is also expanding awareness of Adverse Childhood Experiences (ACEs) through training and a summit that will encourage participants to envision how to reduce ACEs and how to increase Positive Childhood Experiences (PCEs), which are proven to counterbalance ACEs. Staff will continue to work with this network.

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Actions planned to develop institutional structure

City staff will continue to strengthen our partners to support our core LMI neighborhoods. Staff has reenergized the Citizens' Advisory Committee as the representative of households within our eligible Census tracts, reporting to the City Council. The CAC and staff will continue to develop neighborhood-based programs to serve communities and increase neighborhood safety and connectivity. Institutionally, City Council recognizes the CAC as an advocacy group for neighborhood-based initiatives, including the continued development of housing and community development goals for the City.

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During the program year, the Community Development Coordinator will strengthen partnerships between various groups – municipality, schools, nonprofits, businesses, and others – with a goal to improve coordination of efforts and grow the outreach network for these partners. Staff will also work with the newly formed Homeless Response Hub, which will coordinate efforts to address homelessness on a broader regional level.

Actions planned to enhance coordination between public and private housing and social service agencies

The City and the CAC will continue to work with private and public housing agencies. The focus this year

will be on mitigating the impact of the pandemic on continued development of additional stock across the housing continuum. The role and potential of the Biddeford Housing Authority will be examined, with a focus on increasing the supply of low-income family housing. The City will continue to work with LIHTC partners through its affordable housing TIF program to create new housing stock; partners include both public agency housing providers and private developers. Ongoing collaboration and coordination will be handled by the CAC and staff, ultimately reporting to City Council, to adopt strategies to address both the changing market and the pandemic.

The City will coordinate connections between housing and social services, in order to ensure effective delivery of these services. This connection will occur by developing a comprehensive list of housing agencies and social service agencies, identifying what their goals and projects are, and ensuring all partners have access to this information for ease of partnership. There are existing partnerships, as well. In particular, Seeds of Hope (a social service agency) has a homelessness task force that includes housing agencies. Over the last few years, the work of that task force led to the Biddeford Housing Authority developing and constructing a transitional supportive housing building for community members experiencing homelessness.

Discussion:

The City will be monitoring the impact of the pandemic on the community, as well as working to further future development and redevelopment efforts. We have put together a resource base that should permit a substantial increase in rehabilitation efforts while obtaining affordability; we will monitor our progress and make necessary adjustments as required.

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Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The goals, objectives, and overall benefit of this AAP represent Year 5 of the Consolidated Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed 0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. 0
3. The amount of surplus funds from urban renewal settlements 0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan 0
5. The amount of income from float-funded activities 0

Total Program Income:

0

Other CDBG Requirements

1. The amount of urgent need activities 0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 0.70%

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Annual Action Plan
2022

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The goals, objectives, and overall benefit of this AAP represent Year 5 of the Consolidated Plan. The origin year grant amount is \$380,590. Biddeford will continue to support a reduced number of subrecipients, ~~the expanded housing rehabilitation program, the acquisition of real property for the development of affordable housing units, a first-time homebuyer down-payment assistance program, and street/sidewalk/parks/gardens and~~ ADA improvements to eliminate barriers, ~~improve safety, and enhance~~ accessibility. This will ensure effective delivery of services to LMI individuals and households, and the preservation of housing stock and affordability. The Overall Benefit is based on program years 2021, 2022, and 2023. Biddeford had two substantial amendments during the prior program year (PY21).

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Attachments

Citizen Participation Comments

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CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

Amendments to CDBG Year 5 Action Plan

Public Hearing
Wednesday, December 21, 5:30 PM
City Hall Second Floor Conference Room & Zoom

&

30-Day Public Comment Period
Thursday, December 1 through Friday, December 30

Please be advised that the Citizens Advisory Committee is holding a Public Hearing on Wednesday, December 21 at 5:30 PM, for the purpose of obtaining citizen comment regarding amendments to the CDBG Year 5 Action Plan. This Public Hearing is pursuant to Biddeford's participation in the program noted above.

There is also a Public Comment Period that is open from Thursday, December 1 through Friday, December 30.

CDBG Year 4 Action Plan Amendment

This amendment is being made in order to provide details on two social service programs, finalize the budget amounts for all social service activities, and clarify details on an Emergency Repair Program for income qualified residents.

Social Service Programs

Mission Hill Neighborhood Hotspot, which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The hotspot provides free internet access for those who live within the hotspot area, in Census Tract 252.02, Block Group 1. This amendment will add that activity in, funded at \$2000.

Apex Youth Connection Extended Learning Opportunity (ELO) program at Apex Bike Factory, giving students hands-on training and experiences to make a successful transition to adulthood and the workforce. The budget for this program is \$19,461.

The Meals on Wheels program budget was not yet set when the Action Plan was first shared, so the amendment includes the final budget of \$12,227.

Emergency Repair Program

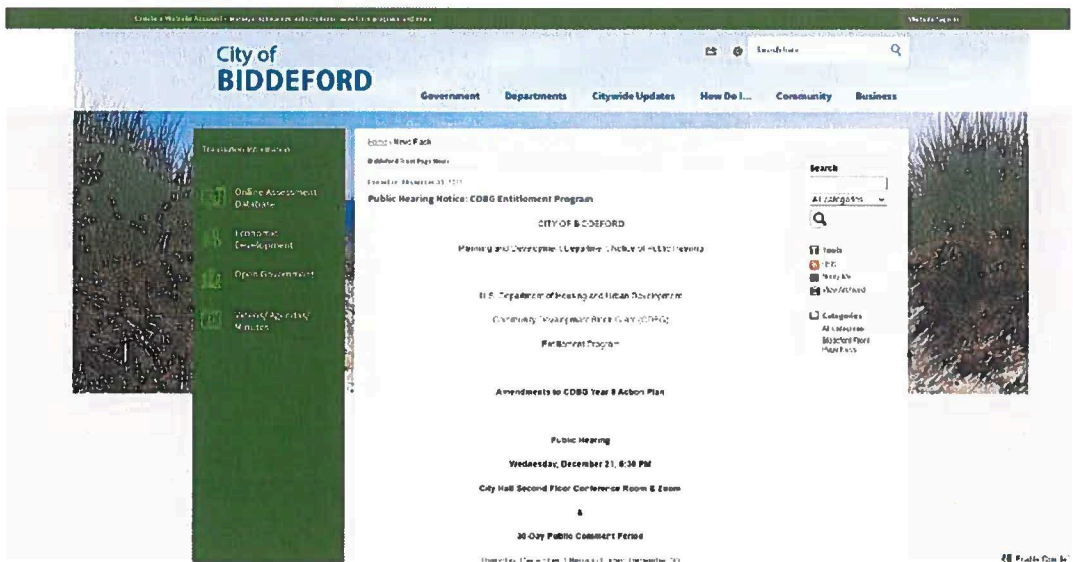
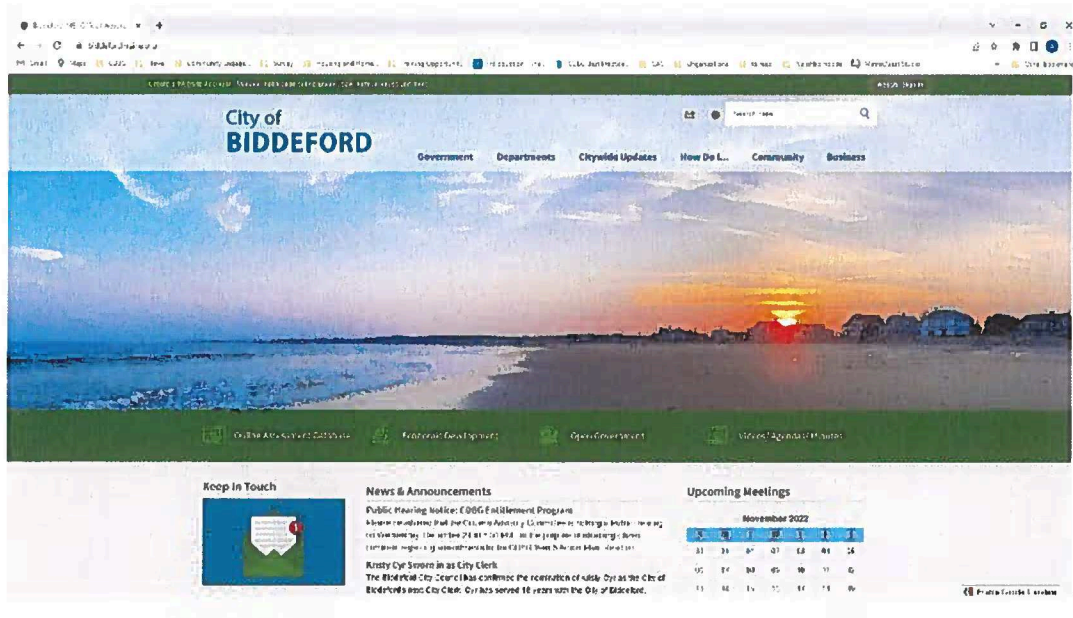
The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order to formalize this as a program, details are included in this amendment.

The amended document can be viewed on the [Community Development](#) page or by clicking [here](#).

Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207-284-9115.

In compliance with the Americans with Disabilities Act, individuals who need assistance participating in the Public Hearing should contact Abigail Smallwood at 207-284-9105. Those needing assistance due to language barriers may use the same contact or fill out this [translation assistance form](#) on the city website.





Citizen's Advisory

CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

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Wednesday, December 21, 6:30 PM
City Hall Second Floor Conference Room & Zoom

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30-Day Public Comment Period
Thursday, December 1 through Friday, December 30

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CDBG Year 5 Action Plan Amendment

This amendment is being made in order to provide details on two social service programs, fix the budget on a line for all social service activities, and clearly detail an all Emergency Repair Program for income qualified residents.

Social Service Programs

Market Hill Neighborhood (MHN) which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The proposal provides two internet sources for those who live in the Market Hill area, in Census Tract 28212, Block Group 1. This amendment will add that activity to the budget at \$2000.

Apex Youth Curriculum Extended Learning Opportunity (ELO) program at Apex Bike Park, giving students hands-on learning and experience to make a difference.

Posting on City Hall meeting board

Citizen's Advisory

transition to adulthood and the workforce. The budget for this program is \$19,461.

The Meals on Wheels program budget was not yet set when the Action Plan was first shared, so the amendment includes the final budget of \$12,227.

Emergency Repair Program

The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order to formalize this as a program, details are included in this amendment.

The amended document can be viewed on the Community Development page of the website.

Provide input in writing by email to Abigail Smalwood (abigail.smalwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smalwood, PO Box 586, Biddeford, Maine 04416. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smalwood at 207-284-6115.



Posting on City Hall meeting board

PUBLIC NOTICE

CITY OF BIDEFORD
Planning and Development Department will Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

Amendments to CDBG Year 5 Action Plan

Public Hearing
Wednesday, December 21, 5:30 PM
City Hall Second Floor Conference Room & Zoom

5

30-Day Public Comment Period
Thursday, December 1 through Friday, December 30

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CDBG Year 4 Action Plan Amendment

This amendment is being made in order to provide details on two social service programs that the budget amounts for all social service activities, and clarify details on an Emergency Repair Program for income qualified residents.

Social Service Programs

Mission Hill Neighborhood Hotspot, which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The hotspot provides free internet access to those who live within the hotspot area, in Census Tract 252.02, Block Group 1. This amendment will add that activity in funded at 52000.

Apex Youth Connection Extended Learning Opportunity (ELO) program at Apex Bike Factory, giving students hands-on training and experiences to make a successful

Posting on Planning and Development Department board

PUBLIC NOTICE

transition to adulthood and the workforce. The budget for this program is \$19,461.

The Wheels on Wheels program budget was not yet set when the Action Plan was first shared, so the amendment includes the final budget of \$12,227.

Emergency Repair Program

The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order to formalize this as a program, details are included in this amendment.

The amended document can be viewed on the Community Development page of the website.

Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 686, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207.284-9115.



Posting on Planning and Development Department board



Wed 12/21/2022 2:03 PM

Melissa Cilley <director@apexyouthconnection.org>

Re: draft contract for new program

To: Smithwood, Abigail

You replied to this message on 12/21/2022 2:14 PM.

Action Items

Get more.

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, Abigail. I think it's best that we table the ELO project until the new CDBG fiscal year. I met with Greg this morning and learned that there are a lot of changes pending in the process for CDBG, which may prompt changes in direction. It would be unethical for us to set up several students with paid internships, knowing that the chances of those internships continuing (or being offered again to other students) is risky. We very much want and need to do this program, and please let the CAC know that we appreciate their enthusiasm greatly, but Apex cannot risk getting burned again or hurting our youth. We will revisit for the 2023-2024 CDBG fiscal year.

Thanks for your help.

Melissa Cilley

Executive Director
Executive Director



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City of Biddeford
Citizens Advisory Committee
December 21, 2022 5:30 PM

In Attendance: 6 CAC members, 1 member of the public, 1 staff

1. Open Public Hearing, 5:31p – Chair
2. Discussion – Smallwood
 - 2.1. Amendments to the Year 5 Action Plan, [Public Hearing Notice.pdf](#)
 - 2.2. Adding back in public WIFI and Emergency Repair Program; and considered Apex amendment (they do not wish to move forward).
 - 2.3. Apex program funding will be reapportioned via separate amendment process.
3. Close Public Hearing – 5:40p – Chair

CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

Public Hearings
1. CDBG Year 5 Action Plan – First Hearing
2. CDBG Year 4 Action Plan Amendment

Wednesday, March 9, 2022
5:30 PM

Zoom Meeting

& 30-day Comment Period

Please be advised that a Public Hearing has been scheduled by the Citizens' Advisory Committee for Wednesday, March 9, 2022 via Zoom for the purpose of obtaining citizen comment regarding two items:

1. CDBG Year 5 Action Plan – First Hearing
2. CDBG Year 4 Action Plan Amendment

This Public Hearing is pursuant to Biddeford's participation in the program noted above. For the Year 5 Action Plan, this is the first of two public hearings. The Year 4 amendment will have only one public hearing.

Additionally, there is a 30-day comment period for input regarding these programs from February 16, 2022 to March 17, 2022.

CDBG Year 5 Action Plan

The following programs will be reviewed:

1. Continuation of the 2- to 4-unit owner-occupied residential rehab program
 - a. Expansion to allow nonprofits to apply both within the designated Census tracts and citywide*
 - b. Expansion to allow applications eligible owner-occupied properties outside the designated Census tracts*
2. ADA Accessibility Improvements
 - a. City Hall interior*
 - b. City Hall exterior
 - c. Other facilities
 - d. Parks
 - e. Sidewalks, intersections, and curb ramps
 - f. Bus stops
3. Public Service activities

CAC will also review additional areas of focus for the group and financial needs.

*See below, these items are being considered in the amendment to the current year's Action Plan (July

2021 to June 2022).

CDBG Year 4 Action Plan Amendment

The following amendments are being proposed:

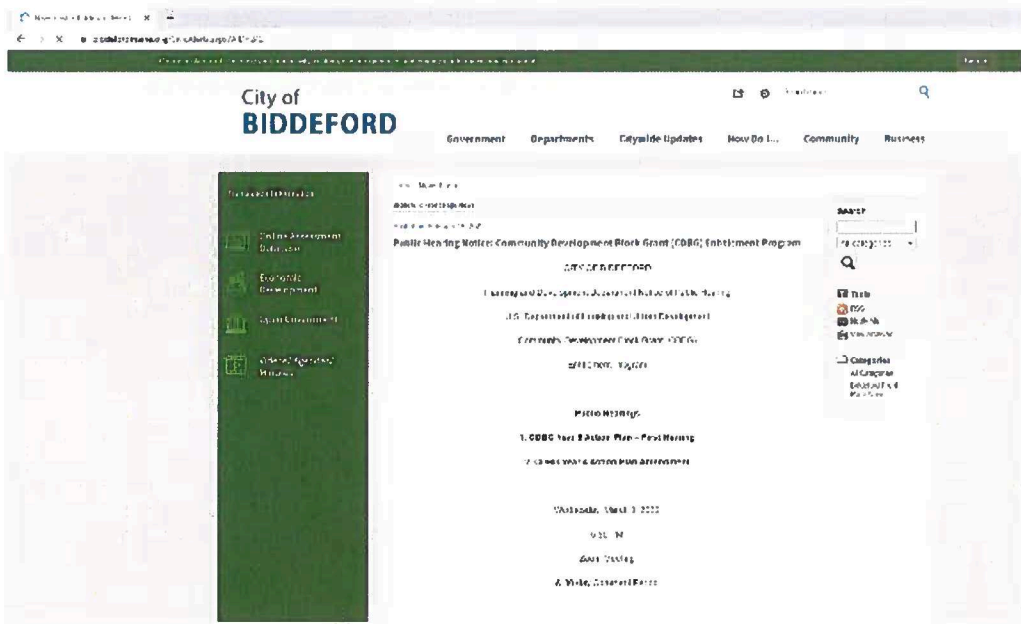
1. 2- to 4-unit residential rehab program
 - a. Expansion to allow applications from nonprofits both within and outside the designated Census tracts
 - b. Expansion to allow applications from eligible owner-occupied properties outside the designated Census tracts
2. Diverting some funds from the rehab program to a program for ADA Accessibility Improvements at City Hall

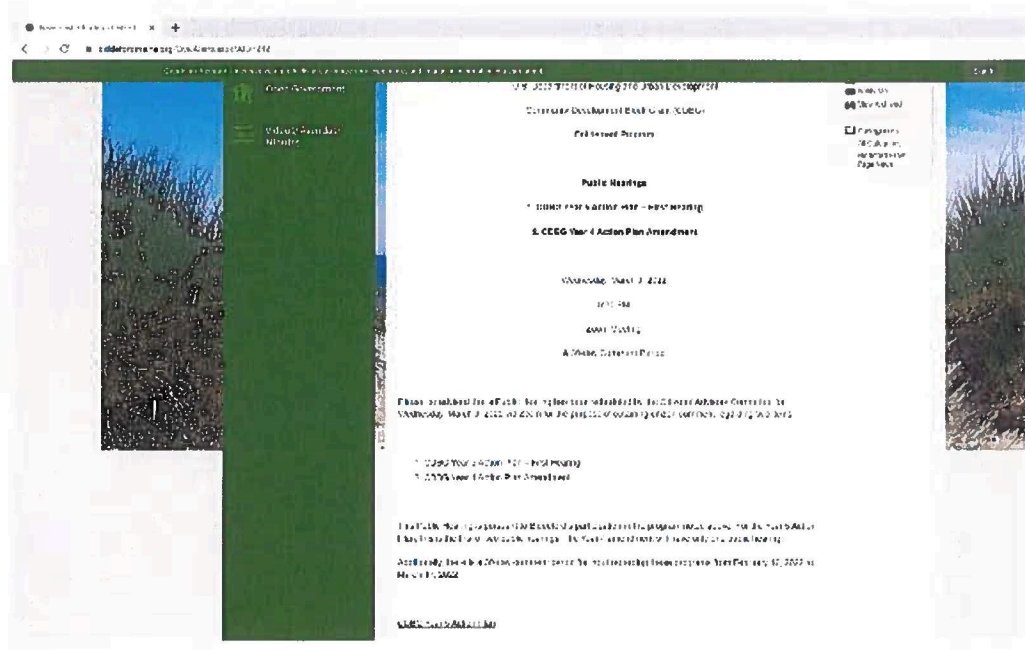
The amendment document can be viewed on the [Community Development](#) page or by clicking [here](#).

If you provide comment via email, mail, or phone, please state whether you are commenting on the Year 5 Plan, Year 4 Amendment, or both. Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207-284-9115.

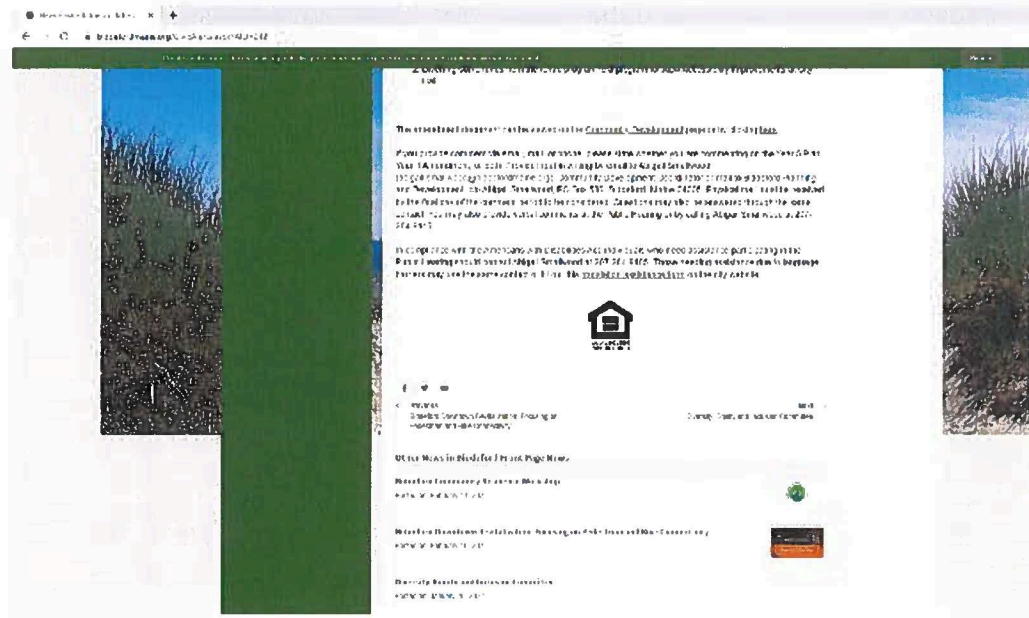
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Smallwood, Abigail

From: ggagnonbha@maine.rr.com
Sent: Tuesday, March 1, 2022 12:50 PM
To: Smallwood, Abigail
Subject: BHA comment - CDBG programs

CDBG Year 4 Action Plan Amendment

The following amendments are being proposed:

1. 2- to 4-unit residential rehab program
 1. Expansion to allow applications from nonprofits both within and outside the designated Census tracts
 2. Expansion to allow applications from eligible owner-occupied properties outside the designated Census tracts
2. Diverting some funds from the rehab program to a program for ADA Accessibility Improvements at City Hall

Abigail:

With regard to the proposed CDBG plan amendments, the proposal to allow non-profits to apply and get funding under the 2-4 unit residential rehab program, BHA fully supports those changes.

BHA and its affiliated non-profit development corporation, SMAH (Southern Maine Affordable Housing) have and will continue to acquire and redevelop small scale multi-unit residential properties, most of which require significant rehab in order to meet code and quality standards. At the same time, as affordable housing providers, having the ability to reduce our net construction costs will directly result in us being able to make those units more affordable. The other benefit to the community is that our affordability period has no end date, therefore the dollars contributed to any project done by BHA/SMAH will ensure affordability in perpetuity above and beyond the minimum period required by CDBG's program.

We thank you for the opportunity to comment on the proposed amendments and look forward to attending the hearing on March 9th to answer any questions or to make additional comments.

Thank You.

Guy M. Gagnon

Biddeford Housing, Exec. Dir.
207-415-2939
bhousing.org

Citizens Advisory Committee
March 9, 2021
Minutes – Public Hearing and Regular Meeting

In attendance

Members: Cat Bates (chair), Leah Schaffer (vice chair), Doris Ortiz, Loretta Turner, Kaily George

Guests: Guy Gagnon (Biddeford Housing Authority)

Absent: Stephanie Edwards, Ronda Bey

Staff: Abigail Smallwood, Gail Wilkerson, Tim Boston

Public Hearing was called to order at 5:35pm (Chair).

Comments on proposed amendments to Public Hearing

- Guy
 - BHA supports expanding to allow nonprofits being to apply for 2-4 unit rehab program funding
 - Units more affordable as net construction cost is decreased
 - Units are affordable in perpetuity
- Abigail
 - This is for both this year and the upcoming year
 - Also allows for homeowners outside of census tracts to apply
 - ADA
- Leah: What are current proposed projects for this year
 - Gail: ADA funding being used towards ramps, bathroom areas, service counters
 - \$200-250K projected total cost
- Leah: Suggestion to look at overall balance of project and if other items such as sprinklers and windows, clock tower
 - Gail will touch base with Brian Phinney

Year 5 Action Plan Hearing

- Abigail: still establishing second hearing meeting date
 - Overview:
 - continuation of the 2-4 unit rehab program
 - ADA improvements
 - Guy's comments from before still apply
- Cat: suggestion to promote fixing sidewalks, curb cuts, and intersections as the highest priority
- Discussion on breakdown of funds between programs and what is eligible under the
- Cat: priority on 2-4 units and then remainder towards ADA improvements. Look to make ADA improvements as other projects come up.
- Loretta: shared that there was an issue with coordinating conversation around transportation/bus stops/etc in the past

- Doris: on transit committee, will talk with Chad about shelters and funding
- Abigail: will make sure bus stop questions are on walking survey
- Apex Youth Connection update
 - Melissa
 - Has items like clothes and food to give out
 - Some people in that neighborhood are looking for food and Seeds of Hope type services, they are referred there
 - What they want to do is not able to be funded by CDBG
 - Guy: space was most successful with Community Partners for Protecting Children, which operated a Hub model, but CDBG did not pay for this
 - Community conversations: have coffee and just invite people in to talk (this was done as a way to develop connections in the neighborhood)
 - Guy: idea for community police officer working out of that space as a substation (this can be an eligible activity depending how it is set up)
 - Discussion about what the Hub can be, and what CDBG can cover
 - Melissa: sharing staff person with Seeds and staff training has been helpful

Public Hearing closed at 6:43pm (Chair)

CAC meeting opened at 6:43pm (Chair)

- Relevant Meeting/City Updates
 - Budget: Thursday March 17th Social service requests, 8:25 pm.
 - Affordable Housing Task Force: Last meeting was primarily introductions
- Discussion
 - Mapping/Engagement: 1st one canceled due to snow, survey is being built and finished up
 - Offering both paper and link
 - Have two options available – solo walk or as a group
 - Ongoing
 - Beta launch with UNE volunteers
 - Have other organizations provide feedback on the survey through taking it
 - Add a May volunteer day: more community focused
 - Discussion around uptick in overdosing
 - Abigail to check in with Steve Gorton in PD
 - Motion to adjourn: made by Doris, second by Loretta, vote unanimous. Meeting adjourned at 7:33pm.

CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

**30-Day Public Comment Period
CDBG Year 5 Action Plan**

Friday, June 17 to Sunday, July 17, 2022

Please be advised that a Public Comment Period is open from Friday, June 17 to Sunday, July 17, for the purpose of obtaining citizen comment regarding the CDBG Year 5 Action Plan.

This Public Comment Period is pursuant to Biddeford's participation in the program noted above. There will be a Public Hearing held during this period. There will be at least a 15-day notice period before the Public Hearing. The Public Hearing information will be added to this post and posted separately.

CDBG Year 5 Action Plan Overview

The Action Plan describes past performance of the CDBG programs and projects, the current status of efforts around things like affordable housing, homelessness, and supportive services. It also describes the plan for the year, which will run from July 1, 2022 to June 30, 2023.

The following programs are being proposed:

1. Continuation of the 2- to 4-unit owner-occupied/nonprofit owned residential rehab program
 - a. There was an expansion during the 2021-2022 program year to allow nonprofits to apply both within the designated Census tracts and citywide, and to allow applications from eligible owner-occupied properties outside the designated Census tracts. These will continue into the Year 5 program.
2. ADA Accessibility Improvements identified through the Biddeford ADA Self-Evaluation and Transition Plan that occurred during the 2021-2022 program year. Potential areas for ADA improvements are as follows: City Hall interior, City Hall exterior, other facilities, parks, sidewalks, intersections, curb ramps, bus stops
3. Public Service activities
 - a. Seeds of Hope – Winter Warming Center for those experiencing homelessness
 - b. Southern Maine Agency on Aging – Meals on Wheels
 - c. Apex Youth Connection has been funded in the past, but exact program details are being determined
 - d. The Citizens Advisory Committee will determine what to do with any remaining funds (e.g. request for applications from other social service agencies, divert remaining funds to the existing public services, etc)

The entire Year 5 Action Plan can be viewed on the [Community Development](#) page or by clicking [here](#).

Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207-284-9115.

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CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

CDBG Year 5 Action Plan

Public Hearing
Thursday, July 7, 5:00 PM
City Hall - Second Floor Conference Room
and Zoom

&

30-Day Public Comment Period
Friday, June 17 to Sunday, July 17, 2022

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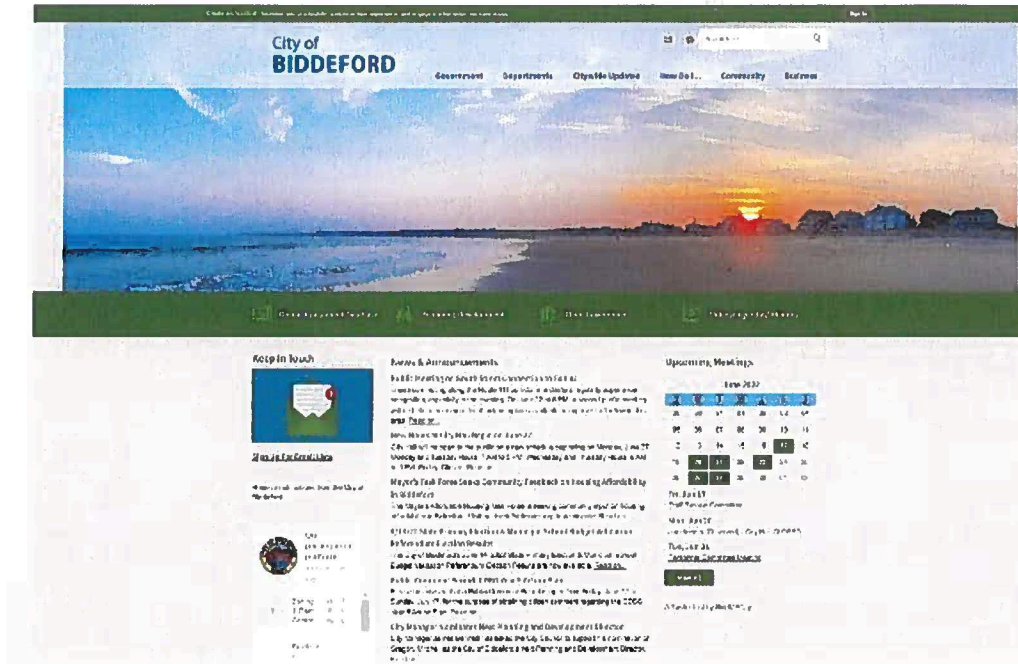
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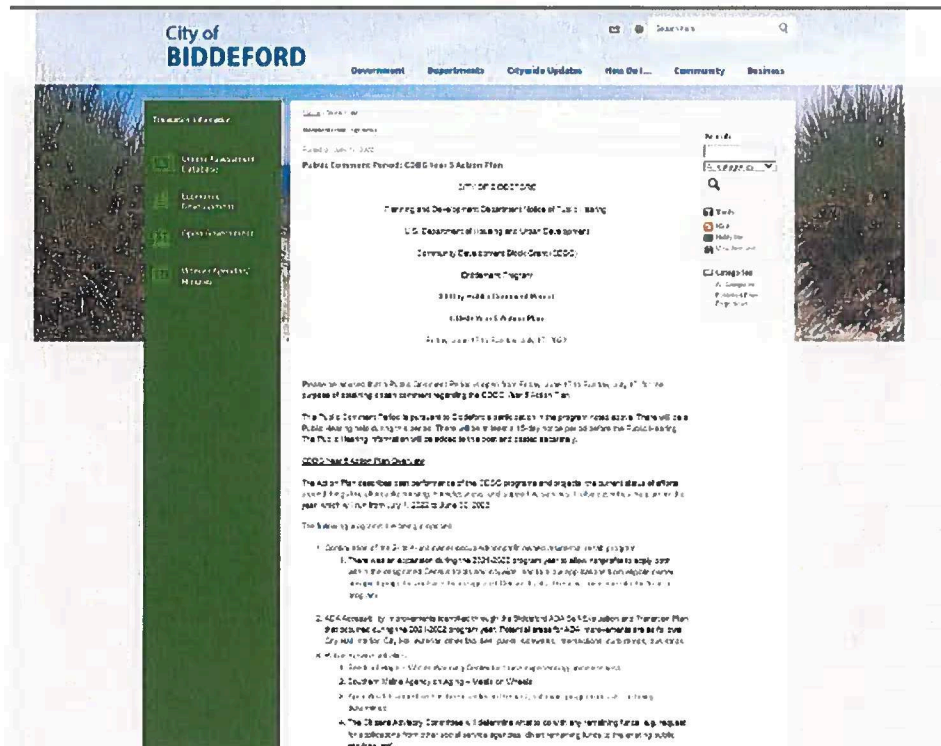
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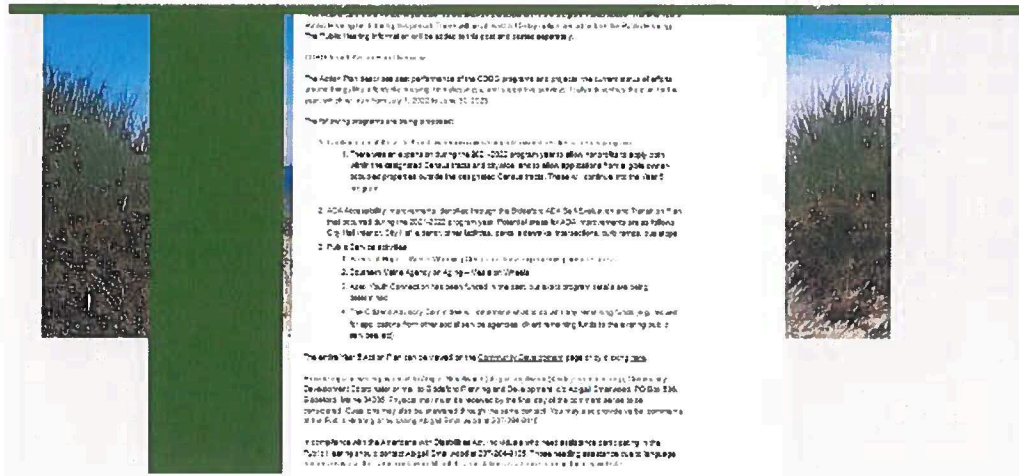
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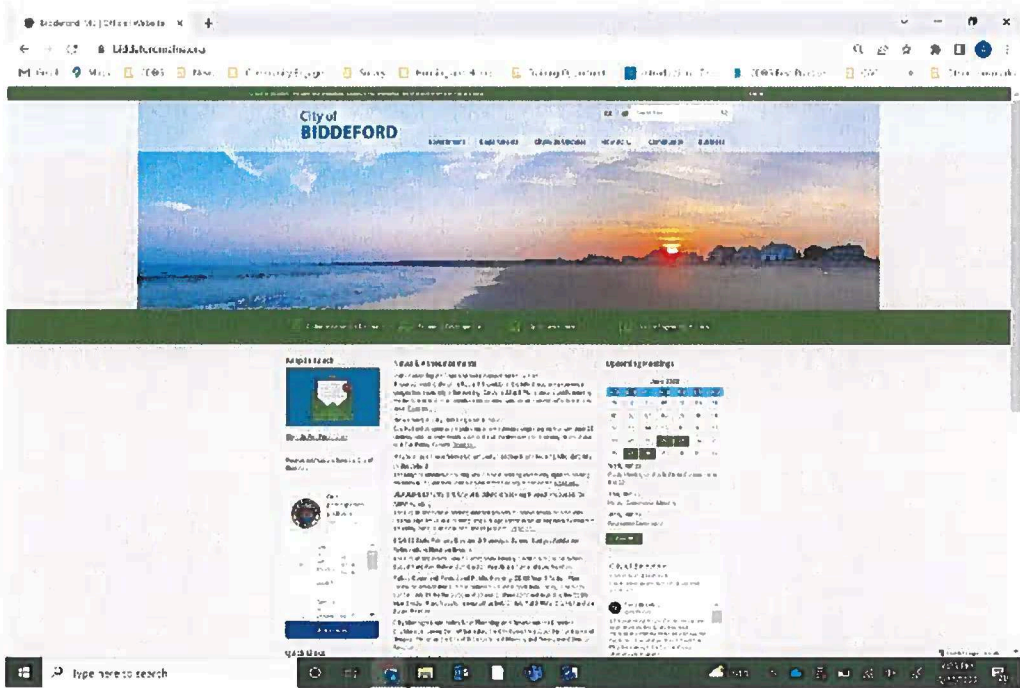
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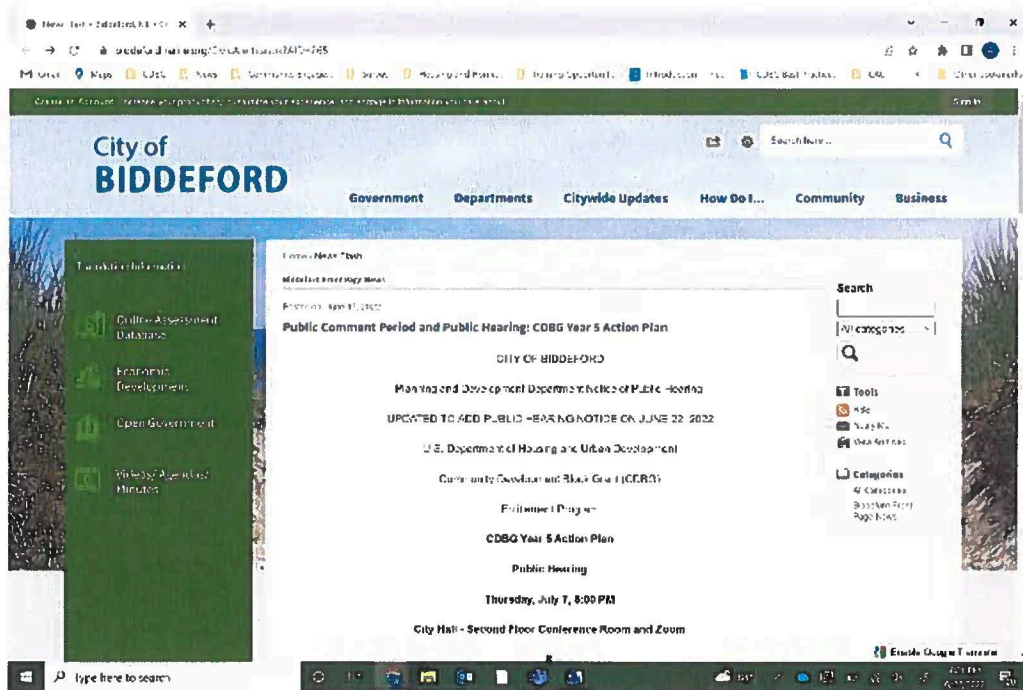


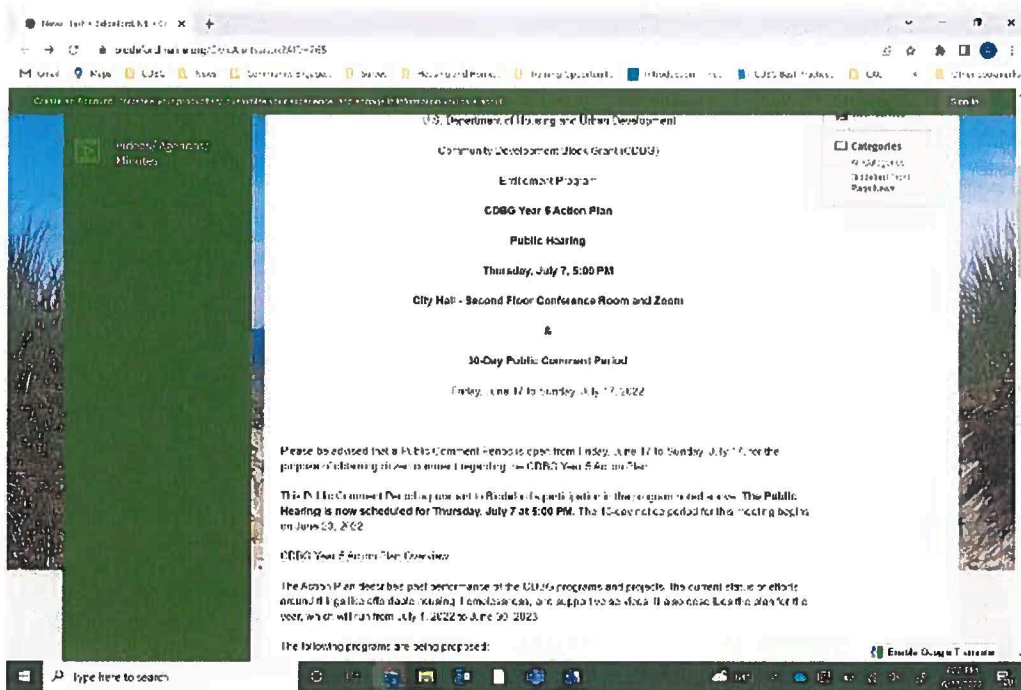


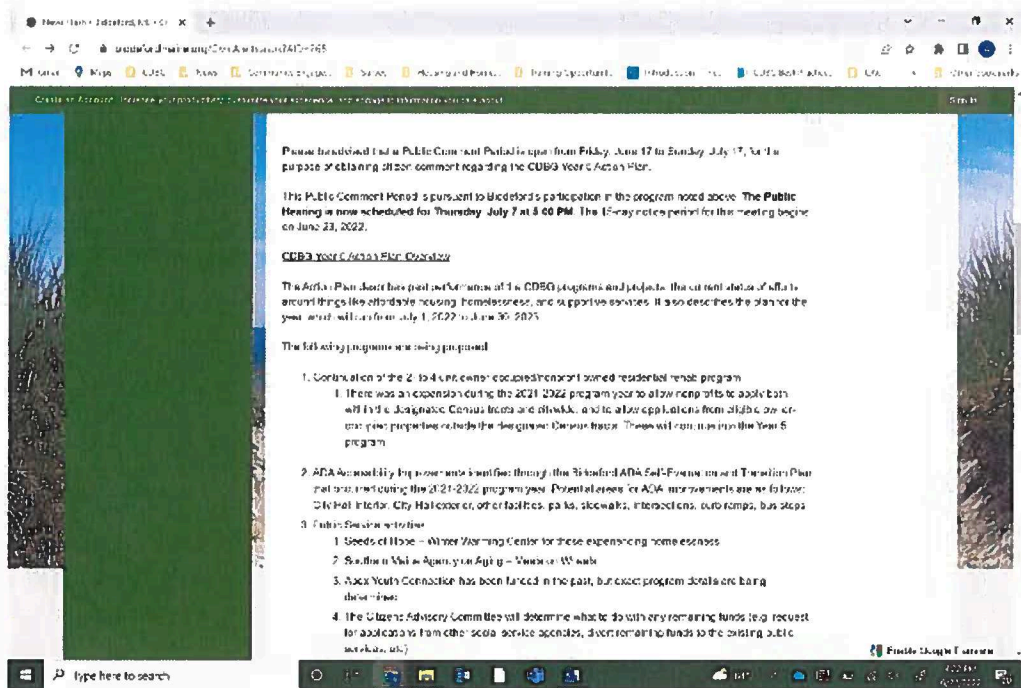


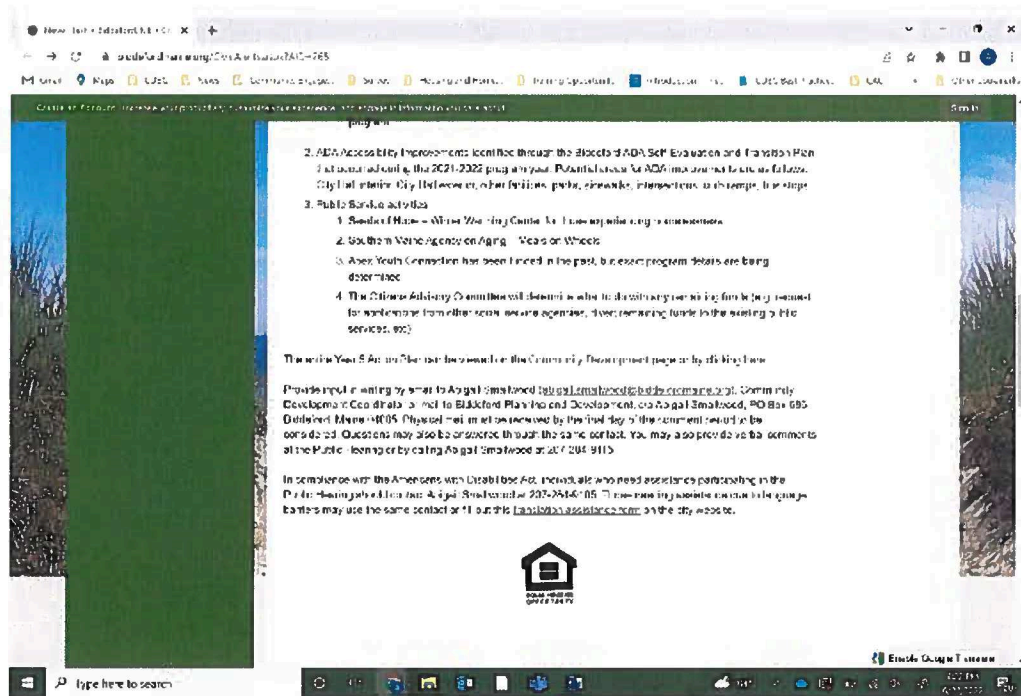












Smallwood, Abigail

From: Melissa Cillee <director@apexyouthconnection.org>
Sent: Friday, July 1, 2022 4:39 PM
To: Smallwood, Abigail
Subject: Re: Biddeford Community Development Block Grant (CDBG) Annual Plan 2022-2023

Hi, Abigail. I plan to attend the CAC meeting on the 7th. I'll also provide some thoughts here.

1) It appears that the priority under the plan is homelessness; this seems consistent across the different activities and objectives. If this is accurate, it might be helpful to capture it early on in this Plan.
2) To that end, I recommend including the work of Apex in partnership with the schools to support homeless/near homeless families and students between pages 26 and 30. Apex will be entering our second year of this contract in the 22-23 school year. This is an important resource for families and, since our staff is on-site at the schools during the school day to support students identified by school personnel, it is a very important resource to ensuring these at-risk students are successful in and out of the classroom. Under McKenney-Vento, Apex has resources through BSD to assist families with deposits on housing, food, and other needs. As the community learns of our role and the resources we have available, more families are accessing them. (Note that Apex staff's primary work is with the students themselves. That said, the support for families comes through trusted relationships with the students.)

For your information, Abigail *(not for public comment)*

[REDACTED]

[REDACTED]

Melissa Cillee

Pronouns: she/her

Executive Director



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[Like us on Facebook](#)

On Wed, Jun 29, 2022 at 9:35 AM Smallwood, Abigail <Abigail.Smallwood@biddefordmaine.org> wrote:

Hello!

I am emailing to let you know that Biddeford's Annual Action Plan for our CDBG funds is open for comment. This plan details what we will be doing for the 2022-2023 year, including funds for housing rehab, funds for ADA improvements to public buildings, and support to social services. If I've included you on this email, it's because your work relates to something within the plan, and I wanted to inform you of the opportunity to comment and/or attend the public hearing.

The Public Comment Period is open through Sunday, July 17, and the Public Hearing will take place next Thursday, July 7, at 5 PM. Comments can be emailed to me.

Additionally, I wanted to let you know that we will be going through a Consolidated Plan process in this upcoming year. The Consolidated Plan is essentially 5-year goal setting for these federal funds, which are meant to assist low- to moderate-income people and can cover a pretty broad range of issues. The plan is also used to aggregate data around housing and homelessness issues, ADA accessibility, and available services. We are working on a range of opportunities for people to provide feedback, and want to be able to talk to both providers and clients. One step will likely be to set up individual meetings with agencies. No matter how you're involved, I would appreciate your participation in this important process!

If you have any questions on the Annual Plan (attached) or the Consolidated Plan process, please let me know.

Thank you,

Abigail

Abigail Smallwood

Community Development Coordinator

Pronouns: she/her/hers

Office of Planning and Development

City of Biddeford, Maine

207-284-9115

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Smallwood, Abigail

Subject: RE: Apologies

From: Rev. Shirley Bowen [mailto:rev.shirley@seedsofhope4me.org]
Sent: Monday, July 11, 2022 2:16 PM
To: Smallwood, Abigail <Abigail.Smallwood@Biddefordmaine.org>
Subject: Re: Apologies

I think in my request I did up the numbers, although maybe too much though. Maybe use 25. I'm pretty comfortable with that #



Rev. Shirley Bowen, Executive Director/Chaplain
Seeds of Hope Neighborhood Center
35 South Street
Biddeford, Maine 04004
Direct Office Line: 207.283.1783
General Info Line: 207.571.9601
www.seedsofhope4me.org

**City of Biddeford
Citizens' Advisory Committee
Thursday, July 7, 2022 5:00PM
Topic: Citizens' Advisory Committee Public Hearing and Meeting**

In attendance

Members: Cat Bates (chair), Leah Schaffer (vice chair), Doris Ortiz

Guests: Melissa Cilley (Apex Youth Connection)

Absent: Stephanie Edwards, Ronda Bey, Loretta Turner, Kaily George

Staff: Abigail Smallwood, Gail Wilkerson

1. **OPEN PUBLIC HEARING:** Opened by Chair Bates, 5:00pm
 - a. Review the Year 5 Action Plan
 - i. Staff (A. Smallwood) provided an overview of the Action Plan for the year
 - b. Take comments
 - i. Guest (M. Cilley) shared difficulty implanting social service program under the CDBG regulations and there was discussion about how to improve ease of implementation
2. **CLOSE PUBLIC HEARING:** Closed by Chair Bates, 6:00pm
3. **OPEN CAC MEETING:** Opened by Chair Bates, 6:00pm
4. **AGENDA REVIEW**
5. **APPROVE MEETING MINUTES**
 - a. There was not quorum, so there was no vote to approve the minutes.
6. **DISCUSSION**
 - a. Plan for Social Services, based on comments received during Public Hearing
 - i. Further discussion around how to make social service programs easier to implement, about what to do with any potential leftover funds (decision was to have a special meeting to discuss this once Apex has submitted an application with details on their proposed program)
 - b. Consolidated Plan / long-term planning
 - i. Discussion around using city's civic engagement platform to help with long-range planning and support idea submission (A. Smallwood to discuss with other engagement staff)
 - c. **VOTE:** Amendment to Rehab Program
 - i. There was not quorum, but those in attendance were supportive of the changes. Recommendation to do a vote via email, which will be sent to all members soon. Video of discussion at the meeting will be included.
 - d. Review Ward meeting schedule

- i. New department head and deputy department head are having individual meetings with department staff; A. Smallwood to discuss schedule, implementation, and details at her check-in meeting

7. PROJECT/PROGRAM UPDATE

- a. CDBG, CDBG-CV, and ADA Self-Evaluation and Transition Plan
 - i. Rehab program update from G. Wilkerson: same number of units; working on a one-page form about the program for outreach; if rehab program amendment is approved, will reach out to previous applicants who preferred a shorter time period
 - ii. ADA: will provide list of potential projects for CAC to discuss

8. OTHER BUSINESS

9. RELEVANT MEETING/CITY UPDATES

- a. Planning Board process update
 - i. A. Smallwood will be discussing this in meeting with new department heads
- b. Affordable Housing Task Force
 - i. Councilor Ortiz provided an update: at the last meeting, Habitat for Humanity presented; initial results from the community housing survey were reviewed; discussion about what income range to focus Affordable Housing funds on
 - ii. Discussion around whether the Task Force will also make policy proposals to City Council; L. Schaffer and Councilor Ortiz to discuss, and staff will discuss internally as well

10. ADJOURN: Chair Bates closed the meeting at 7:02pm.



City Council

Meeting Date: Tuesday, July 19

Meeting Time: 6:00 PM

Agenda Item No:

Item Description: CDBG Year 5 Action Plan

Submitted by: Abigail Smallwood, Community Development Coordinator

Supporting Information/Documentation:

See attached document. Highlighted text in the document is information that will be finalized after the Public Comment Period ends on Sunday, July 17.

Key Terms:

- CDBG – Community Development Block Grant
- PY21 – Program Year 2021, which refers to the fiscal year from July 1, 2021 to June 30, 2022
- PY22 – Program Year 2022, which refers to the fiscal year from July 1, 2022 to June 30, 2023
- HUD – Department of Housing and Urban Development (source of CDBG funds)
- CAC – Citizens' Advisory Committee
- LMI – low- to moderate-income, which is the threshold for eligibility for many programs, where household income is at or below 80% of area median income
- Annual Action Plan – Plan approved by City Council for the expenditure of CDBG funds. This memo will address the PY22 Action Plan.

Executive Summary:

The city of Biddeford has received \$380,590 for PY22, and there are also carryover funds from previous years. Full details of this breakdown can be found in the AP-15 section of the plan.

Detailed Review:

The City of Biddeford receives entitlement CDBG funds each year to use on projects and programs that help low- to moderate-income (LMI) community members. Funds can be used on community and economic development, with a 15% cap on public service activities (e.g. support of social service agencies) and a 20% cap on administration of the programs. With these caps in mind, 15% of the budget (\$57,088) will go toward a minimum of two agencies: Seeds of Hope and Southern Maine Agency on Aging.

Seeds of Hope funds go toward their Winter Warming Center, which provides a warm overnight space for those experiencing homelessness, on nights below 20 degrees or with extreme weather conditions. Southern Maine Agency on Aging operates Meals on Wheels and CDBG funds go toward Biddeford residents receiving meal deliveries and well visits.

Apex Youth Connection has also previously received funds and the plan states that they may apply for CDBG funding. Staff and the CAC will review an application from them. The CAC will discuss a plan for any remaining funds after the Apex program is reviewed.

Please note: There are also plans to support the neighborhood hotspot located at 46 Sullivan Street (known as the Mission Hill or Bacon Street neighborhood), but this item was not in the Action Plan that was released for public comment. This item, along with the finalized plan for social services, will be put out as an amendment to the plan as soon as possible. Approximate funding for the hotspot is \$2500.

The full 20% (\$76,118) will go toward admin, which supports the salary and benefits of the CDBG coordinator and other costs related to administration of the CDBG program.

The remainder of the funds will go toward the 2- to 4-unit housing rehabilitation program that launched in the 2020-21 program year (appx. \$712,022) and to ADA improvements to remove barriers from public buildings or areas (\$200,000). The housing program supports the rehab of owner-occupied or nonprofit-owned 2- to 4-unit buildings in the target area. There is a rehab specialist to assist with projects, applicants must meet income requirements, and property owners are required to maintain affordability on rehabbed units for 10 years.

There are certain timeliness requirements for spending down CDBG funds. Staff will calculate the amount that must be spent by the end of April 2023 after final payments are made for the previous program year. Depending how much must be spent, the CAC will determine whether to shift funds around or introduce a new program that will help spend the funds in a timely manner.

This plan was discussed at two public hearings. There was an initial public hearing on Wednesday, March 9, 2022, where the general outline was described. The second public hearing took place on Thursday, July 7, giving the public an opportunity to comment on the full draft of the plan. A public comment period opened on June 18 and will close on July 17.

Funding Source:

HUD CDBG yearly entitlement funds of \$380,590.

Staff Recommendation:

Approval of Year 5 Action Plan (PY22) document.

Proposed City of Biddeford Community Development Block Grant Year 6 Annual Action Plan & Budget

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In the 2023 Action Plan, the City will use funds for: (1) Acquisition/Rehabilitation of Real Property (for the development of affordable housing); (2) Housing Rehabilitation; (3) Homebuyer Down-payment Assistance; (4) Infrastructure; (5) Social Services; and (6) Administration. For Acquisition/Rehabilitation of Real Property, the plan is to use \$750,000 to acquire and rehab 7 units for the development of affordable housing units, a majority of which will be targeted to households earning no more than 60% of area median income (AMI). In Housing Rehabilitation, a \$315,000 program budget will fund loans for moderate rehab and/or energy efficiency improvements in 15 units within 2- to 7-unit properties that are (in order of priority) owner-occupied, non-profit owned, or investor-owned, provided that at least 51% of the property occupants are households earning no more than 80% AMI and rents do not exceed fair market rents (FMR) for an affordability period of ten (10) years after the completion of the rehab work. Under the same program, owner-occupied single-family homes will be eligible for emergency repair grants to address unforeseen damage that causes health/safety issues and must be repaired immediately. A down-payment assistance program for first-time homebuyers will be funded at \$100,000 to assist 10 new homebuyers in meeting their down-payment requirements to purchase a first home. In Infrastructure, a budget of \$151,512.11 will help improve accessibility and safety of public facilities in low/moderate income neighborhoods. In Social Services, a budget of \$58,626.15 will fund the Seeds of Hope Winter Warming Center, Southern Maine Agency on Aging's Meals on Wheels program, the Mission Hill Neighborhood Internet Wi-Fi Hotspot, and the Biddeford Food Pantry, all of which have witnessed increased demand on their services since the onset of COVID. Finally, the Administration budget of \$78,168.20 will be used to pay staff salary and benefits, as well as other administrative costs as needed. The total plan year budget—including prior year resources—is \$1,453,306.46.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Housing Rehab Program: rehabilitation or emergency repair of 15 units serving a majority of low/moderate income households with a budget of \$315,000

Acquisition / rehabilitation of real property: for the development of 7 units of affordable housing with a budget of \$750,000

Homeowner Down-Payment Assistance: for 10 low/moderate income first-time homeowners totaling \$100,000

Public facilities: Accessibility and safety improvements to public facilities in low/moderate income neighborhoods benefiting at least 5,000 residents and totaling \$151,512.11

- Seeds of Hope: operate Winter Warming Center for 25 people experiencing homelessness
- Mission Hill Neighborhood Wireless Internet Hotspot: 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located
- Biddeford Food Pantry: support the provision of food, toiletries, paper goods, and diapers to 375 unique low/moderate income Biddeford residents per month

With any remaining social service funds, other community services may be added for funding.

Administration: With a budget of \$78,168.20, fund the staff and administrative costs required to manage all PY23 activities.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Due to monitoring in June 2021, as well as staff changes both before and since then, many updates have been made to the program. CDBG Policies and Procedures are in the process of being updated, in order to better enable the city and subrecipients to follow federal regulations. Additionally, PY23 will be Year 6 of the Consolidated Plan, so Biddeford will use the program and policy updates established during the monitoring process to guide the writing of the new Consolidated Plan.

In the Public Services domain, the city will continue to focus on a reduced number of community service programs. Seeds of Hope ran the Winter Warming Center for a second year, giving people experiencing homelessness a place to stay during cold or inclement weather. With findings from monitoring, the Community Hub program being delivered by Apex Youth Connection was not able to continue due to eligibility issues. Instead, the Biddeford Food Pantry will be supported to help meet the food, toiletries, paper products, and diaper needs of 375 low/moderate income individuals each month. The Meals on Wheels program will continue to deliver food to seniors and persons with disabilities, and the Mission Hill Community Internet Wi-Fi Hotspot will continue to be supported for a second year.

The past year has continued to be one of increased housing affordability in the Biddeford market. The Biddeford housing market continues its renaissance, attracting new residents from more expensive cities to our north and south. Prices for both new and existing rental units are on the rise as a result, which is forcing long-term Biddeford residents out of the community because of accessibility issues and affordability. Biddeford's oldest housing stock continues to require important upgrades, and the

expanded Housing Rehab Program will provide loans to make necessary repairs and energy efficiency upgrades in both owner-occupied and investor properties with between 2 and 7 units where a majority of units serve low/moderate income occupants. In addition, a homeowner down-payment assistance program will be offered to LMI first-time homebuyers, and the city will acquire real property for the development of 7 units of affordable housing. In PY21, an amendment was made to allow qualified nonprofits and eligible properties outside the designated Census tracts to apply for the program. This expansion will continue into PY23.

The 2- to 4-unit rehab program launched at the end of PY20 and has thus far rehabbed 6 units, 4 of which will serve low/moderate income households with affordable rents for a period of 10 years. However, due to lower-than-expected applications for this program, its scope has now expanded to serve a greater variety of low/moderate-income households. During PY23, 15 units are expected to be rehabilitated thanks to a broader focus on rehab loans to properties with between 2 and 7 units that are (in order of priority) owner-occupied, nonprofit-owned, or investor-owned as well as grants to owner-occupied single-family homes in need of emergency repairs.

In PY22, the City made limited progress on its plan to make ADA improvements in City Hall to remove architectural barriers for persons with disabilities. This activity will remain a focus of the PY23 Plan. No other infrastructure activities were planned in PY22.

The CDBG-CV program has not been fully implemented, though there is increasing interest in use of the funding to support public safety improvements, such as better lighting in streets and parks and support of other community efforts that have experienced greater demand in response to COVID. The program provides assistance to community members experiencing challenges with substance abuse, mental and physical health concerns, or housing insecurity and homelessness. In particular, social service agencies and the police department have seen increased need in these areas since the pandemic started.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation Plan creates opportunities for residents to take part in the planning, development, and implementation of CDBG plans. The Citizens' Advisory Committee, appointed by City Council, assists city staff in implementing the consolidated plan, its programs, and ongoing evaluation of the plan's successes, failures, and adjustments.

The City holds monthly CAC meetings, and has had several advertised public hearings to receive input on CDBG plans and amendments. The first hearing for the Year 6 Action Plan will be held on May 17, 2023, along with a public comment period from May 3 to June 2. The second hearing will be held on June 9, 2023. Through the 2022 program year, the CAC met virtually, including public hearings. Meetings shifted back to being primarily in-person, with an online option for those who could not attend in person, in July 2022.

Under the direction of the City's Director of Planning and Development, the CDBG Coordinator directs and coordinates all activities of the CAC. The CDBG Coordinator is the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, and residents of assisted housing developments, social services (including faith-based organizations) and any population that would be eligible for CDBG funding.

The CAC provides comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to accept community input and keep the citizenry informed.

The CAC is designed and operated to provide outreach to local (and regional when appropriate) groups and citizens. Through Seeds of Hope and its Homeless Task Force, the City participates with various service and non-profit organizations focused specifically on the social welfare and housing needs of our low and very low-income individuals, and their families, where appropriate. The City participates in the State's Continuum of Care, convened by MaineHousing, as well as the Statewide Homeless Council and Region 1 Homeless Council. During the program year, the state's Homeless Response Hub system launched, and Biddeford is an active participant in the Region 1 (York County) Hub, which will focus on regional approaches to addressing homelessness and housing insecurity. Biddeford Ready represents a broad coalition of local and regional organizations focused on outreach to families and their children, with a focus on school readiness for children birth to 5. The Police Department has continued to increase staff who specifically work with vulnerable populations, particularly those experiencing homelessness/housing insecurity and those with substance use disorders. The CDBG coordinator utilizes this network, in total, to reach out to the population (including the immigrant population) as a whole.

The city consults with these relevant parties to share resources, assess needs, and further refine strategies to achieve CDBG goals. A detailed account of these parties can be found in AP-10.

5. Summary of public comments

A Public Hearing was held on May 17, 2023 (with the notice period beginning May 3) and a 30-day Public Comment Period was open from May 3 to June 2, 2023. A summary of comments received is included here.

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6. Summary of comments or views not accepted and the reasons for not accepting them

A summary of any rejected comments will be included here.

7. Summary

An overall summary will be included here.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency		BIDDEFORD	
CDBG Administrator	BIDDEFORD	Department of Economic & Community Development	
HOPWA Administrator			
HOME Administrator			
HOPWA-C Administrator			

Table 1 – Responsible Agencies

Narrative (optional)

The program's structure will be run through the Department of Planning and Development. The Community Development Coordinator will coordinate the work of the Citizens' Advisory Committee, the social service subrecipients (including the CV program), the Public Facilities projects, and the Consolidated Plan process, and is the responsible party for ensuring all CDBG programs are running according to regulation. The Housing Rehab Director oversees the Housing Rehabilitation, Acquisition/rehabilitation of Real Property for Affordable Housing Development, and the Down-Payment Assistance Program for First-Time Homebuyers.

Consolidated Plan Public Contact Information

Gregory Mitchell, Planning and Development Director

Gail Wilkerson, HUD Programs Director

Jessica Wilson, Community Development Coordinator

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City maintains contact with community partners to ensure that programs are consistent with community goals. The Citizen Advisory Committee (CAC) meets monthly to discuss programs, goals, and any needed updates. Community partners include Seeds of Hope (provides services to those experiencing homelessness or housing/food/job insecurity), Apex Youth Connection (provides a wide range of supportive services and educational programming to youth in Biddeford), Biddeford Ready! (supports children from birth to five to increase school readiness and reduce Adverse Childhood Experiences), Biddeford Police Department, the General Assistance office, Heart of Biddeford (accredited Main Street program), and Biddeford Housing Authority.

Community partners that are integral to the CDBG housing rehab program include the following: property owners who accept Housing Choice Vouchers, as they are a prime target market for the rehab program; the Biddeford Area Landlords' Association, which helps target the program to eligible 2- to 7-unit property owners; Southern Maine Abatement and Consulting, which provides rehabilitation consulting services to the City and helps promote the housing rehab program; area tradespeople and rehab contractors, who help the City deliver rehab services at the best cost; the local real estate community, which helps the City target properties on the market that can be funded by the CDBG rehab program; the Maine Association of Realtors, which helps the City outreach to brokers representing individuals who may want to purchase 2- to 7-unit properties in the program's target area; the Maine Housing Authority, which provides matching state funding for 2- to 7-unit properties that are not eligible for CDBG housing rehab funding; the local media, which help the City spread the word about the rehab program in the target area; the City's Center of Technology, which provides facilities for training rehab contractors how to renovate, repair, and paint in a lead-safe manner; the Efficiency Maine Trust, which administers programs to improve the efficiency of energy use and reduce greenhouse gases throughout the state; the local Community Action Agency, to whom the rehab program refers low-income clients for weatherization and heating assistance; Coastal Healthy Communities Coalition at the University of New England, which provides lead-safe cleaning demonstrations to residents of housing where lead hazards are confirmed; Community Concepts, Inc., a regional community action program that conducts lead inspections/risk assessments and final clearances under the City's Lead Hazard Reduction Program; local pediatric offices that, under Maine law, test all children for lead poisoning at 12 and 24 months; the Maine Department of Environmental Protection, which oversees the safe and compliant removal of toxins from CDBG-funded pre-1978 rehabbed properties; and the Maine Center for Disease Control's Childhood Lead Poisoning Prevention Program. The program also coordinates with departments throughout City Hall, including the Code Enforcement Office, Communications & Community Engagement, Police Department, and the Engineering and Public Works offices.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Staff participation in Biddeford Ready and the Homeless Task Force, as well as community outreach by the CAC, permits direct communication with social service agencies. Biddeford Ready consists of the City, the Biddeford education system, local social services agencies, and all appropriate state agencies for the Departments of Education, Center for Disease Control, and Human Services (lead, mental health, supportive services). The Homeless Task Force, led by Seeds of Hope, consists of area housing providers, the police department, Biddeford General Assistance, Southern Maine Medical Center, and area social service agencies. In partnership with Seeds of Hope and the Homeless Task Force, efforts were made to coordinate the provision of services across jurisdictional lines within Biddeford (food, housing, education preparation, and mental health needs). The Community Development Coordinator continually makes direct connections with social service providers and helps coordinate partners to achieve CDBG and City goals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City's Community Development Coordinator attends Maine Continuum of Care meetings, as well as the Statewide Homeless Council and the Region 1 Homeless Council (covering York and Cumberland Counties). The City provides funding to and works closely with local nonprofit Seeds of Hope, which directly addresses the needs of those experiencing or at risk of homelessness. Through Seeds of Hope and other partners, the City reaches out to critical population groups and connects with social service agencies to target specific population groups. The annual Point in Time date was on January 23, 2023, and the local service provider count day was on January 27, 2022. Seeds of Hope, in partnership with the City and local service providers, organized counts in both Biddeford and neighboring Sanford. There was greater statewide coordination of the PIT count by MaineHousing this year, which will continue in future years, particularly in conjunction with the new Homeless Response Service Hubs. The official PIT count recorded 48 people experiencing homelessness, plus an additional 4 were counted who were couch surfing (which is not included in the official count). It is expected that this number is an underreporting of those experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is a member of the Maine Continuum of Care, facilitated by MaineHousing. Meeting attendees, representing many groups around the state, provide input on the provision of ESG funding,

social services, and housing development for the homeless. Annual PIT count information helps populate the HMIS database. The City coordinates its local efforts with regional and statewide plans.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Biddeford Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Housing Authority participates in all processes and is an active partner in affordable housing discussions and development. BHA attends all Homeless Task Force meetings. There could be improved coordination on understanding and using the resources available to both the City and to BHA.
2	Agency/Group/Organization	Biddeford Area Resource Group - York County Community Action
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	York County Community Action Corp. is an active partner in the City's lead program and a lead organizer of the Biddeford Ready process. While attending ongoing Biddeford Ready meetings, the City has met regularly with YCCAC. Staff from YCCAC have also joined meetings to discuss ways to address homelessness. YCCAC staff are providing services to Biddeford Housing Authority's transitional housing units, which were completed in the 2020 program year.
3	Agency/Group/Organization	Biddeford School Department
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-Education Services - Victims Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The School Department is a lead partner in the Biddeford Ready effort. With it, the department brings state and regional service focused on families and children (with a particular interest in school preparation and participation). Staff also connects with the McKinney-Vento Liaison on current statistics about youth homelessness in Biddeford. There could be improved coordination between the city and the school system outside of Biddeford Ready and homeless youth.

4	Agency/Group/Organization	Apex Youth Connection
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Apex Youth Connection is a local nonprofit that delivers programming to students, mostly teens. Their programs are centered on outdoor/active learning and assist students with job readiness, hard and soft skill development, mental health needs, needs related to homelessness, and other needs as they arise. They have received CDBG funds for some of their programming in the past, and through some challenges, both Apex and city staff have learned better ways of implementing programs to achieve CDBG goals and requirements. Apex staff members share updates on the population they serve, in order to better inform the city what needs are present in the student population.

5	Agency/Group/Organization	Biddeford Ready - United Way of York County
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Services - Victims Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Ready is a program of United Way of York County, with representatives from the City, the City's school system, early childhood providers, critical state agencies, business and civic leaders, and York County Community Action Corp. The group meets monthly and focuses on young families, particularly those with children from birth to 5. The focus is on "school readiness," broadly defined, and the group will continue to strengthen its connection with parents and early childhood providers to ensure all young people have the skills and support they need to enter school, and that Adverse Childhood Experiences (ACEs) are avoided or addressed.

6	Agency/Group/Organization	Seeds of Hope
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Seeds of Hope is a neighborhood center that collaborates with partners to find meaningful solutions to poverty and homelessness, and provides direct support to those in need. They also convene a local Homeless Task Force made up of several community partners with a common goal to end homelessness. The City meets regularly with their team to discuss goals around this work. Seeds uses CDBG funding to support its Winter Warming Center, which provides a safe, warm overnight space for those who need it.

7	Agency/Group/Organization	BIDDEFORD
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Emergency Management Grantee Department
	What section of the Plan was addressed by Consultation?	Economic Development Providing internet, emergency management, climate change response

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?

In response to the growing need for internet connectivity, the City, in cooperation with Maine-based service providers, installed wifi hot spots at the Hub located at 46 Sullivan Street and at Seeds of Hope, located at 35 South Street. These hotspots were funded in part by the generous support of the Maine Community Foundation. One of the hotspots is funded with CDBG. During this time of COVID pandemic, dependable internet service is more critical than ever, and these hotspots have proved to be very valuable in their respective neighborhoods. Also, the City's Downtown Development Commission coordinated the installation of five wifi hotspots along Main Street, providing a continuous signal for more than one-half mile of the downtown area. These projects are a part of the City's commitment to enhance and support digital equity and literacy. Biddeford, through the Code Enforcement Office, the Biddeford Emergency Management program, and the Comprehensive Planning program, has been responsible for resiliency planning. In October 2020, City Council passed a Climate Emergency Resolution highlighting the expected environmental effects of climate change. The Mayor then established the Climate Task Force to create an action plan that focuses on adaptation, mitigation, and sustainability strategies that address the real effects of a climate change that threaten Biddeford as a coastal community. Biddeford partnered with surrounding communities to apply for funds to co-create the Climate Action Plan, with the support of Southern Maine Planning and Development Commission (SMPDC). There will be a study of sea level rise by the Muskie Institute for the Saco River, and the City has joined that study, but it has been on hold due to the pandemic. Though there is no start date currently planned, the study is expected to occur and the City will stay connected to its progress. Biddeford participates in several preparedness plans in the event of natural hazards. The City's Code Enforcement Office is tasked with being a part of and implementing the York County, Maine Hazard Mitigation Plan. The City also has its own internal action plan for documenting and responding to natural hazards. Sea level rise and climate change is another issue, and goals, policies, and implementation strategies will be included in the City's Comprehensive Plan, the completion of which has been delayed, but which will be completed within the 2022 program year. All projects located within a flood zone shall comply with Article XII (Floodplain Management) of the Zoning Ordinance which requires elevating the lowest floor of construction at least one foot above the base flood elevation. There is also work in progress by the Planning Department to address

8	Agency/Group/Organization	Coastal Healthy Communities Coalition
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coastal Healthy Communities Coalition (CHCC), a group based out of University of New England (UNE), is a comprehensive community-based health coalition working to promote nutrition, substance abuse prevention, and lead poisoning prevention. With these focus areas, the City works with them on a number of initiatives. They are a key partner in the City's lead program, assisting with outreach to property owners, including the Biddeford Area Landlords Association. They are also supportive of the 2-7 unit rehab program. They operate Project Alliance, a collaborative group that focuses on reducing substance use risks for youth and community members. The City participates in these meetings regularly. CHCC is also developing plans to address regional workforce development, which is a focus of City staff as well. The City and CHCC will partner on these efforts during this program year and in the long term.
9	Agency/Group/Organization	Southern Maine Planning and Development Commission
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Regional organization Planning organization

What section of the Plan was addressed by Consultation?	Economic Development Climate Change Response
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SMPDC is the lead agency for a regional Climate Action Plan, which includes Biddeford in its geographic scope. The plan is projected to be adopted in the winter of 2023.

Identify any Agency Types not consulted and provide rationale for not consulting

For the few agency types that were not consulted, they are not currently applicable. Maine Water would be the agency for management of public land or water, but based on our current programming, it is not necessary to consult with them. We work with federal, state, and county government contacts as appropriate, but there are no specific groups under these categories.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	MaineHousing	Housing insecurity and homelessness are increasing in Biddeford due to the rapid growth of the housing market, with similar trends statewide. Our participation in the state's Continuum of Care is vital as we address this challenge, as we are able to learn about and participate in regional and statewide efforts. This includes the new Homeless Response System Hub that launched in PY21.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City attends monthly COC meetings and, as a member in good standing, has voting status. This also gives the City access to ESG funding, though current requirements mean there are no applicable programs that can use ESG funds. The City will monitor requirements and local efforts to ensure ESG funding is used when possible.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Since the adoption of the 2018 Consolidated Plan and housing needs assessment, staff have continued to work with the Citizens Advisory Committee (CAC), the City Council, and the larger citizenry to address the transition occurring in the Biddeford housing market. Members of the public and of local organizations are always encouraged to attend monthly CAC meetings, and several individuals have attended many of these to learn what the CAC is working on, give input to plans (particularly around affordable housing), and share their ideas on improving programs. The 2021 monitoring also affected how we approached goal setting, with changes needed to ensure compliance with regulations.

Input from individuals and organizations has led to some distinct changes in programming and has also set the groundwork for making some bigger shifts in program design and planning, particularly related to the amount of dollars devoted to affordable housing activities. Meetings continued to be held both in person and online, with discussions at public CAC meetings encouraging involvement in the city's comprehensive plan (components of which directly tie in with the programs supported by CDBG funds), the current year's programs, planning and implementing neighborhood engagement work, and discussing future initiatives that the CAC would like to implement.

Public Hearings were advertised on the City's web site via front page listings (additionally, these listings were sent to those who register to receive news and notices of the latest city projects, so those who register receive the CDBG notice in an email) and all related documentation was included in the notice or on the City's Community Development webpage.

Technical assistance was provided by the City to all service subrecipients throughout the year as needed, particularly in working with Apex to address eligibility issues that arose during the monitoring process. Community engagement has improved somewhat given neighborhood Ward meetings that were held during the program year as well as new social media/public engagement platforms that were engaged to better inform and involve the public in discussing important issues. Staff and the CAC take advantage of this in order to increase participation in CDBG programming and planning. In PY22, the City and CAC expanded engagement opportunities even further, with the launch of neighborhood Ward meetings hosted by the CDBG Coordinator. Though turnout was smaller than expected, the Ward meetings enabled the Program to deeply explore particular topics of interest, among them affordable housing and safe streets.

The citizen participation outreach efforts described below were in preparation of the PY22 Action Plan, however, those activities were not completed during that program year making the participation meetings relevant to the carry forward activities included in the PY23 Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from May 3 to June 2.		N/A	
2	Public Hearing	Non-targeted/broad community	The first public hearing was held in person, with virtual option, on May 17, 2023 at 5:30pm. The general framework for the Year 6 Action Plan was presented here. There were one CAC member and two staff in attendance.	No comments were received at the public hearing.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	There was a public hearing on December 21, 2022, to allow for comments on the amendments to the Year 5 Action Plan for which the Year 6 Action Plan is a continuation of. There were 6 CAC members, one member of the public, and one staff in attendance.	No comments were received.	N/A	
4	Public Meeting	Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

With 15% of the annual CDBG award, the City will continue to support Seeds of Hope, Southern Maine Agency on Aging, and the Mission Hill Neighborhood Internet Wi-fi hotspot, as well as a new applicant, the Biddeford Food Pantry, provided its initial program details are confirmed. The City will use 20% of funds toward program administration. The remainder of the funds will be used for: (1) acquisition/rehabilitation of real property for the purpose of affordable housing development; (2) rehabilitation assistance to 1- to 7-unit residential housing structures (loans for 2- to 7-unit structures, emergency repair grants to single family owner-occupied structures), creating a minimum 10-year affordability deed restriction for 51% of the units at 80% of median; (3) down-payment assistance for first-time homebuyers; and (4) accessibility and safety improvements to public facilities.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
							\$	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	390,841	0	1,062,465	1,453,306	0	Of the annual allocation, 15% will go to public services and 20% to admin. The remaining 65% plus any prior year funds will be split among the expanded Housing Rehab Program, the acquisition of real property for the development of 7 affordable housing units, a new first-time homebuyer down-payment assistance program, and Public Facilities improvements (all remaining funds).
Other	public - federal	Other	0	0	0	0	0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG, Lead, and Maine Housing grant funds are used together to target CDBG eligible neighborhoods with housing improvements through investment.

The Lead Hazard Reduction and Healthy Homes Grant aims to invest up to \$3.2 million in the CDBG target area (Census Tracts 252.01 and 252.02) over the period 2020-2023. The Lead program requires a 10% match from the property owner, and can be used on 2- to 10-unit residential buildings. The MaineHousing Community Solutions Grant provides CDBG matching funds of up to \$300,000 for housing rehabilitation projects in the target area for the same 3 years. Private match investment in housing rehabilitation through these programs to date is nearly \$65,000.

The City's Housing Rehab Director manages these programs and assists applicants with accessing the funding that works best for their needs.

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The City's Housing Rehab Director manages these programs and assists applicants with accessing the funding that works best for their needs.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is a property in one of the target downtown tracts that will be used for a 33-unit family housing development.

Discussion

The Affirmative Fair housing planning identified issues of Lead throughout the core area. Further City inspections uncovered serious health and safety issues. Identified in this process is a concentration of owner occupied 2-4 unit structures. The CDBG funds will leverage the Maine Housing funds. The Lead program application was similarly developed and can be combined with either program, as appropriate.

Housing and equity are top priorities for the CAC and the group will continue to address these during the program year.

The City assisted with a bill for an affordable housing TIF that we can use in CDBG-eligible districts. Housing TIF money can also be used toward homeless assistance funds and other housing rehab programs to further the preservation of affordable housing units. Program details will develop during this program year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing	2018	2023	Affordable Housing Homeless Non-Homeless Special Needs	CITYWIDE	Housing	CDBG: \$1,165,000	Rental units constructed: 7 Household Housing Unit Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 5 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted
2	Social Services	2018	2023	Non-Housing Community Development Social Services		Social Services	CDBG: \$58,262	Public service activities other than Low/Moderate Income Housing Benefit: 2040 Persons Assisted
3	Public Infrastructure	2018	2023	Public Infrastructure	CITYWIDE	Public Infrastructure	CDBG: \$151,512	
4	Administration	2018	2023	Administration	CITYWIDE		CDBG: \$78,168	

Table 6 – Goals Summary

Goal Descriptions

Annual Action Plan
2023

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1	Goal Name	Housing
	Goal Description	Funds will support: (1) the rehabilitation of 10 owner-occupied, non-profit- or investor-owned 2- to 7-unit buildings in the target area, with a minimum 51% of households in subject properties meeting income LMI requirements and with rehabbed units carrying a 10-year deed restriction to assure rent affordability is maintained; (2) the acquisition/ rehabilitation of real property for the development of 7 affordable housing units, with a minimum of 51% of units set aside for individuals meeting income requirements and units deed-restricted for as long a period as possible; (3) grants for emergency repairs to 5 owner-occupied single-family homes for LMI owners; and (4) first-time homebuyer down-payment assistance for 10 Biddeford households meeting LMI criteria.
2	Goal Name	Social Services
	Goal Description	Funds will support social service agencies that provide a variety of services to low- to moderate-income individuals and families. The agencies are Seeds of Hope Neighborhood Center (running a Winter Warming Center for those experiencing homelessness), Southern Maine Agency on Aging (running the Meals on Wheels program), and the Biddeford Food Pantry. The City will continue to administer the Mission Hill Neighborhood Hotspot, which provides free internet access to residents of a high-LMI neighborhood. Any additional social service funds will be allocated depending on need.
3	Goal Name	Public Infrastructure
	Goal Description	Funds will support accessibility and safety improvements to public facilities serving LMI neighborhoods.
4	Goal Name	Administration
	Goal Description	Administration will fund office staff, equipment, supplies, and other administrative expenses.

Projects

AP-35 Projects – 91.220(d)

Introduction

Programs supported will be the social services, housing rehabilitation, ADA improvements under public infrastructure, and administration.

Projects

#	Project Name

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City continues to focus its efforts on target Census tracts, particularly through the rehabilitation of 2- to 7-unit structures to preserve safe, healthy, and affordable housing. Additional support will be provided to Seeds of Hope for their Winter Warming Center, to the Meals on Wheels program for seniors and persons with disabilities experiencing food insecurity, to the Mission Hill Neighborhood Hotspot providing free wireless internet to residents in the range of 46 Sullivan St, to the Biddeford Food Pantry, and to public facilities requiring accessibility and safety improvements. Other social service needs are being examined in order to allocate any remaining the social service funds. These priorities were chosen given increased need to create and preserve housing affordability for LMI residents; an increased number of unhoused persons; rising food insecurity, high rates of LMI households in identified Census tracts, and health and safety issues in Biddeford's housing stock.

AP-38 Project Summary

Project Summary Information

Project Name	Target Area	Goals Supported	Needs Addressed	Funding	Description	Target Date	Estimate and total that from activ
<TYPE=[pivot_table] REPORT_GUID=[54A4ED67473EDAEE248792836A1D83B0]>							

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

For owner-occupied, nonprofit-owned, and investor-owned 2- to 7-unit residential buildings, housing rehab assistance loans and single-family owner-occupied emergency repair grants are directed within the CDBG eligible census tracts as the first priority (with at least 51% LMI), with rehabilitation permitted outside of these tracts as a second priority. Social Service assistance is typically directed citywide, with presumed benefit clients or income certification to ensure service to at least 51% LMI beneficiaries. ADA and other public facilities improvements will focus on City Hall and potentially other city properties, but the benefit will be for people citywide, including people with disabilities.

Geographic Distribution

Target Area	Percentage of Funds
CITYWIDE	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The 2- to 7-unit rehabilitation program and emergency repair program for owner-occupied single-family homes are available citywide, but the priority is still on the CDBG-eligible Census tracts (252.01 and 252.02), which are in the downtown and immediately adjacent areas and have the highest concentration of LMI households. The housing rehabilitation program represents targeted investments that preserve affordable housing, improve the quality of the home, and increase base value, leading to private neighborhood re-investment. The priority is on these tracts as the buildings are older on average than the buildings citywide, have the highest need for rehabilitation, and have higher rates of LMI residents.

Discussion

In general, the city delivers CDBG-funded programs citywide in order to best support LMI residents. The rehab program prioritizes Census tracts 252.01 and 252.02, in order to best address needed improvements in these high-LMI areas, but the program is now available citywide as well.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The units rehabilitated through CDBG funds do not meet the HOME definition. For ease of administration, the City uses HUD's AMI and FMR standards as the measures of housing affordability. The City requires all units supported with CDBG funds be substantially code compliant by the time the work is complete.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Homelessness began to increase in 2019, and has worsened with rising housing costs and issues stemming from the pandemic, such as job loss and double-digit inflation. To address the housing needs of individuals experiencing housing insecurity, community efforts will focus both on rapid re-housing coupled with wraparound care management as well as Housing First, which will be achieved via the acquisition/rehabilitation of real property for the development of 7 affordable housing. In addition, Biddeford's rental rehab program will create a minimum of 8 units of affordable rental housing (51% of 15 units). The rental units will be occupied by households that are eligible as low- to moderate-income families and meet the requirements for an affordable housing unit and will include a minimum ten-year affordability restriction. The program's focus on owner-occupied, non-profit-owned, and investor-owned (in that order of priority) 2- to 7-unit structures assists local owners with critical rehabilitation resources and provides for further preservation of affordability. The Lead Hazard Reduction and Healthy Homes Program will also benefit multifamily structures citywide.

Rental rates will be based on the established rent schedule as updated by HUD annually and will remain that way for the full affordability timeframe based on the units and will not include any Single Room Occupancy units. Affordability will meet HOME program requirements at 92.252 for rental housing and 92.254 for owned housing.

The City Council, through its work with the CAC, its use of the Affordable Housing Needs Assessment, its involvement in updating the City's Comprehensive Land Use Plan, and its learnings from the ad-hoc Mayor's Affordable Housing Task Force, renewed and updated its housing goals this year. The new city goal to create or preserve 180 affordable housing units per year for the next five years is supported by the expanded CDBG housing rehab program and the acquisition/rehabilitation of real property for the development of affordable housing units. In addition, the goal of increasing homeownership in Biddeford from 48% to 51% is supported by the new down-payment assistance program for first-time homebuyers.

AP-60 Public Housing – 91.220(h)

Introduction

Biddeford has continued to strengthen its Citizens' Advisory Committee (CAC), including expanding the goals of the committee to more proactively address housing issues in the community. The group and its staff liaison (Community Development Coordinator) collaborate with public housing advocates to address the ongoing need to create viable affordable housing opportunities. Efforts include addressing housing conditions through the Healthy Homes initiative, the abatement of unsafe lead paint in housing structures, various legislative decisions (at state and local level) regarding affordable housing requirements, and staying informed on housing developments in the community in order to advocate for affordability. This focus will also re-engage the Biddeford Housing Authority in the development and potential delivery of housing programs in the City.

Actions planned during the next year to address the needs to public housing

Planning efforts will continue in surveying and addressing the needs of individuals in public housing. The city's Community Development Coordinator, with assistance from the CAC, will work to increase presence in neighborhoods and gather information on community needs. The Healthy Homes Initiative will improve the quality of housing, leading to an improvement in the quality of life for individuals and families. As eligible units are identified, Biddeford will continue its efforts to inform owners of ways to assist in providing housing opportunities for potential Housing Choice Voucherholders.

The City's ongoing collaboration with the Biddeford Housing Authority (BHA) will identify further opportunities to create quality affordable housing for the residents of Biddeford. As of October 2022, BHA had 155 of its 164 Housing Choice Vouchers under lease in the communities of Biddeford, Saco, and Old Orchard Beach. In addition, BHA was administering 215 port-in vouchers in these communities. The current wait for an approved BHA Section 8 Voucher applicant to secure local housing is approximately 5 years. Both BHA and the City know these are inadequate to serve the need.

Working with the City, BHA will continue to look for ways to preserve affordability, including housing projects funded by LIHTC, AHP, specially focused MaineHousing grants, and the new affordable housing TIF. A further resource to support the development of affordable housing is the affordable housing TIF program and a soon-to-be-established Affordable Housing Trust Fund established by the City. A specific BHA project currently underway is a 33-unit building on Adams Street, located near CDBG subrecipient Seeds of Hope, which will focus on serving LMI families. The project relies on LIHTC, AHP, and municipal TIF funds. The CDBG plan to invest in the acquisition/rehabilitation of real property for the purpose of affordable housing development is another avenue to support the development of units affordable to Housing Choice Voucherholders.

The State of Maine has introduced a Rural Affordable Rental Housing Program, which is planned to spur development of medium-sized affordable housing structures. The City works with development partners

to utilize this program

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Biddeford Housing Authority offers regular management staff business hours at all their larger properties and provides periodic group activities for residents. They also have a Resident Services Coordinator on staff to help tenants with issues and connect them with service providers, transportation, information, etc. BHA encourages HCV households to participate in PHA governance and provide input on affordable housing issues in the City. The 7-member BHA Board of Commissioners has seats for 2 persons receiving voucher assistance so they can offer perspective on the issues residents face in the area.

The City also works with BHA to encourage its participation in the HUD Family Self Sufficiency (FSS) Program, which helps voucher-holding households build capital for homeownership (the 2022 HUD FSS grant welcomed new PHA applicants for the first time in many years but BHA was not among the grant recipients). Other local providers of homebuyer education courses are York County Community Action Corporation (the regional Community Action Program agency) and MaineHousing. The City will partner with these agencies to identify applicants for the new downpayment assistance program for first-time homebuyers.

The local CDFI is Southern Maine Finance Authority, which does not provide homeownership assistance, though the City has begun discussions with SMFA regarding the feasibility of offering such services. Financial literacy classes are offered by the local adult education program and CAP agency, as well as by local banks and credit unions, to help residents build capacity for homeownership.

Further details on available housing services can be found on the city's website: <https://www.biddefordmaine.org/3079/Housing-Services> . During the program year, City staff will review the information on this page to ensure it is up-to-date and includes all the services available to community members.

The CAC holds public forums/meetings to encourage and engage residents, stakeholders, social service agencies, and affordable housing developers and advocates to take an active part in its neighborhood planning process. All CAC ideas and recommendations are made available to the community as part of the opportunities in expanding the availability of rental units and working towards homeownership opportunities.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

We will develop a better understanding of public housing inventory and continue to review all projects that have three or more code infractions. Additionally, through the coordinated efforts under the Healthy Homes initiative, potential voucher properties and owners may access funding to increase the quality of their affordable housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Through partnership with our social service agencies, Biddeford is actively addressing the basic needs of community members experiencing homelessness. Specifically, Seeds of Hope is receiving funding to provide a Winter Warming Center for nights when temperatures fall below 20 degrees or there are extreme weather conditions. In addition to this program, Seeds of Hope delivers services during the day and serves as an important link to community members experiencing housing insecurity or homelessness. The police department also interfaces regularly with this population through its Community Engagement Specialist and Substance Use Outreach Liaison, who connect vulnerable community members to services.

The Meals on Wheels program will assist 75 senior households who have no access to food.

The City is connected with the Maine Continuum of Care, which is the statewide collaborative applicant for HUD and manages funds to shelters. Information on homeless initiatives at the state level can be found on the MaineHousing website: <https://mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives>. Those seeking resources can also dial the statewide 211 line for assistance, also available online at <https://211maine.org> or by texting a zip code to 898211.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During PY23, the City will reach out to homeless persons through existing networks, particularly Seeds of Hope, and will assist with the Point in Time unsheltered count. Seeds of Hope conducts a survey of its clients each fall. The City has input on the questions asked, and receives the results when the survey period is complete. The Police Department and Code Enforcement Office also have direct outreach to and assessment of homeless persons, and the CDBG Coordinator receives regular updates on this outreach and assessment.

Biddeford, like other localities, has witnessed the continued impact of the COVID pandemic. Homelessness has been exacerbated by double-digit inflation and the rising cost of housing in particular. As a result, housing, food, and health needs have all increased. Most outreach to those experiencing homelessness has been through Seeds of Hope and the Police Department. The City's primary form of assistance is through the General Assistance office.

Seeds of Hope, the City General Assistance office, Biddeford Police, Biddeford Food Pantry, and Southern Maine Health Care remain the front-line responders for community outreach. Each of these is

linked to a group of partner social service agencies to work with individuals in need, provide initial intake, and deliver assistance to get them off the street, fed, and cared for. The intake varies based on the need and intensity of issues.

Seeds of Hope is a trusted community hub, and connects clients to social service agencies providing health and mental health services. They gather basic information on a regular basis, as well as more detailed information as requested, both of which help demonstrate the full scope of needs. The Police Department, through its unique system of outreach via employed social workers, provides further individual intake, directing individuals to appropriate area agencies. Those in significant health need or with substance use issues can be entered into the SMHC Partial Hospitalization Program. Other chief partners in this triage include the Substance Use Outreach Liaison with the Biddeford PD, York County Community Action, Spurwink, Nason Health Center (free clinic), SARSSM (sexual assault response), and Caring Unlimited (domestic violence shelter). Each of the agencies, in turn, has the ability to provide housing, or links to those in the supportive housing community, and appropriate case management services.

Police have noted that the full emergency shelter in Alfred has been full for some time and is not expected to meet demand, so the local Warming Center option is an important resource. With information gathered from three winters of operating its Warming Center, Seeds of Hope is working with the City in examining successes and challenges of the program, and discussing ways to improve the assistance provided.

The City is part of various groups addressing homelessness on a regional and statewide scale, including the new Homeless Response Hub established by MaineHousing and supported by Built for Zero, a national organization that helps groups measurably end homelessness.

With available housing at a premium (at all levels), Seeds provides clothing, tents, and products to assist in outdoor survival, where necessary. With appropriate housing subsidy through vouchers and the City's General Assistance office (and in PY21 through the Rental Relief Program offered by York County Community Action), individuals are connected to local hotels in the area for rooms available in the off-season. The establishment of the Winter Warming Center was in direct response to community needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will continue to support the winter warming center run by Seeds of Hope, while exploring options to improve shelter for those experiencing homelessness. The Homeless Task Force, as well as smaller subcommittees, discuss shelter and transitional housing needs. The City and its partners believe in a "housing first" model, and over PY23 they will continue to discuss how to combine resources to build permanent and supportive housing. The PY23 plan for the acquisition/rehabilitation of real property largely arose from the CAC's recommendation to develop affordable housing for this population.

This will be the fifth full year of the evening shelter program, with support from both CDBG funds and directly from the City. Biddeford Housing Authority completed a 5-unit transitional home in early 2021, with one 1-bedroom unit, two 2-bedroom units, and two 3-bedroom units. All units are fully occupied. Residents receive direct services with this housing and can remain in the unit for up to two years, at which time, they receive a certificate or voucher for permanent housing. A for-profit SRO (single room occupancy) building in the downtown, the Thatcher, continues to be at full capacity. The City assists with rental of those units to some individuals via General Assistance.

Working with its community partners and the new Homeless Resource Hub, the City continues to explore how best to support unhoused persons in Biddeford. City Council has recently approved an RFP for an Unhoused Services Policy Consultant to help the City identify best investments in services to meet the needs of the unhoused and/or help fill service gaps to better respond to those needs. Data such as individuals currently served through requests to General Assistance, the Police Department, Code Enforcement, Seeds of Hope, and the Biddeford Food Pantry will help inform this work. The PY23 plan to acquire/rehabilitate real property for the development of affordable housing is one way in which the City anticipates investing in this issue.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City and its partners believe in a Housing First model and over PY23 will continue to discuss how to combine resources to build more affordable housing units, with wraparound supports delivered to willing and interested persons transitioning out of homelessness, so they can remain housed.

The creation of quality sustainable housing is one way to permanently address the homeless issue. Many factors combine to create a housing shortage, particularly for those experiencing homelessness, but also for residents at many income levels (both LMI and non-LMI). Outside of CDBG funds, the City is working with housing developers to create additional market-rate housing units, with some units potentially reserved for various uses, including for median-income renters and seniors, as well as units using low-income tax credits. The City supports tax credit projects with residential TIF credit enhancements, and legislation was passed that allows TIF funds to create an affordable housing fund. Through these efforts, more housing options within Biddeford's inventory will increase the supply of housing. In addition to these goals, the City has also updated its an annual goal of 180 units of affordable housing being preserved or created every year over the next five years. Strategies to reach these goals are being developed and will vary depending on the developments in process in a given year.

Temporary and permanent housing with the option for wraparound support are specific needs of the

chronically homeless. The City will coordinate the efforts of Seeds of Hope and Police Department intake workers, as well as the schools through the Biddeford Food Pantry and other stakeholders, to identify the housing and social needs of each person coming through each program. These partners help identify the appropriate supportive services needed to avoid repeat homelessness or incarceration. We work with other area providers (Caring Unlimited, Sexual Assault Response Services) to identify persons in the shelter (or local hospital) or identified through police calls that are in need of services and housing. Seeds of Hope will continue to convene these partners on a regular basis to further coordinate the provision of services and expanded housing availability.

Alternative Pathways continues to grow in the center of our neighborhoods and serves high-school-aged youth with an alternative education program. These students are often identified by the school department as possible "couch surfers," and Alternative Pathways provides them a safe place for education and stability.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

During PY23, the City will work with its partners to more efficiently respond to low-income families at risk of homelessness. The Police Department, Code Enforcement, and social service agencies are already very effective at this work, but it is important that they are supported in this work and can address issues as they arise. The City attends regular meetings with all relevant parties to hear updates and communicate via email on a regular basis to solve issues as they arise.

Seeds of Hope is the convener for discussions of prevention of homelessness, homeless assistance when it happens, and transitional / permanent affordable housing development. Within this planning group, strategies are broken into three areas: client intake, assessment, and guidance; coordination with direct social service assistance from the appropriate social service partner when appropriate; and in the development of an increased supply of supportive housing. Seeds works closely with the Police Department and Southern Maine Health Care to identify those with the most critical needs to enroll them in the partial hospitalization program.

Biddeford Ready, a collaborative effort that advocates for children aged birth to five to prepare them for school and life, is developing ways to support LMI children and their parents. The focus on a child's earliest years, and particularly on Adverse Childhood Experiences (ACEs), helps set these children and their families up for success.

Biddeford's social service agencies utilize coordinated intake and case management to assist individuals

recently discharged from public institutions, providing help and shelter as immediately as possible. As noted above, the lead in many cases is the social work team from the Police Department, with school social workers, police resource officers, and teachers also providing substantial input and the potential for intervention.

Discussion

The Biddeford housing market has become increasingly difficult to navigate for residents at most income levels, which is why housing affordability is a top priority of City Council and staff. Within that priority, there are goals to address homeless issues and preserve affordable units. Using our existing network, particularly the Homeless Task Force and the new Homeless Resource Hub, city staff will continue to connect with and support our most vulnerable community members, and facilitate discussion around housing needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

City Council has continued its commitment to affordable housing through its annual Housing Goals, with a focus on preserving affordability while also improving the quality and livability of our neighborhoods. The expanded housing rehabilitation and lead paint remediation/healthy homes programs, along with other non-CDBG programs, were developed to address these goals. In PY22, the mayor established an Affordable Housing Task Force to examine specific barriers and make priority recommendations. City Council is currently discussing these recommendations, among them the following:

- Increase from 90 to 180 the number of affordable housing units to be preserved or developed in the City per year for the next 5 years.
- Seek that 12.5% of all rental units be affordable by 2028.
- Target affordable housing efforts to address the needs of those who make 80% of the annual median income.
- Establish an inclusionary zoning ordinance.
- Create an Affordable Housing Fund, which could be used for the unhoused, or for support of creating new or converting existing units into affordable housing.
- The Task Force generally committed to support those who fall into the category of extremely low income, which include those at the 15% to 27.5% AMI range.

In PY23, City Council will finalize policy related to these recommendations. Those policies will be reflected in the new Consolidated Plan.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the 2018-2022 Consolidated Plan, these goals were set for affordable housing:

1. Consider revisions to the City's zoning and land use standards that would provide incentives (e.g. density bonuses) for the development of affordable housing.
2. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties (e.g. mills and churches) into affordable and sheltered housing.
3. Consider establishment of low-interest loan programs to help finance the rehabilitation of the City's downtown housing stock.

4. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met to prevent blighting influences on neighborhoods.
5. Encourage participation by property owners in the Biddeford Landlords Association and encourage partnerships that provide resources for both owners and tenants.
6. Consider a partnership with other public/private organizations to pool resources to help finance home ownership (e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms).

Full details on the status of these goals can be found as an attachment.

Discussion:

The City continues to pursue a series of housing policies that combine flexibility in the permission of higher density with continued health/safety inspections of existing multi-family structures. The City's access to Lead Paint Hazard Reduction funding, Healthy Homes funding, and a commitment of CDBG to rehabilitating 2- to 7-unit structures, offering down-payment assistance to LMI first-time homebuyers, and acquiring real property for the development of affordable housing are intended to address barriers to affordable housing.

AP-85 Other Actions – 91.220(k)

Introduction:

Ongoing economic challenges and continued market changes will require the staff, CAC, and network partners to monitor the state of homelessness while forging ahead with housing quality improvements. Issues stemming from the pandemic, such as homelessness, day care closures, lack of affordable internet access, and the lack of affordable food, diapers, paper products and toiletries within the community, will be monitored and addressed.

It is critical that the residents of Biddeford have a measure of quality of life by having the most basic of resources and provisions. Ongoing public meetings and forums will keep Biddeford informed about opportunities to make a meaningful impact for the community.

Actions planned to address obstacles to meeting underserved needs

Seeds of Hope, the primary agency for assisting people experiencing homelessness, will keep the city informed about the current issues and the actions that may need to be taken. Biddeford Ready, the Biddeford Food Pantry, and Apex will assist us with the needs of young and/or refugee families, as well as all residents within the Census Tracts where their services are located. Alternative Pathways, with its tie to the school department, will assist us in identifying and serving homeless youth.

The primary obstacle is housing at the lowest income levels. Demand is driving up housing costs at a rate that did not exist at the beginning of the current Consolidated Plan. City Council and staff worked together to establish specific housing goals and will pursue projects to meet those goals. These housing goals are included as an attachment in AP-26. These opportunities will include the further development of affordable housing, Housing First with wraparound support, and rentals for low- and moderate-income residents.

Actions planned to foster and maintain affordable housing

The average age of Biddeford housing stock is significantly older than county and state averages. There are many challenges related to this, particularly the presence of lead, as many houses were built before 1978. The Lead Hazard Reduction Program has given Biddeford the resources to help address this issue. Affordable rental housing is targeted for the mitigation of lead hazards in pre-1978 homes as well as for minor/moderate residential rehabilitation and to correct code/health/safety deficiencies. All these programs will create or preserve quality affordable rental housing for LMI families and individuals.

Biddeford's business community continues to grow rapidly, despite the pandemic. Employment opportunities will be examined in order to address community challenges from all perspectives, for example: ensuring median income levels can support median housing costs, that residents have the qualifications needed for jobs that pay enough to afford housing, that affordable housing opportunities

are provided to those with jobs that have lower pay rates, and so on. As this information is gathered, Biddeford will continue to work with local business owners and interested developers in the coordinated effort of creating more housing. City Council's housing goals will address issues across the housing continuum: homeless assistance through Seeds and Biddeford Food Pantry; very low-income housing through Biddeford Housing Authority's request for 40 additional vouchers and Adams Court family housing project; development of low-income housing through the acquisition / rehabilitation of real property, LIHTC, and other avenues; Affordable Housing Fund and TIF subsidies for the creation/preservation of 900 units over the next 5 years; and the creation of a first-time homebuyer down-payment assistance to help increase homeownership in the City.

The City has at least three housing projects with approximately 200 units underway that are financed in part through the LIHTC program. The pandemic has hit housing developers hard, with the cost of borrowing skyrocketing and equity for investments increasingly difficult to find. However, the City is poised to commit affordable housing TIF funding/Affordable Housing Fund dollars to support LMI housing development. The City is also in the process of approving density bonuses and inclusionary zoning to support the creation of affordable units.

The purpose of the expanded housing rehab program is to preserve affordable units that might be lost to market escalation. A minimum of 15 units is proposed for rehabilitation this year.

The City also has a goal of increasing direct connection with individuals and families living in affordable housing to better understand their needs.

The staff, Mayor's Affordable Housing Task Force, Citizens Advisory Committee, and the Policy Consultant for Unhoused Services Policy are conducting public outreach to ensure that those most affected can share their challenges and potential solutions.

Actions planned to reduce lead-based paint hazards

The City runs a Lead Based Paint Hazard Reduction and Healthy Homes initiative, to which the CDBG program provides match funding to invest in multifamily properties that do not otherwise qualify for lead program assistance. Upon qualification, homes are inspected by licensed professionals to determine the level of lead and other health hazards present, after which a scope of work is developed and put out to bid.

All housing rehabilitation is inspected for quality of work in accordance with local and state building codes and lead abatement is conducted in keeping with state, federal, and HUD lead regulations. The goal of the CDBG match program is to abate up to 4 units per year.

Actions planned to reduce the number of poverty-level families

Tied with the goals set in the Consolidated Plan, Biddeford continues to partner with organizations

working directly with poverty-level families. The Biddeford Ready program, in conjunction with Apex Youth Connection and the Biddeford Food Pantry, will continue to focus on low-income families. Biddeford's youngest residents present a difficult challenge to the school's system, as many begin kindergarten unprepared, which tends to slow growth and learning potential. Other partners include Biddeford Housing Authority, Coastal Healthy Communities Coalition, and Seeds of Hope. The city also collaborates with Biddeford Housing Authority and works with other developers of low-income housing to increase affordable living units in these neighborhoods.

The Community Engagement Specialist with the Police Department continues to form relationships with poverty-level individuals and families in order to identify and address the challenges that keep people in poverty. Biddeford experienced unexpected rapid growth during the Consolidated Plan period, so while efforts are consistent and robust, reducing the number of poverty-level families continues to be a years-long effort. The greatest concern now is the combination of rapid growth in the real estate market, the pandemic and now inflation, all resulting in increased displacement and potential for homelessness. Neighborhood efforts are also re-emerging, led by the CDBG Coordinator and the Citizens' Advisory Committee, to work directly with poverty-level neighborhoods to learn and address their needs.

Outreach programs through the social service agencies target poverty-level families to provide critical resources, such as food, clothing, diapers, toiletries, life skills, and financial counseling to help them improve their current socio-economic situation. These efforts take time and patience to gain the trust of families so that assistance and guidance can be delivered. Biddeford Ready, through Head Start and private pre-K providers, has increased the number of children receiving educational development prior to entry into kindergarten. Biddeford Ready and school social workers at all levels of the school system provide assistance when issues are identified. Biddeford Ready is also expanding awareness of Adverse Childhood Experiences (ACEs) through robust training that encourages participants to envision how to reduce ACEs and increase Positive Childhood Experiences (PCEs), which are proven to counterbalance ACEs. Staff will continue to work with this network.

Actions planned to develop institutional structure

City staff will continue to strengthen our partners to support our core LMI neighborhoods. Staff has reenergized the Citizens' Advisory Committee as a voice for households within our eligible Census Tracts, reporting to the City Council. The CAC and staff will continue to develop neighborhood-based programs to serve communities and increase neighborhood safety, accessibility, and connectivity. Institutionally, City Council recognizes the CAC as an advocacy group for initiatives that, by CDBG rules, largely benefit low/moderate-income individuals, families, and neighborhoods. These initiatives include the continued development of housing and community development goals for the City.

During the program year, the Community Development Coordinator will strengthen partnerships between various groups – municipality, schools, nonprofits, businesses, and others – with a goal to improve coordination of efforts and grow the outreach network for these partners. Staff will also work

with the newly formed Homeless Response Hub, which will coordinate efforts to address homelessness on a broader regional level.

Actions planned to enhance coordination between public and private housing and social service agencies

The City and the CAC will continue to assist in better coordinating the work of social services agencies with private property owners and public housing agencies to assure both housing stability and overall quality of residents' life and health. Existing partnerships, such as that of Seeds of Hope (a social service agency) with private property owners and public agencies via the local Homeless Task Force, will continue to help address the needs of LMI persons, particularly the unhoused. Continuation of the Biddeford Area Landlords Association's partnership with BHA and Coastal Healthy Communities Coalition will further the identification of public resources designed to support the tenancies of private citizens as they continue to experience the economic impacts of COVID.

In addition, the City will continue to support the work of the Biddeford Housing Authority in bringing 33 new low-income family housing online at Adams Court and securing an additional 40 Section 8 vouchers. Similarly, staff will continue to work with LIHTC partners and other developers of affordable housing through its affordable housing TIF, a new Affordable Housing Fund, a soon-to-be-established inclusionary zoning ordinance, and the acquisition/rehab of real property for affordable housing development, with wraparound supports as needed. Ongoing collaboration and coordination will be handled by the CAC and staff, ultimately reporting to City Council, to adopt strategies to address the needs of LMI persons as Biddeford continues to emerge from the pandemic.

Discussion:

The City will continue to monitor the impact of the pandemic and double-digit inflation on the community, as well as working to further future development and redevelopment efforts. Staff has created a resource base that should permit a substantial increase in rehabilitation efforts while obtaining affordability; we will monitor our progress and make necessary adjustments as required.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The goals, objectives, and overall benefit of this AAP represent Year 6 of the Consolidated Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.70%

The goals, objectives, and overall benefit of this AAP represent Year 6 of the Consolidated Plan. The origin year grant amount is \$390,841. Biddeford will continue to support a reduced number of Public Services subrecipients, the expanded housing rehabilitation program, the acquisition of real property for the development of affordable housing units, a first-time homebuyer down-payment assistance program, and safety and accessibility improvements to public facilities. This will ensure effective delivery of services to LMI individuals and households, and the preservation of housing stock and affordability. The Overall Benefit is based on program years 2021, 2022, and 2023. Biddeford had three substantial amendments during the prior program year (PY22).

From: [Abigail CSW](#)
To: [Wilson, Jessica](#)
Subject: CDBG public comment - Year 5/6
Date: Friday, June 2, 2023 6:22:46 PM

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello!

I am writing as a resident of Ward 4, regarding the proposed amendments to the Year 5 Action Plan and the proposed Year 6 Action Plan.

The funding allotted to acquisition/rehab in Year 6 is a great step in the right direction. Though overall, I would prefer funding to go into support to people currently experiencing homelessness (e.g. Transitional Housing or Permanent Supportive Housing), affordable housing development is an important aspect of reducing inflow into homelessness. I would urge that any development awarded these funds prioritizes voucher holders, as there are many individuals and families that are able to receive a voucher but don't have anywhere to use it. Vouchers cover a portion of rent only up to a certain amount, making many rentals out of reach, even when a landlord is willing to take the voucher. If this affordable housing can align rental cost with that amount a voucher will cover, that will be the best case scenario for housing low- to moderate-income people.

As a note, there is already ARPA funding allocated to the Seeds of Hope warming center for next winter, which should cover nightly operation. I'd encourage a conversation with Seeds of Hope staff to see what other support is needed over the course of the year, particularly for the end of this summer and beginning of next, as there is typically less funding for summer than winter.

Thank you,
Abigail

Sent from my iPhone

From: [Perfectly Kay](#)
To: [Wilson, Jessica](#)
Subject: Proposed CDBG Year 6 Action Plan comments
Date: Friday, June 2, 2023 2:57:07 PM

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Introduction:

- 1) This plan does not address the usage of CBGD funds for transitional/ supportive housing. In previous city council meetings, the city manager and CAC discussed the prospects of such planning. Why is a transitional housing initiative not present in such a plan? The safety infrastructure that was proposed during such a meeting is present, but not the support for transitional housing.
- 2) The community deserves elaboration on the proposed infrastructure activity to improve safety. If federal tax dollars are being allocated to an initiative, there should be clear and concise language as seen in other proposed initiatives in this document. Such transparency would allow community members the chance to agree or refute.
- 3) There should be grant assistance for the initiative of grants for emergency repairs to qualified single-family homeowners. Such a component strives toward equity and accessibility, otherwise, grantee demographics may be skewed.

Summary of Citizen Participation Process and consultation process:

- 1) Would like to see the implementation of targeted focus groups twice a year to gain qualitative data that ensures that community members within low to moderate-income groups are heard. Additionally, there should be a targeted focus group to include community members who are unhoused. CDGB funds mandate that cities need to have a plan for community members experiencing homelessness. Having focus groups with those community members would provide the chance to hear their needs directly. From such data, plans can be improved to meet or progress efforts toward meeting their needs. Seeds of Hope would be great to partner with. marginalized groups are heard.
- 2) Efforts that are utilized to elicit community engagement need to be expanded and further explained in this document. Community comments should be gathered through quantitative and qualitative methods. Such a mixture can aid in establishing a representation of Biddeford's diverse community. Additionally, a clear community engagement plan should be developed. Current methodology leads to skewed data due to digital inequities, language barriers, and digital literacy challenges within our community. Additionally, I would like to see a form of process to engage non-English speakers.

Summarize the objectives and outcomes identified in the Plan :

- 1) This plan needs to expand what encapsulates the Seeds of Hope warming center. In previous years, the warming center was opened only when weather conditions reached 20 degrees or below. This is unacceptable. Community members who are experiencing homelessness deserve more than a plan with holes and caveats. This plan needs specifics and transparency. Community members need to know what conditions and programming community members experiencing homelessness are being subjected to. Additionally, such funds should provide protective factors for hot or inclement weather to protect community members experiencing homelessness from the elements (sunscreen, gloves etc). If food, toiletries, paper products, and diapers can be given to low to moderate-income families, community members experiencing homelessness deserve at least a bottle of sunscreen during warm summer months.

From: [Perfectly Kay \(Kayla Lewis\)](#)
To: [Wilson, Jessica](#)
Subject: 6 year CDBG commentary
Date: Friday, June 2, 2023 3:46:49 PM

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4. Summary of Citizen Participation Process and consultation process

I would also like to comment that a portion of CDBG should go to incentives that bolster community engagement. Community engagement practices within Biddeford need to be refined to a higher caliber. Since community engagement is essential to the development of CDBG funds, incentives should be used to bolster community engagement. Without proper incentives for participation, data collected would be at best a convenience sampling. Such collection processes are not suitable for federal dollars.

From: [Perfectly Kay](#)
To: [Wilson, Jessica](#)
Subject: Last Commentary on CDBG
Date: Friday, June 2, 2023 4:27:22 PM

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My apologies Jessica, I thought I was done; however, I keep finding new things that require a comment. I promise this is my last one.

NEW: First-time Homebuyer Down-Payment Assistance Budget: \$100,000 (assumes 10 homeowners @ \$10,000/ea)

This needs extreme revision. The first-time homebuyer down-payment assistance is not fair. Who will judge who gets the funding? This item is purely subjective and unfit to be in the six-year plan. \$100,000 for 10 people is not equitable in any fashion. This money should be used for something that has a larger impact. \$100,000 can go a long way for many families under such an umbrella. If there are limited ideas for how the money should be spent, I highly recommend that staff strengthen their community engagement processes because I am almost sure that families within this group would not agree with this expenditure. This item should be eliminated from the plan.

**CITY OF BIDDEFORD
CITIZEN PARTICIPATION PLAN
Amended April 14, 2023**

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT GRANT BLOCK PROGRAM
ENTITLEMENT PROGRAM**

June 19, 2018

Prepared by:

Biddeford Planning and Development Office

City of Biddeford

205 Main Street

Biddeford, Maine 04005



Introduction

The City of Biddeford receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). These grant funds are managed and administered by the Planning and Development Department.

The primary purpose of this formula grant program is to develop viable communities through the provision of decent housing, suitable living environments, and the expansion of economic opportunities for low- and moderate-income (hereafter, LMI) persons. As a recipient of these entitlement program funds, the City of Biddeford is required to produce the following documents:

- Consolidated Plan – a five-year plan that documents the City’s housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments
 - Analysis of Impediments to Fair Housing Choice (AI) – this report is updated along with the Consolidated Plan, and identifies various factors that may adversely affect fair housing choice in Biddeford and outlines an action plan to overcome these barriers
- Annual Action Plan – an annual plan that describes specific projects and activities funded with CDBG funds that will be undertaken over the course of the upcoming program year;
- Consolidated Annual Performance and Evaluation Report (CAPER) – an annual report that evaluates the use of CDBG funds.

This Citizen Participation Plan has been developed to provide residents, community organizations, policymakers, and other interested parties the opportunity to fully engage in a significant advisory role throughout the planning, implementation, and evaluation of the CDBG program, and to review and comment on each of the documents listed above.

Citizen participation in CDBG program activities ranges from conducting needs assessments and strategic planning to project selection, development, implementation, and evaluation. The Citizen Participation Plan outlines the City’s responsibility for providing opportunities for active citizen participation. The goals of the Citizen Participation Plan are to:

- Encourage citizen participation by all Biddeford residents, emphasizing the involvement of LMI residents, people living in LMI neighborhoods and any slum and blighted areas, people with disabilities, communities of color, residents of HUD-assisted housing, those living with HIV/AIDS, and current or formerly homeless individuals and families;
- Inform residents of the City’s Consolidated Plan and Annual Action Plan, including funds available from CDBG and eligible activities under these programs;
- Give all residents an opportunity to identify and respond to priority needs;
- Give all residents an opportunity to identify and respond to priority proposed projects and the use of funds; and
- Give all residents an opportunity to review and comment on program performance.

The City of Biddeford assures all residents that by adhering to the above goals, residents will have the opportunity to learn about and participate in the planning, allocation, and evaluation of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report. The participation of residents does not restrict the responsibility or authority of the City of Biddeford, through the Planning and Development Department, for the development and execution of the Consolidated Plan and Annual Action Plan.

Pursuant to the requirements of 24 CFR 91.105 and 24 CFR Part 5.158, the City of Biddeford hereby issues the following plan to provide for and encourage citizens to participate in the development of the City's Consolidated Plan, any substantial amendments to the Consolidated Plan, development or amendment of the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report. This plan shall amend and supersede the City's existing Citizen Participation Plan, adopted in accordance with Section 104(a)(3) of the Housing and Community Development Act of 1974. The City of Biddeford will be required to adhere to this Citizen Participation Plan as the official mechanism for obtaining citizen input into the Consolidated Plan and Annual Action Plan process and during the administration of the programs covered by this Plan.

Process for Citizen Participation

Opportunities for citizen participation in the planning and development of the City's Consolidated Plan, the subsequent Annual Action Plan, and the CAPER will be provided through several levels of community involvement and outreach.

CONSULTATIONS

Biddeford will consult with public and private agencies with subject matter expertise in the categories listed below as part of the development of the Consolidated Plan and Action Plan.

- Public and private agencies that provide assisted housing
- Health services
- Social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected populations
- Community-based and regionally-based organizations that represent protected class members
- Organizations that enforce fair housing laws
- Maine Continuum of Care
- Public and private agencies that address housing, health, social service, victim services, employment, or education needs of:
 - low-income individuals and families
 - homeless individuals and families, including veterans, youth and persons with special needs
- Publicly funded institutions and systems of care that may discharge persons into homelessness, such as:
 - health-care facilities
 - mental health facilities
 - foster care and other youth facilities
 - corrections programs and institutions
- Business and civic leaders
- State and local health and child welfare agencies, including health department data on the addresses of housing units in which children have been identified as lead-poisoned
- Adjacent units of local government and regional governmental agencies, particularly agencies with metropolitan-wide planning and transportation responsibilities that go beyond a single jurisdiction
- Biddeford Housing Authority
- Broadband internet service providers

- Organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood-prone areas, public land or water resources
- Emergency management agencies
- Southern Maine Planning and Development Commission (SMPDC) and other local or regional planning agencies and commissions

CITIZENS ADVISORY COMMITTEE

The Citizens Advisory Committee (CAC) is a city committee that provides an organized forum for two-way communication between the Planning & Development Department and the community regarding CDBG funding priorities and other community development needs. It consists of seven members who are residents of Biddeford, including one seat reserved for a member of City Council, to be selected by the mayor with recommendations from Planning & Development staff. The remaining seats are filled via applications received through the City Clerk's Office. When a seat opens, the Community Development Coordinator takes recommendations for members from the mayor, current or outgoing CAC members, other City staff, and partner agencies (especially those who work directly with LMI persons). All terms are two years and members may serve two consecutive terms, then must take one year off before applying again. Officer terms are one year. The CAC is regulated by an ordinance approved by the City's Policy Committee, provided in Appendix A of this document.

Representation will include LMI persons, including those living and/or owning property in areas that are predominantly LMI areas and targeted for CDBG projects. The term LMI household means any household which has an income under 80 percent of the area median. LMI neighborhood means any area within which 51 percent or more of the households are low- or moderate-income.

Under the direction of the City's Director of Planning & Development, the Community Development Coordinator will direct and coordinate all activities of the CAC. The Community Development Coordinator will be tasked with being the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, residents of assisted housing developments, social services (including faith based organizations), and any population that would be eligible for CDBG funding. The Community Development Coordinator will be tasked with encouraging collaboration between various entities as the Consolidated Plan and Annual Action Plan are developed. Subject to review and recommendation of the CAC, the City will present the Consolidated Plan, Annual Action Plan, projects, substantial amendments, and any other activities regarding CDBG to the City Manager for final approval by the City Council.

The CAC will provide comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to keep the citizenry informed. The CAC will be tasked with reviewing the Consolidated Plan, Consolidated Annual Performance & Evaluation Report (CAPER), Annual Action Plan, and any substantial amendments to any of the foregoing documents.

EQUITABLE ACCOMMODATIONS AND ACCESS

The City of Biddeford encourages the participation of representatives of underserved populations including socioeconomically disadvantaged people, people of color, women and children, people with limited English proficiency, people with disabilities (including physical, hearing or visual impairment, behavioral health concerns, or learning disabilities), public housing residents, residents of predominantly

LMI neighborhoods and those persons living in areas designated by the jurisdiction as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used.

Specific accommodations will be made for any participating citizen so as not to limit their involvement including providing in person and virtual hearings, translation services, oral, Braille, electronic or large print copies for the visually impaired, and access to public hearings. Interpretation at meetings for non-English speaking and deaf or hard of hearing residents will be made available with at least 48-hour advanced notice. Requests may be made either in person in the Planning & Development Department at Biddeford City Hall (205 Main Street), in writing via email to cdbg@biddefordmaine.org, or by calling 207-284-9115. Notice of these reasonable accommodations shall be provided in all public hearing notices. Language assistance services and auxiliary aids will be provided upon request for informational flyers, plan materials, and other comparable public information tools with the goal of informing and encouraging robust citizen participation in the processes outlined herein.

The city will use available Census data and consultations to assess needs for individuals with limited English proficiency to encourage participation, such as the need for translation services and other vital documents.

Strategies to increase equity will include:

- Outreach to organizations and groups that provide services to any of the populations noted above
- Outreach to Biddeford Adult Education's ELL staff
- Google Translate option on the City's website, which will translate all Public Notices posted to the front page
- Translation Contact Form on the City's website

Through consultation, the city will prioritize equity by collecting data on populations that have been understudied or underreported in traditional data sources. The results of these consultations will be used to fill in gaps where some community needs or market circumstances might not be indicated in quantitative data, where the population with the need is not part of routine data collection efforts.

PUBLIC MEETINGS

The City will periodically hold workshops, focus groups, and other outreach meetings, as appropriate to discuss community, housing, or other needs throughout the City. Every effort will be made to provide notice of at least seven (7) days to interested parties. Notice will be provided using the methods outlined in the Citizen Participation Plan. The time and location of the meetings will vary based on the target audience and purpose. Meetings seeking input from the general public will be held in the early evening hours to the extent possible. For any public meetings held outside City Hall, the location will meet ADA accessibility standards. The City will endeavor to choose locations that have access via public transportation, and will offer remote access via Zoom or other virtual meeting platform when feasible.

HOW TO RECEIVE INFORMATION

The City of Biddeford has a Front Page News email list. All public notices for the Consolidated Plan, Annual Action Plan, CAPER, Substantial Amendments, Citizen Participation, and Consultation processes are posted on the Biddeford Front Page News, so interested parties can sign up to receive the Front Page News email to receive these notices, as well as other important updates from the City of Biddeford. The sign up is available at this page: <https://www.biddefordmaine.org/list.aspx>. Enter the email address, click

“sign in” (no password required), and click the icon next to “Biddeford Front Page News” to subscribe. The city will send an email to confirm the subscription.

Staff also maintain an informal list of individuals and organizations that receive CDBG-related information, and interested parties can reach out to the Community Development Coordinator via email (cdbg@biddefordmaine.org) or phone (207-284-9115) to be added to the list. Public/social service providers are encouraged to fill out the Public Service Provider Survey, included as Appendix A of this document and available on the Community Development page of the website, located [here](#).

Development of the Consolidated Plan and Annual Action Plan

INFORMATION

Prior to adopting the Consolidated Plan and Annual Action Plan, the City will make the following available to citizens, public agencies, and other interested parties:

- **Amount of assistance** – the amount of assistance the local government expects to receive (including grant funds and program income). This information will be updated as the Federal appropriation process results in new information. When HUD notifies Biddeford of final fund amounts, that information will be shared on the City website and by other electronic means to relevant interested parties.
- **Range of activities that may be undertaken**- activity descriptions must include specific information so that the public is made aware of the actual specific undertaking to be funded.
- **The estimated amount of funding that will benefit persons of low- and moderate-income.**

PUBLICATION OF PROPOSED CONSOLIDATED AND ACTION PLANS, SUBSTANTIAL AMENDMENTS AND CAPER

PUBLIC NOTICE AND COMMENTS

A summary of each document will be posted on the front page of the City’s website and disseminated through a number of discretionary communication vehicles, including the following:

- City Hall bulletin board posting
- Our Biddeford (the city’s public engagement website)
- Biddeford Beat (the city’s weekly email newsletter)
- press release or advertisement in the Courier
- email notification to partners consulted with during the development stage
- social media (at minimum, the City’s Facebook page)

The notice will describe the content and purpose of the above documents with a link to the full plan and will list the locations where copies of the entire document may be examined.

Free physical copies will be available upon request from the Department of Planning & Development, located on the second floor of City Hall, 205 Main Street, Biddeford, ME 04005 during regular hours (Monday and Tuesday, 7am to 5pm; Wednesday and Thursday, 8am to 4pm). Copies will also be available at McArthur Library (270 Main Street) and the J. Richard Martin Community Center (189 Alfred Road).

PUBLIC HEARINGS

There will be at least two (2) public hearings annually to obtain citizens' views and to respond to proposed plans and questions. The first (1st) will include a review of the past year's performance (via review of the CAPER) and an overview of proposed plans **during development of the plan** for the coming Annual Action Plan (and Consolidated Plan when due for update). This will allow the Program to obtain the views of residents on housing and community development needs, including priority non-housing community development needs and affirmatively furthering fair housing, before publication. A second (2nd) public hearing will be held after the publication of the draft Consolidated Plan and/or Annual Action Plan.

Commented [GLA4]: This language is specifically from the regulations.

LOCATION OF HEARINGS

Public hearings will typically be held in City Hall (205 Main Street), which has ADA accessibility to the meeting room and can be reached via public transportation. For any public hearings held outside City Hall, the location will meet ADA accessibility standards and have access via public transportation, particularly from areas where LMI persons reside. Remote access via Zoom or other virtual meeting service will be offered for all public hearings.

TIME HEARINGS ARE HELD

Public hearings will be scheduled at times generally convenient for most residents, such as weekday evening hours or weekends. All public hearings will be recorded and available upon request.

PUBLIC HEARING STANDARDS

Notice of Public Hearings will be posted on the front page of the City's website and disseminated through a number of discretionary communication vehicles, including the following:

- City Hall bulletin board posting
- Our Biddeford (the city's public engagement website)
- Biddeford Beat (the city's weekly email newsletter)
- press release or advertisement in the Courier
- email notification to partners consulted with during the development stage
- social media (at minimum, the City's Facebook page)

The notice will describe the content and purpose of the hearing, location, time and provide a point of contact for **persons with disabilities or those in need of translation from English**.

NOTICE PERIOD

The City will provide notification of all public hearings at least fourteen (14) days prior to the date of the public hearing.

COMMENT PERIOD

Comment periods will be open for a minimum of 30 days after the publication of the Consolidated Plan, Annual Action Plan, or Substantial Amendment, and a minimum of 15 days after the publication of the CAPER to receive comments from residents of the community before submission to HUD.

COMMENTS

Comments on the Consolidated Plan, Annual Action Plan, Substantial Amendment and CAPER must be submitted to the Community Development Coordinator via email (cdbg@biddefordmaine.org) or by mail to City of Biddeford, Department of Planning and Development, Attn: Community Development, PO Box 586, Biddeford, ME 04005. Verbal comments can be made at the Public Hearing or by contacting the Community Development Coordinator at 207-284-9115.

CONSIDERATION OF COMMENTS

The City will consider any comments or views of citizens received in writing, or orally at the public hearings. At the conclusion of the public comment period, the City will prepare a summary of all comments received, those comments accepted, those comments not accepted, and the reasons any comments were not accepted. Consideration of and response to any comments received will be described in the City's final submission to HUD.

OTHER METHODS OF OUTREACH

The City of Biddeford may also use these methods of outreach in the development of the plans:

- Survey(s) of various stakeholders, such as general public, social services/nonprofits, publicly assisted housing units in the community, and employers.
- Public meetings in LMI neighborhoods on specific topics
- Coordination with social service providers to connect directly with LMI clients

ACCESS TO CRITICAL RECORDS

Copies of the Consolidated Plan, Annual Action Plan, Analysis of Impediments to Fair Housing, CAPER, and Citizen Participation Plan, including any substantial amendments to these documents, will be made available to the public during normal working hours and on the City's website. Information and records relating to the jurisdiction's Consolidated Plan and use of assistance under the programs for the preceding 5 years will be located and available for public viewing in the Department of Planning and Development, 205 Main Street, Biddeford, ME 04005. These documents will also be made available in a form accessible to persons with disabilities upon request.

ACCESSIBILITY AND NON-ENGLISH SPEAKING NEEDS

Interpretation at meetings for non-English speaking and deaf or hard of hearing residents will be made available with at least 48-hour advanced notice. Requests may be made either in person in the Planning & Development Department at Biddeford City Hall (205 Main Street), in writing via email to cdbg@biddefordmaine.org, or by calling 207-284-9115. Notice of these reasonable accommodations shall be provided in all public hearing notices. Language assistance services and auxiliary aids will be provided upon request for informational flyers, plan materials, and other comparable public information tools with the goal of informing and encouraging robust citizen participation in the processes outlined herein.

Technical Assistance

The primary method for delivering technical assistance to community-based organizations and groups representative of persons of low and moderate income is the annual application workshop hosted by Planning & Development Department staff to inform parties interested in applying for CDBG funding.

Periodically, the City may hold additional workshop sessions to enhance program performance and compliance. On an ongoing basis, staff will be available to respond to specific technical questions.

Further information is available at City of Biddeford, Department of Planning & Development, 205 Main Street, Biddeford, ME 04005, Phone: 207-284-9115, Email: cdbg@biddefordmaine.org.

As appropriate, staff may refer technical inquiries to the *Ask a Question* feature on the HUD Exchange website: <https://www.hudexchange.info/get-assistance/my-question>. If necessary, the Division of Housing & Community Development staff may also seek assistance in responding to technical questions from the staff of the Boston Regional HUD Office and from HUD technical assistance providers, as available.

AMENDMENTS

When changes are necessary to the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, or Citizen Participation Plan, an amendment is required. Amendments can be either substantial or minor, with different requirements for each type.

Substantial Amendment

Any of these actions trigger the Substantial Amendment process:

- Amending the Citizens Participation Plan
- Change in Consolidated Plan Allocation Priorities where a priority changes from High to Low or from Low to High;
- Change in Consolidated Plan, Annual Action Plan, and/or (AFH) by adding a new priority, previously not considered, in order to undertake new activities that fiscal year; delete a priority; and/or change a priority in a way that would affect its implementation or funding
- Addition of a new activity and/or deletion of an approved activity in the Annual Action Plan
- Revising the allocation of funds in an Action Plan from one eligible category to another where the amount is more than 20% of the grant.
- Changes in the purpose, scope, location, or beneficiaries of activity
- ~~In the event of a natural disaster or pandemic in which a state of emergency has been declared by the Mayor of Biddeford, Governor of Maine, and/or President of the United States, any unobligated funds are subject to redirection for response to or recovery after the declared emergency, and any unexpended funds to subrecipients may be adjusted as needed. Any changes—including but not limited to reduction of funds to current activities, revision of funds to different activities, and addition of new activities—will go through the public hearing process as described, though adjustments in notice periods for public hearing and comment may be made, consistent with HUD guidance. All potential activities will be reviewed for eligibility and HUD will be contacted prior to finalizing any decision. If an existing subrecipient will alter the program they are delivering in order to meet the need, the substantial amendment process must still be followed and approval of an amendment to the existing agreement must be made in accordance with the city's policy and procedure for amendments.~~

Consideration of a substantial amendment will adhere to the following process:

- Planning & Development Department staff will determine if a substantial amendment is required based on the criteria in this Citizen Participation Plan.
- The City will develop a proposed Substantial Amendment for public review and comment.

- The City will notify the public of the availability of the proposed Substantial Amendment using the above Public Notice protocols described above or link
- Planning & Development Department staff will contact any organizations directly affected by the Substantial Amendment, providing copies of the proposed amendment and the reasons for it
- The City will approve a proposed Substantial Amendment following the same process as for the Consolidated Plan and in accordance with the city's policy and procedures for amendments.
- Planning and Development Department staff will update the Consolidated Plan and/or Action Plan and notify HUD that an amendment has been made.

Minor Amendments

A Minor Amendment is a proposed change that does not fall into the definition of a Substantial Amendment. Minor Amendments will be discussed by the Community Development Coordinator and Planning and Development Director, as well as the Housing Rehabilitation Director if related to one of the Housing programs. No public hearing or public comment period is required. Once a decision is made, the Community Development Coordinator will inform the Citizens Advisory Committee via email and present it during the staff update at the following CAC meeting. When a minor amendment is approved, staff will update the Action Plan and notify HUD that a minor amendment has been made.

COMPLAINTS

Complaints or inquiries related to the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, and amendments or revisions to these documents may be submitted by mail to City of Biddeford, Department of Planning and Development, Attn: Community Development, PO Box 586, Biddeford, ME 04005, Phone: 207-284-9115, or Email: cdbg@biddefordmaine.org.

Any complaint made verbally must be confirmed in writing. The City will contact the submitter when additional information or clarification is needed to respond appropriately to the written complaint.

The Community Development Coordinator will respond to every written complaint in writing within 15 days.

ANTI-DISPLACEMENT POLICY

Assistance will be provided if persons should be displaced by any of the City of Biddeford's CDBG funded projects. Households will receive appropriate notices and other advisory services to assure they are fully informed of their rights, make informed decisions, and receive referrals to appropriate services that may be needed.

Replacement housing including the offer of a comparable replacement dwelling and if necessary, financial assistance to make the unit affordable, will be provided if such a displacement should occur during the implementation of the Consolidated Plan and Annual Action Plan. Every effort will be made to provide financial assistance in the form of a Replacement Housing Payment or tenant-based assistance, such as Section 8 Certificate vouchers. In addition, displaced persons will receive assistance in the form of moving and related expenses to help cover costs of the move. The City of Biddeford in compliance with the Department of Housing and Urban Development CDBG Program will review each situation on a case-by-case basis. The City of Biddeford will provide displaced persons/businesses with all the benefits and assistance prescribed pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Appendix B
City of Biddeford
Public Service Provider Survey

Agency Information

Agency Name: _____
Primary Contact: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Email: _____

Geographic service area(s):

Clientele (check all that apply)

- ☐ Homeless
- ☐ Veterans
- ☐ Seniors
- ☐ Youth
- ☐ Persons with Disabilities
- ☐ Persons with Substance Use Disorders
- ☐ Victims of Domestic Violence
- ☐ Low-Income Persons
- ☐ Other _____

Types of Services (check all that apply)

- ☐ Health Care
- ☐ Literacy
- ☐ Financial
- ☐ Counseling
- ☐ Shelter
- ☐ Housing
- ☐ Food/Hunger
- ☐ Other _____

List in order the critical issues facing your clientele, in order of importance:

- 1.
- 2.
- 3.
- 4.
- 5.

What are the unmet needs or gaps in service facing your clientele?

Please provide any additional concerns or suggestions:

**City of Biddeford
City Council
June 06, 2023 6:00 PM Council Chambers & Zoom**

Status: In-Person and via Zoom; Council Chambers; 6:00 p.m.

1. Roll Call: all present

Chairman Belanger

Councilor Lessard

Councilor Ortiz

Councilor Emhiser

Councilor Whiting

Councilor Grohman

Councilor Mills

Councilor Schlaver

Councilor LaFountain

2. Pledge of Allegiance

3. Adjustment(s) to Agenda: none

4. Proclamation:

4.a. Pride Month Proclamation- Diversity, Equity and Inclusion Committee

Mayor Casavant read the proclamation

5. Presentation:

5.a. JFK School Building Replacement Update-Superintendent Jeremy Ray

Superintendent Ray presented information about the condition of the JFK school and a proposal to add a new wing to the Primary School. He presented several funding scenarios and a timeline for a bond.

Councilor Mills – questions on some of the budget items, furniture and contingency lines.

Superintendent Ray – these are estimates for planning, furniture depends on the space configurations; contingency is in case costs increase, will not spend it if we don't need it.

Councilor Grohman – questions on the annual costs to keep JFK school open and the demographic trends for the schools.

Superintendent Ray – there are certain fixed costs that are easy to predict. There is a legal process to close a school and turn the property over to the City. Council should think about future plans for that building. Demographics – the population has changed over the past ten years and the new wing will allow for different configurations.

Councilor Emhiser – Is \$450,000 realistic in closing savings? Will the new infrastructure handle the influx of the new students?

Superintendent Ray – the operational costs for oil, electricity, plowing, telephones, food service all contribute to that number, there are other savings that will be added in. The total number of students will be similar to years past when more grade levels were at the Primary school.

Councilor Lessard – this was a great presentation, the Council needs to seriously consider this plan and the bigger picture with other city needs. The Council should have a workshop very soon to discuss this.

Councilor Schlaver – what is the condition of the Primary school?

Superintendent Ray – have been able to use grant money for many upgrades to the doors, windows, and bathrooms. The roof, floors, paint are in good condition. The proposed addition would add a more accessible elevator. It would also allow them to configure some cooler rooms for summer programs in a more efficient way.

City Manager Bennett – if the Council is going to proceed with the bond they will need to decide at either of the remaining June and July meetings to follow the timeline for two readings and public hearings.

Councilor LaFountain – what will the impact be to the mil rate in year one?

City Manager Bennett - it would be 7-8 cents per mil; estimated total \$30.

Superintendent Ray – these are high numbers from the bond advisors.

6. Public Addressing the Council...(3 minute limit per speaker for up to a total of 15 minutes)

Citizen concern regarding night safety in the downtown area and several examples of concerns. Acting Police Chief Fisk was present and they were able to speak in person.

7. Consideration of Minutes:

7.a. Consideration of Minutes for City Council Meeting, May 16, 2023

Motion: Councilor Grohman

Second: Councilor Belanger

Vote: Unanimous

8. Second Reading:

8.a. 2023.58 Comprehensive Plan

Motion: Councilor Belanger

Second: Councilor Lessard

Public Comment – would like to see the Unhoused issues addressed in the goals section. Also to encourage public engagement.

Councilor Lessard - expressed concerns with growth areas.

Mayor Casavant – this is a living document that the Council can adjust with time.

Planning Director Mitchell – noted that the Land Use Map is the foundation for growth. The only change made for growth from the existing plan from 1997 was in the Coastal Growth Area.

City Manager Bennett – the Council is free to make amendments to the plan at any time in the future. There are ways to open up growth areas with specific goals.

Councilor Belanger – stick with what we have and deal with it using zoning laws. The Council will prioritize the implementation at the next workshop.

Motion to amend the history section by Councilor LaFountain as follows:

“The City of Biddeford would like to acknowledge the land and water that it occupies and abuts, which were the ancestral fishing, hunting, and agricultural grounds of the Abenaki and Wabanaki people for thousands of years. We recognize that we are on indigenous land and acknowledge the uncomfortable truths of settler colonialism, which led to the forced removal of Indigenous peoples from this place.

The harm from the physical and cultural genocide of Indigenous peoples here and throughout Maine, including Biddeford, continues and is felt by members of the Wabanaki Confederacy who live here today. As a simple way of acknowledging the truth, we extend our respect and gratitude to the many Indigenous peoples and their ancestors whose rich histories and vibrant communities include the Abenaki, Maliseet, Micmac, Passamaquoddy, and Penobscot Nations.

We recognize that the broader place we now call Maine is home to the sovereign people of the Wabanaki Confederacy and that we exist on their unceded homelands. We acknowledge that the Wabanaki are the People of the Dawnland and have stewarded this land throughout the generations. We thank them for their strength and resilience in protecting this land and aspire to uphold our responsibilities according to their example.”

Second by Councilor Whiting.

Public Comment on the amendment:

One citizen discussed the history of European settlement of the region.

Councilor Grohman – will support the amendment. It is a key step.

Councilor Lessard – has concerns with the language, would like to see the research on the accuracy.

Councilor Mills – would also like to see concrete information.

Vote on the amendment:

3 nays – Councilors Lessard, Schlaver, and Mills; 6 yeas – Councilors Belanger, Ortiz, Emhiser, Whiting, Grohman and LaFountain.

Amendment passes.

Vote on the Comprehensive Plan:

Unanimous

8.b. Second Reading;

2023.57) Amend/ Ch. 2 – Administration, Art. IV – Boards, Committees, Commissions, Div. 6 – Downtown Development Commission, Sec. 2-254 Functions and Purposes

Motion: Councilor Belanger

Second: Councilor Emhiser

Vote: Unanimous

9. Orders of the Day:

- 9.a. 2023.60) Amendment/Part III Land Development Regulations, Article VI - Performance Standards

Motion: Councilor Belanger

Second: Councilor Lessard

Presentation by City Engineer Chekan

These 3 items 2023.60, 61 and 62 are required by the DEP in the MS4 permit.

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous

- 9.b. 2023.61) Amendment/Part II, Chapter 34 – Environmental, Article VI - Post-Construction Stormwater Discharge

Motion: Councilor Mills

Second: Councilor Lessard

Vote: Unanimous

- 9.c. 2023.62) Amendment/Part II, Chapter 70 – Utilities, Sec. 70-31 – Enforcement of Article; Violations and Penalties

Motion: Councilor Mills

Second: Councilor Lessard

Vote: Unanimous

- 9.d. 2023.63) Approval/Contract Zone - Devine Capital 588 & 590 Andrews Road Project

Motion: Councilor Mills
Second: Councilor Lessard

Discussion - several questions by Council regarding the location and costs of the sidewalks and the street crossings in the project plan and the cost to the City.

City Manager Bennett – the sidewalks and crosswalks are required by the State traffic permit. The Council can do more on its own. The benefits to the City are greater than the cost. Can take advantage of other work being done this year to do the work more efficiently. The agreement for the City portion came out of much larger negotiations, this is additional work that would not normally be paid for by the developer. The City is the primary beneficiary of the project, the staff believes this is what it would take to get the project done. Staff recommends supporting the project.

Mayor Casavant – consider the inflationary costs of construction, the costs increase as planning time passes. There are times to develop partnerships to get the project completed. There will be long term returns to the City with property taxes.

Councilor Lessard – if we ask the developer to pay the \$400,000 for the work will that stop the project?

Developer Devine – spoke about the total project costs, the fees that will be paid to the City and the additional funds being provided for the Affordable Housing Fund. The margins are very thin and some of Biddeford's fees are significantly higher than other projects he has done in nearby communities. The staff negotiated a very good package for the City. Any additional costs at this point could stop the project.

Councilor Groham – does the plan provide enough parking? Noted the increase in the size of the conservation easement, will there be public access?

Developer Devine – the parking is sufficient; it is a true conservation easement, protected area, not accessible to the public.

Councilor Ortiz – the City needs the housing, this will add 216 units, will add to the tax base. During the review process they gave feedback and the developer listened.

Councilor Shlaver – noted that sidewalks were on the original City plan for that area but have not been built yet. We need housing and more pedestrian access. He will support this.

Councilor Lessard – asked the developer if they will be open to a conversation if the cost of the sidewalks exceeded \$400,000.

Developer Devine – They should not exceed that amount. Is willing to discuss this with the City.

Councilor LaFountain – it makes sense to do it now while other utility work is being done in that area. Will support the project.

Mayor Casavant – this is a great project, great work. These are extraordinary times, it's good to form partnerships to make things happen.

Vote: Unanimous

2023.64) Approval/Conservation Easement - Devine Capital 588 & 590 Andrews Road Project

Motion: Councilor Mills

Second: Councilor Lessard

Councilor Belanger – in support of the easement, has questions about the language allowing renewable energy project development.

Developer Devine – there are no plans for anything, but wanted to add the provision in case there are new technologies in the future.

Councilor Belanger motion to amend clause (ii) to add “*subject to the approval of the City Council.*”

Second: Councilor Lessard

Vote on amendment: Unanimous

Vote on project: Unanimous

9.f. 2023.27) Approval/Award Downtown Cameras - Minuteman

Motion: Councilor Belanger

Second: Councilor Grohman

City Manager – had come to their attention that these had been ordered and installed. He will be sure to have departments follow normal procurement procedures and will notify the Council of any purchases beyond his limits. Discussed how the TIF account works and the types of projects it is used for.

Councilor Belanger – there was discussion in the Finance Committee that this was the process in the past with the former chief; the cameras are here and we need to pay the bill; made it clear that this is not the process for the future. The Acting Police Chief and the City Manager did the right thing by bringing this to our attention.

Acting Police Chief Fisk gave some recent examples of how the cameras helped the department and answered questions on how the cameras were used. There are no additional costs or maintenance contracts.

Vote: 1 nay – Councilor Lessard; 8 yeas – Councilors Belanger, Ortiz, Emhiser, Whiting, Grohman, Mills, Schlaver, and LaFountain.

2023.27 passed.

9.g. 2023.65) Approval/FY24 Sewer User Fee Increase

Motion: Councilor Belanger

Second: Councilor Emhiser

Vote: Unanimous

9.h. 2023.66) Authorization/HOB Holiday Lighting Invoice

Motion: Councilor Grohman

Second: Councilor LaFountain

Councilor Belanger – there were budget discussions last year for the Holiday Lighting program. There was confusion between two groups who contributed to the lighting. The work was done and the City benefited. Will need to clarify this in the future.

Vote: 1 nay - Councilor Lessard; 8 yeas – Councilors Belanger, Ortiz, Emhiser, Whiting, Grohman, Mills, Schlaver, and LaFountain.

Motion passes.

9.i. 2023.67) Amend/Code of Ordinances, Chapter 22 Businesses, Article II Licenses and Permits Generally, Sec 22-11 Fees - Cannabis Business License Fees.

Motion: Councilor Belanger

Second: Councilor Whiting

Public Comment:

2 people commented about the fees and asked questions about charging by square foot versus canopy size. Delivery services coming from outside Biddeford should have the same fees.

Code Enforcement Officer Fecteau – This was reviewed by the Policy Committee. Today we are reviewing chapter 22, Licensing Cannabis Fees. The fees were compared to other municipalities around us.

Councilor Belanger – this was reviewed by the Policy Committee and the fees were vetted.

Council took a short break at 8:34 pm; resumed at 8:40 pm

Councilor Whiting – Clarification if fees are prorated. Also wants clarification on the language of the increasing size fees.

Councilor Mills – how to regulate delivery service? Do businesses get notified about new fees?

Code Enforcement Officer Fecteau – this will be strictly complaint driven. Businesses do not get notified for new fees or fee changes. Prorated language is in section d.

Motion by Councilor Belanger to extend the meeting past 9:00 pm

Second: Councilor Whiting

Vote: 2 nay – Councilors Lessard and Emhiser; 7 yeas – Councilors Belanger, Ortiz, Whiting, Grohman, Mills, Schlaver and LaFountain.

Councilor Schlaver – questions on selling versus growing; only pay the fee if are operating in Biddeford.

Councilor Grohman – make it clearer that these are annual fees.

Motion to amend the fees by Councilor Belanger to make the following changes:

Cannabis Grow Facility License (Facility Size)

Grow facility between 10,001 to 20,000 square feet of floor area = \$1,000.00

Grow facility between 20,001 to 30,000 square feet of floor area = \$2,000.00

Grow facility between 30,001 to 40,000 square feet of floor area = \$3,000.00

Each additional 10,000 square feet of floor area or less = an additional \$1,000.00

Cannabis Sales

Each additional 1,000 square feet or less = an additional \$1,000.00.

Delivery Service = \$2,500.00 per establishment doing business in Biddeford.

Second by Councilor Whiting.

Vote on the amendment: Unanimous

Vote on the Order as amended: 1 nay – Councilor Lessard; 8 yeas – Councilors Belanger, Ortiz, Emhiser, Whiting, Grohman, Mills, Schlaver, and LaFountain.

- 9.j. 2023.68) Amend/Code of Ordinances, Chapter 10, Animals, Article II, DOGS, Sec. 10-13. Running at large on public ways prohibited: restraint required. Requiring Dogs to be on leash in Clifford Park.

Motion: Councilor Belanger

Second: Councilor Lessard

Public Comment: 6 residents commented against the change. There are only a few places in Biddeford for dogs to be off leash, fewer in the summer; most interactions are positive. Request more citizen input and less restrictive measures, also questions

on enforcement. 1 citizen spoke for the restriction, should look at the impact on wildlife.

Councilor Mills – wait for more public input to go forward. Would like information on the complaints.

Councilor Whiting – wants more information on the complaints and police actions, can improve signage at the park, needs a lot more input.

Councilor Lessard – supports the ordinance. Numerous situations involving off leash dogs.

Councilor Belanger – this went before the Policy Committee and the Rec Commission, the decision did not come lightly.

Councilor Ortiz – this is a complicated issue with strong feelings on both sides. Would like to look at the impact on wildlife. Give it more time.

Councilor LaFountain – the Rec Commission was discussing this 3 years ago. The wildlife impact needs to be considered, more data is needed, more public engagement needed. Is opposed to this as written.

Councilor Groham – if this is tabled should it go back to committee or commission?

Mayor Casavant – bring it back to City Council and get some more data.

Councilor Schlaver – post the information at the park, make sure the Rec Commission and ACO are at the meeting if it comes back for discussion.

Councilor Mills – motion to table this to the first meeting in July for a Public Hearing.

Councilor LaFountain – second

Vote: 3 nay – Councilors Belanger, Emhiser, and Lessard; 6 yeas – Councilors Ortiz, Whiting, Groham, Mills, Schlaver, and LaFountain.

Motion to Table passes.

- 9.k. 2023.69) Approval/Smith Street Right-of-Way Easement Agreement for Joint Access and Development Agreement for Plan East LLC and Saco-Lowell LLC

Motion: Councilor Emhiser

Second: Councilor Lessard

City Director of Planning Mitchell - this is an easement for a paper street to build 14 new units at no expense by the City. The developer was patient and went through the Planning Board and Historic District review process. There sight walk pins are still visible.

Council had questions on the street direction, parking and plowing. The City is not responsible for plowing, there will be no left hand turn.
Vote: Unanimous

10. Public Addressing the Council..(5 minute limit per speaker)

1 Citizen comments: thanking the Council.

11. City Manager Report

The Council Workshop on Tuesday, 6-13-23, it will provide an opportunity to prioritize the implementation of the Comprehensive Plan. Information will be shared regarding the Safe Streets Federal Grant and an update on the Elm Street work.

12. Other Business

Councilor Mills – mentioned an email about Land Use at the airport. He asked about public input at committee meetings. It is allowed.

Councilor LaFountain – School Budget Referendum vote is Tuesday 6-13-23.

Councilor Schlaver – the Youth Full Maine community food distribution will be at Rotary Park on Tuesday, June 27th from 5- 7 pm.

Councilor Grohman – there was a great discussion today with Biddeford and Saco leadership about the bridge project.

13. Council President Addressing the Council

The Policy Meeting on Monday 6-12-23 at 6:30 pm will discuss Inclusionary Zoning

14. Mayor Addressing the Council

15. Executive Session

15.a. Executive Session - 1 MRS 405 (6) (c) Real Estate Matter

Motion: Councilor Mills

Second: Councilor Belanger

Vote: 1 Nay – Councilor Ortiz; 8 yeas – Councilors Belanger, Lessard, Emhiser, Whiting, Grohman, Mills, Schlaver and LaFountain.

15.b Executive Session 1 MRS 405 (6) (a) Personnel Matter

Motion to end the Executive Sessions at 10:55 pm: Councilor Emhiser

Second: Councilor Belanger

Vote: Unanimous

16. Adjourn

Motion: Councilor Belanger

Second: Councilor Emhiser

Vote: Unanimous

Adjourned at 10:55 pm.

Attest by: _____

Robin Patterson, City Clerk



City Council

Meeting Date: June 6th, 2023
Meeting Time: 6:00 PM

Agenda Item No: 9.a, 9.b, 9.c
Item Description: MS4 Ordinance Changes Required by DEP's General Permit

Submitted by: Craig Chekan, PE (City Engineer)
Tom Milligan, PE (City Engineer Emeritus)
Kristie Rabasca (MS4 Coordinator)

Supporting Information/Documentation:

1. MS4 Ordinance Changes – Detailed Overview
2. Three (3) Council Orders for MS4 Ordinance updates

Executive Summary:

In 2022, the City adopted a new 5-year stormwater management plan to meet DEP's General Permit requirements for MS4 communities (Municipal Separate Storm Sewers Systems).

As required by DEP's General Permit, the City needs to adopt a handful of stormwater and erosion control ordinance changes by June 30th, 2023.

These proposed ordinance changes will help protect the City's stormwater infrastructure and the surrounding watersheds.

Detailed Review:

Per the City's MS4 requirements with DEP, the following three ordinance changes require adoption by 6/30/23:

1. Incorporation of state erosion and sedimentation control standards for proposed developments
2. Updating the Post Construction stormwater maintenance inspection and certification system for private stormwater infrastructure
3. Updating requirements to correct illegal discharges into the City's separated storm drain system within 60 days of identification of the illegal discharge

To address the MS4 General Permit Requirements, the changes will affect Part II Code of Ordinances, Chapter 34 Environment and Chapter 70 Utilities, and Part III Code of Ordinances, Land Development Regulations. The attachment to this letter provides a detailed overview of each of the three requirements.

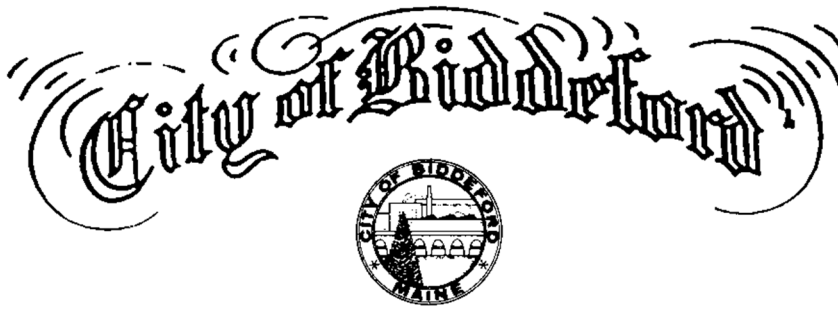
These ordinance changes were presented and recommended by the Planning Board on 3/15/2023 & 4/19/2023, and by the Policy Committee on 5/22/2023.

Funding Source:

Not applicable.

Staff Recommendation:

Staff recommends approving these DEP-required ordinance changes that will help protect our watersheds.



2023.60

IN BOARD OF CITY COUNCIL...June 6, 2023

BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford by ~~deleting~~ or adding text as follows:

Part III (Land Development Regulations), Article VI (Performance Standards):

Part III Land Development Regulations

Article VI Performance Standards

Section 13 Campgrounds and tenting grounds

1. A soil erosion and sedimentation control plan meeting the standards of Section 26 of this Article ~~the York County Soil and Water Conservation District and the Maine soil and Water Conservation Commission~~ shall be submitted. In addition to data on soils, slopes and drainage, a vegetation map showing the following items may be required:

- (a) The major types of vegetation should be identified and described (as to age, height, openness or density, and pattern, either natural or re-forested).
- (b) New planting should be selected to provide screening and shelter, to tolerate existing and proposed site conditions, and to blend compatibly with existing natural vegetation.
- (c) All vegetative clearing should avoid creating straight line edges between open land and surviving stands.
- (d) Areas of activity and/or traffic should be sited to avoid wildlife areas (such as thickets for birds and small mammals, or deer yards and trails).

Section 26 Erosion Control

[Ord. of 5-7-1996]

Erosion of soil and sedimentation of watercourses and water bodies shall be minimized by employing the ~~following best management practices as specified by the Soil Conservation Service~~ requirements of Maine Department of Environmental Protection Chapter 500 Stormwater Appendices A, B and C for sites that disturb one or more acres of land. An erosion and sedimentation control plan meeting the standards in this section shall be prepared by a qualified erosion and sedimentation control professional. In addition, the following items may be required for all sites:

- A. Stripping of vegetation, soil removal, and regrading or other development shall be accomplished in such a way as to minimize erosion.
- B. The duration of exposure of the disturbed area shall be kept to a practical minimum.

- C. Temporary vegetation and/or mulching shall be used to protect exposed areas during development.
- D. Permanent (final) vegetation and mechanical erosion control measures, ~~in accordance with the standards of the York County Soil and Water Conservation District and the Maine Soil and Water Conservation Commission,~~ shall be installed as soon as possible after construction ends.
- E. Until a disturbed area is stabilized, sediment in runoff water shall be trapped by the use of debris basins, sediment basins, silt traps, or other acceptable methods as determined by the Planning Board or Building Inspector, whichever has the authority to make such decisions on the project. ~~York County Soil Conservation Service may be consulted to review plans and actual installation of sediment control devices.~~
- F. The top of a cut or the bottom of a fill section shall not be closer than 10 feet to an adjoining property, nor shall said cut or fill exceed the three-to-one slope unless the Planning Board waives either or both requirements upon the applicant's demonstration, certified by a Maine licensed professional engineer (P.E.), that a steeper slope, whether or not closer than 10 feet to the adjoining property, is stable, will not result in excessive downstream erosion or sedimentation, nor cause any additional adverse impact on the adjoining property.
- G. During grading operations, methods of dust control shall be employed wherever practicable.
- H. On slopes greater than 25% there shall be no grading or filling within 100 feet of the saltwater wetland except to protect the shoreline and prevent erosion.[1]
- [1] Editor's Note: Former Subsection I, Erosion and sedimentation control in shoreland areas, which immediately followed, was repealed 2-2-2010 by Ord. No. 2009.98.

June 6, 2023

Motion by Councilor Belanger, seconded by Councilor Lessard.

Vote: Unanimous

June 20, 2023

Attest by: _____

3/1/2023 Proposed Changes to Biddeford Ordinances to address MS4 Requirements by 6/30/2023

OVERVIEW OF EROSION AND SEDIMENTATION CONTROL CHANGES

Affected Sections: Part III Land Development Regulations Article II Definitions, and Article VI Performance Standards

The MS4 General Permit requires that specific Erosion and Sedimentation Control (ESC) standards be incorporated into the City's ordinances for any proposed development that disturbs one or more acres of land in the City's Urbanized Area (see attached map). The ESC standards required by the MS4 General Permit are the same as the Maine DEP Chapter 500 standards for ESC and both are triggered at the same 1-acre disturbance threshold. As such, developers have been conforming to these standards for many years in all areas of the state.

The impact of incorporating these into the Biddeford Code is that Biddeford Staff will now have enforcement authority over the standards.

The current Biddeford standards for ESC are as follows:

- a. For projects triggering Site Plan Review, performance standards identified in Part III Land Development Regulations Article VI Performance Standards, Section 26 Erosion Control apply. The standards listed in this Section have not been updated since 1996. The standards in Section 26 Erosion Control are proposed to be updated, but no changes are needed to Article IX Site Plan Review Section 5 Site design and development criteria.
- b. For subdivisions (Part II Code of Ordinances Chapter 66 Subdivisions), no specific standards are identified, rather there is a general statement that any subdivision must comply with the standards identified for the zone the subdivision is located in. Because subdivisions must comply with the Erosion Control Standards as for Site Plan Review (see item a. above), no changes to Chapter 66 are proposed.
- c. Part III Land Development Regulations, Article VI Performance Standards lists several types of developments that require an erosion and sedimentation control plan. Most of these sections are not explicitly being updated because the Performance Standards of Section 26 erosion control, will automatically apply to these sites. However, upon review, one section has a reference to an obsolete guidance document which is proposed to be corrected.
 - a. Section 13 Campgrounds and tenting grounds of Part III Land Development Regulations requires an erosion and sedimentation control plan "meeting the standards of the York County Soil and Water Conservation District and the Maine soil and Water Conservation Commission...". This reference is proposed to be updated.
 - b. Section 30 Extractive Industry – no changes needed
 - c. Section 51 Private ways and roads – no changes needed
 - d. Section 64 Timber harvesting – no changes needed
 - e. Section 73 Planned Unit Developments – no changes needed

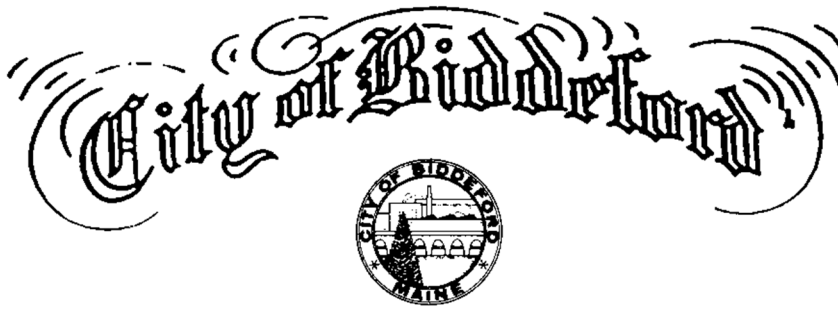
To meet the MS4 General Permit requirements, Engineering Staff recommend incorporating the Chapter 500 standards by reference in Part III Land Development Regulations Article VI Performance

Standards, Section 26 Erosion Control. Incorporating the Chapter 500 standards by reference will facilitate design for developers and review by the City.

Planning Board should be aware that although the MS4 General Permit requires these standards only be applicable to projects that disturb one or more acres of land, Engineering Staff recommend that the standards apply to all sites that require a Subdivision or Site Plan Review even if it disturbs less than an acre of land.

In addition, staff also recommend that the City adopt the standards City-wide, rather than only within the Urbanized Area (which is all that is required by the MS4 General Permit).

Adoption of the standards by reference to Chapter 500, adoption City-wide, and applying this single set of standards to all sites that trigger Site Plan or Subdivision review by Planning Board will facilitate design for developers and review by the City, as well as providing good protection of the City's natural resources from the adverse impacts of sedimentation from construction sites.



2023.61

IN BOARD OF CITY COUNCIL...June 6, 2023

BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford by ~~deleting~~ or adding text as follows:

Part II, Chapter 34-Environmental, Article VI-Post-Construction Stormwater Discharge

Sec. 34-479 Definitions

URBANIZED AREA (UA)

The cumulative areas of the State of Maine so defined by the ~~latest~~ 2000 and 2010 decennial censuses by the United States Bureau of the Census.

Sec. 34-481 Performance Standards.

~~(c) Where the applicant proposes to retain ownership of the stormwater management facilities shown in its post-construction stormwater management plan, the applicant shall submit to the City documentation, approved as to legal sufficiency by the City's attorney, that the applicant, its successors, heirs and assigns shall have the legal obligation and the resources available to operate, repair, maintain and replace the stormwater management facilities. Applications for new development or redevelopment requiring stormwater management facilities that will not be dedicated to the City shall enter into a maintenance agreement with the City. A sample of this maintenance agreement is attached as Appendix 1 to this article.~~¹

Sec. 34-482 Demonstration of Compliance

Any person owning, operating, leasing or having control over stormwater management facilities required by a post-construction stormwater management plan approved under this article shall demonstrate compliance with that Plan as follows:

(1) That person or a Qualified ~~P~~ost-construction ~~S~~tormwater ~~I~~nspector hired by that person shall, ~~at least annually,~~ inspect and maintain the stormwater management facilities, including but not limited to any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all municipal and state inspection, cleaning and maintenance requirements of the approved post-construction stormwater management plan.

(2) If the stormwater management Facilities require maintenance to function as intended by the approved post-construction stormwater management plan, that person shall take corrective action(s) to address the deficiency or deficiencies within 60 days of identification of the deficiency. If it is not possible to correct the deficiency within 60 days, that person shall coordinate with the enforcement authority to establish a schedule to correct the deficiency.

(3) That person shall employ a ~~Q~~qualified ~~P~~post-construction ~~S~~stormwater ~~I~~inspector ~~to~~ conduct an annual inspection and provide, on or by March 1 of each year, a copy of the inspection report and a completed and signed certification to the enforcement authority in a form identical to that attached as Appendix 1 to this article or in a similar form approved by the City Engineer, certifying that the stormwater management facilities have been inspected, and that they are adequately maintained and functioning as intended by the approved post-construction stormwater management plan, or that they require maintenance or repair, describing any required maintenance and any deficiencies found during inspection of the stormwater management facilities. If the stormwater management facilities require, maintenance or repair of deficiencies in order to function as intended by the approved post-construction stormwater management plan, the person shall provide a record of the required maintenance or deficiency and corrective action(s) taken with the annual report and certification.

ENVIRONMENT

34 Attachment 2

City of Biddeford

Appendix 1

Maintenance Agreement for Stormwater Management Facilities

This Maintenance Agreement is made this day of _____ 20__ by and between _____ and the City of Biddeford, Maine.

The project name is _____.

The location is: _____, Biddeford, Maine.

The project's Tax Map and Lot Numbers are Tax Map Lot _____

The project is shown on a plan entitled "_____" dated _____ and most recently revised on _____, approved by the _____ [Municipal Permitting Board] on _____ and recorded in the _____ County Registry of Deeds in Plan Book _____ Page _____ (the "Project").

WHEREAS, the approval of the Project includes Stormwater Management Facilities which requires periodic maintenance; and

WHEREAS, in consideration of the approval of the Project the City of Biddeford requires that periodic maintenance be performed on the Stormwater Management Facilities;

NOW, THEREFORE, in consideration of the mutual benefits accruing from the approval of the Project by the City and the agreement of _____ to maintain the Stormwater Management Facilities, the parties hereby agree as follows:

1. _____, for itself, and its successors and assigns, agrees to the following:
 - (a) To inspect, clean, maintain, and repair the Stormwater Management Facilities, which includes, to the extent they exist, parking areas, catch basins, detention basins or ponds, drainage swales, pipes and related structures, at least annually, to prevent the build up and storage of sediment and debris in the system;
 - (b) To repair any deficiencies in the Stormwater Management Facilities noted during the annual inspection;
 - (c) To provide a summary report on the inspection, maintenance, and repair activities performed annually on the Stormwater Management Facilities to the City Enforcement Authority;
 - (d) To allow access by City personnel or the City's designee for inspecting the Stormwater Management Facilities for conformance with these requirements.
 - (e) To create a homeowners' association for the purpose of maintaining the Stormwater Management Facilities.

BIDDEFORD CODE

2. Upon creation of the homeowners' association, the homeowners' association shall become responsible for compliance with the terms of this Agreement.
3. This Agreement shall constitute a covenant running with the land, and _____ shall reference this Agreement in all deeds to lots and/or units within the Project.

Witness By: _____
Its: _____

CITY OF BIDDEFORD
By: _____
Its: _____
Witness

STATE OF MAINE

_____, ss. _____, 20__

Personally appeared the above-named _____,
the _____ of _____, and
acknowledged the foregoing Agreement to be said person's free act and deed in said capacity.

Before me,

Notary Public/Attorney at Law

Print Name: _____

STATE OF MAINE

_____, ss. _____, 20__

Personally appeared the above-named _____,
the _____ of the City of Biddeford, and acknowledged the foregoing
Agreement to be said his/her free act and deed in said capacity.

Before me,

Notary Public/Attorney at Law

Print Name: _____

City of Biddeford

Appendix-2 1
Annual Stormwater Management Facilities Certification
(to be sent to City's Enforcement Authority)

I, _____ (print or type name), certify the following:

1. I am making this Annual Stormwater Management Facilities Certification for the following property: _____ (print or type name of subdivision, condominium or other development) located at _____ (print or type address), (the "Property");

2. The owner, operator, tenant, lessee or homeowners' association of the Property is: _____ (name(s) of owner, operator, tenant, lessee, homeowners' association or other party having control over the Property);

3. I am (check one)

a. _____ the owner, operator, tenant, lessee or president of the homeowners' association, and have hired a Qualified Post Construction Stormwater Inspector, or

b. _____ am a Qualified Post-Construction Stormwater Inspector hired by the person identified in item 2 of this form ~~same (circle one)~~;

4. I have knowledge of erosion and stormwater control and have reviewed the approved Post-Construction Stormwater Management Plan for the Property;

5. On _____, 20__, I inspected or had inspected by a Qualified Post-Construction Stormwater Inspector, the Stormwater Management Facilities, including but not limited to parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures required by the approved Post-Construction Stormwater Management Plan for the Property;

~~6. At the time of my inspection of the Stormwater Management Facilities on the Property, I or the Qualified Post Construction Stormwater Inspector identified the following need(s) for routine maintenance or deficiencies in the Stormwater Management Facilities:~~

6. I have attached a copy of the Annual Inspection Report. At the time of the inspection (check one and complete any required information):

- a. _____ The Stormwater Management Facilities were adequately maintained and functioning as intended, or
- b. _____ The Stormwater Management Facilities required maintenance, which was completed within the required 60-day time period, and were functioning as intended after maintenance was completed, or
- c. _____ The Stormwater Management Facilities required maintenance which was not completed within the required 60-day time period. (Attach additional sheets as necessary to describe the maintenance required, proposed schedule for completion, and an

appropriate contact person. The City will contact them to confirm or adjust the schedule to complete the maintenance and any needed further course of action. You will be required to show proof of final maintenance.)

7. On _____, 20__ I took or had taken the following routine maintenance or the following corrective action(s) to address the deficiencies in the Stormwater Management Facilities stated in 6. above: _____

8. As of the date of this certification, the Stormwater Management Facilities are functioning as intended by the approved Post Construction Stormwater Management Plan for the Property.

Date: _____, 20__ . By: _____

Signature

Print Name

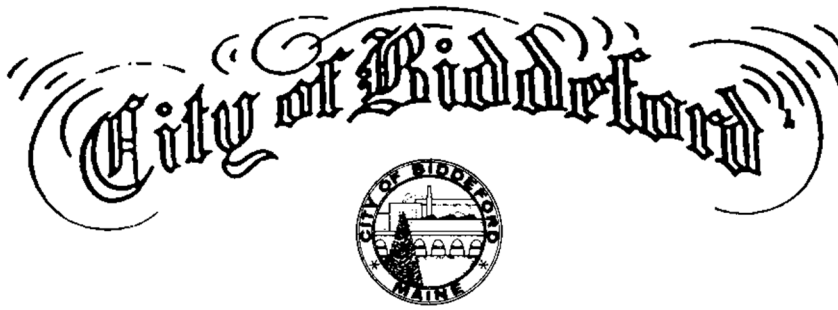
STATE OF MAINE _____, ss. _____, 20__ Personally appeared the above named _____, the _____ of _____, and acknowledged the foregoing Annual Certification to be said person's free act and deed in said capacity. Before me, _____ Notary Public/Attorney at Law Print Name: _____

Mail this certification to the City's Enforcement Authority at the following address [to be completed by the municipality]: _____

June 6, 2023
Motion by Councilor Mills, seconded by Councilor Lessard.
Vote: Unanimous

June 20, 2023

Attest by: _____



2023.62

IN BOARD OF CITY COUNCIL...June 6, 2023

BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford by ~~deleting~~ or adding text as follows:

Part II, Chapter 70-Utilities, Sec. 70-31-Enforcement of Article; Violations and Penalties

§ 70-31 Enforcement of article; violations and penalties

In addition to any other enforcement methods provided for in this article, the provisions of this article may be enforced as follows:

- (1) The Director or his designee may issue a written administrative complaint if there are reasonable grounds to believe that the person to whom the complaint is directed has violated:
 - a. This article;
 - b. Any rule or regulation adopted under this article; or
 - c. Any order or permit issued under this article.
- (2) The administrative complaint shall specify the provision that allegedly was violated, and state the alleged facts that constitute the violation.
- (3) After or concurrently with service of a complaint issued under Subsection (1) of this section, the Director or his designee may:
 - a. Issue an order that requires the person to whom the order is directed to take corrective action within a time set in the order, including 60 days to correct any pollutant discharge to the storm drain system unless the Director determines an alternate schedule for correction is needed;
 - b. Send a written notice that requires the person to whom the notice is directed to file a written report about the alleged violation; or
 - c. Send a written notice that requires the person to whom the notice is directed to:
 1. Appear at a hearing, at a time and place scheduled, in order to answer the charges in the complaint.
 2. File a written report and also appear at a hearing at a time and place set to answer to charges in the complaint.....

Note: Sec 70-31 also includes items (4) through (11). These items are not listed here as no changes are proposed/required within these items.

June 6, 2023

Motion by Councilor Mills, seconded by Councilor Lessard.

Vote: Unanimous

June 20, 2023

Attest by: _____



City Council

Meeting Date: June 20, 2023

Meeting Time: 6:00 PM

Agenda Item No: 9.d

Item Description: Cannabis Business License Fee's

Submitted by: Roby Fecteau, Director of Code Enforcement

Supporting Information/Documentation:

Local Municipal Fee Attachment

Key Terms:

N/A

Executive Summary:

Staff is seeking permission to establish a business license fee for operating a Cannabis establishment. The Policy Committee reviewed this ordinance on May 22, 2023. City Council held first reading on June 6, 2023 and amendments were made. (See detailed review)

Detailed Review:

After reviewing several municipalities located in Southern Maine, the following fees are proposed business license fees. Chapter 22 Businesses, Article II Licenses and Permits Generally, Sec 22-11

Original council order

Cannabis

Cannabis Grow facility License. (Facility Size)

Grow facility Up to 10,000 square feet of floor area= \$1000.00

Grow facility Up to 20,000 square feet of Floor area=\$2000.00

Grow facility Up to 30,000 square feet of Floor area=\$3000.00

Each additional 10,000 square feet of Floor area=\$1000.00

Cannabis Sales

Store: \$2,500 up to 2,000 square feet used for retail. Each additional 1,000 square feet- \$1,000 per 1,000 square feet

Cannabis Services

Delivery Service= \$100.00 per vehicle

Manufacturing= \$1000.00 per 1,000 square foot of floor area

Testing Facility= \$1000.00 per 1,000 square foot of floor area

Cannabis Commercial Kitchen= \$1000.00

As amended after first reading

First reading 6-6-2023

Motion: Councilor Belanger

Second: Councilor Lessard

Motion to amend fees by Councilor Belanger to make the following changes:

Cannabis Grow Facility License (Facility Size)

Grow facility between 10,001 to 20,000 square feet of floor area = \$1,000.00

Grow facility between 20,001 to 30,000 square feet of floor area = \$2,000.00

Grow facility between 30,001 to 40,000 square feet of floor area = \$3,000.00

Each additional 10,000 square feet of floor area or less = an additional \$1,000.00

Cannabis Sales

Each additional 1,000 square feet or less = an additional \$1,000.00.

Delivery Service = \$2,500.00 per establishment doing business in Biddeford.

Second by Councilor Whiting

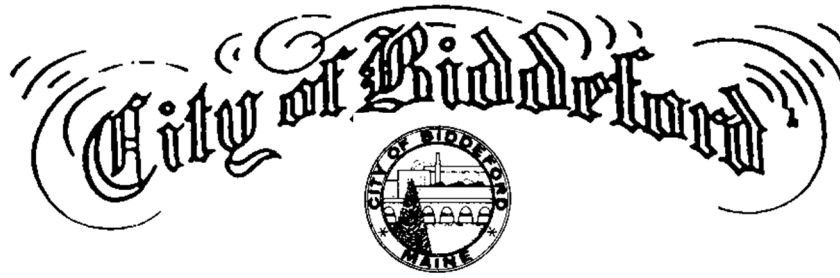
Vote on the amendment: Unanimous

Vote on the Order as amended: 1 nay – Councilor Lessard; 8 yeas – Councilors Belanger, Ortiz, Emhiser, Whiting, Grohman, Mills, Schlaver and LaFountain.

Funding Source:

N/A

Staff Recommendation:



2023.67

IN BOARD OF CITY COUNCIL... 06-20-2023

BE IT ORDERED, that the City Council of the City of Biddeford does hereby amend the Biddeford Code of Ordinances, Part II Chapter 22 Businesses, sec 22-11 fees as follows by ~~deleting~~ or adding text to read as follows:

(a) Application fees. Except as expressly provided, all applications for original licenses or for the consent of the City Council other than a flea market or auction, shall be accompanied by an administrative fee of \$10 to defray the cost of processing the application. All applications for renewal of licenses shall be accompanied by the fees for issuance and an administrative fee of \$10 to defray the cost of processing the application. The latter shall be refundable if the application is denied. In any case where notice by publication or mail is required, the applicant shall pay the cost of publication and postage in advance.

(b) Appeals fee. Appeals from determinations of the City Clerk shall be accompanied by a filing fee of \$25, and the appellant shall also pay the full cost of publication and postage in advance, if such notice is required. For the purposes of this subsection, notice by publication shall be deemed to apply to the hearing on appeal whenever the requirement of publication would exist in the first instance.

(c) Fees for issuance.

(1) Fees for issuance of licenses shall be as provided in Section 22-11.

(2) The City Clerk will use the following fee structure to develop the appropriate license fees. [Amended 2-1-2011 by Ord. No. 2011.3; 4-19-2011 by Ord. No. 2011.14; 5-1-2012 by Ord. No. 2012.33; 4-2-2013 by Ord. No. 2013.19; 4-16-2013 by Ord. No. 2013.28; 11-19-2019 by Ord. No. 2019.118]

Type of License or Service	Fee
Places of amusement/entertainment	\$150 (single/multiple events) Concerts
Exhibitions (including live performances)/shows	
Playhouses/plays	
Circuses Carnivals	
Air shows	
Indoor skating rinks	\$150 (annual)
Theater/moving-picture houses	Plus \$25 per screen
Bottle clubs	
Billiard rooms	
Public firing ranges	

Bowling lanes

Automobile service/repair; automobile graveyards,
automobile recycling businesses, and junkyards

Automobile graveyard	\$200
Automobile recycler business	\$250
Junkyard without hazardous materials	\$100
Junkyard with hazardous materials	\$250
Recycling facilities	\$200
Recycling facilities with hazardous materials	\$500
Automobile service/repair	\$75

Places/dealers in products \$200

Antique dealers

Dealers in gold jewelry, etc.

Flea markets

For 20 tables

For each additional table \$5

Junk dealers

Secondhand dealers Required to pay a one-time
the business is first
established; not required to
go through the annual license
renewal process

Pawnbrokers \$200

Operating license

Taxicabs, motorbuses, public automobiles \$50 (plus \$20 per sticker)

Victualers \$ 75

If serving beer and/or wine \$100

Serving liquor \$150

Massage establishments \$100

Massage therapists \$100

Combined massage establishment/massage therapist \$150

Ice cream truck, per truck \$75

Cannabis

Cannabis Grow Facility License (Facility Size)

Grow facility between 10,001 to 20,000 square feet of floor area = \$1,000.00

Grow facility between 20,001 to 30,000 square feet of floor area = \$2,000.00

Grow facility between 30,001 to 40,000 square feet of floor area = \$3,000.00

Each additional 10,000 square feet of floor area or less = an additional \$1,000.00

<u>Cannabis Sales</u>	
<u>Store:</u>	<u>\$2,500 up to 2,000 square feet used for retail. Each additional 1,000 square feet or less = an additional \$1,000.00</u>
<u>Cannabis Services</u>	
<u>Delivery Service</u>	<u>\$2,500.00 per establishment doing business in Biddeford</u>
<u>Manufacturing</u>	<u>\$1000.00 per 1,000 square foot of floor area</u>
<u>Testing Facility</u>	<u>\$1000.00 per 1,000 square foot of floor area</u>
<u>Cannabis Commercial Kitchen</u>	<u>\$1000.00</u>
Miscellaneous	\$10
Newspaper vending machines (per machine)	
Video game devices (per 5 machines to a maximum of \$50)	
Other	
Advertising/liquor license (See state law.)	At cost plus 10%
Vendors on public places (See appropriate section.)	\$50
Wastehaulers	
Per business	\$150
Per truck	\$150
Sludge disposal	\$50
Adult businesses, per annum	\$2,000
City Clerk fees	
Notary attesting for residents	\$2
Notary attesting for nonresidents	\$5
Dedimus justice services	\$10
Marriage ceremony	\$100
Motor vehicle agent fee	As set within the limits of legislative action
Sale of Zoning Ordinances	\$50

Sale of Subdivision Ordinances	\$10
Vital records research	\$10 per hour
Sale of voter I.D. card	\$5

(d) 1Prorated license fees. On any initial application for a business license received by the City Clerk during the last four months of the licensing year, the licensing fee is 1/2 of the annual licensing fee. All fees are due at the time of business license application submittal. Proration of licensing fees does not apply for business license renewals. [Added 5-1-2012 by Ord. No. 2012.33]

(e) Waiver of fee. No fee for a victualer's license shall be charged to any organization that operates a concession stand at a school-aged sporting event whose proceeds are used exclusively for the purchase of team uniforms, equipment, operating supplies, or for the improvement of the sports fields and facilities. For the purpose of this subsection, "school-aged sporting event" shall mean and include all sponsored sporting events that are organized and operated within the structure of a league, or under the auspices of the Biddeford School Department or a Biddeford private school, or under a program that is sanctioned by the City's Recreation Department and whose participants are enrolled in school and not older than 19 years of age. [Added 4-6-2010 by Ord. No. 2010.27]

First reading 6-6-2023

Motion: Councilor Belanger
Second: Councilor Lessard

Motion to amend fees by Councilor Belanger to make the following changes:

Cannabis Grow Facility License (Facility Size)

Grow facility between 10,001 to 20,000 square feet of floor area = \$1,000.00
Grow facility between 20,001 to 30,000 square feet of floor area = \$2,000.00
Grow facility between 30,001 to 40,000 square feet of floor area = \$3,000.00
Each additional 10,000 square feet of floor area or less = an additional \$1,000.00

Cannabis Sales

Each additional 1,000 square feet or less = an additional \$1,000.00.

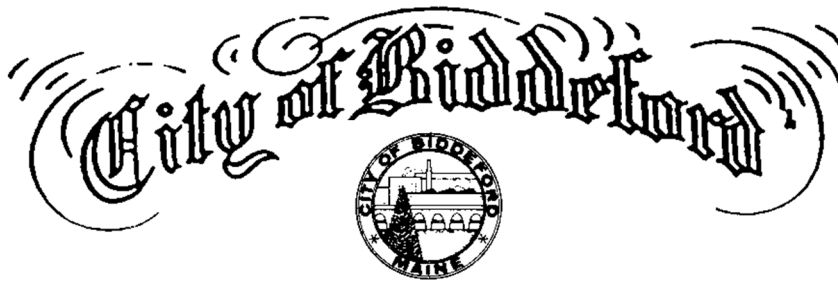
Delivery Service = \$2,500.00 per establishment doing business in Biddeford.

Second by Councilor Whiting

Vote on the amendment: Unanimous

Vote on the Order as amended: 1 nay – Councilor Lessard; 8 yeas – Councilors Belanger, Ortiz, Emhiser, Whiting, Grohman, Mills, Schlaver and LaFountain.

Attest by:_____



2023.70

IN BOARD OF CITY COUNCIL...JUNE 20, 2023

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Land Development Regulations, Article III Official Zoning Map adopt the proposed boundary descriptions necessary to apply performance standards, dimensional requirements, use limitations and all requirements set forth in the Institutional Zone as follows:

35-FT- PARCEL ONE

A certain lot or parcel of land, situated on the southwesterly side of Route 9, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point on the centerline of the right-of-way of State Route 9, so-called, approximately 55 feet southeasterly of the intersection of the right-of-way centerlines of Hills Beach Road and State Route 9, said point of beginning being located at the intersection of the northeasterly prolongation of the southerly sideline of lot 18-2, as shown on Map 51 of the Property Map of the City of Biddeford and the centerline of the Route 9 right-of-way;

THENCE: westerly along the prolongation of, and along the southerly sideline of Lot 18-2, as shown on Map 51 of the Property Map of the City of Biddeford a distance of 315 feet more or less to a point that marks the southwesterly corner of said Lot 18-2, as shown on said Map 51;

THENCE: northwesterly along the westerly line of said Lot 18-2, as shown on Map 51 of the Property Map of the City of Biddeford a distance of 36 (45 per tax map) feet more or less to a point on the southerly line of Lot 22, as shown on Map 9 of the Property Map of the City of Biddeford;

THENCE: southwesterly along the southerly line of said Lot 22, a distance of 707 (750 per tax map) feet more or less to the northeasterly corner of Lot 21-3, as shown on Map 9 of the Property Map of the City of Biddeford;

THENCE: southeasterly along said Lot 21-3, a distance of 248 (200 per tax map) feet more or less to the northwesterly corner of Lot 21-4, as shown on Map 9 of the Property Map of the City of Biddeford;

THENCE: northeasterly along said Lot 21-4, a distance of 200 feet more or less to the northeasterly corner of said Lot 21-4;

THENCE: southeasterly along said Lot 21-4, a distance of 262 (280 per tax map) feet more or less to the northwesterly corner of Lot 21, as shown on Map 9 of the Property Map of the City of Biddeford;

THENCE: easterly along said Lot 21, and its prolongation, a distance of 490 (540 per tax map) feet more or less, to the centerline of the right-of-way of said State Route 9;

THENCE: northerly along said centerline a distance of 692 feet more or less, to the point of beginning.

Meaning and intending to encompass Lots 18 and 18-1, as shown on Map 51 of the Property Map of the City of Biddeford and Lot 21-5, as shown on Map 9 of the Property Map of the City of Biddeford and as being depicted on the official zoning map of the city of Biddeford.

35-FT- PARCEL TWO

A certain lot or parcel of land, situated on the easterly side of Route 9, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point on the centerline of the right-of-way of State Route 9, so-called, at its intersection with the centerline of the right-of-way of Newtown Road Extension;

THENCE: northerly along the centerline of said State Route 9 right-of-way, a distance of 830 feet more or less to the intersection of the right-of-way centerlines of State Route 9 and Hills Beach Road;

THENCE: southeasterly along the right-of-way centerline of Hills Beach Road, a distance of 870 feet more or less to the intersection of the right-of-way centerlines of Hills Beach Road and Newtown Road Extension;

THENCE: westerly along the easterly prolongation of the centerline of the right-of-way of said Newtown Road Extension and along the centerline of Newtown Road and the westerly prolongation thereof a distance of 590 feet more or less, to the point of BEGINNING.

Meaning and intending to encompass and include a portion of Lot 2, as shown on Map 52 of the Property Map of the City of Biddeford and a portion of lot shown on map 51 of the Property Map of the City of Biddeford, and being as depicted on the official zoning map of the city of Biddeford.

35-FT - PARCEL THREE

A certain lot or parcel of land, situated on the northeasterly side of Hills Beach Road, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point located on the centerline of the right-of-way of State Route 9, at the intersection of the centerline of the right of way of State Route 9 and the southwesterly prolongation of the northwesterly property line of lot 10 as shown on Map 51 of the Property Maps of the City of Biddeford;

THENCE: along the centerline of the right of way of State Route 9 a distance of 110 feet more or less to the centerline of the right of way of Hills Beach Road;

THENCE: southeasterly along the centerline of the right-of-way of said Hills Beach Road, a distance of 845 feet more or less to a point;

THENCE: easterly along a line perpendicular to the centerline of the right-of-way of said Hills Beach Road, a distance of 160 feet more or less to its intersection with the City of Biddeford Shoreland Protection Limited Residential (LR) Zone boundary, which is defined as a distance of 250 feet from the normal high-water line of the Saco River;

THENCE: north, northwesterly, and northerly along the said LR Zone boundary, a distance of 921 feet, more or less to its intersection with the northwesterly property line of Lot 10, as shown on Map 51 of the Property Map of the City of Biddeford;

THENCE: along the northwesterly property line of Lot 10 a distance of 96 feet more or less to the State Route 9 right of way;

THENCE: along the southwesterly prolongation of the sideline of Lot 10 a distance of 72 feet, more or less, to the center of the right of way of State Route 9 and the point of BEGINNING;

Meaning and intending to encompass portions of Lots 10, 11, 12 and Lot 13, as shown on Map 51 of the Property Map of the City of Biddeford, and a portion of Lot 4, as shown on Map 52 of the Property Map of the City of Biddeford.

35-FT - PARCEL FOUR

A certain lot or parcel of land, situated on the westerly side of Route 9 and on the easterly side of West Street, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

Bounded generally on the north by Lot 3-1, as shown on Map 4 of the Property Map of the City of Biddeford, and Lots 36, 33-1, 51, 52-1, 30-1, 28-2, 26-1 and 28-1, as shown on Map 9 of the Property Map of the City of Biddeford, generally on the east by Pool Street, generally on the west by Lots 5, 6, 7, 15-2, and West Street as shown on Map 4 of the Property Map of the City of Biddeford, and generally on the south by Lots 21 and 22, as shown on Map 4 of the Property Map of the City of Biddeford, and by Lots 19, 23-2, 24 and 25-1, as shown on Map 9 of the Property Map of the City of Biddeford;

Meaning and intending to include the contiguous area identified on the following City of Biddeford Assessor's maps: Map 4, Lot 4, and Map 9, Lots 53-1, 53-2, 53-3, and as being depicted on the official zoning map of the City of Biddeford.

35-FT- PARCEL FIVE

A certain lot or parcel of land, situated on the southerly side of Newtown Road, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point on the centerline of the right-of-way of Newtown Road, so called, 350 feet more or less westerly from the intersection of the right-of-way centerlines of State Route 9 and Newtown Road;

THENCE: southwesterly along the centerline of the right-of-way of said Newtown Road, a distance of 1608 feet more or less to a point, said point marking the intersection of the prolongation of the westerly sideline of Parcel 5 as shown on Plan entitled Plan Showing Boundary Survey for University of New England, by Middle Branch Land Surveyors, dated September 26, 1989, and the center of the Newtown Road right-of-way;

THENCE: southeasterly along the prolongation of and westerly sideline of said Parcel 5, a distance of 115 feet more or less to a point;

THENCE: northeasterly parallel to the centerline of the right-of-way of said Newtown Road, a distance of 1575 feet more or less to a point;

THENCE: northerly perpendicular to the centerline of the right-of-way of said Newtown Road, distance of 115 feet more or less to the point of Beginning.

Meaning and intending to encompass a portion of Lot 15 as shown on Map 9 of the Property Map of the City of Biddeford and being as depicted on the official zoning map of the city of Biddeford.

35-FT- PARCEL SIX

A certain lot or parcel of land, situated on the northerly side of Newtown Road in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

Meaning and intending to encompass Lot 20 as shown on Map 9 of the Property Map of the City of Biddeford and being as depicted on the official zoning map of the city of Biddeford.

35-FT- PARCEL SEVEN

A certain lot or parcel of land, situated on the northerly side of Hills Beach Road but not adjacent thereto, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point on the centerline of the right-of-way of said Hills Beach Road approximately 1277 feet more or less easterly of the intersection of the right-of-way centerlines of Old Pool Road and Hills Beach Road;

THENCE: northwesterly along a line perpendicular to the centerline of Hills Beach Road, a distance of 120 feet more or less to the TRUE point of BEGINNING of the herein described parcel;

THENCE: northwesterly along said perpendicular line, distance of 155 feet more or less to a point on the City of Biddeford Shoreland Protection (SP) Zone boundary, which is defined as a distance of 250 feet from the normal high-water line of the Saco River;

THENCE: continuing easterly along the SP boundary 415 feet more or less to a point,

THENCE: southerly along a line perpendicular to the centerline of Hills Beach Road a distance 206 feet more or less to a point located 100 feet from the northerly right-of-way line of said Hills Beach Road;

THENCE: westerly along a line located 100 feet northerly of and parallel to the northerly right-of-way line of said Hills Beach Road a distance of 282 feet more or less to the point of BEGINNING.

Meaning and intending to encompass a portion of Lot 4, as shown on Map 52 of the Property Map of the City of Biddeford and as being depicted on the official zoning map of the city of Biddeford.

NO BUILD - PARCEL ONE

A certain lot or parcel of land, situated on the northerly side of Hills Beach Road, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point located on the centerline of the right-of-way of Hills Beach Road, so called, 830 feet easterly of the intersection of the right-of-way centerlines of Old Pool Road and Hills Beach Road;

THENCE: in a northerly direction along a line perpendicular to the centerline of the right-of-way of said Hills Beach Road, a distance of 120 feet more or less to a point;

THENCE: easterly along a line located 100 feet northerly of and parallel to the northerly right-of-way line of said Hills Beach Road a distance of 710 feet more or less to a point, said point marking the southwesterly corner of the 35 ft. zone described herein as "35 FT - Parcel No. 7";

THENCE: northerly along the northerly prolongation of the line perpendicular to the right-of-way said Hills Beach Rd, said line being the easterly sideline of the 35-ft zone described herein as "35 FT. - Parcel No. 7, a distance of 206 feet more or less to a point on the City of Biddeford Shoreland Protection (SP) Zone boundary, which is defined as a distance of 250 feet from the normal high-water line of the Saco River;

THENCE: continuing easterly along the SP Zone boundary, a distance of 200 feet more or less to a point on the westerly line of Lot 16, as shown on Map 53 of the Property Map of the City of Biddeford;

THENCE: southerly along the westerly line of said Lot 16, southerly along the westerly line of a reserved right-of-way and Lot 15, southeasterly along the northerly line of lot 11 and southerly along the westerly lines of Lots **11**, 10 and I, all as shown on said Map 53, and the southerly prolongation of said Lot I, to the centerline of the right-of-way of said Hills Beach Road;

THENCE: westerly and southwesterly along the centerline of the right-of-way of said Hills Beach Road, a distance of 940 feet more or less to the point of BEGINNING.

Meaning and intending to encompass a portion of Lot 4, as shown on Map 52 of the Property Map of the City of Biddeford and being as depicted on the official zoning map of the city of Biddeford.

NO BUILD - PARCEL TWO

A certain lot or parcel of land, situated on the southerly side of Hills Beach Road, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

Bounded generally to north by Hills Beach Road, so called, generally to the south by Lot 2, as shown on Map 9 of the Property Map of the City of Biddeford, generally to the east by Lots 97 and 99, as shown on Map 54 of the Property Map of the City of Biddeford, and generally to the west by Old Pool Road, so called.

Meaning and intending to encompass all of Lot **1**, as shown on Map 9 of the Property Map of the City of Biddeford and as being depicted on the official zoning map of the city of Biddeford.

50-FT- PARCEL ONE

A certain lot or parcel of land, situated on the northerly side of Hills Beach Road in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point on the centerline of the right-of-way of Hills Beach Road, so-called, 164 feet more or less northwesterly of the intersection of the right-of-way centerlines of Hills Beach Road and Old Pool Road;

THENCE: along a line to the northeast, a distance of 100 feet more or less to the center of the southeasterly building face of the Harold Alfond Center for Health Sciences so called, as it exists on November 20, 2001;

THENCE: northwesterly along said building face a distance of 30 feet more or less to the southwesterly building corner of said Harold Alfond Center;

THENCE: northeasterly, westerly, and northerly along the building face of said Harold Alfond Center a distance of 240 feet more or less to a point on the northeasterly building face of said Harold Alfond Center;

THENCE: northwesterly along a line abutting and parallel to the westerly face of the Jack S. Ketchum Library, so called, a distance of 540 feet more or less to its intersection with the City of Biddeford Shoreland Protection (SP) Zone boundary which is defined as a distance of 250 feet from the normal high-water line of the Saco River;

THENCE: northeasterly along said SP Zone boundary a distance of 640 feet more or less to a point;

THENCE: in a generally southeasterly direction along said SP Zone boundary, a distance of 1400 feet more or less to a point, said point marking the northwesterly corner of the 35-ft zone described as "35 FT. Parcel No. 7 herein;

THENCE: southerly along a line perpendicular to the centerline of the right-of-way of said Hills Beach Road and along the westerly line of the 35-ft zone described as "35 FT. Parcel No. 7" herein, a distance of 155 feet more or less to a point on the northerly line of the 100-foot no-build zone as described herein as "No-Build, Parcel One" and the southwesterly corner of said "35-ft - Parcel Seven" zone;

THENCE: westerly along the northerly line of the no build zone described herein as "No-Build, Parcel One" parallel to the centerline of the right-of-way of said Hills Beach Road, a distance of 410 feet more or less to a point on a line perpendicular to the centerline of the right-of-way of said Hills Beach Road, said point being the northwesterly corner of the no-build zone described herein as "No-Build Parcel One";

THENCE: southerly along said perpendicular line and the westerly line of the No-Build Parcel One zone, a distance of 120 feet more or less to the point of intersection of said perpendicular line with the centerline of the right-of-way of said Hills Beach Road;

THENCE: westerly along the centerline of Hills Beach Road a distance of 1,000 feet more or less to the point of BEGINNING

Meaning and intending to encompass a portion of Lot 4, as shown on Map 52 of the Property Map of the City of Biddeford and as being depicted on the official zoning map of the city of Biddeford.

50-FT- PARCEL TWO

A certain lot or parcel of land, situated on both sides and adjacent to Route 9 in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at the point of intersection of the right-of-way centerlines of State Route 9 and Newtown Road;

THENCE: westerly along the centerline of the right-of-way of Newtown Road, a distance of 350 feet more or less to a point, said point also being the point of beginning for the "35-FT. - Parcel Five" zone;

THENCE: southerly on a line parallel to and 350 ft. westerly of the centerline of the right-of-way of said Route 9 the westerly right-of-way line of said State Route 9, a distance of 2620 feet, more or less, across Lot 15 and Lot 14, as shown on Map 9 of the Property Map of the City of Biddeford, to a point on the northerly line of Lot 11, as shown on said Map 9;

THENCE: northeasterly along said Lot 11 and its northeasterly prolongation, a distance of 350 feet more or less to a point on the centerline of the right-of-way of said State Route 9;

THENCE: in a northeasterly direction across said State Route 9 a distance of 50 feet more or less to the westerly corner of Lot 12 and the easterly sideline of the Route 9 right-of-way, as shown on Map 9 of the Property Map of the City of Biddeford;

THENCE: northeasterly along the northerly line of Lot 12, northerly and northeasterly along the westerly line of Lot 9, and northeasterly along the northerly line of Lot 9-3, and along the northeasterly prolongation of the northerly sideline of Lot 9-3, as shown on said Map 9, a total distance of 1,635 feet, more or less, to the centerline of the right-of-way of said Old Pool Road;

THENCE: in a generally northerly direction along the centerline of the right-of-way of said Old Pool Road, a distance of 910 feet, more or less, to a point on the northeasterly prolongation of the southerly line of Lot I, as shown on Map 52 of the Property Map of the City of Biddeford;

THENCE: southwesterly along the said northeasterly prolongation of said Lot I, a distance of 25 feet more or less to the southeasterly corner of said Lot I and land now or formerly of Wermenchuk;

THENCE: southwesterly along the southerly line of said Lot I and land of Wermenchuk, a total distance of 720 feet more or less to the southerly most corner of said property;

THENCE: northwesterly along the westerly line of said Lot I and land of Wermenchuk, a distance of 125 feet more or less to the westerly most corner of said property;

THENCE: northeasterly along the northerly line of said Lot I and land of Wermenchuk, a distance of 193 feet more or less to a point on said northerly property line of said lot I;

THENCE: in a northwesterly direction a distance of 584 feet more or less to a point, said point being located on the southeasterly prolongation of a line abutting and parallel to the most easterly building face of Marcil Hall, so-called, as it exists on November 20, 2001;

THENCE: along said line referenced herein above running parallel to and abutting the most easterly building face of Marcil Hall, so called, a distance of 700 feet more or less to the centerline of the right-of-way of Newtown Road Extension, so called;

THENCE: southwesterly along the centerline of the right-of-way of said Newtown Road Extension, a distance of 330 feet more or less to its intersection with the centerline of the right-of-way of State Route 9, so called;

THENCE: southeasterly along the centerline of the right-of-way of said State Route 9, a distance of 50 feet more or less to the point of BEGINNING.

Meaning and intending to encompass portions of Lots 14 and 15, and Lot 13 in its entirety, as shown on Map 9 of the Property Map of the City of Biddeford, and a portion of Lot 2, as shown on Map 52 of the Property Map of the City of Biddeford, and as being depicted on the official zoning map of the city of Biddeford.

50-FT SPECIAL

A certain lot or parcel of land, situated westerly of Route 9 but not adjacent thereto, and southerly of Newtown Road but not adjacent thereto, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point on the centerline of the right-of-way of Newtown Road, approximately 350 feet more or less southwesterly from the intersection of the right-of-way centerlines of State Route 9 and Newtown Road, said point also being the point of beginning of the "35-FT. - Parcel Five" zone, and the westerly most corner of the "50-FT. - Parcel Two" zone;

THENCE: southerly along a line parallel to the southwesterly right-of-way for Route 9, so called, and the westerly line of the "50 FT. Parcel Two" zone, a distance of 100 feet more or less to the TRUE POINT OF BEGINNING, said point being the easterly most corner of the "35-FT - Parcel Five" zone;

THENCE: southerly parallel to the said Route 9 southwesterly right-of-way across Lots 15 and 14, as shown on Map 9 of the Property Map of the City of Biddeford, a distance of 2,520 feet more or less and along the southwesterly line of the "50-FT Parcel Two" zone to a point on the northerly line of said Lot 11, as shown on said Map 9, last referenced point being the southerly most corner of the "50 FT. - Parcel Two" zone;

THENCE: southwesterly along northerly line of said Lot 11, a distance of 420 feet more or less to a point at a southwesterly corner of Lot I and on the northerly line of Lot IO, as shown on Map 9 of the Property Map of the City of Biddeford;

THENCE: northwesterly along Lot IO and along the westerly line of Lot 14, as shown on Map 9 of the Property Map of the City of Biddeford, a distance of 660 feet more or less to an angle point in the southerly line of land of Lot I8-I, as shown on said Map 9;

THENCE: northeasterly along the southerly line of said I8-1, a distance of 245 feet more or less to the easterly most corner of said Lot I8- I, as shown on said Map 9;

THENCE: northwesterly along the easterly line of said Lot 18-1, a distance of 610 feet more or less to the northerly corner of said lot I8-1 and the easterly most corner of lot I8;

THENCE: northwesterly along the easterly line of Lot 18-2, a distance of 245 feet more or less to the northerly corner of Lot 18-2;

THENCE: southwesterly along the northerly line of said Lot 18-2, a distance of 706 feet more or less to a corner and angle point of said northerly property line of Lot I8-2;

THENCE: northwesterly along the easterly line of said Lot 18-2, a distance of 253 feet more or less to the northwesterly corner of Lot 18-2 and the easterly most corner of lot 18-3;

THENCE: northeasterly along the easterly line of said Lot 18-3 to a point located on a line 100 feet distant and parallel with the southerly right-of-way of Newtown Road, so called, said point also being the southerly most corner of the "35-FT- Parcel Five" zone;

THENCE: northeasterly parallel with and 100 ft. distant from the southerly right-of-way of Newtown Road, so called and along the southerly line of the "35 FT. - Parcel Five" zone boundary, a distance of 1575 feet more or less, to the point of BEGINNING.

Meaning and intending to encompass portions of Lots 14 and 15, as shown on Map 9 of the Property Map of the City of Biddeford and as being depicted on the official zoning map of the City of Biddeford.

65-FT ZONE

A certain lot or parcel of land, situated along both sides of Hills Beach Road and adjacent thereto, in the City of Biddeford, County of York, State of Maine, and being more specifically Bounded and described as follows:

BEGINNING at a point on the centerline of the right-of-way of Hills Beach Road so-called, said point being located 164 feet more or less northwesterly of the intersection of the right-of-way centerlines of Hills Beach Road and Old Pool Road, so-called, said point of beginning also being the point of beginning of the "50 FT- Parcel One" zone boundary;

THENCE: along a line to the northeast, a distance of 100 feet more or less and along the westerly boundary of the "50 FT- Parcel One" zone, to the center of the southeasterly building face of the Harold Alfond Center for Health Sciences, so called, as it exists on November 20, 2001;

THENCE: northwesterly along said building face a distance of 30 feet more or less and along the westerly boundary of the "50 FT - Parcel One" zone to the southwesterly building corner of said Harold Alfond Center for Health Sciences;

THENCE: northeasterly, westerly, and northerly along the building faces of said Harold Alfond Center and along the westerly boundary of the "50 FT- Parcel One" zone a distance of 240 feet more or less to a point on the northwesterly building face of said Alfond Center;

THENCE: northwesterly along a line abutting and parallel to the westerly face of the Jack S. Ketchum Library, so called, a distance of 540 feet more or less and along the westerly boundary of the "50 FT - Parcel One" zone to its intersection with the City of Biddeford Shoreland Protection (SP) Zone boundary, which is defined as a distance of 250 feet from the normal high-water line of the Saco River;

THENCE: westerly along said SP Zone boundary, a distance of 230 feet more or less to its intersection with a line perpendicular to the centerline of the right-of-way of said Hills Beach Road, and the southeasterly corner of the "35 FT. - Parcel Three" zone;

THENCE: westerly along the said perpendicular line and along the southerly line of the "35-~~FT.~~ - Parcel Three" zone boundary, a distance of 160 feet more or less to its intersection with the centerline of the right-of-way of said Hills Beach Road, said point of intersection of perpendicular line to Hills Beach Road being the southerly most corner of "35 FT-Parcel Three" zone,

THENCE: southeasterly along the centerline of the right-of-way of said Hills Beach Road and along the "35 FT Parcel Two" zone boundary, a distance of 50 feet more or less to the intersection of the right-of-way centerlines of said Hills Beach Road and Newtown Road Extension, so-called;

THENCE: westerly along the centerline of the right-of-way of Newtown Road Extension and along the southerly boundary of the "35 FT Parcel Two" zone boundary, a distance of 265 feet more or less to the point of intersection with the northerly prolongation of a line abutting and parallel with the most easterly building face of Marcil Hall, so called, as it exists on November 20, 2001;

THENCE: southeasterly along the northerly prolongation of said line parallel to and abutting the easterly building face of said Marcil Hall, and continuing along said parallel line and along the easterly boundary of the 50-FT Parcel Two zone boundary a distance of 700 feet more or less to a point and an angle point in said "50 FT - Parcel Two" easterly zone boundary;

THENCE: southeasterly along the westerly line of the "50 FT. - Parcel Two" zone boundary a distance of 584 feet more or less to a point on the northerly line of Lot 1, as shown on Map 52 of the Property Map of the City of Biddeford, and property now or formerly of Wermenchuk, said last mentioned point being located 193 feet from the most westerly corner of said Lot 1 and land of Wermenchuk;

THENCE: northeasterly along said northerly line of Lot 1 and land of Wermenchuk, and its northeasterly prolongation, a distance of 480 feet more or less to the centerline of the right-of-way of said Hills Beach Road;

THENCE: in a generally northwesterly direction along the centerline of the right-of-way of said Hills Beach Road, a distance of 164 feet more or less to the point of BEGINNING.

Meaning and intending to encompass all of Lot 3, and portions of Lots 2 and 4, as shown on Map 52 of the Property Map of the City of Biddeford and as being depicted on the official zoning map of the city of Biddeford.

IZ Shoreland Zone

A certain lot or parcel of land, situated on the northerly side of Hills Beach Road but not adjacent thereto, and adjacent to the Saco River in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point where the easterly prolongation of the northwesterly line of Lot 16, as shown on Map 53 of the Property Map of the City of Biddeford, intersects the normal high-water line of the Saco River;

THENCE: following the normal high-water line of the Saco River in a generally northerly direction a distance of 3,490 feet more or less to a point where the normal high-water line intersects the southerly line of Lot 9, as shown on Map 51 of the Property Map of the City of Biddeford;

THENCE: southwesterly along the southerly line of said Lot 9, a distance of 371 feet more or less to the City of Biddeford Shoreland Protection (SP) Zone boundary, which is defined as a distance of 250 feet from the normal high-water line of the Saco River and along the easterly boundary of the "35 FT- Parcel Three zone;

THENCE: southerly, easterly, and southeasterly along said Shoreland Protection Zone boundary line and the easterly boundaries of the "35 FT- Parcel Three", the "65 FT", the "50 FT - Parcel One", the "35 FT - Parcel 7, and the "No-Build- Parcel One" zones, respectively, a distance of 3,788 feet more or less to the intersection with the northwesterly line of Lot 16 as shown on said Map 53;

THENCE: northeasterly along the northwesterly line of Lot 16 a distance of 250 feet, more or less, to the point of BEGINNING.

Meaning and intending to encompass portions of Lots 10, 11, 12 and 13, as shown on Map 51 of the Property Map of the City of Biddeford, and a portion of Lot 4, as shown on Map 52 of the Property Map of the City of Biddeford and as being depicted on the official zoning map of the city of Biddeford.



City Council

Meeting Date: June 20th, 2023

Meeting Time: 6:00 pm

Agenda Item No: 10.a.

Item Description: (2023.70) University of New England Dimensional Standards

Submitted by: Greg Mitchell, Planning & Development Director

Supporting Information/Documentation:

University of New England Dimensional Standards for parcels rezoned to IN (Institutional)

Key Terms:

N/A

Executive Summary:

Review and adoption of the Dimensional Standards as part of the University of New England Master Plan.

Detailed Review:

I. BACKGROUND:

As part of the development of its "Institutional Zone Master Plan" The University of New England proposes to rezone three university-acquired parcels to be included in the Institutional (IN) zone. All three parcels were previously zoned Suburban Residential (SR1) and were approved by the Biddeford Planning Board and City council to be rezoned to be included in the Institutional (IN) zone on July 19th, 2022.

Two of the three parcels are occupied by single-family home structures owned and used by the University.

II. PARCELS PROPOSED TO BE ADDED TO THE INSTITUTIONAL ZONE

The following parcels are proposed to be included in the Institutional Zone.

- 1 Hills Beach Road (Tax Map 51, Lot 11)
- 583 Pool St. (Tax Map 51, Lot 10)
- 590 Pool St. (Tax Map 51, Lot 18-1)

As part of the zoning change and campus Master Plan, the University of New England has developed dimensional standards for each of these parcels. These standards will be a framework for any future redevelopment of these parcels.

Given their proximity to existing residential areas, all three parcels are proposed to have a height limit of 35 feet. This is in line with the overall massing and dimensional standards of the campus complex, which

emphasizes a gradual decrease in building height and massing moving from the “core” of the campus to the outer edges abutting residential neighborhoods.

	<u>SUBJECT</u>	<u>INFORMATION</u>
1.	Applicant / Property Owner	Alan Thibaut - University of New England
2.	Owner	University of New England 11 Hills Beach Rd. Biddeford, ME 04005 207-602-2253
3.	Project Location	1 Hills Beach Rd. (Tax Map 51, Lot 11) 583 Pool St. (Tax Map 51, Lot 10) 590 Pool St. (Tax Map 51, Lot 18-1)
4.	Map/Lot	Multiple
5.	Size of Lot	1 Hills Beach Rd- 2.0 acres 583 Pool St. – 0.3 acres 590 Pool St. – 1.0 acres
6.	City Approvals Required	Institutional Master Plan Approval
7.	Existing Zoning	Suburban Residential (SR1)
8.	Overlay Zoning	N/A
9.	Shoreland Zoning	1 Hills Beach Rd (Tax Map 51, Lot 11)
10.	Existing Use	Institutional
11.	Limits of Disturbance	N/A
12.	New private or public road?	No
13.	Proposed Use	Institutional
14.	Uses in the Vicinity	Single-family residential, Resource Protection
15.	Water Supply	Private Well
16.	Sewerage Disposal	Private septic
17.	Solid Waste Disposal	Private Hauler
18.	Fire Protection	City of Biddeford
19.	Ownership of Road	Public road
20.	Waivers Needed/Requested	None
21.	Waivers Granted	None
22.	Fees Paid (LDR Attachment A)	All fees paid
23.	Traffic Movement Permit Required	No



UNIVERSITY OF
NEW ENGLAND

Biddeford Campus
11 Hills Beach Road
Biddeford, ME 04005
(207) 283-0171 T

Portland Campus
716 Stevens Avenue
Portland, ME 04103
(207) 797-7261 T

December 13, 2022

Carmen J. Morris, City Clerk
City of Biddeford
P.O. Box 586
Biddeford, Maine, 04005

RE: Review of Dimensional Standards for parcels rezoned to IN

Dear Carmen,

The University is pleased to submit an application to the Planning Board to review the proposed dimensional standards for the three parcels rezoned to IN on July 19, 2022. These properties are as follows:

- 1 Hills Beach Road, Map 51, Lot 11
- 583 Pool Street, Map 51, Lot 10
- 590 Pool Street, Map 51, Lot 18-1

Please find attached, the revised *Restrictions on Developable Areas* maps, dated November 10, 2022, identifying the proposed Setbacks and Lot Coverages, as well as the Maximum Building Heights. The proposed dimensional standards for each of the rezoned parcels is consistent with the previously approved standards of the abutting IN parcels. The lot coverages have been revised to reflect the current development on campus.

Additionally attached are the revised parcel boundary descriptions, which now include the three rezoned parcels. The text modifications are found in the 35' HT/Parcel 1 and 35' HT/Parcel 3 descriptions.

Sincerely,

Alan Thibeault,
Vice President for University Operations

Cc: David Galbraith, City Planner
William Emhiser, City Councilor, Ward 1
Betsy Martin, Hills Beach Association
Andrew Phillippe, UNE Director for Campus Planning
Tom Saucier, Site Design Associates

Revised: May 17, 2022

**City of Biddeford – Planning Department****Planning Board Application**

P.O. Box 586, 205 Main Street Biddeford, Maine 04005

207-284-9115

Type of Application:

☐ Shoreland Zoning Permit ☐ Site Plan Review ☐ Extraction
☐ Conditional Use Permit ☐ Subdivision ☐ Private Way
☒ Other: Review of Dimensional Standards for 3 Parcels Rezoned to IN

Applicant Information:Name: Alan ThibeaultMailing Address: 11 Hills Beach RoadTelephone: 207.602.2253Email: athibeault@une.edu

What is your legal interest in the property?

☒ Owner ☐ Potential Buyer with Contract ☐ Lease/Rental Agreement

Owner's Information:Name: University of New EnglandMailing Address: 11 Hills Beach RoadTelephone: 207.602.2253Email: athibeault@une.edu**Agent's Information:**

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Engineer/Surveyor's Information:Name: Site Design AssociatesMailing Address: 23 Whitney Way, Topsham, METelephone: 207.449.4275

Email: _____

Project Location and Lot Information:Street Address: 1 Hills Beach, 583 and 590 Pool St. Drainage Watershed: _____Tax Map: 51Lot: 10, 11 and 18-1Current Zoning: INShoreland Zoning: 1 Hills Beach, Map 51, Lot 11Size of Lot: 2.0, 0.3, 1.0 (x) acres () s.f.Lot Frontage: 70', 144', 161'Existing Use of Property: Institutional**Property currently serviced by:**

☒ City Road ☐ Public Sewer ☐ Public Water ☐ Public Trash
☐ Private Road ☒ Septic System ☒ Private Well ☒ Private Hauler

Slope Conditions in Area of Construction (if applicable):

☒ Flat (0-3% slope) ☐ Rolling (3-8% slope) ☐ Hilly (8-15% slope) ☐ Steep (15%+ Slope)

Are there any wetlands or waterbodies on the site? ____ (Yes) ☒ (No) if yes attach information

Is the project within the 100-year floodplain? ____ (Yes) ☒ (No) if yes attach information

Do you plan to bring fill onto the lot? ____ (Yes) ☒ (No) If yes attach information

Description of proposed use of property:

Project/Proposed Use:

Institutional**Property to be Serviced by:**

☒ City Road ☐ Public Sewer ☐ Public Water ☐ Public Trash
☐ Private Road ☒ Septic System ☒ Private Well ☒ Private Hauler

Limits of Disturbance: 0 (☒) acres () s.f.Net change in impervious cover: 0 (☒) acres () s.f.Is this project part of a larger project? ☐ (Yes) ☒ (No)Is the project proposing a new Private or Public Road? ☐ (Yes, Private) ☐ (Yes, Public) ☒ (No)Is this project within the Urbanized Area/MS4 (see [City Drainage Map](#)) ☐ (Yes) ☒ (No)Is the project proposing any Stormwater facilities/BMPs? ☐ (Yes) ☒ (No)Will a Traffic Movement Permit (TMP) be required?: ☐ (Yes) ☒ (No)**☒ If in a Shoreland Zone:**Percent of residential lot coverage (Max 20%): 2%Percent of structure expansion (Max 30%): 0%☐ If Subdivision Review, number of lots proposed: _____☐ If a Private Way is proposed, number of lots served: _____**If Site Plan Review, you must provide the following information:**

Total new square feet footprint of structure: _____

Total new square feet paving/parking: _____

Waiver Requests (attach details):

1. _____
2. _____
3. _____
4. _____
5. _____

Required Submittal Attachments:

- A. Letters of Approval
 - ☐ Fire Department – Contact Chief or Deputy Chief – 282-9986
 - ☐ Ability to Serve for Water Service – Maine Water – 282-1543
 - ☐ Ability to Serve for Sewer Service – Engineering Department – Tom Milligan 284-9118
 - ☐ Police Department – e-911 Road Name Designation – Contact Joanne Fisk 282-5127
- B. Letter to Planning Board describing project, Waiver requests, proposed improvements, addressing permit requirements, etc.
- C. Photographs of Site.
- D. Architectural renderings/drawings of proposed buildings, as required.
- E. Engineering Plans, as required.
- F. Stormwater Management Report, as required.

Fees (Due at time of Submission):

- \$75 Nonrefundable Administration Fee is required for every application.
- Refer to "Attachment A Fees and Charges" of the Land Development Regulations for more information. Consult with Planning Staff if you have questions.

Required Signatures:

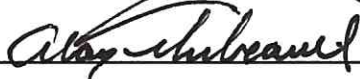
By signing this application, as the foresaid applicant or authorized agent:

- I certify that I have read and completely understand the application;
- I certify that the information contained in this application and its attachments are true and correct;
- I understand that all information provided on this form and all other documents submitted as part of my proposal is a matter of public record;
- I understand that copies of this information may be supplied upon request to an interested party.
- I understand that additional funds may be required through the course of the review for special studies, legal review costs, and/or engineering review.
- I understand that by submitting an application I am not guaranteed a place on any particular agenda. I further understand that the City Planner will place me on an agenda for review when the application is deemed substantially complete.

Will the proposed project cause 1 acre or more of site disturbance?: __ (Yes) __ (No)

- If Yes, applicant is responsible for any required Maine Construction General Permits and shall comply with the requirements of DEP Chapter 500 Stormwater Regulations, as they apply.

Signature of Applicant:



Date 2/27/23

Signature of Property Owner:

Date

DIGITAL SUBMITTAL REQUIREMENTS FOR ALL SUBMITTALS:

- A) PDF OF SIGNED APPLICATION
- B) PDFs OF ALL DRAWING SETS AND OTHER REQUIRED SUBMITTAL ATTACHMENTS NOTED ABOVE

HARD-COPY SUBMITTAL REQUIREMENTS FOR PLANNING BOARD APPLICATIONS:

- A) SEVEN (7) FULL-SIZE PAPER COPIES OF DRAWING SETS

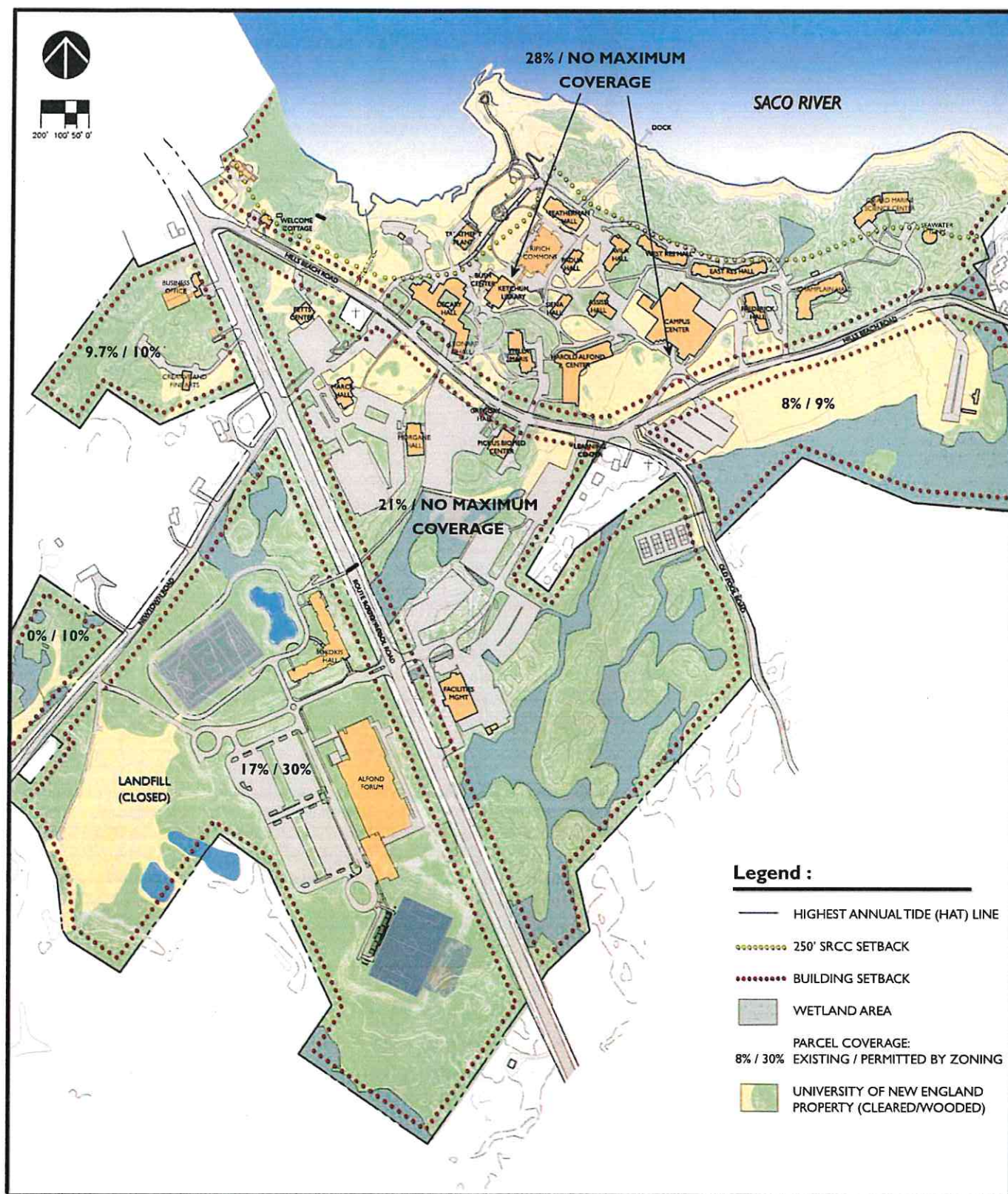
DIGITAL SUBMITTAL REQUIREMENTS FOR FINAL APPROVAL:

- A) INDIVIDUALLY NAMED PDFs OF EACH DRAWING (NOT A COMBINED PDF SET)
 - Individual Drawing PDF Naming Format: 'PROJECT/SHEETSET NAME_INDIVIDUAL DRAWING NAME.pdf'
- B) PDF COPIES OF ALL PERMIT APPROVALS, APPLICATIONS, REPORTS, NARRATIVES, LETTERS, ETC.
- C) FINAL CAD REFERENCE FILES IN DWG FORMAT (SURVEY & PROPOSED DESIGN LINEWORK)
 - All drawings & CAD reference files must be to-scale and within the following coordinate systems:
 - MAINE STATE PLANE WEST NAD83 (Horizontal Datum) & NAVD88 (Vertical Datum)

HARD-COPY SUBMITTAL REQUIREMENTS FOR FINAL APPROVAL:

- A) THREE (3) FULL-SIZE PAPER COPIES OF INDIVIDUAL DRAWINGS REQUIRING BOARD SIGNATURE
- B) ONE (1) FULL-SIZE PAPER COPY OF ENTIRE DRAWING SET FOR ENGINEERING RECORDS

PLEASE CONFIRM WITH PLANNING STAFF FOR CLARIFICATION

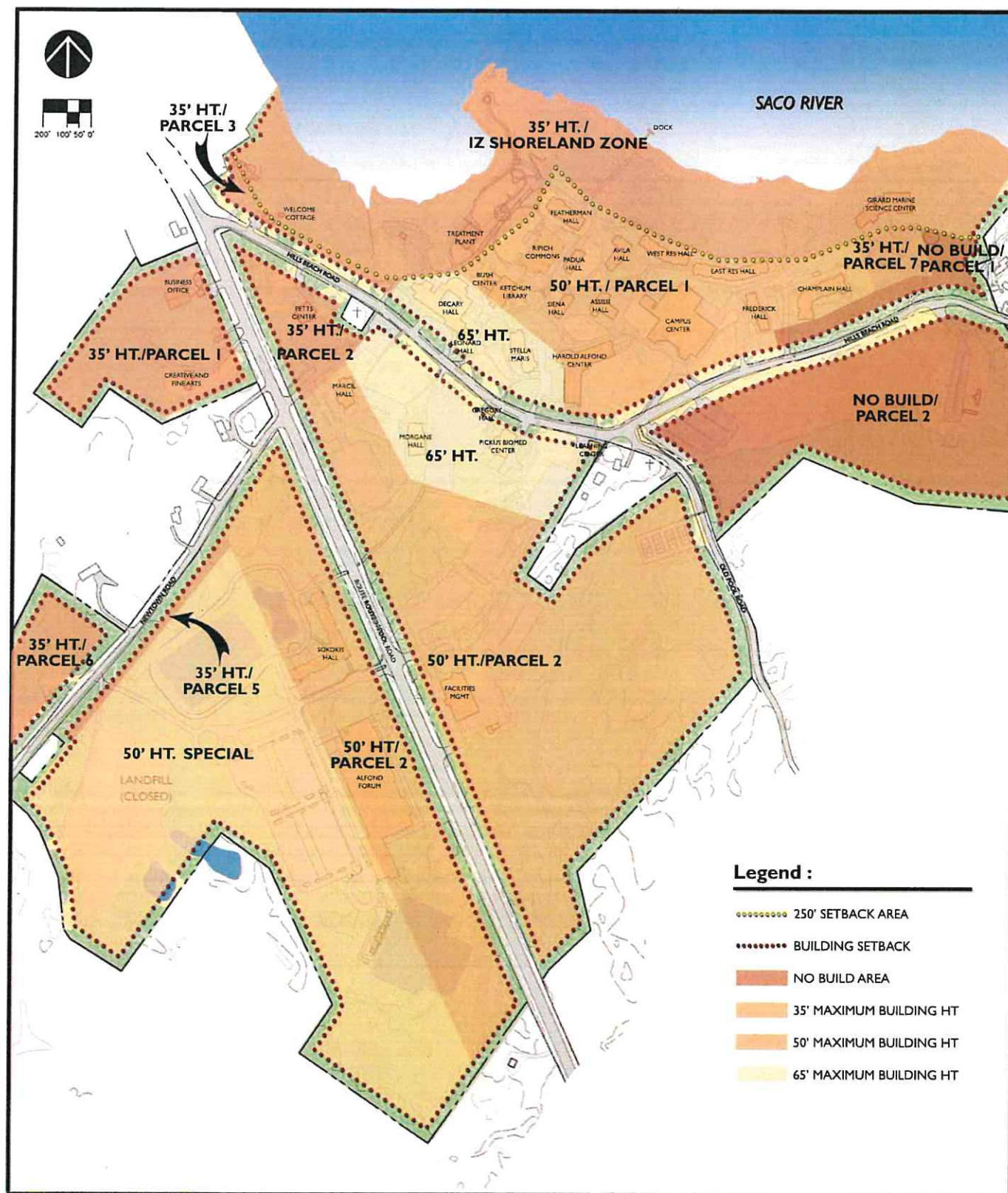


November 10, 2022



University of New England - Biddeford Campus
Campus Master Plan
 Restrictions on Developable Areas

Site Design Associates
 Civil Engineering and Land Planning

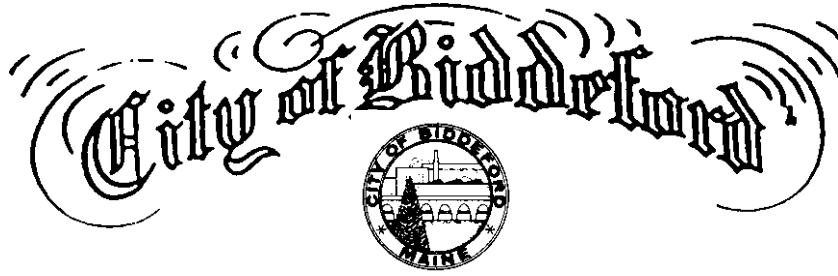


November 10, 2022



University of New England - Biddeford Campus
Campus Master Plan
 Restrictions on Developable Areas

Site Design Associates
 Civil Engineering and Land Planning



2023.71

IN BOARD OF CITY COUNCIL... June 20, 2023

BE IT ORDERED, that the proposed Amendment 3 to the CDBG Year 5 Action Plan (FY 2022-23) be adopted, which is summarized as follows: (1) within the Social Services budget allocation of \$57,088, add an activity to support the Biddeford Food Pantry; (2) within the Infrastructure category, add an activity to improve public safety in community parks/gardens with a budget allocation of \$160,000; (3) within the Housing category, add acquisition/rehabilitation of real property for the development of affordable housing with a budget allocation of \$500,000; (4) within the Housing category, add a down-payment assistance program for first-time homebuyers with a budget allocation of \$50,000; and (5) within the Housing category, expand the current 2-to 4-unit Owner-Occupied Housing Rehab Program with a budget allocation of \$322,622.79 to include loans for moderate rehabilitation and energy efficiency upgrades in owner-occupied, non-profit-owned, and investor-owned income-eligible properties with between 2 and 7 units and grants for emergency repairs to qualified single-family homeowners.

Attest by: _____

The proposed amendments to the CDBG Year 5 Action Plan are: (1) add a social service activity to support the Biddeford Food Pantry; (2) add an infrastructure activity to improve public safety in community parks/gardens; (3) add acquisition of real property for the development of affordable housing; (4) add a down-payment assistance program for first-time homebuyers; and (5) expand the 2- to 4-unit Owner-Occupied Housing Rehab Program to include loans for moderate rehabilitation and energy efficiency upgrades in both owner-occupied and non-owner-occupied income-eligible properties with between 2 and 7 units and grants for emergency repairs to qualified single-family homeowners. For the social service program, the added activity supports the Biddeford Food Pantry, which has seen a marked increase in demand for its food, toiletries, paper products, and diapers over the past year. The food pantry is located in Census Tract 252.04, and clients are 70% low/moderate income individuals from Biddeford.

The second amendment was to divert funds to two projects: 1) a sidewalk construction project serving affordable housing in the downtown and 2) lighting in Williams Court Park, a park and community garden located in a low- to moderate-income neighborhood. The sidewalk construction project would be funded at \$500,000 and the lighting project would be funded at \$2,000.

The first amendment was made in order to add a social service activity, provide an update on the social service budget, and clarify details on an Emergency Repair program for income-qualified residents. For the social service programs, one is the Mission Hill Neighborhood Hotspot, which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The hotspot provides free internet access for those who live within the hotspot area, in Census Tract 252.02, Block Group 1. This amendment will add that activity in, funded at \$2000. The Meals on Wheels program budget is being updated to \$12,227. The Emergency Repair Program is being developed out of the policy of the existing 2-4 unit rehab program, and this amendment formalizes the program.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In the 2022 Action Plan, the City will use funds toward Housing Rehabilitation, Infrastructure, Social Services, and Administration. In Housing Rehabilitation, the 2- to 4-unit Owner-Occupied Housing Rehab program will be expanded to include loans for moderate rehabilitation and energy efficiency upgrades in both owner-occupied and non-owner-occupied income-eligible properties with between 2 and 7 units and grants to address emergency repairs to qualified single-family homeowners. Other housing-related projects are the acquisition of real property for the development of affordable housing units and the creation of a down-payment assistance program for first-time homebuyers. In Infrastructure, funds will

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Annual Action Plan
2022

1

be used for ADA improvements to public facilities, street/sidewalk repairs, and installation of lighting or similar safety upgrades in community parks/gardens. In Social Services, Seeds of Hope will continue their Winter Warming Center, Southern Maine Agency on Aging will continue to deliver their Meals on Wheels program, the City will continue to provide the Mission Hill Neighborhood Hotspot, and the Biddeford Food Pantry will be supported to help meet a significantly increased demand since the onset of COVID. Administration will be used toward staff salary and benefits, and other administrative costs as needed.

2. Summarize the objectives and outcomes identified in the Plan

Housing Rehab Program: rehabilitation or emergency repair of 15 units serving a majority of low/moderate income households at a budget of \$322,622.79.

Acquisition of real property: for the development of 7 units of affordable housing at a budget of \$500,000

Homeowner Down-Payment Assistance: for 5 low/moderate income homeowners totaling \$50,000

Public facilities improvements: (a) ADA Accessibility Improvements: 4,597 persons assisted via removal of architectural barriers at City Hall totaling \$100,000; and (b) Street/sidewalk and lighting/safety improvements serving low/moderate income neighborhoods totaling \$160,000.

Community Services

Meals on Wheels: 8,200 meals to 75 homebound seniors or persons with disabilities

Seeds of Hope: operate Winter Warming Center for 25 people experiencing homelessness

Mission Hill Neighborhood Wireless Internet Hotspot: 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located.

Biddeford Food Pantry: support the provision of food, toiletries, paper goods, and diapers to 375 unique low/moderate income Biddeford residents.

With any remaining social service funds, other community services may be added for funding.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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Due to monitoring in June 2021, as well as staff changes during the year, many changes have been made to the program. CDBG Policies and Procedures are in the process of being updated, in order to better enable the city and subrecipients to follow federal regulations. The application process will be reintroduced within this Action Plan year, in preparation for PY23. Additionally, PY22 will be Year 5 of the Consolidated Plan, so Biddeford will use the program and policy updates established during the monitoring process to guide the writing of the new Consolidated Plan.

The city will continue to focus on a reduced number of community service programs, as well as the expanded Housing Rehab program. Seeds of Hope ran the Winter Warming Center for a second year, giving people experiencing homelessness a place to stay during cold or inclement weather. With findings from monitoring, the Community Hub program being delivered by Apex Youth Connection was not able to continue due to eligibility issues. Instead, the Biddeford Food Pantry will be supported to help meet the food, toiletries, and diaper needs of low/moderate income individuals. The Meals on Wheels program continued to deliver food to seniors and persons with disabilities. The Mission Hill Community Internet Hotspot will continue to be supported for a second year.

The Biddeford housing market continues its renaissance, attracting new residents from more expensive cities to our north and south. Prices for both new and existing rental units are on the rise as a result, which is forcing long-term Biddeford residents out of the community because of accessibility issues and affordability. Biddeford's oldest housing stock continues to require important upgrades, and the expanded Housing Rehab Program will provide loans to make necessary repairs and energy efficiency upgrades in both owner-occupied and investor properties with between 2 and 7 units where a majority of units serve low/moderate income occupants. In addition, a homeowner down-payment assistance program will be offered to LMI first-time homebuyers, and the city will acquire real property for the development of 7 units of affordable housing. In PY21, an amendment was made to allow qualified nonprofits and eligible properties outside the designated Census tracts to apply for the program. This expansion will continue into PY22.

The 2- to 4-unit rehab program launched at the end of PY20 and has grown over PY21. In all, owners of 41 units have inquired about the program, resulting in applications for 25 units. Of these, 18 units have been enrolled in the program, 4 were denied due to failure to meet LMI requirements, and 3 were withdrawn due to lack of need. During PY22, at least 15 units are expected to be rehabilitated.

In PY21, the City of Biddeford conducted an ADA Self-Evaluation and Transition Plan, which details the ADA improvements needed in public buildings and spaces and provides a timeline for the completion of each item. There was an amendment to divert funds to ADA improvements in City Hall, permitted under the policy regarding the removal of barriers in public buildings. No projects were started during PY21, but this program will extend into PY22 and will allow funds to be spent either on City Hall improvements or on permitted projects at other city properties.

The CDBG-CV program has not been fully implemented, as the agreements need to be reviewed and approved by HUD. Work is being completed based on the original agreements and documentation being

Annual Action Plan
2022

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collected should fulfill HUD regulations, but if any changes need to be made, those will happen during PY22. This program provides assistance to community members experiencing challenges with substance abuse, mental and physical health concerns, or housing insecurity and homelessness. Social service agencies and the police department have seen increased need in these areas since the pandemic started.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation Plan creates opportunities for residents to take part in the planning, development, and implementation of CDBG plans. The Citizens' Advisory Committee, appointed by City Council, assists city staff in implementing the consolidated plan, its programs, and ongoing evaluation of the plan's successes, failures, and adjustments.

The City holds monthly CAC meetings, and has had several advertised public hearings to receive input on CDBG plans and amendments. The first hearing for the Year 4 Action Plan was held on March 9, 2022, along with a public comment period from February 16 to March 17. The second hearing was held on Thursday, July 7, 2022, with a public comment period from June 18, 2022 to July 17, 2022. Through the 2020 program year, the CAC met virtually, including public hearings. Meetings will shift back to being primarily in-person, with an online option for those who cannot attend in person, in July 2022.

Under the direction of the City's Director of Planning and Development, the CDBG Coordinator directs and coordinates all activities of the CAC. The CDBG Coordinator is the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, and residents of assisted housing developments, social services (including faith-based organizations) and any population that would be eligible for CDBG funding.

The CAC provides comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to keep the citizenry informed.

The CAC is designed and operated to provide outreach to local (and regional when appropriate) groups and citizens. Through Seeds of Hope and their Homeless Task Force, the City participates with various service and non-profit organizations focused specifically on the social welfare and housing needs of our low and very low-income individuals, and their families, where appropriate. The City participates in the State's Continuum of Care, convened by MaineHousing, as well as the Statewide Homeless Council and Region 1 Homeless Council. During the program year, the state's Homeless Response Hub system launched, and Biddeford is an active participant in the Region 1 (York County) Hub, which will focus on regional approaches to addressing homelessness and housing insecurity. Biddeford Ready represents a broad coalition of local and regional organizations focused on outreach to families and their children, with a focus on school readiness for children birth to 5. The Police Department has continued to increase staff who specifically work with vulnerable populations, particularly those experiencing

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homelessness/housing insecurity and those with substance use disorders. The CDBG coordinator utilizes this network, in total, to reach out to the population (including the immigrant population) as a whole.

The city consults with these relevant parties to share resources, assess needs, and further refine strategies to achieve CDBG goals. A detailed account of these parties can be found in AP-10.

For the amendment to address the additional Social Service program and share additional information on the Emergency Repair program, a Public Hearing was conducted on December 21, 2022 (with a notice period beginning December 1) and a 30-day Public Comment Period was open from December 1 to December 30, 2022. Initially, the amendment had details on a proposed program from Apex Youth Connection, but their Executive Director submitted a comment via email that they were not going to move forward with the program. The City's Community Development Coordinator gave a comment with this update at the Public Hearing. Otherwise, there were no comments received during the Public Hearing or Public Comment Period.

5. Summary of public comments

The first public hearing was held virtually by the Citizens Advisory Committee, and the second was held as a hybrid meeting. Staff reviewed the goals for the 2022 program and answered questions regarding program delivery. At the first Public Hearing, there were comments regarding ADA improvements (including priority areas to consider and coordination of work), and regarding potential social service options to replace one that was not eligible. During the first Public Comment Period, from February 16 to March 17, Biddeford Housing Authority submitted a comment in support of allowing nonprofits to apply for the 2- to 4-unit Housing Rehab Program. At the second Public Hearing, a comment was received from a CDBG subrecipient regarding difficulty implementing social service programs within the regulations. During the second Public Comment Period, from June 16 to July 17, there were comments received via email about the details included in this Action Plan: 1. to include Apex Youth Connection's new program that has placed a staff person in the schools to provide assistance to youth experiencing homelessness, and 2. to update the estimate for the Seeds of Hope Winter Warming Center from 15 to 25. All information, including minutes and public comment, can be found in the citizen participation section.

For the amendment, the Citizens Advisory Committee (CAC) considered Apex Youth Connection's initial application and the Mission Hill hotspot at a special meeting on July 27, 2022. There were some issues with the original program Apex proposed, so they presented a different program at the regular CAC meeting on October 26, 2022, which the CAC was supportive of. Apex decided not to pursue this program, per an update from their Executive Director on December 21, 2022. There was also discussion of the Emergency Repair program at the August, September, October, and November CAC meetings. Details on the Mission Hill hotspot and Emergency Repair program are summarized in this amendment to the plan, and presented to the public for comment via a 30-day Public Comment Period

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and a Public Hearing. The City's Community Development Coordinator provided the update on the Apex program at the Public Hearing.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

There was general support of the proposed programs, with comments in favor of expanding eligibility for the Housing Rehab Program. City staff members and the Citizens Advisory Committee will take comments into consideration as the social services budget is finalized.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency	BIDDEFORD		
CDBG Administrator	BIDDEFORD		Department of Economic & Community Development
HOPWA Administrator			
HOME Administrator			
HOPWA-C Administrator			

Table 1 – Responsible Agencies

Narrative (optional)

The program's structure will be run through the Department of Planning and Development. The Community Development Coordinator will coordinate the work of the Citizens' Advisory Committee, the social service subrecipients (including the CV program), [Public Facilities projects](#), and the Consolidated Plan process that will begin near the end of the 2021 program year, and is the responsible party for ensuring all CDBG programs are running according to regulation. The Housing Rehab Director [oversees the Housing Rehabilitation Program](#), the [Acquisition/rehabilitation of Real Property for the purpose of affordable housing development](#), and the [Down-payment Assistance Program for first-time homebuyers](#).

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Deleted: the 2- to 4-unit housing rehab program and any related tasks. Both staff members will oversee the ADA improvements.

Consolidated Plan Public Contact Information

Gregory Mitchell, Planning and Development Director

[Gail Wilkerson, Housing Programs Director](#)

[Jessica Wilson, Community Development Coordinator](#)

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OMB Control No: 2506-0117 (exp. 09/30/2021)

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City maintains contact with community partners to ensure that programs are consistent with community goals. The Citizen Advisory Committee (CAC) meets monthly to discuss programs, goals, and any needed updates. Community partners include Seeds of Hope (provides services to those experiencing homelessness or housing/food/job insecurity), Apex Youth Connection (provides a wide range of supportive services and educational programming to youth in Biddeford), Biddeford Ready! (supports children from birth to five to increase school readiness and reduce Adverse Childhood Experiences), Biddeford Police Department, the General Assistance office, Heart of Biddeford (accredited Main Street program), and Biddeford Housing Authority.

Community partners that are integral to the CDBG housing rehab program include the following: property owners who accept Housing Choice Vouchers, as they are a prime target market for the rehab program; the Biddeford Area Landlords' Association, which helps target the program to eligible 2- to 4-unit property owners; Southern Maine Abatement and Consulting, which provides rehabilitation consulting services to the City and helps promote the housing rehab program; area tradespeople and rehab contractors, who help the City deliver rehab services at the best cost; the local real estate community, which helps the City target properties on the market that can be funded by the CDBG rehab program; the Maine Association of Realtors, which helps the City outreach to brokers representing individuals who may want to purchase 2- to 4-unit properties in the program's target area; the Maine Housing Authority, which provides matching state funding for 2- to 4-unit properties that are not eligible for CDBG housing rehab funding; the local media, which help the City spread the word about the rehab program in the target area; the City's Center of Technology, which provides facilities for training rehab contractors how to renovate, repair, and paint in a lead-safe manner; the Efficiency Maine Trust, which administers programs to improve the efficiency of energy use and reduce greenhouse gases throughout the state; the local Community Action Agency, to whom the rehab program refers low-income clients for weatherization and heating assistance; Coastal Healthy Communities Coalition at the University of New England, which provides lead-safe cleaning demonstrations to residents of housing where lead hazards are confirmed; Community Concepts, Inc., a regional community action program that conducts lead inspections/risk assessments and final clearances under the City's Lead Hazard Reduction Program; local pediatric offices that, under Maine law, test all children for lead poisoning at 12 and 24 months; the Maine Department of Environmental Protection, which oversees the safe and compliant removal of toxins from CDBG-funded pre-1978 rehabbed properties; and the Maine Center for Disease Control's Childhood Lead Poisoning Prevention Program. The program also coordinates with departments throughout City Hall, including the Code Enforcement Office, Communications & Community Engagement, Police Department, and the Engineering and Public Works offices.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Staff participation in Biddeford Ready and the Homeless Task Force, as well as community outreach by the CAC, permits direct communication with social service agencies. Biddeford Ready consists of the City, the Biddeford education system, local social services agencies, and all appropriate state agencies for the Departments of Education, Center for Disease Control, and Human Services (lead, mental health, supportive services). The Homeless Task Force, led by Seeds of Hope, consists of area housing providers, the police department, Biddeford General Assistance, Southern Maine Medical Center, and area social service agencies. In partnership with Seeds of Hope and the Homeless Task Force, efforts were made to coordinate the provision of services across jurisdictional lines within Biddeford (food, housing, education preparation, and mental health needs). The Community Development Coordinator continually makes direct connections with social service providers and helps coordinate partners to achieve CDBG and City goals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City's Community Development Coordinator attends Maine Continuum of Care meetings, as well as the Statewide Homeless Council and the Region 1 Homeless Council (covering York and Cumberland Counties). The City provides funding to and works closely with local nonprofit Seeds of Hope, which directly addresses the needs of those experiencing or at risk of homelessness. Through Seeds of Hope and other partners, the City reaches out to critical population groups and connects with social service agencies to target specific population groups. The annual Point in Time date was on January 25, 2022, and the local service provider count day was on January 27, 2022. Seeds of Hope, in partnership with the City and local service providers, organized counts in both Biddeford and neighboring Sanford. There was greater statewide coordination of the PIT count by MaineHousing this year, which will continue in future years, particularly in conjunction with the new Homeless Response Service Hubs. The official PIT count recorded 20 people experiencing homelessness, plus an additional 4 were counted who were couch surfing (which is not included in the official count). It is expected that this number is an underreporting of those experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is a member of the Maine Continuum of Care, facilitated by MaineHousing. Meeting attendees, representing many groups around the state, provide input on the provision of ESG funding,

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social services, and housing development for the homeless. Annual PIT count information helps populate the HMIS database. The City coordinates its local efforts with regional and statewide plans.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Biddeford Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless
2	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Housing Authority participates in all processes and is an active partner in affordable housing discussions and development. BHA attends all Homeless Task Force meetings. There could be improved coordination on understanding and using the resources available to both the City and to BHA.
	Agency/Group/Organization	Biddeford Area Resource Group - York County Community Action
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Lead-based Paint Strategy

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Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	York County Community Action Corp. is an active partner in the City's lead program and a lead organizer of the Biddeford Ready process. While attending ongoing Biddeford Ready meetings, the City has met regularly with YCCAC. Staff from YCCAC have also joined meetings to discuss ways to address homelessness. YCCAC staff are providing services to Biddeford Housing Authority's transitional housing units, which were completed in the 2020 program year.
3 Agency/Group/Organization Agency/Group/Organization Type	Biddeford School Department Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-Education Services - Victims Child Welfare Agency
What section of the Plan was addressed by Consultation?	Housing Needs Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Lead-based Paint Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The School Department is a lead partner in the Biddeford Ready effort. With it, the department brings state and regional service focused on families and children (with a particular interest in school preparation and participation). Staff also connects with the McKinney-Vento Liaison on current statistics about youth homelessness in Biddeford. There could be improved coordination between the city and the school system outside of Biddeford Ready and homeless youth.

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4	Agency/Group/Organization	Apex Youth Connection
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Apex Youth Connection is a local nonprofit that delivers programming to students, mostly teens. Their programs are centered on outdoor/active learning and assist students with job readiness, hard and soft skill development, mental health needs, needs related to homelessness, and other needs as they arise. They have received CDBG funds for some of their programming in the past, and through some challenges, both Apex and city staff have learned better ways of implementing programs to achieve CDBG goals and requirements. Apex staff members share updates on the population they serve, in order to better inform the city what needs are present in the student population.

5	Agency/Group/Organization	Biddeford Ready - United Way of York County
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Services - Victims Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Ready is a program of United Way of York County, with representatives from the City, the City's school system, early childhood providers, critical state agencies, business and civic leaders, and York County Community Action Corp. The group meets monthly and focuses on young families, particularly those with children from birth to 5. The focus is on "school readiness," broadly defined, and the group will continue to strengthen its connection with parents and early childhood providers to ensure all young people have the skills and support they need to enter school, and that Adverse Childhood Experiences (ACEs) are avoided or addressed.

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6	Agency/Group/Organization	Seeds of Hope
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Seeds of Hope is a neighborhood center that collaborates with partners to find meaningful solutions to poverty and homelessness, and provides direct support to those in need. They also convene a local Homeless Task Force made up of several community partners with a common goal to end homelessness. The City meets regularly with their team to discuss goals around this work. Seeds uses CDBG funding to support its Winter Warming Center, which provides a safe, warm overnight space for those who need it.

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7	Agency/Group/Organization	BIDDEFORD
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Economic Development providing internet, emergency management, climate change response

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Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In response to the growing need for internet connectivity, the City, in cooperation with Maine-based service providers, installed wifi hot spots at the Hub located at 46 Sullivan Street and at Seeds of Hope, located at 35 South Street. These hotspots were funded in part by the generous support of the Maine Community Foundation. One of the hotspots is funded with CDBG. During this time of COVID pandemic, dependable internet service is more critical than ever, and these hotspots have proved to be very valuable in their respective neighborhoods. Also, the City's Downtown Development Commission coordinated the installation of five wifi hotspots along Main Street, providing a continuous signal for more than one-half mile of the downtown area. These projects are a part of the City's commitment to enhance and support digital equity and literacy. Biddeford, through the Code Enforcement Office, the Biddeford Emergency Management program, and the Comprehensive Planning program, has been responsible for resiliency planning. In October 2020, City Council passed a Climate Emergency Resolution highlighting the expected environmental effects of climate change. The Mayor then established the Climate Task Force to create an action plan that focuses on adaptation, mitigation, and sustainability strategies that address the real effects of a climate change that threaten Biddeford as a coastal community. Biddeford partnered with surrounding communities to apply for funds to co-create the Climate Action Plan, with the support of Southern Maine Planning and Development Commission (SMPDC). There will be a study of sea level rise by the Muskie Institute for the Saco River, and the City has joined that study, but it has been on hold due to the pandemic. Though there is no start date currently planned, the study is expected to occur and the City will stay connected to its progress. Biddeford participates in several preparedness plans in the event of natural hazards. The City's Code Enforcement Office is tasked with being a part of and implementing the York County, Maine Hazard Mitigation Plan. The City also has its own internal action plan for documenting and responding to natural hazards.
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		Sea level rise and climate change is another issue, and goals, policies, and implementation strategies will be included in the City's Comprehensive Plan, the completion of which has been delayed, but which will be completed within the 2022 program year. All projects located within a flood zone shall comply with Article XII (Floodplain Management) of the Zoning Ordinance which requires elevating the lowest floor of construction at least one foot above the base flood elevation. There is also work in progress by the Planning Department to address Shoreland Zoning.
8	Agency/Group/Organization	Coastal Healthy Communities Coalition
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy

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Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coastal Healthy Communities Coalition (CHCC), a group based out of University of New England (UNE), is a comprehensive community-based health coalition working to promote nutrition, substance abuse prevention, and lead poisoning prevention. With these focus areas, the City works with them on a number of initiatives. They are a key partner in the City's lead program, assisting with outreach to property owners, including the Biddeford Area Landlords Association. They are also supportive of the 2-4 unit rehab program. They operate Project Alliance, a collaborative group that focuses on reducing substance use risks for youth and community members. The City participates in these meetings regularly. CHCC is also developing plans to address regional workforce development, which is a focus of City staff as well. The City and CHCC will partner on these efforts during this program year and in the long term.
9	Southern Maine Planning and Development Commission
Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Regional organization Planning organization
What section of the Plan was addressed by Consultation?	Economic Development climate change response
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SMPDC is the lead agency for a regional Climate Action Plan, which includes Biddeford in its geographic scope. The plan will be completed over the next year.

Identify any Agency Types not consulted and provide rationale for not consulting

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For the few agency types that were not consulted, they are not currently applicable. Maine Water would be the agency for management of public land or water, but based on our current programming, it is not necessary to consult with them. We work with federal, state, and county government contacts as appropriate, but there are no specific groups under these categories.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	MaineHousing	Housing insecurity and homelessness are increasing in Biddeford due to the rapid growth of the housing market, with similar trends statewide. Our participation in the state's Continuum of Care is vital as we address this challenge, as we are able to learn about and participate in regional and statewide efforts. This includes the new Homeless Response System Hub that launched in PY21.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City attends monthly COC meetings and, as a member in good standing, has voting status. This also gives the City access to ESG funding, though current requirements mean there are no applicable programs that can use ESG funds. The City will monitor requirements and local efforts to ensure ESG funding is used when possible.

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AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Since the adoption of the 2018 Consolidated Plan and housing needs assessment, staff have continued to work with the Citizens Advisory Committee (CAC) and the City Council to address the transition going on in the Biddeford housing market. Members of the public and of local organizations are always encouraged to attend regular CAC meetings and we have had individuals attend at many of these to hear what the CAC is working on, give input into plans (particularly around affordable housing), and share their ideas on improving programs (both from the subrecipients themselves or from potential applicants). The 2021 monitoring also affected how we approached goal setting, as changes were needed to ensure compliance with regulations.

Input from individuals and organizations has led to some minor changes in programming and has also set the groundwork for making some bigger shifts in program design and planning, particularly bringing back the application process for potential service subrecipients next year. Meetings continued to be held online, with discussions at public CAC meetings about involvement in the city's comprehensive plan (components of which directly tie in with the programs supported by CDBG funds), the current year's programs, planning and implementing neighborhood engagement work, and discussing future initiatives that the CAC would like to implement.

Public Hearings were advertised on the City's web site via front page listings (additionally, these listings are sent to those who sign up to be notified of new postings, so those who signed up would receive the notice in an email) and any documentation was included in the notice or on the City's Community Development page.

Technical assistance was provided to all service subrecipients throughout the year as needed, particularly in working with Apex to address eligibility issues that arose during the monitoring process. Community engagement during the pandemic continues to be a challenge, but the pandemic (as well as an increasingly younger population) has also increased interest in local government, as people have spent more time at home and in the community. In PY21, the City and CAC expanded engagement opportunities, with the launch of a neighborhood survey and the development of a public engagement process that will launch in PY22. Along with this, the City as a whole has launched an online public engagement platform to better inform and involve the public in discussing important issues. Staff and the CAC will take advantage of this in order to increase participation in CDBG programming and planning.

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OMB Control No: 2506-0117 (exp. 09/30/2021)



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
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1	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee meetings (some as hearings), held virtually, all had CDBG program discussions on the agenda, based on HUD, consultant, and staff findings: June 16, July 21, August 18, September 22, October 20, November 17, December 15, January 12, February 9, March 9 (hearing and regular meeting), April 13, May 11, June 8, and July 7 (hearing and regular meeting), August 24, September 28, October 26, and November 16. Meetings were publicly advertised meetings of the CAC. Meeting notices followed the new Discussions included program adjustments, guidance on program delivery, and priorities for future work. Housing is a particular focus of the committee. At the October 26 meeting, the Executive Director for Apex Youth Connection attended in order to present an alternative program idea for funding. N/A		
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OMB Control No: 2506-0117 (exp. 09/30/2021)

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
			CDBG guidelines developed as a result of the pandemic. Attendance included CAC members, staff, members of the public, and participants in the CDBG program.			
2	Public Hearing	Non-targeted/broad community	The first Public Hearing was held virtually on March 9, 2022 at 5:30pm and the general framework for the Year 5 Action Plan was presented and discussed. There were 5 CAC members, 3 staff members, and 1 guest from Biddeford Housing Authority in attendance.	Comments were supportive of the general framework presented and for continuing the amendments to the 2- to 4-unit rehab program into PY22.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from February 16 to March 17.	One comment was received from Biddeford Housing Authority in support of nonprofits being permitted to apply to the 2- to 4-unit rehab program.	N/A	
4	Public Hearing	Non-targeted/broad community	The second Public Hearing was held in person and virtually on July 7, 2022 at 5:00pm and the draft Year 5 Action Plan was presented and discussed. There were 3 CAC members, 2 staff members, and 1 guest in attendance.	One comment was received expressing difficulty implementing social service programs within the regulations.	N/A	
5	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from June 18 to July 17.	Comments were received to adjust information in the Action Plan.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee held a special meeting on July 27, 2022 in order to review a social service application and discuss the overall plan for social service funding. The meeting was open to the public, though the attendees were all CAC members.	CAC members voted to support the hotspot and the proposed social service program, pending further details on documentation requirements and the subrecipient's ability to collect documentation.	N/A	
7	Public Hearing	Non-targeted/broad community	There was a Public Hearing on December 21, 2022 to allow for comments on the amendment to the Action Plan. There were 6 CAC members, one member of the public, and one staff person in attendance.	Staff provided an update that Apex was not moving forward with the proposed program.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
8	Public Comment Period	Non-targeted/broad community	There was a 30-day Public Comment Period open from December 1 to December 30, 2022 to allow for comments on the amendment to the Action Plan.	Apex's Executive Director provided an update that they were no longer pursuing CDBG funding for the proposed program.	N/A	
9.	Public Hearing	Non-targeted/broad community	There was a Public Hearing on February 7, 2023 to allow for comments on the amendment to the Action Plan. [summary of attendance]	None		
10.	Public Comment Period	Non-targeted/broad community	There was a 30-day Public Comment Period open from January 20 to February 18, 2023 to allow for comments on the amendment to the Action Plan.	None		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
11.	Public Meeting	Non-targeted/broad community	The proposed sidewalk project was presented to the City Council at their February 7, 2023 meeting.	City Council approved the sidewalk project addition to the action plan		
12.	Public Comment Period	Non-targeted/broad community	There will be a 30-day comment period open from May 3 to June 2, 2023 with a Public Hearing to be scheduled May 17, 2023 at 5:30 PM to allow for comments on the amendment to the Action Plan.			

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Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City will continue to support Seeds of Hope and Southern Maine Agency on Aging, and ~~the Biddeford Food Pantry~~ if program details are confirmed. The City will use 20% of funds toward administration. The remainder of the funds will be used both on rehabilitation assistance to 2- to ~~2~~-unit housing structures, creating ~~a minimum of~~ 10-year affordability windows for 51% of the units at 80% of median, and on funds for ADA improvements to city properties, in order to remove barriers to accessibility, ~~as well as improvements to street/sidewalk/parks and community~~

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gardens to enhance safety.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	380,590	0	885,239	872,622.79	Of the annual allocation, 15% will go toward public services and 20% toward admin. The remaining 65% plus any prior year funds will be split among the expanded Housing Rehab Program, the acquisition of real property for the development of 7 affordable housing units, a new first-time homebuyer down-payment assistance program, and street/sidewalk/parks/garage improvements and ADA improvements (all remaining funds).
					1,265,829		

Table 3 - Expected Resources - Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG, Lead, and Maine Housing grant funds are used together to target CDBG eligible neighborhoods with housing improvements through investment.

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The Lead Hazard Reduction and Healthy Homes Grant aims to invest up to \$3.2 million in the CDBG target area (Census Tracts 252.01 and 252.02) over the period 2020-2023. The Lead program requires a 10% match from the property owner, and can be used on 2- to 10-unit residential buildings. The MaineHousing Community Solutions Grant provides CDBG matching funds of up to \$300,000 for housing rehabilitation projects in the target area for the same 3 years. Private match investment in housing rehabilitation through these programs to date is nearly \$65,000.

The City's Housing Rehab Director manages these programs and assists applicants with accessing the funding that works best for their needs.

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If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is a property in one of the target downtown tracts that will be used for a 33-unit family housing development.

Discussion

The Affirmative Fair housing planning identified issues of Lead throughout the core area. Further City inspections uncovered serious health and safety issues. Identified in this process is a concentration of owner occupied 2-4 unit structures. The CDBG funds will leverage the Maine Housing funds. The Lead program application was similarly developed and can be combined with either program, as appropriate.

Housing and equity are top priorities for the CAC and the group will continue to address these during the program year.

The City assisted with a bill for an affordable housing TIF that we can use in CDBG-eligible districts. Housing TIF money can also be used toward homeless assistance funds and other housing rehab programs to further the preservation of affordable housing units. Program details will develop during this program year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator	
1	Housing	2018	2023	Affordable Housing Homeless Non-Homeless Special Needs	CITYWIDE	Housing	CDBG: \$872,622.79	Housing units rehabilitated: 15 Units (\$322,622.79)	Formatted Deleted: 10 Household Housing Unit Formatted Formatted Formatted Table Deleted: Rental Deleted: 5 Household Deleted: Housing Formatted Formatted Formatted Formatted Deleted: 596,223 Formatted Formatted Formatted Deleted: 1765 Formatted Formatted Deleted: 2 Formatted Deleted: 00 Deleted: 000 Deleted: or Formatted Formatted Formatted Formatted Formatted Formatted
2	Social Services	2018	2023	Non-Housing Community Development Social Services		Social Services	CDBG: \$57,088	Homebuyers down-payment assistance 5 homeowners (\$50,000) Affordable housing units developed from the acquisition of real property: 7 units (\$500,000)	Formatted Formatted Formatted Deleted: 1765 Formatted Formatted Deleted: 2 Formatted Deleted: 00 Deleted: 000 Deleted: or Formatted Formatted Formatted Formatted Formatted Formatted
3	Public Infrastructure	2018	2023	Public Infrastructure	CITYWIDE	Public Infrastructure	CDBG: \$260,000	Public service activities other than Low/Moderate Income Housing Benefit: 2,040 Persons Assisted	Formatted Formatted Formatted Deleted: 2 Formatted Deleted: 00 Deleted: 000 Deleted: or Formatted Formatted Formatted Formatted Formatted Formatted
4	Administration	2018	2023	Administration	CITYWIDE	Administration	CDBG: \$76,118	Public Facility/Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4,397 Persons Assisted ADA (\$100,000); streets/sidewalks/barbican gardens lighting (\$160,000)	Formatted Formatted Formatted Deleted: 2 Formatted Deleted: 00 Deleted: 000 Deleted: or Formatted Formatted Formatted Formatted Formatted Formatted
Annual Action Plan 2022									35

OMB Control No: 2506-0117 (exp. 09/30/2021)

Table 6-- Goals Summary

Goal Descriptions

1	Goal Name	Housing
	Goal Description	Funds will support: (1) the rehabilitation of owner-occupied and non-profit and investor-owned 2- to 7-unit buildings in the target area, with fifty-one percent of households within subject properties meeting income requirements, and rehabbed properties having a 10-year deed restriction to assure rent affordability is maintained; (2) the acquisition of real property for the development of 7 affordable housing units, with a minimum of 51% of units set aside for individuals meeting income requirements and units deed-restricted for as long a period as possible; (3) grants for emergency repairs for income-qualified owners of single-family homes; and (4) first-time homebuyer down-payment assistance for Biddeford households meeting LMI criteria.
2	Goal Name	Social Services
	Goal Description	Funds will support social service agencies that provide a variety of services to low- to moderate-income individuals and families. The agencies are Seeds of Hope Neighborhood Center (running a Winter Warming Center for those experiencing homelessness), Southern Maine Agency on Aging (running the Meals on Wheels program), and Biddeford Food Pantry. The City will administer the Mission Hill Neighborhood Hotspot, which provides free internet access to residents of a high-LMI neighborhood. Any additional social service funds will be allocated depending on need.
3	Goal Name	Public Infrastructure
	Goal Description	Funds will support (1) accessibility improvements to Biddeford's City Hall building, as identified in the city's ADA transition plan, with removal of barriers allowing improved access for persons with disabilities, and (2) street/sidewalk/parks/gardens improvements to enhance public safety/accessibility.

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4	Goal Name	Administration
	Goal Description	Administration is to be funded for office staff, equipment, supplies, and other administrative expenses.

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Projects

AP-35 Projects – 91.220(d)

Introduction

Programs supported will be the social services, housing rehabilitation, ADA improvements under public infrastructure, and administration.

Projects

#	Project Name
	Housing
	a. Housing Rehabilitation
	b. Homebuyer Down-payment Assistance
1	c. Acquisition of Real Property for the Development of Affordable Housing
2	Social Services
3	Public Infrastructure
4	Administration

Table 2 - Project Information

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Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City continues to focus its efforts on target Census tracts, particularly through the rehabilitation of 2- to 7-unit structures to preserve safe, healthy, and affordable housing. Additional support is being provided to Seeds of Hope for their Winter Warming Center, to the Meals on Wheels program for seniors and persons with disabilities experiencing food insecurity, to the Mission Hill Neighborhood Hotspot providing free wireless internet to residents in the range of 46 Sullivan St, to the Biddeford Food Pantry, and to ADA infrastructure improvements needed to remove barriers to accessibility. Other social service needs are being examined in order to allocate any remaining the social service funds. These are priorities due to the increase in homelessness, food insecurity, high rates of LMI households in identified Census tracts, and health and safety issues in housing. Housing costs are also rising, making it challenging to preserve affordability.

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AP-38 Project Summary
Project Summary Information



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1	Project Name	Housing a. Housing Rehabilitation b. Homeowner Down-payment Assistance c. Acquisition of Real Property for Affordable Housing Development
	Target Area	CITYWIDE
	Goals Supported	Housing
	Needs Addressed	Housing
	Funding	CDBG: \$872,622.79
	Description	Housing Rehabilitation will focus on 2- to 7 -unit structures, with 51% of the units being affordable at 80% of median income for at least 10 years. There are also funds available for first-time Homeowner down-payment assistance, acquisition of real property for the development of affordable units and delivery costs associated with these housing activities.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	a. Housing Rehab: 15 housing units with at least 8 units occupied by households at or below 80% AMI via a 10-year deed restriction. b. Homeowner down-payment assistance: 5 households c. Acquisition of real property for affordable housing development: 7 units
	Location Description	CDBG designated census tracts of 252.01 and 252.02 as a first priority. Citywide as a secondary geographic focus.
2	Planned Activities	Rehabilitation loans for units in accordance with CDBG rules, and associated program delivery costs, following this priority list: 1. Owner- occupants of 2- to 7 -unit residential rental properties; 2. Non-profit owners of 2- to 7 -unit residential rental properties; and 3. Investor-owned 2- to 7 -unit residential rental properties. Emergency housing rehabilitation grant assistance to owner-occupied single-family property owners who demonstrate need, allowing them to return to safe housing conditions as soon as possible after an unforeseen event. First-time homebuyer down-payment assistance to LMI clients. Acquisition of real property for the development of affordable housing units
	Project Name	Social Services
	Target Area	CITYWIDE

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	Goals Supported	Social Services
	Needs Addressed	Social Services
	Funding	CDBG: \$57,088
	Description	Biddeford will support at least three Public Service agencies and a neighborhood hotspot with the maximum 15% of program funds (\$57,088). Seeds of Hope will run an Overnight Warming Center during the winter months for people experiencing homelessness, estimate of 25 people to be served (\$23,400). Southern Maine Agency on Aging will operate its Meals on Wheels program, providing meal delivery to 75 eligible seniors and persons with disabilities (\$12,227); and Biddeford Food Pantry will provide food/toiletries/paper products/diapers to 375 unique LMI individuals (\$19,461). The City will administer the Mission Hill Neighborhood Hotspot (\$2,000). Any remaining funds may be programmed for other social services depending on need.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Seeds of Hope - 25 people experiencing homelessness Meals on Wheels - 75 eligible seniors and persons with disabilities Mission Hill Neighborhood hotspot - 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located Biddeford Food Pantry – 375 unique LMI individuals from Biddeford
	Location Description	Seeds of Hope operates at 35 South St. Meals on Wheels operates citywide, with offices at 189 Alfred St. Biddeford Food Pantry serves 375 unique income-eligible individuals per year at 162 Elm St. The Mission Hill Neighborhood Hotspot is coordinated by the city and located at 46 Sullivan Street.
	Planned Activities	Seeds of Hope - Overnight Warming Center during the winter months for people experiencing homelessness Southern Maine Agency on Aging - Meals on Wheels program, providing meal delivery to eligible seniors and persons with disabilities Mission Hill Neighborhood Hotspot - free wifi internet to people in hotspot range Biddeford Food Pantry – food, paper goods, diapers, and toiletries to 375 unique individuals per year from Biddeford
3	Project Name	Public Infrastructure
	Target Area	CITYWIDE

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	Goals Supported	Public Infrastructure
	Needs Addressed	Public Infrastructure
	Funding	CDBG: \$260,000
	Description	The city will make (a) ADA accessibility improvements to city properties, as identified in the ADA Self-Evaluation and Transition Plan, as well as (b) street/sidewalk/parks/gardens improvements to enhance public safety.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	These improvements will benefit persons with disabilities citywide, a population of 4,597 people, as well as targeted neighborhoods served by improved parks/gardens/streets/sidewalks.
	Location Description	City Hall, 205 Main Street; other city-owned facilities if applicable
	Planned Activities	a. Installation of ADA signage and accessibility improvements to bathrooms, service counters, offices/assembly areas, and stairs; other improvements as prioritized throughout the year to City Hall exterior, other facilities, parks, sidewalks, intersections, curb ramps, or bus stops. B. Sidewalk/street reconstruction and lighting installation in community parks/gardens/neighborhoods to improve safety
4	Project Name	Administration
	Target Area	CITYWIDE
	Goals Supported	Administration
	Needs Addressed	Administration
	Funding	CDBG: \$76,118
	Description	Administer the CDBG program.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Provide administrative oversight and support administrative costs of the CDBG program.

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

For owner-occupied, nonprofit, and investor-owned 2- to 7-unit residential buildings, housing rehab assistance and single-family owner-occupied emergency repair grants are directed within the CDBG eligible census tracts as the first priority (with at least 51% LMI), with rehabilitation permitted outside of these tracts as a second priority. Social Service assistance is typically directed citywide, with presumed benefit clients or income certification to ensure service to at least 51% LMI beneficiaries. ADA and other public facilities improvements will focus on City Hall and potentially other city properties, but the benefit will be for people citywide, including people with disabilities.

Geographic Distribution

Target Area	Percentage of Funds
CITYWIDE	

Table 8- Geographic Distribution

Rationale for the priorities for allocating investments geographically

The 2- to 7-unit rehabilitation program and emergency repair program for owner-occupied single-family homes are available citywide, but the priority is still on the CDBG-eligible Census tracts (252.01 and 252.02), which are in the downtown and immediately adjacent areas and have the highest concentration of LMI households. The housing rehabilitation program represents targeted investments that preserve affordable housing, improve the quality of the home, and increase base value, leading to private neighborhood re-investment. The priority is on these tracts as the buildings are older on average than the buildings citywide, have the highest need for rehabilitation, and have higher rates of LMI residents.

Discussion

In general, the city delivers CDBG-funded programs citywide in order to best support LMI residents. The rehab program prioritizes Census tracts 252.01 and 252.02, in order to best address needed improvements in these high-LMI areas, but the program is now available citywide as well.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The units rehabilitated through CDBG funds do not meet the HOME definition. For ease of administration, the City uses HUD's AMI and FMR standards as the measures of housing affordability. The City requires all units supported with CDBG funds to be code compliant by the time the work is complete.

One Year Goals for the Number of Households to be Supported	
Homeless	7
Non-Homeless	8
Special-Needs	0
Total	15

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	2
Total	10

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Homelessness began to increase in 2019, and has worsened with rising housing costs and issues stemming from the pandemic, like job loss. Efforts will focus on the rapid re-housing coupled with case management to address the housing needs of individuals experiencing housing insecurity. In addition, Biddeford's rental rehab program will create a minimum of 8 units of affordable rental housing (51% of 15 units). The rental units will be occupied by households that are eligible as low- to moderate-income families and meet the requirements for an affordable housing unit, including a minimum ten-year affordability restriction. The program's focus on owner occupied 2-7 unit structures assists local owners with limited resources and provides for further preservation of affordability. The Healthy Homes Lead Rental Rehab program are also within CDBG-eligible Census districts.

Rental rates will be based on the established rent schedule as updated by HUD annually and will remain that way for the full affordability timeframe based on the units and will not include any Single Room Occupancy units. Affordability will meet HOME program requirements at 92.252 for rental housing and

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92.254 for owned housing.

The City Council, through its work with the CAC and use of the Affordable Housing [Needs](#) Assessment, established a series of housing goals in November 2020 for the City to pursue. In addition to the goals addressed by the rehab and lead programs [currently](#) in place, goals include increasing homeownership from 48% to 51% and creating or preserving 90 affordable units per year for five years. There are several strategies and activities under each of these goals, and progress has been made on many of the planned activities. Work will continue in the 2021 program year.

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AP-60 Public Housing – 91.220(h)

Introduction

Biddeford has continued to strengthen its Citizens' Advisory Committee (CAC), including expanding the goals of the committee to more proactively address housing issues in the community. The group and its staff liaison (Community Development Coordinator) will collaborate with public housing advocates to address the ongoing need to create viable affordable housing opportunities. Efforts include addressing housing conditions through the Healthy Homes initiative, the abatement of unsafe lead within housing structures, various legislative decisions (at state and local level) regarding affordable housing requirements, and staying informed on housing developments in the community in order to advocate for affordability. This focus will also re-engage the Biddeford Housing Authority in the development and potential delivery of housing programs in the City.

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Actions planned during the next year to address the needs to public housing

Planning efforts will continue in surveying and addressing the needs of individuals in public housing. The city's Community Development Coordinator, with assistance from the CAC, will work to increase presence in neighborhoods and gather information on community needs. The Healthy Home Initiative will improve the quality of housing, leading to an improvement in the quality of life for individuals and families. As eligible units are identified, Biddeford will continue its efforts to inform owners of ways to assist in providing housing opportunities for potential voucher holders.

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The City's ongoing collaboration with the Biddeford Housing Authority (BHA) will identify further opportunities to create quality affordable housing for the residents of Biddeford. As of June 2022, BHA has 180 vouchers under lease (represents all properties managed by BHA, which includes Biddeford and other communities), and overall, there are 275 portable vouchers administered. Both BHA and the City know these are inadequate to serve those in need, but there is also a significant waiting list for voucher-holders to be placed in housing. Biddeford Housing Authority's Section 8 waiting list is five years long.

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In addition to the housing rehabilitation program, the City and BHA will continue to look for ways to preserve affordability, including housing projects with funding such as LIHTC, AHP, and MaineHousing. There is also a new affordable housing TIF program that the City expects to use to develop a fund that supports affordable housing projects and other related goals. One specific project that will be developed during the program year is a 33-unit building on Adams Street, located near CDBG subrecipient Seeds of Hope. The project will use LIHTC, AHP, and municipal TIF funds.

The State of Maine introduced a Rural Affordable Rental Housing Program, which is planned to spur development of medium-sized affordable housing structures. The City will work with partners to utilize this program.

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Actions to encourage public housing residents to become more involved in management and

participate in homeownership

Biddeford Housing Authority offers regular management staff business hours at all their larger properties and provides periodic group activities for residents. They also have a Resident Services Coordinator on staff to help all tenants with issues and connect them with service providers, transportation, information, etc. Their board has 2 of its 7 positions reserved for tenants receiving assistance. This provides tenants the ability to provide perspective on the issues residents face in the area. BHA is looking into applying for funding through the FY2022 Family Self-Sufficiency NOFO.

York County Community Action Corporation (the Community Action Program [CAP] agency for the county) offers Home Buyer Education Classes (via zoom) on a monthly basis, as well as pre-and post-home purchase counseling. MaineHousing also offers a homeownership readiness and first-time homebuyers program. The City works with the local public housing authority to encourage its participation in the HUD Family Self Sufficiency (FSS) Program, which helps voucher-holding households build capital for homeownership (the 2022 HUD FSS grant welcomes new PHA applicants for the first time in many years, and the City's housing rehab office has encouraged Biddeford Housing Authority to apply). The local housing authority also encourages HCV households to participate in PHA governance and provide input on affordable housing issues in the City. The local CDFI is Southern Maine Finance Authority, which does not provide homeownership assistance, though the City has begun discussions with SMFA regarding the feasibility of offering such services. Financial literacy classes are offered by the local adult education program and CAP agency, as well as by local banks and credit unions, to help residents build capacity for homeownership.

Further details on available housing services can be found on the city's website: <https://www.biddefordmaine.org/3079/Housing-Services>

The CAC holds public forums/meetings to encourage and engage residents, stakeholders, social service agencies, and public housing entities to take an active part in its neighborhood planning process. All ideas and recommendations are made available to the community as part of the opportunities in expanding the availability of rental units and working towards homeownership opportunities.

During the program year, city staff will review the information on this page to ensure it is up-to-date and includes all the services available to community members.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

In this year, the City will work with the BHA to reach out and identify designated, privately held properties that may be distressed. The local housing authority has no distressed properties within their

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current inventory and is not designated as 'troubled.' MaineHousing lists none in its inventory.

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Discussion

We will develop a better understanding of public housing inventory and continue to review all projects that have three or more code infractions. Additionally, through the coordinated efforts under the Healthy Homes initiative, potential voucher properties and owners may access funding to increase the quality of their affordable housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Through partnership with our social service agencies, Biddeford is actively addressing the basic needs of community members experiencing homelessness. Specifically, Seeds of Hope is receiving funding to provide a Winter Warming Center when evening temperatures are below 20 degrees or there are extreme weather conditions. In addition to this program, they provide services during the day and serve as an important link to community members experiencing housing insecurity or homelessness. The police department is also connected to this population through its Community Engagement Specialist, who connects vulnerable community members to services, and through its Substance Use Outreach Liaison.

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The Meals on Wheels program will assist 75 senior households who have no access to food.

The City is connected with the Maine Continuum of Care, which is the statewide collaborative applicant for HUD and manages funds to shelters. Information on homeless initiatives at the state level can be found on the MaineHousing website: <https://mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives>. Those seeking resources can also dial the statewide 211 line for assistance, also available online at <https://211maine.org> or by texting a zip code to 898211.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During PY22, the city will reach out to homeless persons through existing networks, particularly Seeds of Hope, and will assist with the Point in Time unsheltered count. Seeds of Hope conducts a survey of its clients each fall. The city has input on the questions asked, and receives the results when the survey period is complete. The Police Department [and Code Enforcement Office](#) also [have](#) direct outreach to and assessment of homeless persons, and the CDBG Coordinator receives regular updates on this outreach and assessment.

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Biddeford, like other localities, has endured the continued impact of the [COVID](#) pandemic. Homelessness has been exacerbated due to job loss and a dramatic increase in housing costs, and housing, health, and food needs have increased. Most outreach to those experiencing homelessness was through Seeds of Hope and the Police Department. The City's primary form of assistance is through the General Assistance office.

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Seeds of Hope, the City General Assistance office, Biddeford Police, [Biddeford Food Pantry](#), Apex Youth Connection, and Southern Maine Health Care remain the front-line responders for community outreach.

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Each of these is linked to a group of partner social service agencies to work with individuals in need, provide initial intake, and provide assistance to get them off the street, fed, and cared for through service provision. The intake varies based on the need and intensity of issues.

Seeds of Hope is a trusted community hub, and connects clients to social service agencies providing health and mental health services. They gather basic information on a regular basis, as well as more detailed information as requested, both of which help demonstrate the full scope of needs. The Police Department, through its unique system of outreach via employed social workers, provides further individual intake, directing individuals to appropriate area agencies. Those in significant health need or with substance use issues can be entered into the SMHC Partial Hospitalization Program. Other chief partners in this triage include the Substance Use Outreach Liaison with the Biddeford PD, York County Community Action, Spurwink, Nason Health Center (free clinic), SARSSM (sexual assault response), and Caring Unlimited (domestic violence shelter). Each of the agencies, in turn, has the ability to provide housing, or links to those in the supportive housing community, and appropriate case management services.

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Police have noted that the full emergency shelter in Alfred has been full for some time and is not expected to meet demand, so the local Warming Center option is an important resource. With information gathered from three winters of operating its Warming Center, Seeds of Hope is working with the City in examining successes and challenges of the program, and discussing ways to improve the assistance provided.

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Apex Youth Connection now offers support to students experiencing homelessness through a staff person at the schools. Students are referred to staff by school personnel, and Apex addresses needs such as rental housing deposits and food.

The City is part of various groups addressing homelessness on a regional and statewide scale, including the new Homeless Response Hub established by MaineHousing and supported by Built for Zero, a national organization that helps groups measurably end homelessness.

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With available housing at a premium (at all levels), Seeds provide clothing, tents, and products to assist in outdoor survival, where necessary. With appropriate housing subsidy through vouchers and the City's General Assistance office (and in PY21 through the Rental Relief Program offered by York County Community Action), individuals are connected to local hotels in the area for rooms available in the off-season. The establishment of the Winter Warming Center was in direct response to community needs.

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Addressing the emergency shelter and transitional housing needs of homeless persons

The city will continue to support the winter warming center run by Seeds of Hope, while exploring options to improve shelter for those experiencing homelessness. The Homeless Task Force, as well as smaller subcommittees, discuss shelter and transitional housing needs. The city and its partners believe in a "housing first" model, and over PY22 they will continue to discuss how to combine resources to

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Annual Action Plan
2022

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build supportive housing.

This will be the fourth full year of the evening shelter program, with support from both CDBG funds and directly from the City. Biddeford Housing Authority completed a 5-unit transitional home in early 2021, with one 1-bedroom unit, two 2-bedroom units, and two 3-bedroom units. All units are fully occupied. Residents receive direct services with this housing and can remain in the unit for up to two years, at which time, they receive a certificate or voucher for permanent housing. A for-profit SRO (single room occupancy) building in the downtown, the Thatcher, continues to be at full capacity. The City assists with rental of those units to some individuals via General Assistance.

The City continues to explore transitional and supportive housing options. We will identify individuals through requests to General Assistance, the Police Department, Code Enforcement, Seeds of Hope, and the Biddeford Food Pantry. Working with these partners, we will identify homeless individuals or families for supportive housing options and identify housing availability. We expect demand (15+ chronically homeless individuals) to exceed supply and will work to develop additional units in the coming years. The City is aware of the number of subsidized units, but not how many units are specifically supportive/temporary housing for the homeless.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The city and its partners believe in a Housing First model and over PY22 will continue to discuss how to combine resources to build more supportive housing, where direct service is provided to those transitioning out of homelessness, so they can remain housed.

The creation of quality sustainable housing is one way to permanently address the homeless issue. Many factors combine to create a housing shortage, particularly for those experiencing homelessness, but also for residents at many income levels (both LMI and non-LMI). Outside of CDBG funds, the City is working with housing developers to create additional market rate housing units, with some units potentially reserved for various uses, including for median income renters and seniors, as well as units using low-income tax credits. The City supports tax credit projects with residential TIF credit enhancements, and legislation was passed that allows TIF funds to create an affordable housing fund. Through these efforts, more housing options within Biddeford's inventory will increase the supply of housing. In addition to these goals, the City has also set an annual goal of 90 units of affordable housing being preserved or created every year over the next five years. Strategies to reach these goals are being

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developed and will vary depending on the developments in process in a given year.

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Supportive [temporary and permanent housing](#) are specific needs of the chronically homeless. The City will coordinate the efforts of Seeds of Hope and Police Department intake workers, as well as the schools through [the Biddeford Food Pantry and](#) Apex Youth Connection liaison staff, to identify the housing and social needs of each person coming through each program. These partners help identify the appropriate supportive services needed to avoid repeat homelessness or incarceration. We work with other area providers (Caring Unlimited, Sexual Assault Response Services) to identify persons in the shelter (or local hospital) or identified through police calls that are in need of services and housing. Seeds of Hope will continue to convene these partners on a regular basis to further coordinate the provision of services and expanded housing availability.

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Alternative Pathways continues to grow in the center of our neighborhoods and serves high-school-aged youth with an alternative education program. Those students are often identified by the School Department as possible "couch surfers," and Alternative Pathways provides them a safe place for education and stability. Apex Youth Connection also has a staff person on-site at the public school to support youth experiencing homelessness.

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Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as healthcare facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

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During PY22, the city will work with its partners to more efficiently respond to low-income families at risk of homelessness. The Police Department, [Code Enforcement](#), and social service agencies are already very effective at this work, but we want to ensure they are supported in this work and can address issues as they arise. We have regular meetings with all relevant parties to hear updates and communicate via email on a regular basis to solve issues as they arise.

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Seeds of Hope is the convener for discussion on prevention of homelessness, homeless assistance when it happens, and transitional supportive housing development. Within this planning group, strategies are broken into three areas: client intake, assessment, and guidance; coordination with direct social service assistance [from](#) the appropriate social service partner when appropriate; and in the development of an increased supply of supportive housing. Seeds works closely with the Police Department and Southern Maine Health Care to identify those with the most critical needs [to](#) enroll them in the partial hospitalization program.

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Biddeford Ready, a collaborative effort that provides support for children aged birth to five to prepare them for school and life, is developing ways to support LMI children and their parents. The focus on a

child's earliest years, and particularly on Adverse Childhood Experiences (ACEs), helps set these children and their families up for success.

Biddeford's social service agencies utilize coordinated intake and case management to assist individuals recently discharged from public institutions, providing help and shelter as immediately as possible. As noted above, the lead in many cases is the social work team from the Police Department, with school social workers, police resource officers, and teachers also providing substantial input and the potential for intervention.

Discussion

The Biddeford housing market has become increasingly difficult to navigate for residents at most income levels, which is why housing affordability is a top priority of City Council and staff. Within that priority, there are goals to address homeless issues and preserve affordable units. Using our existing network, particularly the Homeless Task Force, city staff will continue to connect with and support our most vulnerable community members, and facilitate discussion around housing needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

City Council has continued its commitment to affordable housing with its yearly Housing Goals, with a goal to preserve affordability while also improving the quality and livability of our neighborhoods. The mayor established an Affordable Housing Task Force that is examining specific needs. The expanded housing rehabilitation and lead paint remediation programs, along with other non-CDBG programs, were created to address these goals.

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Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the Consolidated Plan, these goals were set around affordable housing:

1. Consider revisions to the City's zoning and land use standards that would provide incentives (e.g. density bonuses) for the development of affordable housing.
2. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties (e.g. mills and churches) into affordable and sheltered housing.
3. Consider establishment of low-interest loan programs to help finance the rehabilitation of the City's downtown housing stock.
4. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met to prevent blighting influences on neighborhoods.
5. Encourage participation by property owners in the Biddeford Landlords Association and encourage partnerships that provide resources for both owners and tenants.
6. Consider a partnership with other public/private organizations to pool resources to help finance home ownership (e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms).

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Full details on the status of these goals can be found as an attachment.

Discussion:

The City continues to pursue a series of housing policies that combine flexibility in the permission of higher density with continued inspections of existing multi-family structures. The City's access to Lead Paint Hazard Reduction funding, MaineHousing funding, and a commitment of CDBG to rehabilitating 2-

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to 7-unit structures, offering down-payment assistance to LMI first-time homebuyers, and acquiring real property for the development of affordable housing are intended to address barriers to affordable housing.

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AP-85 Other Actions – 91.220(k)

Introduction:

Ongoing economic challenges and continued market changes will require the CAC, in combination with network partners, to monitor the state of homelessness while forging ahead with housing quality improvements. Issues stemming from the pandemic, such as homelessness, day care closures, and the lack of food within the community, will be monitored and addressed.

It is critical that the residents of Biddeford have a measure of quality of life by having the most basic of resources and provisions. Ongoing public meetings and forums will keep Biddeford informed about opportunities to make a meaningful impact for the community.

Actions planned to address obstacles to meeting underserved needs

Seeds of Hope, the primary agency for assisting people experiencing homelessness, will keep the city informed about the current issues and the actions that may need to be taken. Biddeford Ready, [the Biddeford Food Pantry](#), and Apex will assist us with the needs of young and/or refugee families, as well as all residents within the Census tract where their [services are](#) located. Alternative Pathways, with its tie to the school department, will assist us in identifying and serving homeless youth.

The primary obstacle is housing at the lowest income levels. Demand is [driving up](#) housing costs at a rate that did not exist at the beginning of this five-year strategy. City Council and staff worked together to establish specific housing goals and will pursue projects to meet those goals. These housing goals are [included](#) as an attachment in AP-26. [These](#) opportunities, in conjunction with our partners, will include the further development of supportive housing as well as rentals for low- and moderate-income residents.

Actions planned to foster and maintain affordable housing

The average age of Biddeford housing stock is significantly older than county and state averages. There are many challenges [related to](#) this, particularly the presence of lead, as many houses [were built before](#) 1978. The Healthy Homes initiative has given Biddeford the resources to [help](#) address this issue. Rental housing is [targeted to](#) properly abate or mitigate the lead within [pre-1978 homes](#) and to provide housing rehabilitation [funding to correct](#) [code/health/safety](#) deficiencies. This program will create quality affordable rental housing for LMI families and individuals.

Biddeford's business community continues to grow rapidly, despite the pandemic. Employment opportunities will be examined in order to address community challenges from all perspectives, for example: ensuring median income levels can support median housing costs, that residents have the qualifications needed for jobs that pay enough to afford housing, that affordable housing opportunities are provided to those with jobs that have lower pay rates, and so on. As this information is gathered,

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Biddeford will continue to work with local business owners and interested developers in the coordinated effort of creating more housing. City Council's housing goals will address issues across the housing continuum: homeless assistance through Seeds, very low-income housing through Biddeford Housing Authority's request for 40 additional vouchers, development of low-income housing through LIHTC and other avenues, TIF subsidies for preservation of 10% of new units at median income, and the creation of first-time homebuyer opportunities (up to 200 new units over the next five years).

The City has at least three housing projects with approximately 200 units underway that are financed in part through the LIHTC program. The pandemic has hit housing developers hard, with equity for investments increasingly difficult to find. However, the City is poised to commit affordable housing TIF funding to support LMI housing development. The City is also in the process of approving density bonuses.

The purpose of the expanded housing rehab program is to preserve affordable units that might be lost to market escalation. A minimum of 15 units is proposed for rehabilitation this year.

The City also has a goal of increasing direct connection with individuals and families living in affordable housing to better understand their needs.

The Mayor's Affordable Housing Task Force and the Citizens Advisory Committee are conducting public outreach to ensure that those most affected can share their challenges and potential solutions.

Actions planned to reduce lead-based paint hazards

The City runs a lead-based paint hazard-reduction and Healthy Homes initiative to which the CDBG program provides match funding to invest in multifamily properties that qualify for assistance. Upon qualification, homes are inspected by licensed professionals to determine the level of lead and other health hazards present, after which a scope of work is developed and put out to bid.

All housing rehabilitation is inspected for quality of work in accordance with the building codes and lead regulations. The goal of the CDBG match program is to abate up to 15 units per year.

Actions planned to reduce the number of poverty-level families

Tied with the goals set in the Consolidated Plan, Biddeford continues to partner with organizations working directly with poverty-level families. The Biddeford Ready program, in conjunction with Apex Youth Connection and the Biddeford Food Pantry, will continue to focus on low-income families. Biddeford's youngest residents present a difficult challenge to the school's system, as many begin kindergarten unprepared, which tends to slow growth and learning potential. Other partners include Biddeford Housing Authority, Coastal Healthy Communities Coalition, and Seeds of Hope. The city also

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works with Biddeford Housing Authority to increase affordable housing in these neighborhoods.

The Community Engagement Specialist with the Police Department continues to form relationships with poverty-level individuals and families in order to identify and address the issues that keep people in poverty. Biddeford experienced unexpected rapid growth during the Consolidated Plan period, so while efforts are consistent and robust, reducing the number of poverty-level families continues to be a years-long effort. The greatest concern now is the combination of rapid growth in the real estate market and the pandemic, resulting in increased displacement and potential for homelessness. Neighborhood efforts are also re-emerging, led by the CDBG Coordinator and Citizens' Advisory Committee, to work directly with poverty-level neighborhoods to learn and address their needs.

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Outreach programs, through the social service agencies, target poverty-level families to provide critical resources such as food, clothing, life skills, and financial counseling to help them improve their current socio-economic situation. These efforts take time and patience to gain the trust of families so that assistance and guidance can be delivered. Biddeford Ready, through Head Start and private pre-K providers, has increased the number of children receiving educational development prior to entry into kindergarten. Biddeford Ready and school social workers work at all levels of the school system, and provide assistance when issues are identified. Biddeford Ready is also expanding awareness of Adverse Childhood Experiences (ACEs) through training and a summit that will encourage participants to envision how to reduce ACEs and how to increase Positive Childhood Experiences (PCEs), which are proven to counterbalance ACEs. Staff will continue to work with this network.

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Actions planned to develop institutional structure

City staff will continue to strengthen our partners to support our core LMI neighborhoods. Staff has reenergized the Citizens' Advisory Committee as the representative of households within our eligible Census tracts, reporting to the City Council. The CAC and staff will continue to develop neighborhood-based programs to serve communities and increase neighborhood safety and connectivity. Institutionally, City Council recognizes the CAC as an advocacy group for neighborhood-based initiatives, including the continued development of housing and community development goals for the City.

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During the program year, the Community Development Coordinator will strengthen partnerships between various groups – municipality, schools, nonprofits, businesses, and others – with a goal to improve coordination of efforts and grow the outreach network for these partners. Staff will also work with the newly formed Homeless Response Hub, which will coordinate efforts to address homelessness on a broader regional level.

Actions planned to enhance coordination between public and private housing and social service agencies

The City and the CAC will continue to work with private and public housing agencies. The focus this year

will be on mitigating the impact of the pandemic on continued development of additional stock across the housing continuum. The role and potential of the Biddeford Housing Authority will be examined, with a focus on increasing the supply of low-income family housing. The City will continue to work with LIHTC partners through its affordable housing TIF program to create new housing stock; partners include both public agency housing providers and private developers. Ongoing collaboration and coordination will be handled by the CAC and staff, ultimately reporting to City Council, to adopt strategies to address both the changing market and the pandemic.

The City will coordinate connections between housing and social services, in order to ensure effective delivery of these services. This connection will occur by developing a comprehensive list of housing agencies and social service agencies, identifying what their goals and projects are, and ensuring all partners have access to this information for ease of partnership. There are existing partnerships, as well. In particular, Seeds of Hope (a social service agency) has a homelessness task force that includes housing agencies. Over the last few years, the work of that task force led to the Biddeford Housing Authority developing and constructing a transitional supportive housing building for community members experiencing homelessness.

Discussion:

The City will be monitoring the impact of the pandemic on the community, as well as working to further future development and redevelopment efforts. We have put together a resource base that should permit a substantial increase in rehabilitation efforts while obtaining affordability; we will monitor our progress and make necessary adjustments as required.

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Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The goals, objectives, and overall benefit of this AAP represent Year 5 of the Consolidated Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

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| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 0 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |
| 5. The amount of income from float-funded activities | 0 |
| Total Program Income: | 0 |

Other CDBG Requirements

- | | |
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| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 0.70% |

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The goals, objectives, and overall benefit of this AAP represent Year 5 of the Consolidated Plan. The origin year grant amount is \$380,590. Biddeford will continue to support a reduced number of subrecipients, ~~the expanded housing rehabilitation program, the acquisition of real property for the development of affordable housing units, a first-time homebuyer down-payment assistance program, and street/sidewalk/parks/gardens and~~ ADA improvements to eliminate barriers, ~~improve safety, and enhance~~ accessibility. This will ensure effective delivery of services to LMI individuals and households, and the preservation of housing stock and affordability. The Overall Benefit is based on program years 2021, 2022, and 2023. Biddeford had two substantial amendments during the prior program year (PY21).

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Attachments

Citizen Participation Comments

Item	Page(s)
Notice Text: Notice of Public Hearing and Comment Period	2 to 3
Screenshots: Front page posting on city website of notice	4 to 7
Photos: Physical postings in City Hall	8 to 11
Comment: Received via email	12
Minutes: Public Hearing	13
Original Citizen Participation Packet	14 to 45

CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

Amendments to CDBG Year 5 Action Plan

Public Hearing
Wednesday, December 21, 5:30 PM
City Hall Second Floor Conference Room & Zoom

&

30-Day Public Comment Period
Thursday, December 1 through Friday, December 30

Please be advised that the Citizens Advisory Committee is holding a Public Hearing on Wednesday, December 21 at 5:30 PM, for the purpose of obtaining citizen comment regarding amendments to the CDBG Year 5 Action Plan. This Public Hearing is pursuant to Biddeford's participation in the program noted above.

There is also a Public Comment Period that is open from Thursday, December 1 through Friday, December 30.

CDBG Year 4 Action Plan Amendment

This amendment is being made in order to provide details on two social service programs, finalize the budget amounts for all social service activities, and clarify details on an Emergency Repair Program for income qualified residents.

Social Service Programs

Mission Hill Neighborhood Hotspot, which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The hotspot provides free internet access for those who live within the hotspot area, in Census Tract 252.02, Block Group 1. This amendment will add that activity in, funded at \$2000.

Apex Youth Connection Extended Learning Opportunity (ELO) program at Apex Bike Factory, giving students hands-on training and experiences to make a successful transition to adulthood and the workforce. The budget for this program is \$19,461.

The Meals on Wheels program budget was not yet set when the Action Plan was first shared, so the amendment includes the final budget of \$12,227.

Emergency Repair Program

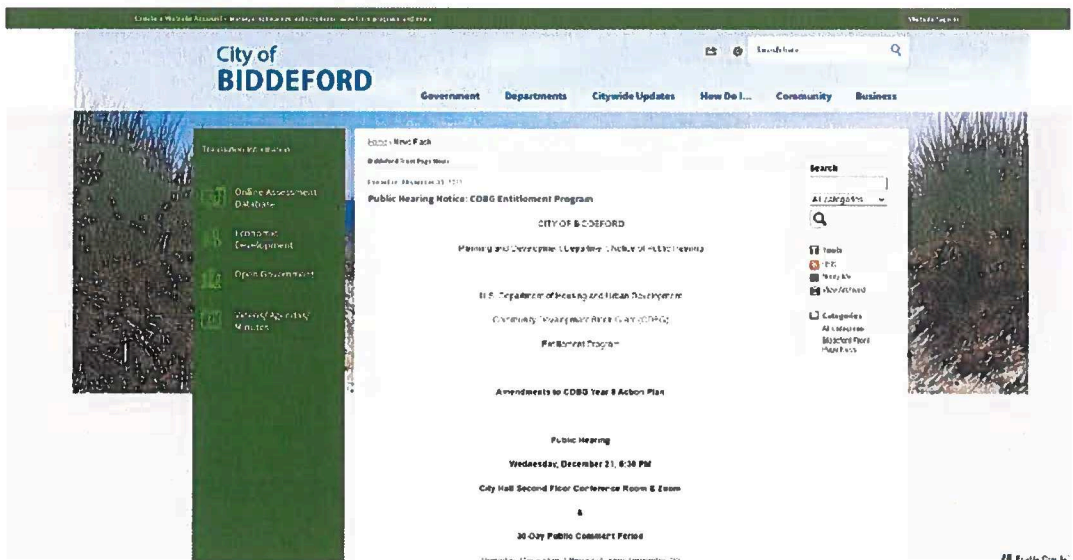
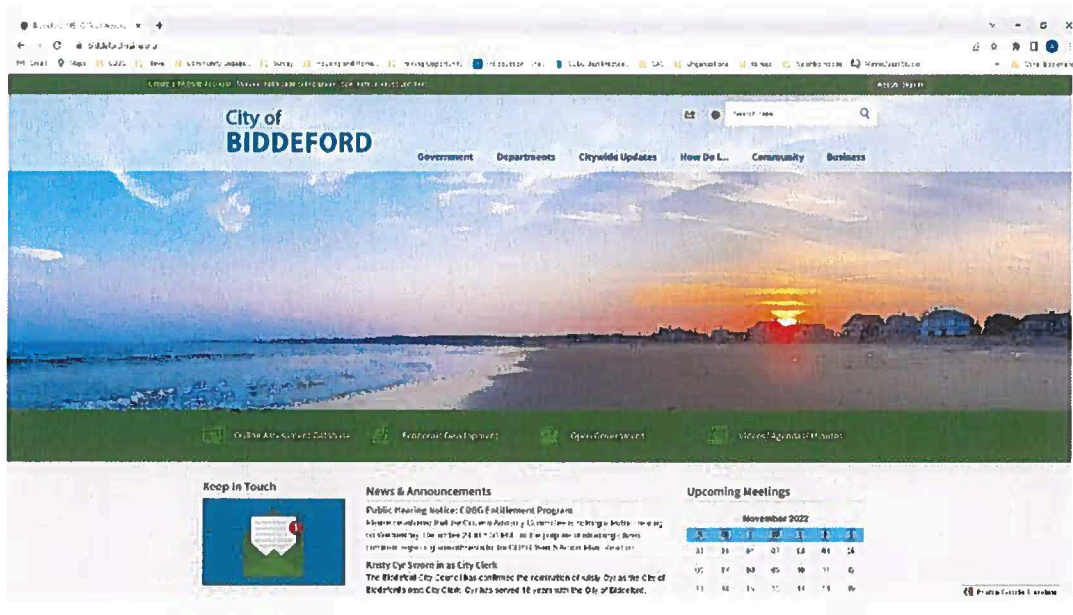
The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order to formalize this as a program, details are included in this amendment.

The amended document can be viewed on the [Community Development](#) page or by clicking [here](#).

Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207-284-9115.

In compliance with the Americans with Disabilities Act, individuals who need assistance participating in the Public Hearing should contact Abigail Smallwood at 207-284-9105. Those needing assistance due to language barriers may use the same contact or fill out this [translation assistance form](#) on the city website.





Citizen's Advisory

CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

Amendments to CDBG Year 5 Action Plan

Public Hearing
Wednesday, December 21, 6:30 PM
City Hall Second Floor Conference Room & Zoom

&

30-Day Public Comment Period
Thursday, December 1 through Friday, December 30

In compliance with the Americans with Disabilities Act, individuals who need assistance participating in the Public Hearing should contact ASHRAE Smithwood at 297-284-8105. Those needing assistance due to any type of barrier may use the same contact or fill out the Inclusion Assistance form on the city website: <http://biddefordmaine.org>.

Please be advised that the Citizens Advisory Committee is holding a Public Hearing on Wednesday, December 21 at 6:30 PM, for the purpose of obtaining citizen comment regarding amendments to the CDBG Year 5 Action Plan. The Public Hearing is pursuant to Biddeford's participation in the program noted above.

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CDBG Year 5 Action Plan Amendment

This amendment is being made in order to provide details on two social service programs, fix the budget on a line for all social service activities, and clearly detail an all-Emergency Repair Program for income qualified residents.

Social Service Programs

Market Hill Neighborhood (MHN) which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The program provides financial support for those who live in the Market Hill area, in Census Tract 28212, Block Group 1. This amendment will add that activity to the budget of \$2000.

Apex Youth Curriculum Extended Learning Opportunity (ELO) program at Apex Bike Park, giving students hands-on learning and experience to make a difference.

Posting on City Hall meeting board

Citizen's Advisory

transition to adulthood and the workforce. The budget for this program is \$19,401.

The Needs on Wheels program budget was not yet set when the Action Plan was first shared, so the amendment includes the final budget of \$12,227.

Emergency Repair Program

The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order to formalize this as a program, details are included in this amendment.

The amended document can be viewed on the Community Development page of the website.

Provide input in writing by email to Abigail Smalwood (abigail.smalwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smalwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smalwood at 207-284-6115.



Posting on City Hall meeting board

PUBLIC NOTICE

CITY OF BIDEFORD
Planning and Development Department will Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

Amendments to CDBG Year 5 Action Plan

Public Hearing
Wednesday, December 21, 5:30 PM
City Hall Second Floor Conference Room & Zoom

5

30-Day Public Comment Period
Thursday, December 1 through Friday, December 30

In compliance with the Americans with Disabilities Act, individuals who need assistance participating in the Public Hearing should contact Albert Smallwood at 207-284-0100. Those needing assistance (e.g. large size barriers) may use the same contact or fill out the translation assistance form on the city website: <http://cityofbiddeford.org>.

Please be advised that the Citizens Advisory Committee is holding a Public Hearing on Wednesday, December 21 at 5:30 PM for the purpose of obtaining citizen comment regarding amendments to the CDBG Year 5 Action Plan. This Public Hearing is pursuant to Biddability participation in the program noted above.

There is also a Public Comment Period that is open from Thursday, December 1 through Friday, December 30.

CDBG Year 4 Action Plan Amendment

This amendment is being made in order to provide details on two social service programs that the budget amounts for all social service activities, and clarify details on an Emergency Repair Program for income qualified residents.

Social Service Programs

Mission Hill Neighborhood Hotspot, which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The hotspot provides free internet access to those who live within the hotspot area, in Census Tract 252.02, Block Group 1. This amendment will add that activity in funded at 52000.

Apex Youth Connection Extended Learning Opportunity (ELO) program at Apex Bike Factory, giving students hands-on training and experiences to make a successful

Posting on Planning and Development Department board

PUBLIC NOTICE

transition to adulthood and the workforce. The budget for this program is \$19,461.

The Wheels on Wheels program budget was not yet set when the Action Plan was first shared, so the amendment includes the final budget of \$12,227.

Emergency Repair Program

The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order to formalize this as a program, details are included in this amendment.

The amended document can be viewed on the Community Development page of the website.

Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 686, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207.284-9115.



Posting on Planning and Development Department board



Wed 12/21/2022 2:03 PM

Melissa Cilley <director@apexyouthconnection.org>

Re: draft contract for new program

To: Smithwood, Abigail

You replied to this message on 12/21/2022 2:14 PM.

Action Items

+ Get more.

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, Abigail. I think it's best that we table the ELO project until the new CDBG fiscal year. I met with Greg this morning and learned that there are a lot of changes pending in the process for CDBG, which may prompt changes in direction. It would be unethical for us to set up several students with paid internships, knowing that the chances of those internships continuing (or being offered again to other students) is risky. We very much want and need to do this program, and please let the CAC know that we appreciate their enthusiasm greatly, but Apex cannot risk getting burned again or hurting our youth. We will revisit for the 2023-2024 CDBG fiscal year.

Thanks for your help.

Melissa Cilley

Executive Director
Executive Director



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City of Biddeford
Citizens Advisory Committee
December 21, 2022 5:30 PM

In Attendance: 6 CAC members, 1 member of the public, 1 staff

1. Open Public Hearing, 5:31p – Chair
2. Discussion – Smallwood
 - 2.1. Amendments to the Year 5 Action Plan, [Public Hearing Notice.pdf](#)
 - 2.2. Adding back in public WIFI and Emergency Repair Program; and considered Apex amendment (they do not wish to move forward).
 - 2.3. Apex program funding will be reapportioned via separate amendment process.
3. Close Public Hearing – 5:40p – Chair

CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

Public Hearings
1. CDBG Year 5 Action Plan – First Hearing
2. CDBG Year 4 Action Plan Amendment

Wednesday, March 9, 2022
5:30 PM

Zoom Meeting

& 30-day Comment Period

Please be advised that a Public Hearing has been scheduled by the Citizens' Advisory Committee for Wednesday, March 9, 2022 via Zoom for the purpose of obtaining citizen comment regarding two items:

1. CDBG Year 5 Action Plan – First Hearing
2. CDBG Year 4 Action Plan Amendment

This Public Hearing is pursuant to Biddeford's participation in the program noted above. For the Year 5 Action Plan, this is the first of two public hearings. The Year 4 amendment will have only one public hearing.

Additionally, there is a 30-day comment period for input regarding these programs from February 16, 2022 to March 17, 2022.

CDBG Year 5 Action Plan

The following programs will be reviewed:

1. Continuation of the 2- to 4-unit owner-occupied residential rehab program
 - a. Expansion to allow nonprofits to apply both within the designated Census tracts and citywide*
 - b. Expansion to allow applications eligible owner-occupied properties outside the designated Census tracts*
2. ADA Accessibility Improvements
 - a. City Hall interior*
 - b. City Hall exterior
 - c. Other facilities
 - d. Parks
 - e. Sidewalks, intersections, and curb ramps
 - f. Bus stops
3. Public Service activities

CAC will also review additional areas of focus for the group and financial needs.

*See below, these items are being considered in the amendment to the current year's Action Plan (July

2021 to June 2022).

CDBG Year 4 Action Plan Amendment

The following amendments are being proposed:

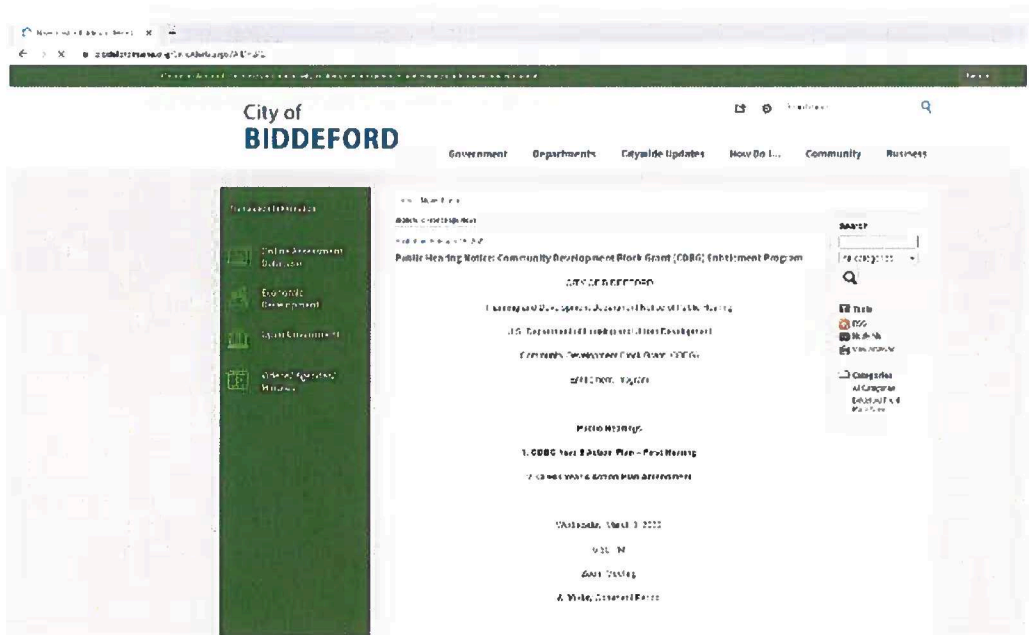
1. 2- to 4-unit residential rehab program
 - a. Expansion to allow applications from nonprofits both within and outside the designated Census tracts
 - b. Expansion to allow applications from eligible owner-occupied properties outside the designated Census tracts
2. Diverting some funds from the rehab program to a program for ADA Accessibility Improvements at City Hall

The amendment document can be viewed on the [Community Development](#) page or by clicking [here](#).

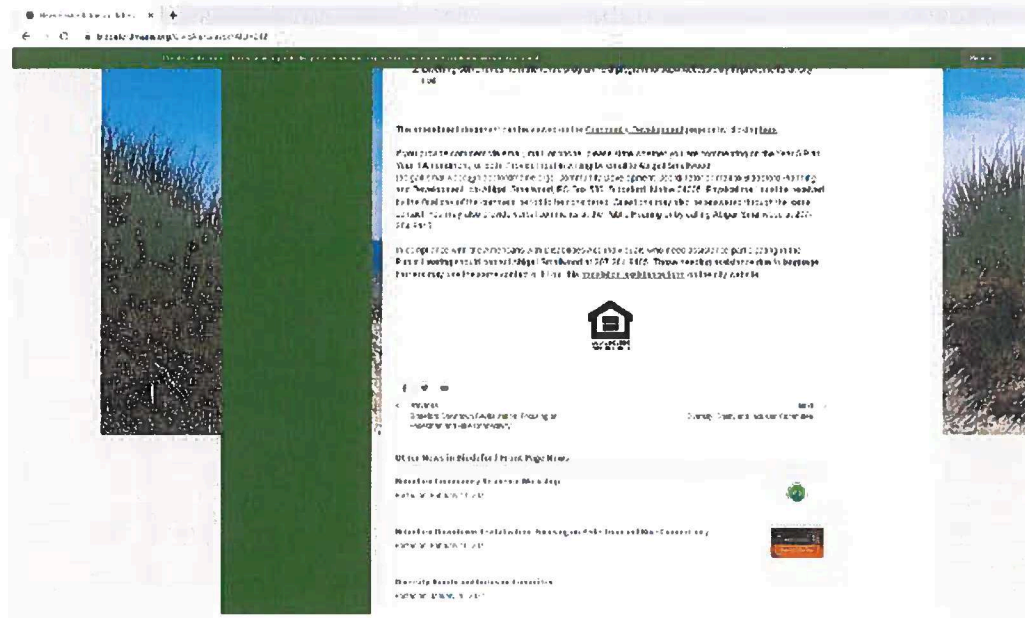
If you provide comment via email, mail, or phone, please state whether you are commenting on the Year 5 Plan, Year 4 Amendment, or both. Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207-284-9115.

In compliance with the Americans with Disabilities Act, individuals who need assistance participating in the Public Hearing should contact Abigail Smallwood at 207-284-9105. Those needing assistance due to language barriers may use the same contact or fill out this [translation assistance form](#) on the city website.









Smallwood, Abigail

From: ggagnonbha@maine.rr.com
Sent: Tuesday, March 1, 2022 12:50 PM
To: Smallwood, Abigail
Subject: BHA comment - CDBG programs

CDBG Year 4 Action Plan Amendment

The following amendments are being proposed:

1. 2- to 4-unit residential rehab program
 1. Expansion to allow applications from nonprofits both within and outside the designated Census tracts
 2. Expansion to allow applications from eligible owner-occupied properties outside the designated Census tracts
2. Diverting some funds from the rehab program to a program for ADA Accessibility Improvements at City Hall

Abigail:

With regard to the proposed CDBG plan amendments, the proposal to allow non-profits to apply and get funding under the 2-4 unit residential rehab program, BHA fully supports those changes.

BHA and its affiliated non-profit development corporation, SMAH (Southern Maine Affordable Housing) have and will continue to acquire and redevelop small scale multi-unit residential properties, most of which require significant rehab in order to meet code and quality standards. At the same time, as affordable housing providers, having the ability to reduce our net construction costs will directly result in us being able to make those units more affordable. The other benefit to the community is that our affordability period has no end date, therefore the dollars contributed to any project done by BHA/SMAH will ensure affordability in perpetuity above and beyond the minimum period required by CDBG's program.

We thank you for the opportunity to comment on the proposed amendments and look forward to attending the hearing on March 9th to answer any questions or to make additional comments.

Thank You.

Guy M. Gagnon

Biddeford Housing, Exec. Dir.
207-415-2939
bhousing.org

Citizens Advisory Committee
March 9, 2021
Minutes – Public Hearing and Regular Meeting

In attendance

Members: Cat Bates (chair), Leah Schaffer (vice chair), Doris Ortiz, Loretta Turner, Kaily George

Guests: Guy Gagnon (Biddeford Housing Authority)

Absent: Stephanie Edwards, Ronda Bey

Staff: Abigail Smallwood, Gail Wilkerson, Tim Boston

Public Hearing was called to order at 5:35pm (Chair).

Comments on proposed amendments to Public Hearing

- Guy
 - BHA supports expanding to allow nonprofits being to apply for 2-4 unit rehab program funding
 - Units more affordable as net construction cost is decreased
 - Units are affordable in perpetuity
- Abigail
 - This is for both this year and the upcoming year
 - Also allows for homeowners outside of census tracts to apply
 - ADA
- Leah: What are current proposed projects for this year
 - Gail: ADA funding being used towards ramps, bathroom areas, service counters
 - \$200-250K projected total cost
- Leah: Suggestion to look at overall balance of project and if other items such as sprinklers and windows, clock tower
 - Gail will touch base with Brian Phinney

Year 5 Action Plan Hearing

- Abigail: still establishing second hearing meeting date
 - Overview:
 - continuation of the 2-4 unit rehab program
 - ADA improvements
 - Guy's comments from before still apply
- Cat: suggestion to promote fixing sidewalks, curb cuts, and intersections as the highest priority
- Discussion on breakdown of funds between programs and what is eligible under the
- Cat: priority on 2-4 units and then remainder towards ADA improvements. Look to make ADA improvements as other projects come up.
- Loretta: shared that there was an issue with coordinating conversation around transportation/bus stops/etc in the past

- Doris: on transit committee, will talk with Chad about shelters and funding
- Abigail: will make sure bus stop questions are on walking survey
- Apex Youth Connection update
 - Melissa
 - Has items like clothes and food to give out
 - Some people in that neighborhood are looking for food and Seeds of Hope type services, they are referred there
 - What they want to do is not able to be funded by CDBG
 - Guy: space was most successful with Community Partners for Protecting Children, which operated a Hub model, but CDBG did not pay for this
 - Community conversations: have coffee and just invite people in to talk (this was done as a way to develop connections in the neighborhood)
 - Guy: idea for community police officer working out of that space as a substation (this can be an eligible activity depending how it is set up)
 - Discussion about what the Hub can be, and what CDBG can cover
 - Melissa: sharing staff person with Seeds and staff training has been helpful

Public Hearing closed at 6:43pm (Chair)

CAC meeting opened at 6:43pm (Chair)

- Relevant Meeting/City Updates
 - Budget: Thursday March 17th Social service requests, 8:25 pm.
 - Affordable Housing Task Force: Last meeting was primarily introductions
- Discussion
 - Mapping/Engagement: 1st one canceled due to snow, survey is being built and finished up
 - Offering both paper and link
 - Have two options available – solo walk or as a group
 - Ongoing
 - Beta launch with UNE volunteers
 - Have other organizations provide feedback on the survey through taking it
 - Add a May volunteer day: more community focused
 - Discussion around uptick in overdosing
 - Abigail to check in with Steve Gorton in PD
 - Motion to adjourn: made by Doris, second by Loretta, vote unanimous. Meeting adjourned at 7:33pm.

CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

**30-Day Public Comment Period
CDBG Year 5 Action Plan**

Friday, June 17 to Sunday, July 17, 2022

Please be advised that a Public Comment Period is open from Friday, June 17 to Sunday, July 17, for the purpose of obtaining citizen comment regarding the CDBG Year 5 Action Plan.

This Public Comment Period is pursuant to Biddeford's participation in the program noted above. There will be a Public Hearing held during this period. There will be at least a 15-day notice period before the Public Hearing. The Public Hearing information will be added to this post and posted separately.

CDBG Year 5 Action Plan Overview

The Action Plan describes past performance of the CDBG programs and projects, the current status of efforts around things like affordable housing, homelessness, and supportive services. It also describes the plan for the year, which will run from July 1, 2022 to June 30, 2023.

The following programs are being proposed:

1. Continuation of the 2- to 4-unit owner-occupied/nonprofit owned residential rehab program
 - a. There was an expansion during the 2021-2022 program year to allow nonprofits to apply both within the designated Census tracts and citywide, and to allow applications from eligible owner-occupied properties outside the designated Census tracts. These will continue into the Year 5 program.
2. ADA Accessibility Improvements identified through the Biddeford ADA Self-Evaluation and Transition Plan that occurred during the 2021-2022 program year. Potential areas for ADA improvements are as follows: City Hall interior, City Hall exterior, other facilities, parks, sidewalks, intersections, curb ramps, bus stops
3. Public Service activities
 - a. Seeds of Hope – Winter Warming Center for those experiencing homelessness
 - b. Southern Maine Agency on Aging – Meals on Wheels
 - c. Apex Youth Connection has been funded in the past, but exact program details are being determined
 - d. The Citizens Advisory Committee will determine what to do with any remaining funds (e.g. request for applications from other social service agencies, divert remaining funds to the existing public services, etc)

The entire Year 5 Action Plan can be viewed on the [Community Development](#) page or by clicking [here](#).

Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207-284-9115.

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CITY OF BIDDEFORD
Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development
Community Development Block Grant (CDBG)
Entitlement Program

CDBG Year 5 Action Plan

Public Hearing
Thursday, July 7, 5:00 PM
City Hall - Second Floor Conference Room
and Zoom

&

30-Day Public Comment Period
Friday, June 17 to Sunday, July 17, 2022

Please be advised that a Public Comment Period is open from Friday, June 17 to Sunday, July 17, for the purpose of obtaining citizen comment regarding the CDBG Year 5 Action Plan.

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CDBG Year 5 Action Plan Overview

The Action Plan describes past performance of the CDBG programs and projects, the current status of efforts around things like affordable housing, homelessness, and supportive services. It also describes the plan for the year, which will run from July 1, 2022 to June 30, 2023.

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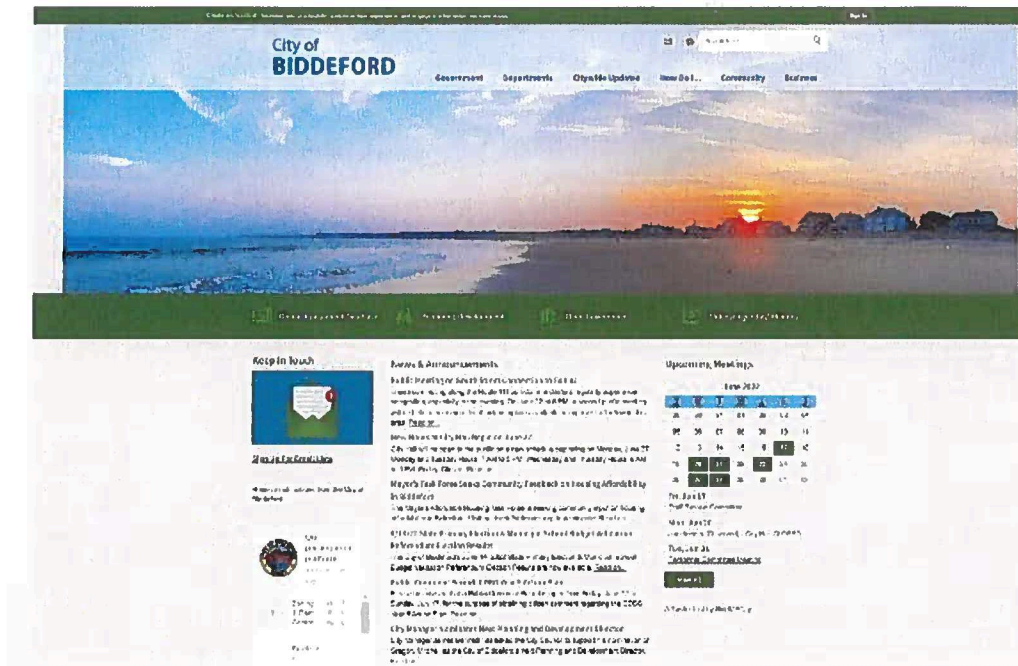
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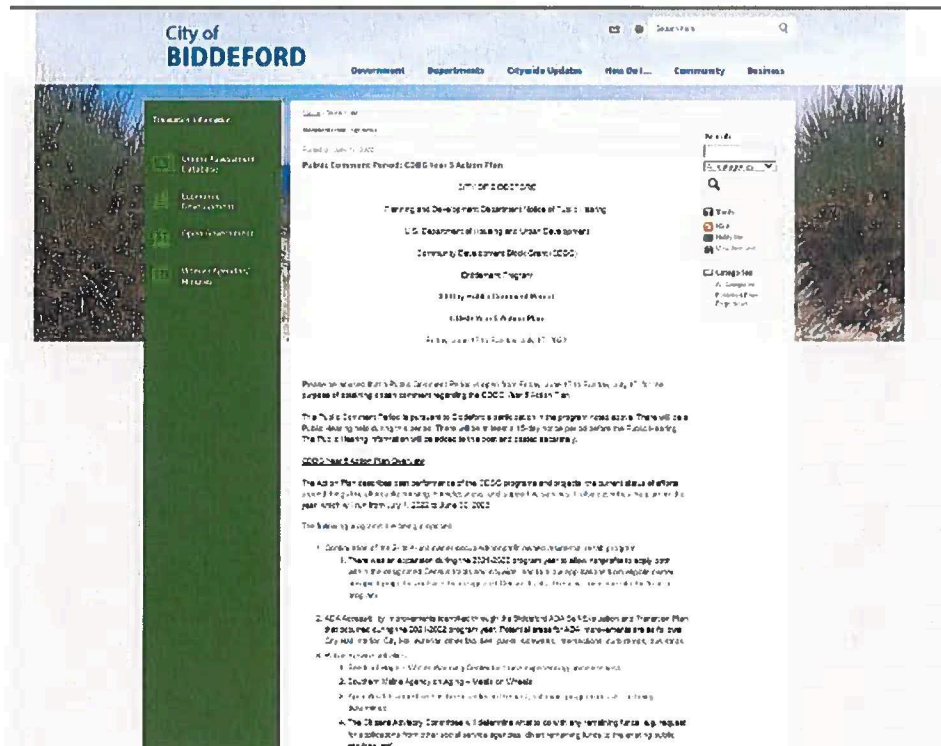
The entire Year 5 Action Plan can be viewed on the [Community Development](#) page or by clicking [here](#).

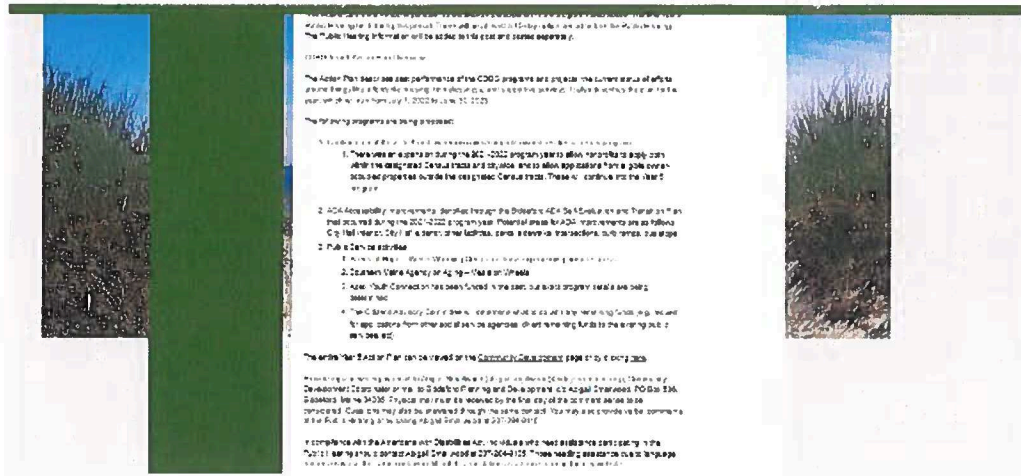
Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207-284-9115.

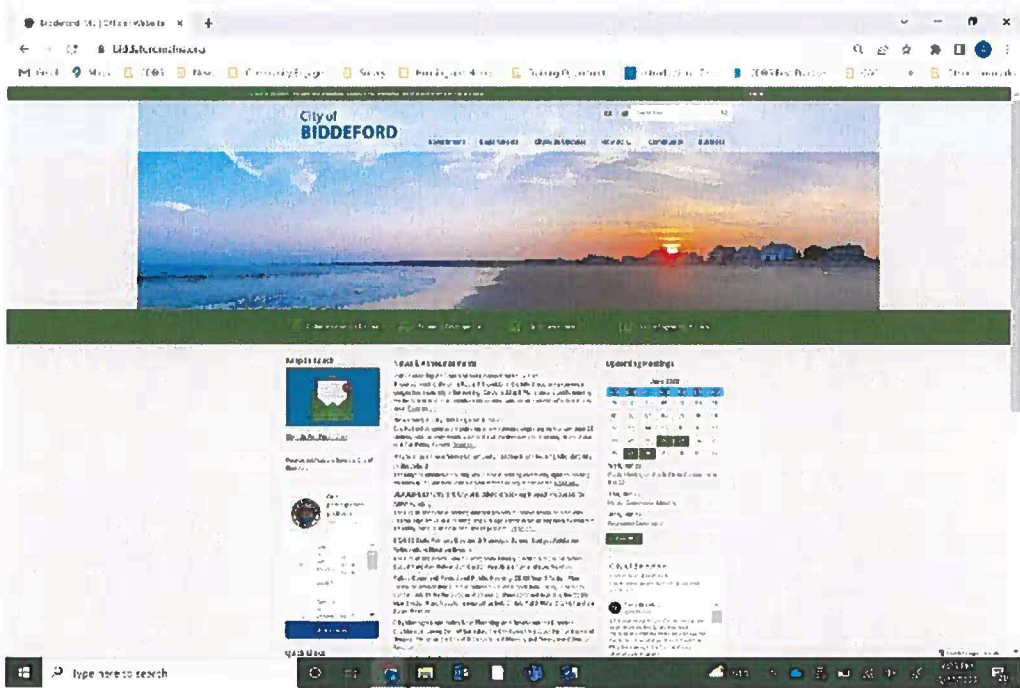
In compliance with the Americans with Disabilities Act, individuals who need assistance participating in the Public Hearing should contact Abigail Smallwood at 207-284-9105. Those needing assistance due to language barriers may use the same contact or fill out this [translation assistance form](#) on the city website.

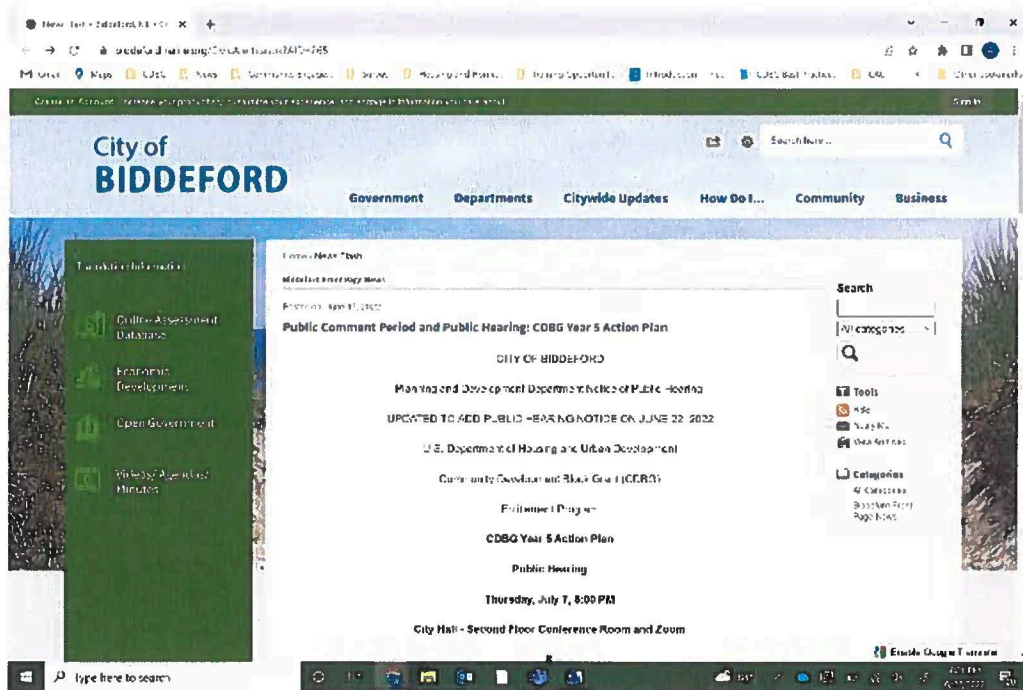


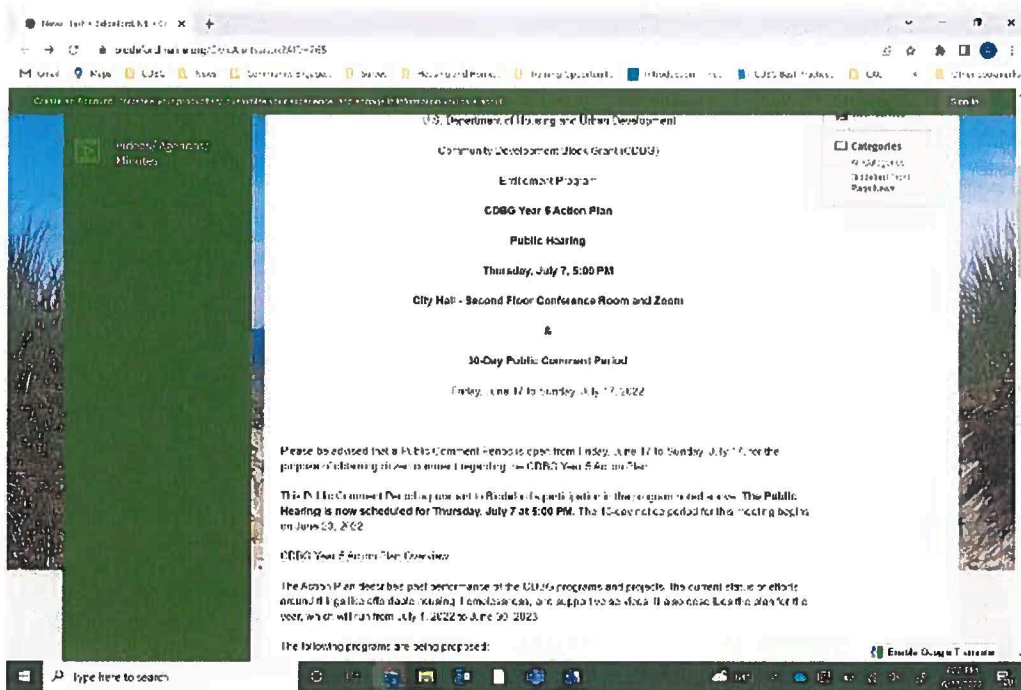


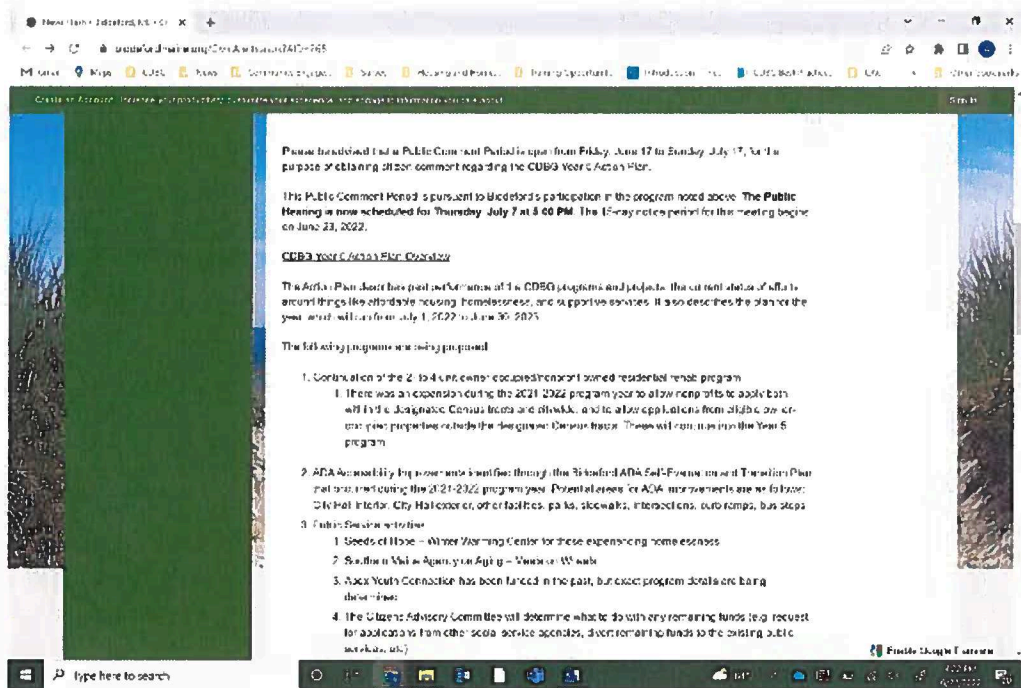


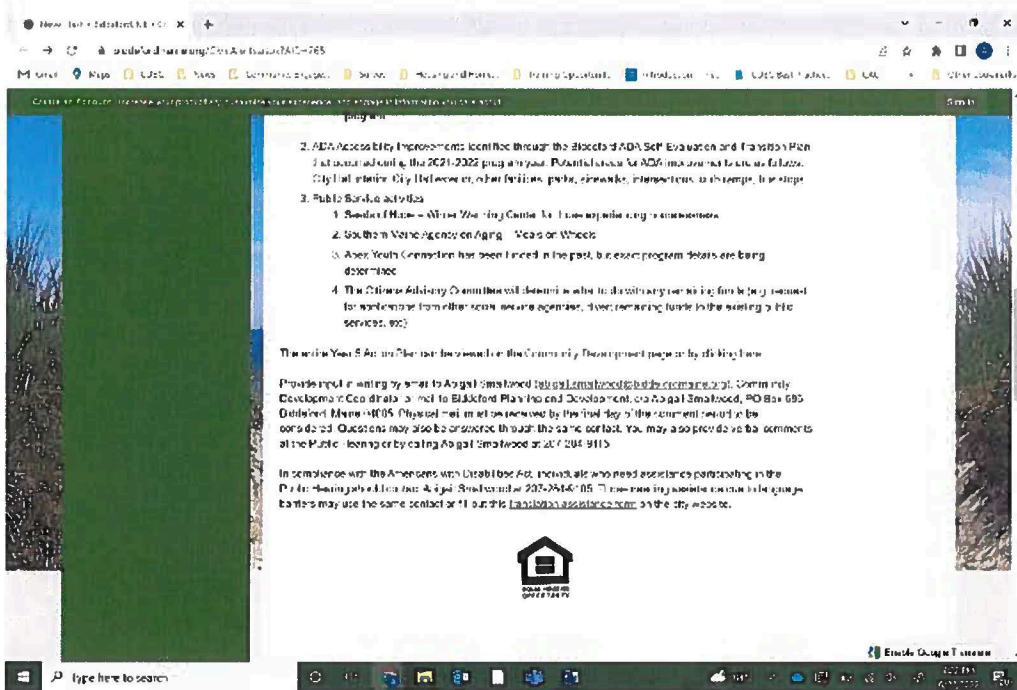












Smallwood, Abigail

From: Melissa Cillee <director@apexyouthconnection.org>
Sent: Friday, July 1, 2022 4:39 PM
To: Smallwood, Abigail
Subject: Re: Biddeford Community Development Block Grant (CDBG) Annual Plan 2022-2023

Hi, Abigail. I plan to attend the CAC meeting on the 7th. I'll also provide some thoughts here.

1) It appears that the priority under the plan is homelessness; this seems consistent across the different activities and objectives. If this is accurate, it might be helpful to capture it early on in this Plan.
2) To that end, I recommend including the work of Apex in partnership with the schools to support homeless/near homeless families and students between pages 26 and 30. Apex will be entering our second year of this contract in the 22-23 school year. This is an important resource for families and, since our staff is on-site at the schools during the school day to support students identified by school personnel, it is a very important resource to ensuring these at-risk students are successful in and out of the classroom. Under McKenney-Vento, Apex has resources through BSD to assist families with deposits on housing, food, and other needs. As the community learns of our role and the resources we have available, more families are accessing them. (Note that Apex staff's primary work is with the students themselves. That said, the support for families comes through trusted relationships with the students.)

For your information, Abigail *(not for public comment)*

[REDACTED]

[REDACTED]

Melissa Cillee

Pronouns: she/her

Executive Director



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On Wed, Jun 29, 2022 at 9:35 AM Smallwood, Abigail <Abigail.Smallwood@biddefordmaine.org> wrote:

Hello!

I am emailing to let you know that Biddeford's Annual Action Plan for our CDBG funds is open for comment. This plan details what we will be doing for the 2022-2023 year, including funds for housing rehab, funds for ADA improvements to public buildings, and support to social services. If I've included you on this email, it's because your work relates to something within the plan, and I wanted to inform you of the opportunity to comment and/or attend the public hearing.

The Public Comment Period is open through Sunday, July 17, and the Public Hearing will take place next Thursday, July 7, at 5 PM. Comments can be emailed to me.

Additionally, I wanted to let you know that we will be going through a Consolidated Plan process in this upcoming year. The Consolidated Plan is essentially 5-year goal setting for these federal funds, which are meant to assist low- to moderate-income people and can cover a pretty broad range of issues. The plan is also used to aggregate data around housing and homelessness issues, ADA accessibility, and available services. We are working on a range of opportunities for people to provide feedback, and want to be able to talk to both providers and clients. One step will likely be to set up individual meetings with agencies. No matter how you're involved, I would appreciate your participation in this important process!

If you have any questions on the Annual Plan (attached) or the Consolidated Plan process, please let me know.

Thank you,

Abigail

Abigail Smallwood

Community Development Coordinator

Pronouns: she/her/hers

Office of Planning and Development

City of Biddeford, Maine

207-284-9115

The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail or phone and delete this message and its attachments, if any.

Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

Smallwood, Abigail

Subject: RE: Apologies

From: Rev. Shirley Bowen [mailto:rev.shirley@seedsofhope4me.org]
Sent: Monday, July 11, 2022 2:16 PM
To: Smallwood, Abigail <Abigail.Smallwood@Biddefordmaine.org>
Subject: Re: Apologies

I think in my request I did up the numbers, although maybe too much though. Maybe use 25. I'm pretty comfortable with that #



Rev. Shirley Bowen, Executive Director/Chaplain
Seeds of Hope Neighborhood Center
35 South Street
Biddeford, Maine 04004
Direct Office Line: 207.283.1783
General Info Line: 207.571.9601
www.seedsofhope4me.org

**City of Biddeford
Citizens' Advisory Committee
Thursday, July 7, 2022 5:00PM
Topic: Citizens' Advisory Committee Public Hearing and Meeting**

In attendance

Members: Cat Bates (chair), Leah Schaffer (vice chair), Doris Ortiz

Guests: Melissa Cilley (Apex Youth Connection)

Absent: Stephanie Edwards, Ronda Bey, Loretta Turner, Kaily George

Staff: Abigail Smallwood, Gail Wilkerson

1. **OPEN PUBLIC HEARING:** Opened by Chair Bates, 5:00pm
 - a. Review the Year 5 Action Plan
 - i. Staff (A. Smallwood) provided an overview of the Action Plan for the year
 - b. Take comments
 - i. Guest (M. Cilley) shared difficulty implanting social service program under the CDBG regulations and there was discussion about how to improve ease of implementation
2. **CLOSE PUBLIC HEARING:** Closed by Chair Bates, 6:00pm
3. **OPEN CAC MEETING:** Opened by Chair Bates, 6:00pm
4. **AGENDA REVIEW**
5. **APPROVE MEETING MINUTES**
 - a. There was not quorum, so there was no vote to approve the minutes.
6. **DISCUSSION**
 - a. Plan for Social Services, based on comments received during Public Hearing
 - i. Further discussion around how to make social service programs easier to implement, about what to do with any potential leftover funds (decision was to have a special meeting to discuss this once Apex has submitted an application with details on their proposed program)
 - b. Consolidated Plan / long-term planning
 - i. Discussion around using city's civic engagement platform to help with long-range planning and support idea submission (A. Smallwood to discuss with other engagement staff)
 - c. **VOTE:** Amendment to Rehab Program
 - i. There was not quorum, but those in attendance were supportive of the changes. Recommendation to do a vote via email, which will be sent to all members soon. Video of discussion at the meeting will be included.
 - d. Review Ward meeting schedule

- i. New department head and deputy department head are having individual meetings with department staff; A. Smallwood to discuss schedule, implementation, and details at her check-in meeting

7. PROJECT/PROGRAM UPDATE

- a. CDBG, CDBG-CV, and ADA Self-Evaluation and Transition Plan
 - i. Rehab program update from G. Wilkerson: same number of units; working on a one-page form about the program for outreach; if rehab program amendment is approved, will reach out to previous applicants who preferred a shorter time period
 - ii. ADA: will provide list of potential projects for CAC to discuss

8. OTHER BUSINESS

9. RELEVANT MEETING/CITY UPDATES

- a. Planning Board process update
 - i. A. Smallwood will be discussing this in meeting with new department heads
- b. Affordable Housing Task Force
 - i. Councilor Ortiz provided an update: at the last meeting, Habitat for Humanity presented; initial results from the community housing survey were reviewed; discussion about what income range to focus Affordable Housing funds on
 - ii. Discussion around whether the Task Force will also make policy proposals to City Council; L. Schaffer and Councilor Ortiz to discuss, and staff will discuss internally as well

10. ADJOURN: Chair Bates closed the meeting at 7:02pm.



City Council

Meeting Date: Tuesday, July 19

Meeting Time: 6:00 PM

Agenda Item No:

Item Description: CDBG Year 5 Action Plan

Submitted by: Abigail Smallwood, Community Development Coordinator

Supporting Information/Documentation:

See attached document. Highlighted text in the document is information that will be finalized after the Public Comment Period ends on Sunday, July 17.

Key Terms:

- CDBG – Community Development Block Grant
- PY21 – Program Year 2021, which refers to the fiscal year from July 1, 2021 to June 30, 2022
- PY22 – Program Year 2022, which refers to the fiscal year from July 1, 2022 to June 30, 2023
- HUD – Department of Housing and Urban Development (source of CDBG funds)
- CAC – Citizens' Advisory Committee
- LMI – low- to moderate-income, which is the threshold for eligibility for many programs, where household income is at or below 80% of area median income
- Annual Action Plan – Plan approved by City Council for the expenditure of CDBG funds. This memo will address the PY22 Action Plan.

Executive Summary:

The city of Biddeford has received \$380,590 for PY22, and there are also carryover funds from previous years. Full details of this breakdown can be found in the AP-15 section of the plan.

Detailed Review:

The City of Biddeford receives entitlement CDBG funds each year to use on projects and programs that help low- to moderate-income (LMI) community members. Funds can be used on community and economic development, with a 15% cap on public service activities (e.g. support of social service agencies) and a 20% cap on administration of the programs. With these caps in mind, 15% of the budget (\$57,088) will go toward a minimum of two agencies: Seeds of Hope and Southern Maine Agency on Aging.

Seeds of Hope funds go toward their Winter Warming Center, which provides a warm overnight space for those experiencing homelessness, on nights below 20 degrees or with extreme weather conditions. Southern Maine Agency on Aging operates Meals on Wheels and CDBG funds go toward Biddeford residents receiving meal deliveries and well visits.

Apex Youth Connection has also previously received funds and the plan states that they may apply for CDBG funding. Staff and the CAC will review an application from them. The CAC will discuss a plan for any remaining funds after the Apex program is reviewed.

Please note: There are also plans to support the neighborhood hotspot located at 46 Sullivan Street (known as the Mission Hill or Bacon Street neighborhood), but this item was not in the Action Plan that was released for public comment. This item, along with the finalized plan for social services, will be put out as an amendment to the plan as soon as possible. Approximate funding for the hotspot is \$2500.

The full 20% (\$76,118) will go toward admin, which supports the salary and benefits of the CDBG coordinator and other costs related to administration of the CDBG program.

The remainder of the funds will go toward the 2- to 4-unit housing rehabilitation program that launched in the 2020-21 program year (appx. \$712,022) and to ADA improvements to remove barriers from public buildings or areas (\$200,000). The housing program supports the rehab of owner-occupied or nonprofit-owned 2- to 4-unit buildings in the target area. There is a rehab specialist to assist with projects, applicants must meet income requirements, and property owners are required to maintain affordability on rehabbed units for 10 years.

There are certain timeliness requirements for spending down CDBG funds. Staff will calculate the amount that must be spent by the end of April 2023 after final payments are made for the previous program year. Depending how much must be spent, the CAC will determine whether to shift funds around or introduce a new program that will help spend the funds in a timely manner.

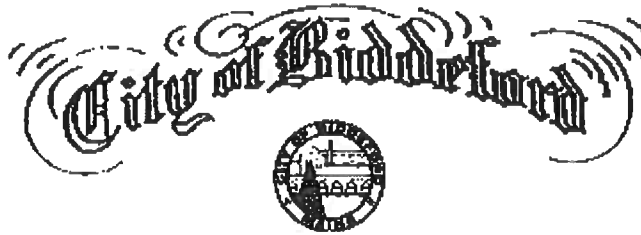
This plan was discussed at two public hearings. There was an initial public hearing on Wednesday, March 9, 2022, where the general outline was described. The second public hearing took place on Thursday, July 7, giving the public an opportunity to comment on the full draft of the plan. A public comment period opened on June 18 and will close on July 17.

Funding Source:

HUD CDBG yearly entitlement funds of \$380,590.

Staff Recommendation:

Approval of Year 5 Action Plan (PY22) document.



2022.60

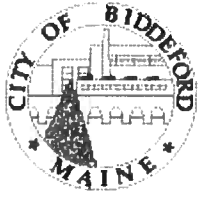
IN BOARD OF CITY COUNCIL...JULY 19, 2022

BE IT ORDERED, that the City Council of the City of Biddford does hereby approve and authorize the City Manager to sign, execute and submit the City's Final Draft of the CDBG Year 5 Action Plan and all associated documents in connection with the Community Development Block Grant (CDBG) Program of the U.S. Department of Housing and Urban Development.

July 19, 2022

Motion by Councilor Clearwater, seconded by Councilor Whiting to grant the order.
Vote: Unanimous.

Attest by: Carmen J. Bernier
Carmen J. Bernier, City Clerk



City Council

Meeting Date: June 20, 2023

Meeting Time: 6:00 PM

Agenda Item No: 10.b

Item Description: Order #2023.71 CDBG Year 5 Action Plan - Amendment 3 (FY 2022-23)

Submitted by: Gail Wilkerson, HUD Housing Rehabilitation Programs

Supporting Information/Documentation:

Attached CDBG Year 5 Annual Action Plan - Amendment #3

Key Terms:

HUD: U.S. Department of Housing & Urban Development, the federal funder of the CDBG program.

CDBG: Community Development Block Grant, an annual award provided on a formula basis to entitled cities to develop viable communities via decent housing and a suitable living environment and via expanded economic opportunities, principally for low- and moderate-income persons (i.e., households earning no more than 80% of area median income).

Executive Summary:

The Citizens Advisory Committee (CAC) recommends amendments to the Year 5 (FY 2022-23) CDBG Annual Action Plan to help meet HUD's timely spending requirements while addressing the needs of low/moderate-income persons in our community. The proposed Year 5 Plan amendments are:

- Add a Social Service activity to support the Biddeford Food Pantry within the budget of \$57,088.
- Add an Infrastructure activity to improve public safety in community parks/gardens with a budget allocation of \$160,000.
- Add acquisition/rehabilitation of real property for the development of affordable housing with a budget allocation of \$500,000.
- Add a down-payment assistance program for first-time homebuyers with a budget allocation of \$50,000.
- Expand the current 2-to 4-unit Owner-Occupied Housing Rehab Program with a budget allocation of \$322,622.79 to include loans for moderate rehabilitation and energy efficiency upgrades in both owner-occupied and non-owner-occupied income-eligible properties with between 2 and 7 units and grants for emergency repairs to qualified single-family homeowners.

Detailed Review:

Since 2005, the City has received annual formula-based awards from the CDBG Entitlement Grant Program to support the social service, public infrastructure, economic opportunity, and housing needs of Biddeford residents, primarily those earning no more than 80% of HUD's area median income. As of May 1, 2023, the CDBG award balance, which includes both the FY 2022-23 award and

unspent prior-year funds, stood at @ \$1.27 million. Given that HUD requires all but 1.5 times the current year's grant award to be spent on eligible activities/projects by May 1st of the following year, the CDBG Program failed to meet its timeliness benchmark in FY 2022-23. The CAC discussed and voted to recommend the proposed amendments to the Year 5 Action Plan to help meet timeliness requirements by May 1, 2024 and address program-eligible activities.

Under the category of "social services," an added activity supports the Biddeford Food Pantry, which has seen a marked increase in demand for its food, toiletries, paper products, and diapers over the past year. The food pantry is located in Census Tract 252.04, and clients are 70% low/moderate income individuals from Biddeford.

Under the "infrastructure" category, public safety improvements—such as added lighting in Williams Court Park—was proposed.

Under the category of "housing," Biddeford's oldest multifamily housing stock continues to require important upgrades, and an expanded Housing Rehab Program was proposed to make necessary repairs and energy efficiency upgrades in both owner-occupied and non-profit- and investor-owned properties with between 2 and 7 units where a majority of units serve households earning no more than 80% of area median income. In addition, a homeowner down-payment assistance program was proposed for low/moderate-income first-time homebuyers. Finally, the CAC recommends the acquisition/rehabilitation of real property for the development of @ 7 units of affordable housing with an allocation of @ \$500,000. Though CAC's objective was creating "transitional housing" for the unhoused, CDBG staff have shared that HUD has a preference for funding 'Housing First' and 'Rapid Re-Housing' projects to meet the needs of the unhoused, due to the evidence base supporting these approaches. The term "affordable housing" was therefore proposed in the plan.

The public comment period on the Year 5 Plan Amendments ran from May 3 through June 2 with a public hearing on May 17. Comments received are included in the attached plan amendment.

With fewer than 2 weeks remaining in the current Year 5 Plan Year (ends June 30, 2023), staff views the Year 5 Proposed Amendments as a preview of the proposed Year 6 Annual Action Plan focus areas and budget allocations. These will be discussed in greater detail in agenda item #10c.

Though staff agrees in principle with the CAC recommendations, the real property acquisition/rehab activity in particular, with an allocation of \$500,000, is an item staff is not confident can be completed by the May 1, 2024 timeliness deadline.

Funding Source:

Community Development Block Grant Program

Staff Recommendation:

Neutral



Finance Committee/City Council

Meeting Date: June 20, 2023

Meeting Time: 5:00 and 6:00 PM respectively

Agenda Item No: 10.c

Item Description: Order #2023.72 - CDBG Year 6 Proposed Annual Action Plan and Budget

Submitted by: Gail Wilkerson, HUD Housing Rehabilitation Programs

Supporting Information/Documentation:

Attached CDBG Year 6 Proposed Annual Action Plan and Budget

Key Terms:

- CDBG – Community Development Block Grant
- PY23 – Program Year 2023, which refers to the fiscal year July 1, 2023 to June 30, 2024
- HUD – US Department of Housing and Urban Development (source and monitor of CDBG funds)
- CAC – Citizens' Advisory Committee
- AAP – Annual Action Plan and its associated budget, which is subject to annual review/approval by City Council. This memo will address the proposed plan & budget for Year 6/PY23/FY 2023-24
- Year 6 – CDBG funds are planned in 5-year periods; however PY23 is Year 6 of the current plan. Earlier this year, Council requested and received a 1-year planning extension from HUD.

Executive Summary:

The CAC has voted to recommend the attached CDBG Year 6 Annual Action Plan and Budget. It carries forward the focus areas outlined in Amendment# 3 to the PY22/Year 5 Action Plan. The budget includes a PY23 award of \$390,841 and prior years' funds for a total of \$1.45 million.

As predicted by staff and communicated to Council earlier this year, HUD this month cited the CDBG program for failure to spend sufficient funds as of May 1, 2023. The Program must now spend all but 1.5x the current PY award by May 1, 2024, and the City must prepare for HUD by mid-July a detailed plan for ensuring this occurs. This requires that a minimum of \$867,044 be spent on eligible CDBG activities over the next 10 months. The Year 6/PY23 Action Plan and Budget will be closely monitored by both staff and HUD to assure the completion of planned activities—or rapid pivots to other eligible activities as quickly as necessary—to accomplish the timely expenditure of dollars.

Staff supports the proposed Year 6/PY23 Plan in principle, yet a notable concern is the estimated timeline for accomplishing the \$750,000 RFP for a third-party developer to acquire and rehab @7-10 affordable housing units to support Housing First, Rapid Rehousing, or other similar needs of the unhoused/low- to very low-income population in the next 10 months. CAC has requested the majority of these newly developed units be income- and rent-restricted for households earning

at/below 60% of area median income, which is likely to limit developer interest in such a project. CAC has acknowledged staff's need to pivot immediately should these or other issues place the Program at risk of meeting the May 1 timeliness deadline.

Detailed Review:

The proposed CDBG Year 6 Action Plan and Budget recommended by CAC is summarized as follows:

- Acquisition/Rehabilitation of Real Property via RFP by a third-party for the development of @7 to 10 units of affordable housing with a budget of \$750,000. CAC requests the majority of units be occupied by households at no more than 60% of area median income for an affordability term of at least 30 years.
- Housing Rehabilitation Program Loans for owner-occupied, non-profit-owned, and investor-owned (in that order of priority) 2- to 7-unit properties where the majority of units are income- and rent-restricted for households at/below 80% of area median income for 10 years. The Program includes Emergency Repair Grants for single-family owner-occupants earning no more than 80% of area median income, with priority eligibility to homeowners of low/moderate income with 15 years or more of residency. The goal is to rehab @15 units with a \$315,000 budget.
- Homebuyer Down-payment Assistance for first-time homebuyers earning at/below 80% AMI who have completed homebuyer education. A budget of \$100,000 will assist @ 10 homebuyers meet down-payment/closing cost requirements to purchase a first home.
- Infrastructure activities focused on accessibility & safety improvements to public facilities in low/moderate income neighborhoods, including improved lighting in Williams Court Park, to benefit at @5,000 residents with a budget of \$151,512.11.
- Social Services activities budgeted at \$58,626.15 (15% of PY23 award) to support Seeds of Hope, Southern Maine Area Agency on Aging's Meals on Wheels Program, the Mission Hill Neighborhood Community wi-fi hotspot, and Biddeford Food Pantry, all of which have experienced increased demand since the onset of COVID.
- Program Administration, budgeted at \$78,168.20 (20% of PY23 award), to pay CDBG staff salary and benefits, as well as other administrative costs as needed.

The total Year 6 Action Plan Budget—including prior year resources—is \$1,453,306.46.

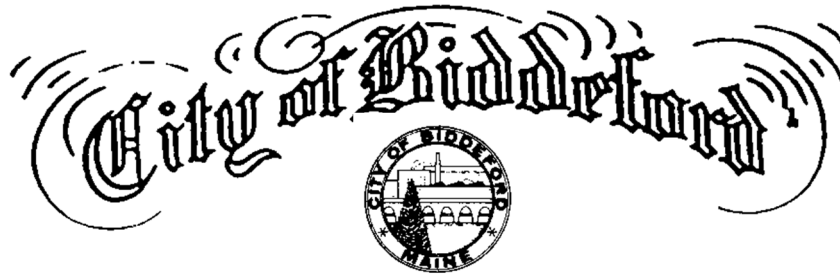
The public comment period for the PY23 action plan and budget ran May 3 to June 2, 2023, and a public hearing was held May 17. The comments received are included in the attachment.

Funding Source:

100% Community Development Block Grant funding

Staff Recommendation:

Staff supports the Year6 Action Plan & Budget in principle yet has timeliness concerns as above



2023.72

IN BOARD OF CITY COUNCIL.. June 20, 2023

BE IT ORDERED, that the Biddeford City Council does hereby approve and authorize the City Manager to sign, execute, and submit the City's Final Draft of the CDBG Year 6 Annual Action Plan and Budget and all associated documents in connection with the Community Development Block Grant (CDBG) Program funded by the U.S. Department of Housing and Urban Development.

Attest by: _____

Proposed City of Biddeford Community Development Block Grant Year 6 Annual Action Plan & Budget

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In the 2023 Action Plan, the City will use funds for: (1) Acquisition/Rehabilitation of Real Property (for the development of affordable housing); (2) Housing Rehabilitation; (3) Homebuyer Down-payment Assistance; (4) Infrastructure; (5) Social Services; and (6) Administration. For Acquisition/Rehabilitation of Real Property, the plan is to use \$750,000 to acquire and rehab 7 units for the development of affordable housing units, a majority of which will be targeted to households earning no more than 60% of area median income (AMI). In Housing Rehabilitation, a \$315,000 program budget will fund loans for moderate rehab and/or energy efficiency improvements in 15 units within 2- to 7-unit properties that are (in order of priority) owner-occupied, non-profit owned, or investor-owned, provided that at least 51% of the property occupants are households earning no more than 80% AMI and rents do not exceed fair market rents (FMR) for an affordability period of ten (10) years after the completion of the rehab work. Under the same program, owner-occupied single-family homes will be eligible for emergency repair grants to address unforeseen damage that causes health/safety issues and must be repaired immediately. A down-payment assistance program for first-time homebuyers will be funded at \$100,000 to assist 10 new homebuyers in meeting their down-payment requirements to purchase a first home. In Infrastructure, a budget of \$151,512.11 will help improve accessibility and safety of public facilities in low/moderate income neighborhoods. In Social Services, a budget of \$58,626.15 will fund the Seeds of Hope Winter Warming Center, Southern Maine Agency on Aging's Meals on Wheels program, the Mission Hill Neighborhood Internet Wi-Fi Hotspot, and the Biddeford Food Pantry, all of which have witnessed increased demand on their services since the onset of COVID. Finally, the Administration budget of \$78,168.20 will be used to pay staff salary and benefits, as well as other administrative costs as needed. The total plan year budget—including prior year resources—is \$1,453,306.46.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Housing Rehab Program: rehabilitation or emergency repair of 15 units serving a majority of low/moderate income households with a budget of \$315,000

Acquisition / rehabilitation of real property: for the development of 7 units of affordable housing with a budget of \$750,000

Homeowner Down-Payment Assistance: for 10 low/moderate income first-time homeowners totaling \$100,000

Public facilities: Accessibility and safety improvements to public facilities in low/moderate income neighborhoods benefiting at least 5,000 residents and totaling \$151,512.11

- Seeds of Hope: operate Winter Warming Center for 25 people experiencing homelessness
- Mission Hill Neighborhood Wireless Internet Hotspot: 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located
- Biddeford Food Pantry: support the provision of food, toiletries, paper goods, and diapers to 375 unique low/moderate income Biddeford residents per month

With any remaining social service funds, other community services may be added for funding.

Administration: With a budget of \$78,168.20, fund the staff and administrative costs required to manage all PY23 activities.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Due to monitoring in June 2021, as well as staff changes both before and since then, many updates have been made to the program. CDBG Policies and Procedures are in the process of being updated, in order to better enable the city and subrecipients to follow federal regulations. Additionally, PY23 will be Year 6 of the Consolidated Plan, so Biddeford will use the program and policy updates established during the monitoring process to guide the writing of the new Consolidated Plan.

In the Public Services domain, the city will continue to focus on a reduced number of community service programs. Seeds of Hope ran the Winter Warming Center for a second year, giving people experiencing homelessness a place to stay during cold or inclement weather. With findings from monitoring, the Community Hub program being delivered by Apex Youth Connection was not able to continue due to eligibility issues. Instead, the Biddeford Food Pantry will be supported to help meet the food, toiletries, paper products, and diaper needs of 375 low/moderate income individuals each month. The Meals on Wheels program will continue to deliver food to seniors and persons with disabilities, and the Mission Hill Community Internet Wi-Fi Hotspot will continue to be supported for a second year.

The past year has continued to be one of increased housing affordability in the Biddeford market. The Biddeford housing market continues its renaissance, attracting new residents from more expensive cities to our north and south. Prices for both new and existing rental units are on the rise as a result, which is forcing long-term Biddeford residents out of the community because of accessibility issues and affordability. Biddeford's oldest housing stock continues to require important upgrades, and the

expanded Housing Rehab Program will provide loans to make necessary repairs and energy efficiency upgrades in both owner-occupied and investor properties with between 2 and 7 units where a majority of units serve low/moderate income occupants. In addition, a homeowner down-payment assistance program will be offered to LMI first-time homebuyers, and the city will acquire real property for the development of 7 units of affordable housing. In PY21, an amendment was made to allow qualified nonprofits and eligible properties outside the designated Census tracts to apply for the program. This expansion will continue into PY23.

The 2- to 4-unit rehab program launched at the end of PY20 and has thus far rehabbed 6 units, 4 of which will serve low/moderate income households with affordable rents for a period of 10 years. However, due to lower-than-expected applications for this program, its scope has now expanded to serve a greater variety of low/moderate-income households. During PY23, 15 units are expected to be rehabilitated thanks to a broader focus on rehab loans to properties with between 2 and 7 units that are (in order of priority) owner-occupied, nonprofit-owned, or investor-owned as well as grants to owner-occupied single-family homes in need of emergency repairs.

In PY22, the City made limited progress on its plan to make ADA improvements in City Hall to remove architectural barriers for persons with disabilities. This activity will remain a focus of the PY23 Plan. No other infrastructure activities were planned in PY22.

The CDBG-CV program has not been fully implemented, though there is increasing interest in use of the funding to support public safety improvements, such as better lighting in streets and parks and support of other community efforts that have experienced greater demand in response to COVID. The program provides assistance to community members experiencing challenges with substance abuse, mental and physical health concerns, or housing insecurity and homelessness. In particular, social service agencies and the police department have seen increased need in these areas since the pandemic started.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation Plan creates opportunities for residents to take part in the planning, development, and implementation of CDBG plans. The Citizens' Advisory Committee, appointed by City Council, assists city staff in implementing the consolidated plan, its programs, and ongoing evaluation of the plan's successes, failures, and adjustments.

The City holds monthly CAC meetings, and has had several advertised public hearings to receive input on CDBG plans and amendments. The first hearing for the Year 6 Action Plan will be held on May 17, 2023, along with a public comment period from May 3 to June 2. The second hearing will be held on June 9, 2023. Through the 2022 program year, the CAC met virtually, including public hearings. Meetings shifted back to being primarily in-person, with an online option for those who could not attend in person, in July 2022.

Under the direction of the City's Director of Planning and Development, the CDBG Coordinator directs and coordinates all activities of the CAC. The CDBG Coordinator is the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, and residents of assisted housing developments, social services (including faith-based organizations) and any population that would be eligible for CDBG funding.

The CAC provides comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to accept community input and keep the citizenry informed.

The CAC is designed and operated to provide outreach to local (and regional when appropriate) groups and citizens. Through Seeds of Hope and its Homeless Task Force, the City participates with various service and non-profit organizations focused specifically on the social welfare and housing needs of our low and very low-income individuals, and their families, where appropriate. The City participates in the State's Continuum of Care, convened by MaineHousing, as well as the Statewide Homeless Council and Region 1 Homeless Council. During the program year, the state's Homeless Response Hub system launched, and Biddeford is an active participant in the Region 1 (York County) Hub, which will focus on regional approaches to addressing homelessness and housing insecurity. Biddeford Ready represents a broad coalition of local and regional organizations focused on outreach to families and their children, with a focus on school readiness for children birth to 5. The Police Department has continued to increase staff who specifically work with vulnerable populations, particularly those experiencing homelessness/housing insecurity and those with substance use disorders. The CDBG coordinator utilizes this network, in total, to reach out to the population (including the immigrant population) as a whole.

The city consults with these relevant parties to share resources, assess needs, and further refine strategies to achieve CDBG goals. A detailed account of these parties can be found in AP-10.

5. Summary of public comments

A Public Hearing was held on May 17, 2023 (with the notice period beginning May 3) and a 30-day Public Comment Period was open from May 3 to June 2, 2023. A summary of comments received is included here.

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6. Summary of comments or views not accepted and the reasons for not accepting them

A summary of any rejected comments will be included here.

7. Summary

An overall summary will be included here.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency		BIDDEFORD	
CDBG Administrator	BIDDEFORD	Department of Economic & Community Development	
HOPWA Administrator			
HOME Administrator			
HOPWA-C Administrator			

Table 1 – Responsible Agencies

Narrative (optional)

The program's structure will be run through the Department of Planning and Development. The Community Development Coordinator will coordinate the work of the Citizens' Advisory Committee, the social service subrecipients (including the CV program), the Public Facilities projects, and the Consolidated Plan process, and is the responsible party for ensuring all CDBG programs are running according to regulation. The Housing Rehab Director oversees the Housing Rehabilitation, Acquisition/rehabilitation of Real Property for Affordable Housing Development, and the Down-Payment Assistance Program for First-Time Homebuyers.

Consolidated Plan Public Contact Information

Gregory Mitchell, Planning and Development Director

Gail Wilkerson, HUD Programs Director

Jessica Wilson, Community Development Coordinator

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City maintains contact with community partners to ensure that programs are consistent with community goals. The Citizen Advisory Committee (CAC) meets monthly to discuss programs, goals, and any needed updates. Community partners include Seeds of Hope (provides services to those experiencing homelessness or housing/food/job insecurity), Apex Youth Connection (provides a wide range of supportive services and educational programming to youth in Biddeford), Biddeford Ready! (supports children from birth to five to increase school readiness and reduce Adverse Childhood Experiences), Biddeford Police Department, the General Assistance office, Heart of Biddeford (accredited Main Street program), and Biddeford Housing Authority.

Community partners that are integral to the CDBG housing rehab program include the following: property owners who accept Housing Choice Vouchers, as they are a prime target market for the rehab program; the Biddeford Area Landlords' Association, which helps target the program to eligible 2- to 7-unit property owners; Southern Maine Abatement and Consulting, which provides rehabilitation consulting services to the City and helps promote the housing rehab program; area tradespeople and rehab contractors, who help the City deliver rehab services at the best cost; the local real estate community, which helps the City target properties on the market that can be funded by the CDBG rehab program; the Maine Association of Realtors, which helps the City outreach to brokers representing individuals who may want to purchase 2- to 7-unit properties in the program's target area; the Maine Housing Authority, which provides matching state funding for 2- to 7-unit properties that are not eligible for CDBG housing rehab funding; the local media, which help the City spread the word about the rehab program in the target area; the City's Center of Technology, which provides facilities for training rehab contractors how to renovate, repair, and paint in a lead-safe manner; the Efficiency Maine Trust, which administers programs to improve the efficiency of energy use and reduce greenhouse gases throughout the state; the local Community Action Agency, to whom the rehab program refers low-income clients for weatherization and heating assistance; Coastal Healthy Communities Coalition at the University of New England, which provides lead-safe cleaning demonstrations to residents of housing where lead hazards are confirmed; Community Concepts, Inc., a regional community action program that conducts lead inspections/risk assessments and final clearances under the City's Lead Hazard Reduction Program; local pediatric offices that, under Maine law, test all children for lead poisoning at 12 and 24 months; the Maine Department of Environmental Protection, which oversees the safe and compliant removal of toxins from CDBG-funded pre-1978 rehabbed properties; and the Maine Center for Disease Control's Childhood Lead Poisoning Prevention Program. The program also coordinates with departments throughout City Hall, including the Code Enforcement Office, Communications & Community Engagement, Police Department, and the Engineering and Public Works offices.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Staff participation in Biddeford Ready and the Homeless Task Force, as well as community outreach by the CAC, permits direct communication with social service agencies. Biddeford Ready consists of the City, the Biddeford education system, local social services agencies, and all appropriate state agencies for the Departments of Education, Center for Disease Control, and Human Services (lead, mental health, supportive services). The Homeless Task Force, led by Seeds of Hope, consists of area housing providers, the police department, Biddeford General Assistance, Southern Maine Medical Center, and area social service agencies. In partnership with Seeds of Hope and the Homeless Task Force, efforts were made to coordinate the provision of services across jurisdictional lines within Biddeford (food, housing, education preparation, and mental health needs). The Community Development Coordinator continually makes direct connections with social service providers and helps coordinate partners to achieve CDBG and City goals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City's Community Development Coordinator attends Maine Continuum of Care meetings, as well as the Statewide Homeless Council and the Region 1 Homeless Council (covering York and Cumberland Counties). The City provides funding to and works closely with local nonprofit Seeds of Hope, which directly addresses the needs of those experiencing or at risk of homelessness. Through Seeds of Hope and other partners, the City reaches out to critical population groups and connects with social service agencies to target specific population groups. The annual Point in Time date was on January 23, 2023, and the local service provider count day was on January 27, 2022. Seeds of Hope, in partnership with the City and local service providers, organized counts in both Biddeford and neighboring Sanford. There was greater statewide coordination of the PIT count by MaineHousing this year, which will continue in future years, particularly in conjunction with the new Homeless Response Service Hubs. The official PIT count recorded 48 people experiencing homelessness, plus an additional 4 were counted who were couch surfing (which is not included in the official count). It is expected that this number is an underreporting of those experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is a member of the Maine Continuum of Care, facilitated by MaineHousing. Meeting attendees, representing many groups around the state, provide input on the provision of ESG funding,

social services, and housing development for the homeless. Annual PIT count information helps populate the HMIS database. The City coordinates its local efforts with regional and statewide plans.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Biddeford Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Housing Authority participates in all processes and is an active partner in affordable housing discussions and development. BHA attends all Homeless Task Force meetings. There could be improved coordination on understanding and using the resources available to both the City and to BHA.
2	Agency/Group/Organization	Biddeford Area Resource Group - York County Community Action
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	York County Community Action Corp. is an active partner in the City's lead program and a lead organizer of the Biddeford Ready process. While attending ongoing Biddeford Ready meetings, the City has met regularly with YCCAC. Staff from YCCAC have also joined meetings to discuss ways to address homelessness. YCCAC staff are providing services to Biddeford Housing Authority's transitional housing units, which were completed in the 2020 program year.
3	Agency/Group/Organization	Biddeford School Department
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-Education Services - Victims Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The School Department is a lead partner in the Biddeford Ready effort. With it, the department brings state and regional service focused on families and children (with a particular interest in school preparation and participation). Staff also connects with the McKinney-Vento Liaison on current statistics about youth homelessness in Biddeford. There could be improved coordination between the city and the school system outside of Biddeford Ready and homeless youth.

4	Agency/Group/Organization	Apex Youth Connection
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Apex Youth Connection is a local nonprofit that delivers programming to students, mostly teens. Their programs are centered on outdoor/active learning and assist students with job readiness, hard and soft skill development, mental health needs, needs related to homelessness, and other needs as they arise. They have received CDBG funds for some of their programming in the past, and through some challenges, both Apex and city staff have learned better ways of implementing programs to achieve CDBG goals and requirements. Apex staff members share updates on the population they serve, in order to better inform the city what needs are present in the student population.

5	Agency/Group/Organization	Biddeford Ready - United Way of York County
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Services - Victims Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Ready is a program of United Way of York County, with representatives from the City, the City's school system, early childhood providers, critical state agencies, business and civic leaders, and York County Community Action Corp. The group meets monthly and focuses on young families, particularly those with children from birth to 5. The focus is on "school readiness," broadly defined, and the group will continue to strengthen its connection with parents and early childhood providers to ensure all young people have the skills and support they need to enter school, and that Adverse Childhood Experiences (ACEs) are avoided or addressed.

6	Agency/Group/Organization	Seeds of Hope
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Seeds of Hope is a neighborhood center that collaborates with partners to find meaningful solutions to poverty and homelessness, and provides direct support to those in need. They also convene a local Homeless Task Force made up of several community partners with a common goal to end homelessness. The City meets regularly with their team to discuss goals around this work. Seeds uses CDBG funding to support its Winter Warming Center, which provides a safe, warm overnight space for those who need it.

7	Agency/Group/Organization	BIDDEFORD
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Emergency Management Grantee Department
	What section of the Plan was addressed by Consultation?	Economic Development Providing internet, emergency management, climate change response

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?

In response to the growing need for internet connectivity, the City, in cooperation with Maine-based service providers, installed wifi hot spots at the Hub located at 46 Sullivan Street and at Seeds of Hope, located at 35 South Street. These hotspots were funded in part by the generous support of the Maine Community Foundation. One of the hotspots is funded with CDBG. During this time of COVID pandemic, dependable internet service is more critical than ever, and these hotspots have proved to be very valuable in their respective neighborhoods. Also, the City's Downtown Development Commission coordinated the installation of five wifi hotspots along Main Street, providing a continuous signal for more than one-half mile of the downtown area. These projects are a part of the City's commitment to enhance and support digital equity and literacy. Biddeford, through the Code Enforcement Office, the Biddeford Emergency Management program, and the Comprehensive Planning program, has been responsible for resiliency planning. In October 2020, City Council passed a Climate Emergency Resolution highlighting the expected environmental effects of climate change. The Mayor then established the Climate Task Force to create an action plan that focuses on adaptation, mitigation, and sustainability strategies that address the real effects of a climate change that threaten Biddeford as a coastal community. Biddeford partnered with surrounding communities to apply for funds to co-create the Climate Action Plan, with the support of Southern Maine Planning and Development Commission (SMPDC). There will be a study of sea level rise by the Muskie Institute for the Saco River, and the City has joined that study, but it has been on hold due to the pandemic. Though there is no start date currently planned, the study is expected to occur and the City will stay connected to its progress. Biddeford participates in several preparedness plans in the event of natural hazards. The City's Code Enforcement Office is tasked with being a part of and implementing the York County, Maine Hazard Mitigation Plan. The City also has its own internal action plan for documenting and responding to natural hazards. Sea level rise and climate change is another issue, and goals, policies, and implementation strategies will be included in the City's Comprehensive Plan, the completion of which has been delayed, but which will be completed within the 2022 program year. All projects located within a flood zone shall comply with Article XII (Floodplain Management) of the Zoning Ordinance which requires elevating the lowest floor of construction at least one foot above the base flood elevation. There is also work in progress by the Planning Department to address

8	Agency/Group/Organization	Coastal Healthy Communities Coalition
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coastal Healthy Communities Coalition (CHCC), a group based out of University of New England (UNE), is a comprehensive community-based health coalition working to promote nutrition, substance abuse prevention, and lead poisoning prevention. With these focus areas, the City works with them on a number of initiatives. They are a key partner in the City's lead program, assisting with outreach to property owners, including the Biddeford Area Landlords Association. They are also supportive of the 2-7 unit rehab program. They operate Project Alliance, a collaborative group that focuses on reducing substance use risks for youth and community members. The City participates in these meetings regularly. CHCC is also developing plans to address regional workforce development, which is a focus of City staff as well. The City and CHCC will partner on these efforts during this program year and in the long term.
9	Agency/Group/Organization	Southern Maine Planning and Development Commission
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Regional organization Planning organization

	What section of the Plan was addressed by Consultation?	Economic Development Climate Change Response
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SMPDC is the lead agency for a regional Climate Action Plan, which includes Biddeford in its geographic scope. The plan is projected to be adopted in the winter of 2023.

Identify any Agency Types not consulted and provide rationale for not consulting

For the few agency types that were not consulted, they are not currently applicable. Maine Water would be the agency for management of public land or water, but based on our current programming, it is not necessary to consult with them. We work with federal, state, and county government contacts as appropriate, but there are no specific groups under these categories.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	MaineHousing	Housing insecurity and homelessness are increasing in Biddeford due to the rapid growth of the housing market, with similar trends statewide. Our participation in the state's Continuum of Care is vital as we address this challenge, as we are able to learn about and participate in regional and statewide efforts. This includes the new Homeless Response System Hub that launched in PY21.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City attends monthly COC meetings and, as a member in good standing, has voting status. This also gives the City access to ESG funding, though current requirements mean there are no applicable programs that can use ESG funds. The City will monitor requirements and local efforts to ensure ESG funding is used when possible.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Since the adoption of the 2018 Consolidated Plan and housing needs assessment, staff have continued to work with the Citizens Advisory Committee (CAC), the City Council, and the larger citizenry to address the transition occurring in the Biddeford housing market. Members of the public and of local organizations are always encouraged to attend monthly CAC meetings, and several individuals have attended many of these to learn what the CAC is working on, give input to plans (particularly around affordable housing), and share their ideas on improving programs. The 2021 monitoring also affected how we approached goal setting, with changes needed to ensure compliance with regulations.

Input from individuals and organizations has led to some distinct changes in programming and has also set the groundwork for making some bigger shifts in program design and planning, particularly related to the amount of dollars devoted to affordable housing activities. Meetings continued to be held both in person and online, with discussions at public CAC meetings encouraging involvement in the city's comprehensive plan (components of which directly tie in with the programs supported by CDBG funds), the current year's programs, planning and implementing neighborhood engagement work, and discussing future initiatives that the CAC would like to implement.

Public Hearings were advertised on the City's web site via front page listings (additionally, these listings were sent to those who register to receive news and notices of the latest city projects, so those who register receive the CDBG notice in an email) and all related documentation was included in the notice or on the City's Community Development webpage.

Technical assistance was provided by the City to all service subrecipients throughout the year as needed, particularly in working with Apex to address eligibility issues that arose during the monitoring process. Community engagement has improved somewhat given neighborhood Ward meetings that were held during the program year as well as new social media/public engagement platforms that were engaged to better inform and involve the public in discussing important issues. Staff and the CAC take advantage of this in order to increase participation in CDBG programming and planning. In PY22, the City and CAC expanded engagement opportunities even further, with the launch of neighborhood Ward meetings hosted by the CDBG Coordinator. Though turnout was smaller than expected, the Ward meetings enabled the Program to deeply explore particular topics of interest, among them affordable housing and safe streets.

The citizen participation outreach efforts described below were in preparation of the PY22 Action Plan, however, those activities were not completed during that program year making the participation meetings relevant to the carry forward activities included in the PY23 Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from May 3 to June 2.		N/A	
2	Public Hearing	Non-targeted/broad community	The first public hearing was held in person, with virtual option, on May 17, 2023 at 5:30pm. The general framework for the Year 6 Action Plan was presented here. There were one CAC member and two staff in attendance.	No comments were received at the public hearing.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	There was a public hearing on December 21, 2022, to allow for comments on the amendments to the Year 5 Action Plan for which the Year 6 Action Plan is a continuation of. There were 6 CAC members, one member of the public, and one staff in attendance.	No comments were received.	N/A	
4	Public Meeting	Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

With 15% of the annual CDBG award, the City will continue to support Seeds of Hope, Southern Maine Agency on Aging, and the Mission Hill Neighborhood Internet Wi-fi hotspot, as well as a new applicant, the Biddeford Food Pantry, provided its initial program details are confirmed. The City will use 20% of funds toward program administration. The remainder of the funds will be used for: (1) acquisition/rehabilitation of real property for the purpose of affordable housing development; (2) rehabilitation assistance to 1- to 7-unit residential housing structures (loans for 2- to 7-unit structures, emergency repair grants to single family owner-occupied structures), creating a minimum 10-year affordability deed restriction for 51% of the units at 80% of median; (3) down-payment assistance for first-time homebuyers; and (4) accessibility and safety improvements to public facilities.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
							\$	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	390,841	0	1,062,465	1,453,306	0	Of the annual allocation, 15% will go to public services and 20% to admin. The remaining 65% plus any prior year funds will be split among the expanded Housing Rehab Program, the acquisition of real property for the development of 7 affordable housing units, a new first-time homebuyer down-payment assistance program, and Public Facilities improvements (all remaining funds).
Other	public - federal	Other	0	0	0	0	0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG, Lead, and Maine Housing grant funds are used together to target CDBG eligible neighborhoods with housing improvements through investment.

The Lead Hazard Reduction and Healthy Homes Grant aims to invest up to \$3.2 million in the CDBG target area (Census Tracts 252.01 and 252.02) over the period 2020-2023. The Lead program requires a 10% match from the property owner, and can be used on 2- to 10-unit residential buildings. The MaineHousing Community Solutions Grant provides CDBG matching funds of up to \$300,000 for housing rehabilitation projects in the target area for the same 3 years. Private match investment in housing rehabilitation through these programs to date is nearly \$65,000.

The City's Housing Rehab Director manages these programs and assists applicants with accessing the funding that works best for their needs.

The CDBG, Lead, and Maine Housing grant funds are used together to target CDBG eligible neighborhoods with housing improvements through investment.

The Lead Hazard Reduction and Healthy Homes Grant aims to invest up to \$3.2 million in the CDBG target area (Census Tracts 252.01 and 252.02) over the period 2020-2023. The Lead program requires a 10% match from the property owner, and can be used on 2- to 10-unit residential buildings. The MaineHousing Community Solutions Grant provides CDBG matching funds of up to \$300,000 for housing rehabilitation projects in the target area for the same 3 years. Private match investment in housing rehabilitation through these programs to date is nearly \$65,000.

The City's Housing Rehab Director manages these programs and assists applicants with accessing the funding that works best for their needs.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is a property in one of the target downtown tracts that will be used for a 33-unit family housing development.

Discussion

The Affirmative Fair housing planning identified issues of Lead throughout the core area. Further City inspections uncovered serious health and safety issues. Identified in this process is a concentration of owner occupied 2-4 unit structures. The CDBG funds will leverage the Maine Housing funds. The Lead program application was similarly developed and can be combined with either program, as appropriate.

Housing and equity are top priorities for the CAC and the group will continue to address these during the program year.

The City assisted with a bill for an affordable housing TIF that we can use in CDBG-eligible districts. Housing TIF money can also be used toward homeless assistance funds and other housing rehab programs to further the preservation of affordable housing units. Program details will develop during this program year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing	2018	2023	Affordable Housing Homeless Non-Homeless Special Needs	CITYWIDE	Housing	CDBG: \$1,165,000	Rental units constructed: 7 Household Housing Unit Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 5 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted
2	Social Services	2018	2023	Non-Housing Community Development Social Services		Social Services	CDBG: \$58,262	Public service activities other than Low/Moderate Income Housing Benefit: 2040 Persons Assisted
3	Public Infrastructure	2018	2023	Public Infrastructure	CITYWIDE	Public Infrastructure	CDBG: \$151,512	
4	Administration	2018	2023	Administration	CITYWIDE		CDBG: \$78,168	

Table 6 – Goals Summary

Goal Descriptions

Annual Action Plan
2023

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1	Goal Name	Housing
	Goal Description	Funds will support: (1) the rehabilitation of 10 owner-occupied, non-profit- or investor-owned 2- to 7-unit buildings in the target area, with a minimum 51% of households in subject properties meeting income LMI requirements and with rehabbed units carrying a 10-year deed restriction to assure rent affordability is maintained; (2) the acquisition/ rehabilitation of real property for the development of 7 affordable housing units, with a minimum of 51% of units set aside for individuals meeting income requirements and units deed-restricted for as long a period as possible; (3) grants for emergency repairs to 5 owner-occupied single-family homes for LMI owners; and (4) first-time homebuyer down-payment assistance for 10 Biddeford households meeting LMI criteria.
2	Goal Name	Social Services
	Goal Description	Funds will support social service agencies that provide a variety of services to low- to moderate-income individuals and families. The agencies are Seeds of Hope Neighborhood Center (running a Winter Warming Center for those experiencing homelessness), Southern Maine Agency on Aging (running the Meals on Wheels program), and the Biddeford Food Pantry. The City will continue to administer the Mission Hill Neighborhood Hotspot, which provides free internet access to residents of a high-LMI neighborhood. Any additional social service funds will be allocated depending on need.
3	Goal Name	Public Infrastructure
	Goal Description	Funds will support accessibility and safety improvements to public facilities serving LMI neighborhoods.
4	Goal Name	Administration
	Goal Description	Administration will fund office staff, equipment, supplies, and other administrative expenses.

Projects

AP-35 Projects – 91.220(d)

Introduction

Programs supported will be the social services, housing rehabilitation, ADA improvements under public infrastructure, and administration.

Projects

#	Project Name

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City continues to focus its efforts on target Census tracts, particularly through the rehabilitation of 2- to 7-unit structures to preserve safe, healthy, and affordable housing. Additional support will be provided to Seeds of Hope for their Winter Warming Center, to the Meals on Wheels program for seniors and persons with disabilities experiencing food insecurity, to the Mission Hill Neighborhood Hotspot providing free wireless internet to residents in the range of 46 Sullivan St, to the Biddeford Food Pantry, and to public facilities requiring accessibility and safety improvements. Other social service needs are being examined in order to allocate any remaining the social service funds. These priorities were chosen given increased need to create and preserve housing affordability for LMI residents; an increased number of unhoused persons; rising food insecurity, high rates of LMI households in identified Census tracts, and health and safety issues in Biddeford’s housing stock.

AP-38 Project Summary

Project Summary Information

Project Name	Target Area	Goals Supported	Needs Addressed	Funding	Description	Target Date	Estimate and that from activ
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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

For owner-occupied, nonprofit-owned, and investor-owned 2- to 7-unit residential buildings, housing rehab assistance loans and single-family owner-occupied emergency repair grants are directed within the CDBG eligible census tracts as the first priority (with at least 51% LMI), with rehabilitation permitted outside of these tracts as a second priority. Social Service assistance is typically directed citywide, with presumed benefit clients or income certification to ensure service to at least 51% LMI beneficiaries. ADA and other public facilities improvements will focus on City Hall and potentially other city properties, but the benefit will be for people citywide, including people with disabilities.

Geographic Distribution

Target Area	Percentage of Funds
CITYWIDE	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The 2- to 7-unit rehabilitation program and emergency repair program for owner-occupied single-family homes are available citywide, but the priority is still on the CDBG-eligible Census tracts (252.01 and 252.02), which are in the downtown and immediately adjacent areas and have the highest concentration of LMI households. The housing rehabilitation program represents targeted investments that preserve affordable housing, improve the quality of the home, and increase base value, leading to private neighborhood re-investment. The priority is on these tracts as the buildings are older on average than the buildings citywide, have the highest need for rehabilitation, and have higher rates of LMI residents.

Discussion

In general, the city delivers CDBG-funded programs citywide in order to best support LMI residents. The rehab program prioritizes Census tracts 252.01 and 252.02, in order to best address needed improvements in these high-LMI areas, but the program is now available citywide as well.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The units rehabilitated through CDBG funds do not meet the HOME definition. For ease of administration, the City uses HUD's AMI and FMR standards as the measures of housing affordability. The City requires all units supported with CDBG funds be substantially code compliant by the time the work is complete.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Homelessness began to increase in 2019, and has worsened with rising housing costs and issues stemming from the pandemic, such as job loss and double-digit inflation. To address the housing needs of individuals experiencing housing insecurity, community efforts will focus both on rapid re-housing coupled with wraparound care management as well as Housing First, which will be achieved via the acquisition/rehabilitation of real property for the development of 7 affordable housing. In addition, Biddeford's rental rehab program will create a minimum of 8 units of affordable rental housing (51% of 15 units). The rental units will be occupied by households that are eligible as low- to moderate-income families and meet the requirements for an affordable housing unit and will include a minimum ten-year affordability restriction. The program's focus on owner-occupied, non-profit-owned, and investor-owned (in that order of priority) 2- to 7-unit structures assists local owners with critical rehabilitation resources and provides for further preservation of affordability. The Lead Hazard Reduction and Healthy Homes Program will also benefit multifamily structures citywide.

Rental rates will be based on the established rent schedule as updated by HUD annually and will remain that way for the full affordability timeframe based on the units and will not include any Single Room Occupancy units. Affordability will meet HOME program requirements at 92.252 for rental housing and 92.254 for owned housing.

The City Council, through its work with the CAC, its use of the Affordable Housing Needs Assessment, its involvement in updating the City's Comprehensive Land Use Plan, and its learnings from the ad-hoc Mayor's Affordable Housing Task Force, renewed and updated its housing goals this year. The new city goal to create or preserve 180 affordable housing units per year for the next five years is supported by the expanded CDBG housing rehab program and the acquisition/rehabilitation of real property for the development of affordable housing units. In addition, the goal of increasing homeownership in Biddeford from 48% to 51% is supported by the new down-payment assistance program for first-time homebuyers.

AP-60 Public Housing – 91.220(h)

Introduction

Biddeford has continued to strengthen its Citizens' Advisory Committee (CAC), including expanding the goals of the committee to more proactively address housing issues in the community. The group and its staff liaison (Community Development Coordinator) collaborate with public housing advocates to address the ongoing need to create viable affordable housing opportunities. Efforts include addressing housing conditions through the Healthy Homes initiative, the abatement of unsafe lead paint in housing structures, various legislative decisions (at state and local level) regarding affordable housing requirements, and staying informed on housing developments in the community in order to advocate for affordability. This focus will also re-engage the Biddeford Housing Authority in the development and potential delivery of housing programs in the City.

Actions planned during the next year to address the needs to public housing

Planning efforts will continue in surveying and addressing the needs of individuals in public housing. The city's Community Development Coordinator, with assistance from the CAC, will work to increase presence in neighborhoods and gather information on community needs. The Healthy Homes Initiative will improve the quality of housing, leading to an improvement in the quality of life for individuals and families. As eligible units are identified, Biddeford will continue its efforts to inform owners of ways to assist in providing housing opportunities for potential Housing Choice Voucherholders.

The City's ongoing collaboration with the Biddeford Housing Authority (BHA) will identify further opportunities to create quality affordable housing for the residents of Biddeford. As of October 2022, BHA had 155 of its 164 Housing Choice Vouchers under lease in the communities of Biddeford, Saco, and Old Orchard Beach. In addition, BHA was administering 215 port-in vouchers in these communities. The current wait for an approved BHA Section 8 Voucher applicant to secure local housing is approximately 5 years. Both BHA and the City know these are inadequate to serve the need.

Working with the City, BHA will continue to look for ways to preserve affordability, including housing projects funded by LIHTC, AHP, specially focused MaineHousing grants, and the new affordable housing TIF. A further resource to support the development of affordable housing is the affordable housing TIF program and a soon-to-be-established Affordable Housing Trust Fund established by the City. A specific BHA project currently underway is a 33-unit building on Adams Street, located near CDBG subrecipient Seeds of Hope, which will focus on serving LMI families. The project relies on LIHTC, AHP, and municipal TIF funds. The CDBG plan to invest in the acquisition/rehabilitation of real property for the purpose of affordable housing development is another avenue to support the development of units affordable to Housing Choice Voucherholders.

The State of Maine has introduced a Rural Affordable Rental Housing Program, which is planned to spur development of medium-sized affordable housing structures. The City works with development partners

to utilize this program

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Biddeford Housing Authority offers regular management staff business hours at all their larger properties and provides periodic group activities for residents. They also have a Resident Services Coordinator on staff to help tenants with issues and connect them with service providers, transportation, information, etc. BHA encourages HCV households to participate in PHA governance and provide input on affordable housing issues in the City. The 7-member BHA Board of Commissioners has seats for 2 persons receiving voucher assistance so they can offer perspective on the issues residents face in the area.

The City also works with BHA to encourage its participation in the HUD Family Self Sufficiency (FSS) Program, which helps voucher-holding households build capital for homeownership (the 2022 HUD FSS grant welcomed new PHA applicants for the first time in many years but BHA was not among the grant recipients). Other local providers of homebuyer education courses are York County Community Action Corporation (the regional Community Action Program agency) and MaineHousing. The City will partner with these agencies to identify applicants for the new downpayment assistance program for first-time homebuyers.

The local CDFI is Southern Maine Finance Authority, which does not provide homeownership assistance, though the City has begun discussions with SMFA regarding the feasibility of offering such services. Financial literacy classes are offered by the local adult education program and CAP agency, as well as by local banks and credit unions, to help residents build capacity for homeownership.

Further details on available housing services can be found on the city's website: <https://www.biddefordmaine.org/3079/Housing-Services> . During the program year, City staff will review the information on this page to ensure it is up-to-date and includes all the services available to community members.

The CAC holds public forums/meetings to encourage and engage residents, stakeholders, social service agencies, and affordable housing developers and advocates to take an active part in its neighborhood planning process. All CAC ideas and recommendations are made available to the community as part of the opportunities in expanding the availability of rental units and working towards homeownership opportunities.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

We will develop a better understanding of public housing inventory and continue to review all projects that have three or more code infractions. Additionally, through the coordinated efforts under the Healthy Homes initiative, potential voucher properties and owners may access funding to increase the quality of their affordable housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Through partnership with our social service agencies, Biddeford is actively addressing the basic needs of community members experiencing homelessness. Specifically, Seeds of Hope is receiving funding to provide a Winter Warming Center for nights when temperatures fall below 20 degrees or there are extreme weather conditions. In addition to this program, Seeds of Hope delivers services during the day and serves as an important link to community members experiencing housing insecurity or homelessness. The police department also interfaces regularly with this population through its Community Engagement Specialist and Substance Use Outreach Liaison, who connect vulnerable community members to services.

The Meals on Wheels program will assist 75 senior households who have no access to food.

The City is connected with the Maine Continuum of Care, which is the statewide collaborative applicant for HUD and manages funds to shelters. Information on homeless initiatives at the state level can be found on the MaineHousing website: <https://mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives>. Those seeking resources can also dial the statewide 211 line for assistance, also available online at <https://211maine.org> or by texting a zip code to 898211.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During PY23, the City will reach out to homeless persons through existing networks, particularly Seeds of Hope, and will assist with the Point in Time unsheltered count. Seeds of Hope conducts a survey of its clients each fall. The City has input on the questions asked, and receives the results when the survey period is complete. The Police Department and Code Enforcement Office also have direct outreach to and assessment of homeless persons, and the CDBG Coordinator receives regular updates on this outreach and assessment.

Biddeford, like other localities, has witnessed the continued impact of the COVID pandemic. Homelessness has been exacerbated by double-digit inflation and the rising cost of housing in particular. As a result, housing, food, and health needs have all increased. Most outreach to those experiencing homelessness has been through Seeds of Hope and the Police Department. The City's primary form of assistance is through the General Assistance office.

Seeds of Hope, the City General Assistance office, Biddeford Police, Biddeford Food Pantry, and Southern Maine Health Care remain the front-line responders for community outreach. Each of these is

linked to a group of partner social service agencies to work with individuals in need, provide initial intake, and deliver assistance to get them off the street, fed, and cared for. The intake varies based on the need and intensity of issues.

Seeds of Hope is a trusted community hub, and connects clients to social service agencies providing health and mental health services. They gather basic information on a regular basis, as well as more detailed information as requested, both of which help demonstrate the full scope of needs. The Police Department, through its unique system of outreach via employed social workers, provides further individual intake, directing individuals to appropriate area agencies. Those in significant health need or with substance use issues can be entered into the SMHC Partial Hospitalization Program. Other chief partners in this triage include the Substance Use Outreach Liaison with the Biddeford PD, York County Community Action, Spurwink, Nason Health Center (free clinic), SARSSM (sexual assault response), and Caring Unlimited (domestic violence shelter). Each of the agencies, in turn, has the ability to provide housing, or links to those in the supportive housing community, and appropriate case management services.

Police have noted that the full emergency shelter in Alfred has been full for some time and is not expected to meet demand, so the local Warming Center option is an important resource. With information gathered from three winters of operating its Warming Center, Seeds of Hope is working with the City in examining successes and challenges of the program, and discussing ways to improve the assistance provided.

The City is part of various groups addressing homelessness on a regional and statewide scale, including the new Homeless Response Hub established by MaineHousing and supported by Built for Zero, a national organization that helps groups measurably end homelessness.

With available housing at a premium (at all levels), Seeds provides clothing, tents, and products to assist in outdoor survival, where necessary. With appropriate housing subsidy through vouchers and the City's General Assistance office (and in PY21 through the Rental Relief Program offered by York County Community Action), individuals are connected to local hotels in the area for rooms available in the off-season. The establishment of the Winter Warming Center was in direct response to community needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will continue to support the winter warming center run by Seeds of Hope, while exploring options to improve shelter for those experiencing homelessness. The Homeless Task Force, as well as smaller subcommittees, discuss shelter and transitional housing needs. The City and its partners believe in a "housing first" model, and over PY23 they will continue to discuss how to combine resources to build permanent and supportive housing. The PY23 plan for the acquisition/rehabilitation of real property largely arose from the CAC's recommendation to develop affordable housing for this population.

This will be the fifth full year of the evening shelter program, with support from both CDBG funds and directly from the City. Biddeford Housing Authority completed a 5-unit transitional home in early 2021, with one 1-bedroom unit, two 2-bedroom units, and two 3-bedroom units. All units are fully occupied. Residents receive direct services with this housing and can remain in the unit for up to two years, at which time, they receive a certificate or voucher for permanent housing. A for-profit SRO (single room occupancy) building in the downtown, the Thatcher, continues to be at full capacity. The City assists with rental of those units to some individuals via General Assistance.

Working with its community partners and the new Homeless Resource Hub, the City continues to explore how best to support unhoused persons in Biddeford. City Council has recently approved an RFP for an Unhoused Services Policy Consultant to help the City identify best investments in services to meet the needs of the unhoused and/or help fill service gaps to better respond to those needs. Data such as individuals currently served through requests to General Assistance, the Police Department, Code Enforcement, Seeds of Hope, and the Biddeford Food Pantry will help inform this work. The PY23 plan to acquire/rehabilitate real property for the development of affordable housing is one way in which the City anticipates investing in this issue.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City and its partners believe in a Housing First model and over PY23 will continue to discuss how to combine resources to build more affordable housing units, with wraparound supports delivered to willing and interested persons transitioning out of homelessness, so they can remain housed.

The creation of quality sustainable housing is one way to permanently address the homeless issue. Many factors combine to create a housing shortage, particularly for those experiencing homelessness, but also for residents at many income levels (both LMI and non-LMI). Outside of CDBG funds, the City is working with housing developers to create additional market-rate housing units, with some units potentially reserved for various uses, including for median-income renters and seniors, as well as units using low-income tax credits. The City supports tax credit projects with residential TIF credit enhancements, and legislation was passed that allows TIF funds to create an affordable housing fund. Through these efforts, more housing options within Biddeford's inventory will increase the supply of housing. In addition to these goals, the City has also updated its an annual goal of 180 units of affordable housing being preserved or created every year over the next five years. Strategies to reach these goals are being developed and will vary depending on the developments in process in a given year.

Temporary and permanent housing with the option for wraparound support are specific needs of the

chronically homeless. The City will coordinate the efforts of Seeds of Hope and Police Department intake workers, as well as the schools through the Biddeford Food Pantry and other stakeholders, to identify the housing and social needs of each person coming through each program. These partners help identify the appropriate supportive services needed to avoid repeat homelessness or incarceration. We work with other area providers (Caring Unlimited, Sexual Assault Response Services) to identify persons in the shelter (or local hospital) or identified through police calls that are in need of services and housing. Seeds of Hope will continue to convene these partners on a regular basis to further coordinate the provision of services and expanded housing availability.

Alternative Pathways continues to grow in the center of our neighborhoods and serves high-school-aged youth with an alternative education program. These students are often identified by the school department as possible "couch surfers," and Alternative Pathways provides them a safe place for education and stability.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

During PY23, the City will work with its partners to more efficiently respond to low-income families at risk of homelessness. The Police Department, Code Enforcement, and social service agencies are already very effective at this work, but it is important that they are supported in this work and can address issues as they arise. The City attends regular meetings with all relevant parties to hear updates and communicate via email on a regular basis to solve issues as they arise.

Seeds of Hope is the convener for discussions of prevention of homelessness, homeless assistance when it happens, and transitional / permanent affordable housing development. Within this planning group, strategies are broken into three areas: client intake, assessment, and guidance; coordination with direct social service assistance from the appropriate social service partner when appropriate; and in the development of an increased supply of supportive housing. Seeds works closely with the Police Department and Southern Maine Health Care to identify those with the most critical needs to enroll them in the partial hospitalization program.

Biddeford Ready, a collaborative effort that advocates for children aged birth to five to prepare them for school and life, is developing ways to support LMI children and their parents. The focus on a child's earliest years, and particularly on Adverse Childhood Experiences (ACEs), helps set these children and their families up for success.

Biddeford's social service agencies utilize coordinated intake and case management to assist individuals

recently discharged from public institutions, providing help and shelter as immediately as possible. As noted above, the lead in many cases is the social work team from the Police Department, with school social workers, police resource officers, and teachers also providing substantial input and the potential for intervention.

Discussion

The Biddeford housing market has become increasingly difficult to navigate for residents at most income levels, which is why housing affordability is a top priority of City Council and staff. Within that priority, there are goals to address homeless issues and preserve affordable units. Using our existing network, particularly the Homeless Task Force and the new Homeless Resource Hub, city staff will continue to connect with and support our most vulnerable community members, and facilitate discussion around housing needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

City Council has continued its commitment to affordable housing through its annual Housing Goals, with a focus on preserving affordability while also improving the quality and livability of our neighborhoods. The expanded housing rehabilitation and lead paint remediation/healthy homes programs, along with other non-CDBG programs, were developed to address these goals. In PY22, the mayor established an Affordable Housing Task Force to examine specific barriers and make priority recommendations. City Council is currently discussing these recommendations, among them the following:

- Increase from 90 to 180 the number of affordable housing units to be preserved or developed in the City per year for the next 5 years.
- Seek that 12.5% of all rental units be affordable by 2028.
- Target affordable housing efforts to address the needs of those who make 80% of the annual median income.
- Establish an inclusionary zoning ordinance.
- Create an Affordable Housing Fund, which could be used for the unhoused, or for support of creating new or converting existing units into affordable housing.
- The Task Force generally committed to support those who fall into the category of extremely low income, which include those at the 15% to 27.5% AMI range.

In PY23, City Council will finalize policy related to these recommendations. Those policies will be reflected in the new Consolidated Plan.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the 2018-2022 Consolidated Plan, these goals were set for affordable housing:

1. Consider revisions to the City's zoning and land use standards that would provide incentives (e.g. density bonuses) for the development of affordable housing.
2. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties (e.g. mills and churches) into affordable and sheltered housing.
3. Consider establishment of low-interest loan programs to help finance the rehabilitation of the City's downtown housing stock.

4. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met to prevent blighting influences on neighborhoods.
5. Encourage participation by property owners in the Biddeford Landlords Association and encourage partnerships that provide resources for both owners and tenants.
6. Consider a partnership with other public/private organizations to pool resources to help finance home ownership (e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms).

Full details on the status of these goals can be found as an attachment.

Discussion:

The City continues to pursue a series of housing policies that combine flexibility in the permission of higher density with continued health/safety inspections of existing multi-family structures. The City's access to Lead Paint Hazard Reduction funding, Healthy Homes funding, and a commitment of CDBG to rehabilitating 2- to 7-unit structures, offering down-payment assistance to LMI first-time homebuyers, and acquiring real property for the development of affordable housing are intended to address barriers to affordable housing.

AP-85 Other Actions – 91.220(k)

Introduction:

Ongoing economic challenges and continued market changes will require the staff, CAC, and network partners to monitor the state of homelessness while forging ahead with housing quality improvements. Issues stemming from the pandemic, such as homelessness, day care closures, lack of affordable internet access, and the lack of affordable food, diapers, paper products and toiletries within the community, will be monitored and addressed.

It is critical that the residents of Biddeford have a measure of quality of life by having the most basic of resources and provisions. Ongoing public meetings and forums will keep Biddeford informed about opportunities to make a meaningful impact for the community.

Actions planned to address obstacles to meeting underserved needs

Seeds of Hope, the primary agency for assisting people experiencing homelessness, will keep the city informed about the current issues and the actions that may need to be taken. Biddeford Ready, the Biddeford Food Pantry, and Apex will assist us with the needs of young and/or refugee families, as well as all residents within the Census Tracts where their services are located. Alternative Pathways, with its tie to the school department, will assist us in identifying and serving homeless youth.

The primary obstacle is housing at the lowest income levels. Demand is driving up housing costs at a rate that did not exist at the beginning of the current Consolidated Plan. City Council and staff worked together to establish specific housing goals and will pursue projects to meet those goals. These housing goals are included as an attachment in AP-26. These opportunities will include the further development of affordable housing, Housing First with wraparound support, and rentals for low- and moderate-income residents.

Actions planned to foster and maintain affordable housing

The average age of Biddeford housing stock is significantly older than county and state averages. There are many challenges related to this, particularly the presence of lead, as many houses were built before 1978. The Lead Hazard Reduction Program has given Biddeford the resources to help address this issue. Affordable rental housing is targeted for the mitigation of lead hazards in pre-1978 homes as well as for minor/moderate residential rehabilitation and to correct code/health/safety deficiencies. All these programs will create or preserve quality affordable rental housing for LMI families and individuals.

Biddeford's business community continues to grow rapidly, despite the pandemic. Employment opportunities will be examined in order to address community challenges from all perspectives, for example: ensuring median income levels can support median housing costs, that residents have the qualifications needed for jobs that pay enough to afford housing, that affordable housing opportunities

are provided to those with jobs that have lower pay rates, and so on. As this information is gathered, Biddeford will continue to work with local business owners and interested developers in the coordinated effort of creating more housing. City Council's housing goals will address issues across the housing continuum: homeless assistance through Seeds and Biddeford Food Pantry; very low-income housing through Biddeford Housing Authority's request for 40 additional vouchers and Adams Court family housing project; development of low-income housing through the acquisition / rehabilitation of real property, LIHTC, and other avenues; Affordable Housing Fund and TIF subsidies for the creation/preservation of 900 units over the next 5 years; and the creation of a first-time homebuyer down-payment assistance to help increase homeownership in the City.

The City has at least three housing projects with approximately 200 units underway that are financed in part through the LIHTC program. The pandemic has hit housing developers hard, with the cost of borrowing skyrocketing and equity for investments increasingly difficult to find. However, the City is poised to commit affordable housing TIF funding/Affordable Housing Fund dollars to support LMI housing development. The City is also in the process of approving density bonuses and inclusionary zoning to support the creation of affordable units.

The purpose of the expanded housing rehab program is to preserve affordable units that might be lost to market escalation. A minimum of 15 units is proposed for rehabilitation this year.

The City also has a goal of increasing direct connection with individuals and families living in affordable housing to better understand their needs.

The staff, Mayor's Affordable Housing Task Force, Citizens Advisory Committee, and the Policy Consultant for Unhoused Services Policy are conducting public outreach to ensure that those most affected can share their challenges and potential solutions.

Actions planned to reduce lead-based paint hazards

The City runs a Lead Based Paint Hazard Reduction and Healthy Homes initiative, to which the CDBG program provides match funding to invest in multifamily properties that do not otherwise qualify for lead program assistance. Upon qualification, homes are inspected by licensed professionals to determine the level of lead and other health hazards present, after which a scope of work is developed and put out to bid.

All housing rehabilitation is inspected for quality of work in accordance with local and state building codes and lead abatement is conducted in keeping with state, federal, and HUD lead regulations. The goal of the CDBG match program is to abate up to 4 units per year.

Actions planned to reduce the number of poverty-level families

Tied with the goals set in the Consolidated Plan, Biddeford continues to partner with organizations

working directly with poverty-level families. The Biddeford Ready program, in conjunction with Apex Youth Connection and the Biddeford Food Pantry, will continue to focus on low-income families. Biddeford's youngest residents present a difficult challenge to the school's system, as many begin kindergarten unprepared, which tends to slow growth and learning potential. Other partners include Biddeford Housing Authority, Coastal Healthy Communities Coalition, and Seeds of Hope. The city also collaborates with Biddeford Housing Authority and works with other developers of low-income housing to increase affordable living units in these neighborhoods.

The Community Engagement Specialist with the Police Department continues to form relationships with poverty-level individuals and families in order to identify and address the challenges that keep people in poverty. Biddeford experienced unexpected rapid growth during the Consolidated Plan period, so while efforts are consistent and robust, reducing the number of poverty-level families continues to be a years-long effort. The greatest concern now is the combination of rapid growth in the real estate market, the pandemic and now inflation, all resulting in increased displacement and potential for homelessness. Neighborhood efforts are also re-emerging, led by the CDBG Coordinator and the Citizens' Advisory Committee, to work directly with poverty-level neighborhoods to learn and address their needs.

Outreach programs through the social service agencies target poverty-level families to provide critical resources, such as food, clothing, diapers, toiletries, life skills, and financial counseling to help them improve their current socio-economic situation. These efforts take time and patience to gain the trust of families so that assistance and guidance can be delivered. Biddeford Ready, through Head Start and private pre-K providers, has increased the number of children receiving educational development prior to entry into kindergarten. Biddeford Ready and school social workers at all levels of the school system provide assistance when issues are identified. Biddeford Ready is also expanding awareness of Adverse Childhood Experiences (ACEs) through robust training that encourages participants to envision how to reduce ACEs and increase Positive Childhood Experiences (PCEs), which are proven to counterbalance ACEs. Staff will continue to work with this network.

Actions planned to develop institutional structure

City staff will continue to strengthen our partners to support our core LMI neighborhoods. Staff has reenergized the Citizens' Advisory Committee as a voice for households within our eligible Census Tracts, reporting to the City Council. The CAC and staff will continue to develop neighborhood-based programs to serve communities and increase neighborhood safety, accessibility, and connectivity. Institutionally, City Council recognizes the CAC as an advocacy group for initiatives that, by CDBG rules, largely benefit low/moderate-income individuals, families, and neighborhoods. These initiatives include the continued development of housing and community development goals for the City.

During the program year, the Community Development Coordinator will strengthen partnerships between various groups – municipality, schools, nonprofits, businesses, and others – with a goal to improve coordination of efforts and grow the outreach network for these partners. Staff will also work

with the newly formed Homeless Response Hub, which will coordinate efforts to address homelessness on a broader regional level.

Actions planned to enhance coordination between public and private housing and social service agencies

The City and the CAC will continue to assist in better coordinating the work of social services agencies with private property owners and public housing agencies to assure both housing stability and overall quality of residents' life and health. Existing partnerships, such as that of Seeds of Hope (a social service agency) with private property owners and public agencies via the local Homeless Task Force, will continue to help address the needs of LMI persons, particularly the unhoused. Continuation of the Biddeford Area Landlords Association's partnership with BHA and Coastal Healthy Communities Coalition will further the identification of public resources designed to support the tenancies of private citizens as they continue to experience the economic impacts of COVID.

In addition, the City will continue to support the work of the Biddeford Housing Authority in bringing 33 new low-income family housing online at Adams Court and securing an additional 40 Section 8 vouchers. Similarly, staff will continue to work with LIHTC partners and other developers of affordable housing through its affordable housing TIF, a new Affordable Housing Fund, a soon-to-be-established inclusionary zoning ordinance, and the acquisition/rehab of real property for affordable housing development, with wraparound supports as needed. Ongoing collaboration and coordination will be handled by the CAC and staff, ultimately reporting to City Council, to adopt strategies to address the needs of LMI persons as Biddeford continues to emerge from the pandemic.

Discussion:

The City will continue to monitor the impact of the pandemic and double-digit inflation on the community, as well as working to further future development and redevelopment efforts. Staff has created a resource base that should permit a substantial increase in rehabilitation efforts while obtaining affordability; we will monitor our progress and make necessary adjustments as required.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The goals, objectives, and overall benefit of this AAP represent Year 6 of the Consolidated Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.70%

The goals, objectives, and overall benefit of this AAP represent Year 6 of the Consolidated Plan. The origin year grant amount is \$390,841. Biddeford will continue to support a reduced number of Public Services subrecipients, the expanded housing rehabilitation program, the acquisition of real property for the development of affordable housing units, a first-time homebuyer down-payment assistance program, and safety and accessibility improvements to public facilities. This will ensure effective delivery of services to LMI individuals and households, and the preservation of housing stock and affordability. The Overall Benefit is based on program years 2021, 2022, and 2023. Biddeford had three substantial amendments during the prior program year (PY22).

From: [Abigail CSW](#)
To: [Wilson, Jessica](#)
Subject: CDBG public comment - Year 5/6
Date: Friday, June 2, 2023 6:22:46 PM

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello!

I am writing as a resident of Ward 4, regarding the proposed amendments to the Year 5 Action Plan and the proposed Year 6 Action Plan.

The funding allotted to acquisition/rehab in Year 6 is a great step in the right direction. Though overall, I would prefer funding to go into support to people currently experiencing homelessness (e.g. Transitional Housing or Permanent Supportive Housing), affordable housing development is an important aspect of reducing inflow into homelessness. I would urge that any development awarded these funds prioritizes voucher holders, as there are many individuals and families that are able to receive a voucher but don't have anywhere to use it. Vouchers cover a portion of rent only up to a certain amount, making many rentals out of reach, even when a landlord is willing to take the voucher. If this affordable housing can align rental cost with that amount a voucher will cover, that will be the best case scenario for housing low- to moderate-income people.

As a note, there is already ARPA funding allocated to the Seeds of Hope warming center for next winter, which should cover nightly operation. I'd encourage a conversation with Seeds of Hope staff to see what other support is needed over the course of the year, particularly for the end of this summer and beginning of next, as there is typically less funding for summer than winter.

Thank you,
Abigail

Sent from my iPhone

From: [Perfectly Kay](#)
To: [Wilson, Jessica](#)
Subject: Proposed CDBG Year 6 Action Plan comments
Date: Friday, June 2, 2023 2:57:07 PM

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Introduction:

- 1) This plan does not address the usage of CBGD funds for transitional/ supportive housing. In previous city council meetings, the city manager and CAC discussed the prospects of such planning. Why is a transitional housing initiative not present in such a plan? The safety infrastructure that was proposed during such a meeting is present, but not the support for transitional housing.
- 2) The community deserves elaboration on the proposed infrastructure activity to improve safety. If federal tax dollars are being allocated to an initiative, there should be clear and concise language as seen in other proposed initiatives in this document. Such transparency would allow community members the chance to agree or refute.
- 3) There should be grant assistance for the initiative of grants for emergency repairs to qualified single-family homeowners. Such a component strives toward equity and accessibility, otherwise, grantee demographics may be skewed.

Summary of Citizen Participation Process and consultation process:

- 1) Would like to see the implementation of targeted focus groups twice a year to gain qualitative data that ensures that community members within low to moderate-income groups are heard. Additionally, there should be a targeted focus group to include community members who are unhoused. CDGB funds mandate that cities need to have a plan for community members experiencing homelessness. Having focus groups with those community members would provide the chance to hear their needs directly. From such data, plans can be improved to meet or progress efforts toward meeting their needs. Seeds of Hope would be great to partner with. marginalized groups are heard.
- 2) Efforts that are utilized to elicit community engagement need to be expanded and further explained in this document. Community comments should be gathered through quantitative and qualitative methods. Such a mixture can aid in establishing a representation of Biddeford's diverse community. Additionally, a clear community engagement plan should be developed. Current methodology leads to skewed data due to digital inequities, language barriers, and digital literacy challenges within our community. Additionally, I would like to see a form of process to engage non-English speakers.

Summarize the objectives and outcomes identified in the Plan :

- 1) This plan needs to expand what encapsulates the Seeds of Hope warming center. In previous years, the warming center was opened only when weather conditions reached 20 degrees or below. This is unacceptable. Community members who are experiencing homelessness deserve more than a plan with holes and caveats. This plan needs specifics and transparency. Community members need to know what conditions and programming community members experiencing homelessness are being subjected to. Additionally, such funds should provide protective factors for hot or inclement weather to protect community members experiencing homelessness from the elements (sunscreen, gloves etc). If food, toiletries, paper products, and diapers can be given to low to moderate-income families, community members experiencing homelessness deserve at least a bottle of sunscreen during warm summer months.

From: [Perfectly Kay \(Kayla Lewis\)](#)
To: [Wilson, Jessica](#)
Subject: 6 year CDBG commentary
Date: Friday, June 2, 2023 3:46:49 PM

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

4. Summary of Citizen Participation Process and consultation process

I would also like to comment that a portion of CDBG should go to incentives that bolster community engagement. Community engagement practices within Biddeford need to be refined to a higher caliber. Since community engagement is essential to the development of CDBG funds, incentives should be used to bolster community engagement. Without proper incentives for participation, data collected would be at best a convenience sampling. Such collection processes are not suitable for federal dollars.

From: [Perfectly Kay](#)
To: [Wilson, Jessica](#)
Subject: Last Commentary on CDBG
Date: Friday, June 2, 2023 4:27:22 PM

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

My apologies Jessica, I thought I was done; however, I keep finding new things that require a comment. I promise this is my last one.

NEW: First-time Homebuyer Down-Payment Assistance Budget: \$100,000 (assumes 10 homeowners @ \$10,000/ea)

This needs extreme revision. The first-time homebuyer down-payment assistance is not fair. Who will judge who gets the funding? This item is purely subjective and unfit to be in the six-year plan. \$100,000 for 10 people is not equitable in any fashion. This money should be used for something that has a larger impact. \$100,000 can go a long way for many families under such an umbrella. If there are limited ideas for how the money should be spent, I highly recommend that staff strengthen their community engagement processes because I am almost sure that families within this group would not agree with this expenditure. This item should be eliminated from the plan.



City Council

Meeting Date: June 20, 2023

Meeting Time: 6:00 PM

Agenda Item No: 10.d

Item Description: Order # 2023.73 -- Amendments to CDBG Citizens' Participation Plan

Submitted by: Gail Wilkerson, HUD Housing Rehabilitation Programs

Supporting Information/Documentation:

Attached draft amendment to the CDBG Program's Citizens' Participation Plan

Key Terms:

Citizens' Participation Plan (CPP): A detailed plan that provides for and encourages citizen participation in the CDBG planning/implementation/performance review process and emphasizes participation by persons of low-/moderate-income, particularly residents of predominantly low-/moderate-income neighborhoods and areas in which the City proposes to use CDBG funds.

CDBG: Community Development Block Grant Program.

Executive Summary:

The CPP has been under revision for the better part of a year and recently received final approval from HUD's Boston office. Revisions are minor and are red-lined for ease of review. Staff uses this document to help guide its community engagement, including its public notice, public hearing, and public comment processes, and to help assure widespread participation from the citizenry in planning, implementing, and reviewing/improving CDBG-funded projects and activities.

Detailed Review:

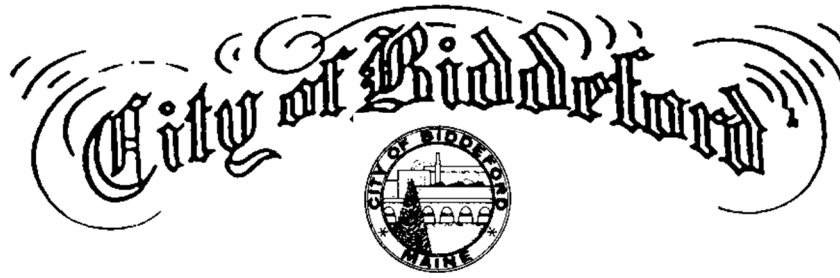
As a result of HUD monitoring, the CDBG Coordinator has been working with HUD and the Citizens' Advisory Committee for more than a year to revise the CPP to assure compliance with HUD regulations and to maximize community engagement and input –especially from low- and moderate-income persons, persons with disabilities, new Mainers, and other special populations—in the planning, implementation, and review of CDBG-funded activities. The CPP revisions were available for public comment May 3 –June 2, 2023, with a public hearing held May 17, 2023. Comments included recommendations to incentivize participants to help assure more widespread community engagement.

Funding Source:

N/A

Staff Recommendation:

Staff encourages City Council approval of these minor HUD-approved amendments, dated 4/13/23.



2023.73

IN BOARD OF CITY COUNCIL... June 20, 2023

BE IT ORDERED, that the Biddeford City Council hereby approves the April 14, 2023 amendments to the City's Community Development Block Grant Citizen Participation Plan, as recommended by CDBG Program Staff and the Boston Regional Office of the U.S. Department of Housing and Urban Development.

Attest by: _____

**CITY OF BIDDEFORD
CITIZEN PARTICIPATION PLAN
Amended April 14, 2023**

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT GRANT BLOCK PROGRAM
ENTITLEMENT PROGRAM**

June 19, 2018

Prepared by:

Biddeford Planning and Development Office

City of Biddeford

205 Main Street

Biddeford, Maine 04005



Introduction

The City of Biddeford receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). These grant funds are managed and administered by the Planning and Development Department.

The primary purpose of this formula grant program is to develop viable communities through the provision of decent housing, suitable living environments, and the expansion of economic opportunities for low- and moderate-income (hereafter, LMI) persons. As a recipient of these entitlement program funds, the City of Biddeford is required to produce the following documents:

- Consolidated Plan – a five-year plan that documents the City’s housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments
 - Analysis of Impediments to Fair Housing Choice (AI) – this report is updated along with the Consolidated Plan, and identifies various factors that may adversely affect fair housing choice in Biddeford and outlines an action plan to overcome these barriers
- Annual Action Plan – an annual plan that describes specific projects and activities funded with CDBG funds that will be undertaken over the course of the upcoming program year;
- Consolidated Annual Performance and Evaluation Report (CAPER) – an annual report that evaluates the use of CDBG funds.

This Citizen Participation Plan has been developed to provide residents, community organizations, policymakers, and other interested parties the opportunity to fully engage in a significant advisory role throughout the planning, implementation, and evaluation of the CDBG program, and to review and comment on each of the documents listed above.

Citizen participation in CDBG program activities ranges from conducting needs assessments and strategic planning to project selection, development, implementation, and evaluation. The Citizen Participation Plan outlines the City’s responsibility for providing opportunities for active citizen participation. The goals of the Citizen Participation Plan are to:

- Encourage citizen participation by all Biddeford residents, emphasizing the involvement of LMI residents, people living in LMI neighborhoods and any slum and blighted areas, people with disabilities, communities of color, residents of HUD-assisted housing, those living with HIV/AIDS, and current or formerly homeless individuals and families;
- Inform residents of the City’s Consolidated Plan and Annual Action Plan, including funds available from CDBG and eligible activities under these programs;
- Give all residents an opportunity to identify and respond to priority needs;
- Give all residents an opportunity to identify and respond to priority proposed projects and the use of funds; and
- Give all residents an opportunity to review and comment on program performance.

The City of Biddeford assures all residents that by adhering to the above goals, residents will have the opportunity to learn about and participate in the planning, allocation, and evaluation of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report. The participation of residents does not restrict the responsibility or authority of the City of Biddeford, through the Planning and Development Department, for the development and execution of the Consolidated Plan and Annual Action Plan.

Pursuant to the requirements of 24 CFR 91.105 and 24 CFR Part 5.158, the City of Biddeford hereby issues the following plan to provide for and encourage citizens to participate in the development of the City's Consolidated Plan, any substantial amendments to the Consolidated Plan, development or amendment of the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report. This plan shall amend and supersede the City's existing Citizen Participation Plan, adopted in accordance with Section 104(a)(3) of the Housing and Community Development Act of 1974. The City of Biddeford will be required to adhere to this Citizen Participation Plan as the official mechanism for obtaining citizen input into the Consolidated Plan and Annual Action Plan process and during the administration of the programs covered by this Plan.

Process for Citizen Participation

Opportunities for citizen participation in the planning and development of the City's Consolidated Plan, the subsequent Annual Action Plan, and the CAPER will be provided through several levels of community involvement and outreach.

CONSULTATIONS

Biddeford will consult with public and private agencies with subject matter expertise in the categories listed below as part of the development of the Consolidated Plan and Action Plan.

- Public and private agencies that provide assisted housing
- Health services
- Social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected populations
- Community-based and regionally-based organizations that represent protected class members
- Organizations that enforce fair housing laws
- Maine Continuum of Care
- Public and private agencies that address housing, health, social service, victim services, employment, or education needs of:
 - low-income individuals and families
 - homeless individuals and families, including veterans, youth and persons with special needs
- Publicly funded institutions and systems of care that may discharge persons into homelessness, such as:
 - health-care facilities
 - mental health facilities
 - foster care and other youth facilities
 - corrections programs and institutions
- Business and civic leaders
- State and local health and child welfare agencies, including health department data on the addresses of housing units in which children have been identified as lead-poisoned
- Adjacent units of local government and regional governmental agencies, particularly agencies with metropolitan-wide planning and transportation responsibilities that go beyond a single jurisdiction
- Biddeford Housing Authority
- Broadband internet service providers

- Organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood-prone areas, public land or water resources
- Emergency management agencies
- Southern Maine Planning and Development Commission (SMPDC) and other local or regional planning agencies and commissions

CITIZENS ADVISORY COMMITTEE

The Citizens Advisory Committee (CAC) is a city committee that provides an organized forum for two-way communication between the Planning & Development Department and the community regarding CDBG funding priorities and other community development needs. It consists of seven members who are residents of Biddeford, including one seat reserved for a member of City Council, to be selected by the mayor with recommendations from Planning & Development staff. The remaining seats are filled via applications received through the City Clerk's Office. When a seat opens, the Community Development Coordinator takes recommendations for members from the mayor, current or outgoing CAC members, other City staff, and partner agencies (especially those who work directly with LMI persons). All terms are two years and members may serve two consecutive terms, then must take one year off before applying again. Officer terms are one year. The CAC is regulated by an ordinance approved by the City's Policy Committee, provided in Appendix A of this document.

Representation will include LMI persons, including those living and/or owning property in areas that are predominantly LMI areas and targeted for CDBG projects. The term LMI household means any household which has an income under 80 percent of the area median. LMI neighborhood means any area within which 51 percent or more of the households are low- or moderate-income.

Under the direction of the City's Director of Planning & Development, the Community Development Coordinator will direct and coordinate all activities of the CAC. The Community Development Coordinator will be tasked with being the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, residents of assisted housing developments, social services (including faith based organizations), and any population that would be eligible for CDBG funding. The Community Development Coordinator will be tasked with encouraging collaboration between various entities as the Consolidated Plan and Annual Action Plan are developed. Subject to review and recommendation of the CAC, the City will present the Consolidated Plan, Annual Action Plan, projects, substantial amendments, and any other activities regarding CDBG to the City Manager for final approval by the City Council.

The CAC will provide comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to keep the citizenry informed. The CAC will be tasked with reviewing the Consolidated Plan, Consolidated Annual Performance & Evaluation Report (CAPER), Annual Action Plan, and any substantial amendments to any of the foregoing documents.

EQUITABLE ACCOMMODATIONS AND ACCESS

The City of Biddeford encourages the participation of representatives of underserved populations including socioeconomically disadvantaged people, people of color, women and children, people with limited English proficiency, people with disabilities (including physical, hearing or visual impairment, behavioral health concerns, or learning disabilities), public housing residents, residents of predominantly

LMI neighborhoods and those persons living in areas designated by the jurisdiction as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used.

Specific accommodations will be made for any participating citizen so as not to limit their involvement including providing in person and virtual hearings, translation services, oral, Braille, electronic or large print copies for the visually impaired, and access to public hearings. Interpretation at meetings for non-English speaking and deaf or hard of hearing residents will be made available with at least 48-hour advanced notice. Requests may be made either in person in the Planning & Development Department at Biddeford City Hall (205 Main Street), in writing via email to cdbg@biddefordmaine.org, or by calling 207-284-9115. Notice of these reasonable accommodations shall be provided in all public hearing notices. Language assistance services and auxiliary aids will be provided upon request for informational flyers, plan materials, and other comparable public information tools with the goal of informing and encouraging robust citizen participation in the processes outlined herein.

The city will use available Census data and consultations to assess needs for individuals with limited English proficiency to encourage participation, such as the need for translation services and other vital documents.

Strategies to increase equity will include:

- Outreach to organizations and groups that provide services to any of the populations noted above
- Outreach to Biddeford Adult Education's ELL staff
- Google Translate option on the City's website, which will translate all Public Notices posted to the front page
- Translation Contact Form on the City's website

Through consultation, the city will prioritize equity by collecting data on populations that have been understudied or underreported in traditional data sources. The results of these consultations will be used to fill in gaps where some community needs or market circumstances might not be indicated in quantitative data, where the population with the need is not part of routine data collection efforts.

PUBLIC MEETINGS

The City will periodically hold workshops, focus groups, and other outreach meetings, as appropriate to discuss community, housing, or other needs throughout the City. Every effort will be made to provide notice of at least seven (7) days to interested parties. Notice will be provided using the methods outlined in the Citizen Participation Plan. The time and location of the meetings will vary based on the target audience and purpose. Meetings seeking input from the general public will be held in the early evening hours to the extent possible. For any public meetings held outside City Hall, the location will meet ADA accessibility standards. The City will endeavor to choose locations that have access via public transportation, and will offer remote access via Zoom or other virtual meeting platform when feasible.

HOW TO RECEIVE INFORMATION

The City of Biddeford has a Front Page News email list. All public notices for the Consolidated Plan, Annual Action Plan, CAPER, **Substantial Amendments**, Citizen Participation, and Consultation processes are posted on the Biddeford Front Page News, so interested parties can sign up to receive the Front Page News email to receive these notices, as well as other important updates from the City of Biddeford. The sign up is available at this page: <https://www.biddefordmaine.org/list.aspx>. Enter the email address, click

“sign in” (no password required), and click the icon next to “Biddeford Front Page News” to subscribe. The city will send an email to confirm the subscription.

Staff also maintain an informal list of individuals and organizations that receive CDBG-related information, and interested parties can reach out to the Community Development Coordinator via email (cdbg@biddefordmaine.org) or phone (207-284-9115) to be added to the list. Public/social service providers are encouraged to fill out the Public Service Provider Survey, included as Appendix A of this document and available on the Community Development page of the website, located [here](#).

Development of the Consolidated Plan and Annual Action Plan

INFORMATION

Prior to adopting the Consolidated Plan and Annual Action Plan, the City will make the following available to citizens, public agencies, and other interested parties:

- **Amount of assistance** – the amount of assistance the local government expects to receive (including grant funds and program income). This information will be updated as the Federal appropriation process results in new information. When HUD notifies Biddeford of final fund amounts, that information will be shared on the City website and by other electronic means to relevant interested parties.
- **Range of activities that may be undertaken**- activity descriptions must include specific information so that the public is made aware of the actual specific undertaking to be funded.
- **The estimated amount of funding that will benefit persons of low- and moderate-income.**

PUBLICATION OF PROPOSED CONSOLIDATED AND ACTION PLANS, SUBSTANTIAL AMENDMENTS AND CAPER

PUBLIC NOTICE AND COMMENTS

A summary of each document will be posted on the front page of the City’s website and disseminated through a number of discretionary communication vehicles, including the following:

- City Hall bulletin board posting
- Our Biddeford (the city’s public engagement website)
- Biddeford Beat (the city’s weekly email newsletter)
- press release or advertisement in the Courier
- email notification to partners consulted with during the development stage
- social media (at minimum, the City’s Facebook page)

The notice will describe the content and purpose of the above documents with a link to the full plan and will list the locations where copies of the entire document may be examined.

Free physical copies will be available upon request from the Department of Planning & Development, located on the second floor of City Hall, 205 Main Street, Biddeford, ME 04005 during regular hours (Monday and Tuesday, 7am to 5pm; Wednesday and Thursday, 8am to 4pm). Copies will also be available at McArthur Library (270 Main Street) and the J. Richard Martin Community Center (189 Alfred Road).

PUBLIC HEARINGS

There will be at least two (2) public hearings annually to obtain citizens' views and to respond to proposed plans and questions. The first (1st) will include a review of the past year's performance (via review of the CAPER) and an overview of proposed plans **during development of the plan** for the coming Annual Action Plan (and Consolidated Plan when due for update). This will allow the Program to obtain the views of residents on housing and community development needs, including priority non-housing community development needs and affirmatively furthering fair housing, before publication. A second (2nd) public hearing will be held after the publication of the draft Consolidated Plan and/or Annual Action Plan.

Commented [GLA4]: This language is specifically from the regulations.

LOCATION OF HEARINGS

Public hearings will typically be held in City Hall (205 Main Street), which has ADA accessibility to the meeting room and can be reached via public transportation. For any public hearings held outside City Hall, the location will meet ADA accessibility standards and have access via public transportation, particularly from areas where LMI persons reside. Remote access via Zoom or other virtual meeting service will be offered for all public hearings.

TIME HEARINGS ARE HELD

Public hearings will be scheduled at times generally convenient for most residents, such as weekday evening hours or weekends. All public hearings will be recorded and available upon request.

PUBLIC HEARING STANDARDS

Notice of Public Hearings will be posted on the front page of the City's website and disseminated through a number of discretionary communication vehicles, including the following:

- City Hall bulletin board posting
- Our Biddeford (the city's public engagement website)
- Biddeford Beat (the city's weekly email newsletter)
- press release or advertisement in the Courier
- email notification to partners consulted with during the development stage
- social media (at minimum, the City's Facebook page)

The notice will describe the content and purpose of the hearing, location, time and provide a point of contact for **persons with disabilities or those in need of translation from English**.

NOTICE PERIOD

The City will provide notification of all public hearings at least fourteen (14) days prior to the date of the public hearing.

COMMENT PERIOD

Comment periods will be open for a minimum of 30 days after the publication of the Consolidated Plan, Annual Action Plan, or Substantial Amendment, and a minimum of 15 days after the publication of the CAPER to receive comments from residents of the community before submission to HUD.

COMMENTS

Comments on the Consolidated Plan, Annual Action Plan, Substantial Amendment and CAPER must be submitted to the Community Development Coordinator via email (cdbg@biddefordmaine.org) or by mail to City of Biddeford, Department of Planning and Development, Attn: Community Development, PO Box 586, Biddeford, ME 04005. Verbal comments can be made at the Public Hearing or by contacting the Community Development Coordinator at 207-284-9115.

CONSIDERATION OF COMMENTS

The City will consider any comments or views of citizens received in writing, or orally at the public hearings. At the conclusion of the public comment period, the City will prepare a summary of all comments received, those comments accepted, those comments not accepted, and the reasons any comments were not accepted. Consideration of and response to any comments received will be described in the City's final submission to HUD.

OTHER METHODS OF OUTREACH

The City of Biddeford may also use these methods of outreach in the development of the plans:

- Survey(s) of various stakeholders, such as general public, social services/nonprofits, publicly assisted housing units in the community, and employers.
- Public meetings in LMI neighborhoods on specific topics
- Coordination with social service providers to connect directly with LMI clients

ACCESS TO CRITICAL RECORDS

Copies of the Consolidated Plan, Annual Action Plan, Analysis of Impediments to Fair Housing, CAPER, and Citizen Participation Plan, including any substantial amendments to these documents, will be made available to the public during normal working hours and on the City's website. Information and records relating to the jurisdiction's Consolidated Plan and use of assistance under the programs for the preceding 5 years will be located and available for public viewing in the Department of Planning and Development, 205 Main Street, Biddeford, ME 04005. These documents will also be made available in a form accessible to persons with disabilities upon request.

ACCESSIBILITY AND NON-ENGLISH SPEAKING NEEDS

Interpretation at meetings for non-English speaking and deaf or hard of hearing residents will be made available with at least 48-hour advanced notice. Requests may be made either in person in the Planning & Development Department at Biddeford City Hall (205 Main Street), in writing via email to cdbg@biddefordmaine.org, or by calling 207-284-9115. Notice of these reasonable accommodations shall be provided in all public hearing notices. Language assistance services and auxiliary aids will be provided upon request for informational flyers, plan materials, and other comparable public information tools with the goal of informing and encouraging robust citizen participation in the processes outlined herein.

Technical Assistance

The primary method for delivering technical assistance to community-based organizations and groups representative of persons of low and moderate income is the annual application workshop hosted by Planning & Development Department staff to inform parties interested in applying for CDBG funding.

Periodically, the City may hold additional workshop sessions to enhance program performance and compliance. On an ongoing basis, staff will be available to respond to specific technical questions.

Further information is available at City of Biddeford, Department of Planning & Development, 205 Main Street, Biddeford, ME 04005, Phone: 207-284-9115, Email: cdbg@biddefordmaine.org.

As appropriate, staff may refer technical inquiries to the *Ask a Question* feature on the HUD Exchange website: <https://www.hudexchange.info/get-assistance/my-question>. If necessary, the Division of Housing & Community Development staff may also seek assistance in responding to technical questions from the staff of the Boston Regional HUD Office and from HUD technical assistance providers, as available.

AMENDMENTS

When changes are necessary to the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, or Citizen Participation Plan, an amendment is required. Amendments can be either substantial or minor, with different requirements for each type.

Substantial Amendment

Any of these actions trigger the Substantial Amendment process:

- Amending the Citizens Participation Plan
- Change in Consolidated Plan Allocation Priorities where a priority changes from High to Low or from Low to High;
- Change in Consolidated Plan, Annual Action Plan, and/or (AFH) by adding a new priority, previously not considered, in order to undertake new activities that fiscal year; delete a priority; and/or change a priority in a way that would affect its implementation or funding
- Addition of a new activity and/or deletion of an approved activity in the Annual Action Plan
- Revising the allocation of funds in an Action Plan from one eligible category to another where the amount is more than 20% of the grant.
- Changes in the purpose, scope, location, or beneficiaries of activity
- ~~In the event of a natural disaster or pandemic in which a state of emergency has been declared by the Mayor of Biddeford, Governor of Maine, and/or President of the United States, any unobligated funds are subject to redirection for response to or recovery after the declared emergency, and any unexpended funds to subrecipients may be adjusted as needed. Any changes—including but not limited to reduction of funds to current activities, revision of funds to different activities, and addition of new activities—will go through the public hearing process as described, though adjustments in notice periods for public hearing and comment may be made, consistent with HUD guidance. All potential activities will be reviewed for eligibility and HUD will be contacted prior to finalizing any decision. If an existing subrecipient will alter the program they are delivering in order to meet the need, the substantial amendment process must still be followed and approval of an amendment to the existing agreement must be made in accordance with the city's policy and procedure for amendments.~~

Consideration of a substantial amendment will adhere to the following process:

- Planning & Development Department staff will determine if a substantial amendment is required based on the criteria in this Citizen Participation Plan.
- The City will develop a proposed Substantial Amendment for public review and comment.

- The City will notify the public of the availability of the proposed Substantial Amendment using the above Public Notice protocols described above or link
- Planning & Development Department staff will contact any organizations directly affected by the Substantial Amendment, providing copies of the proposed amendment and the reasons for it
- The City will approve a proposed Substantial Amendment following the same process as for the Consolidated Plan and in accordance with the city's policy and procedures for amendments.
- Planning and Development Department staff will update the Consolidated Plan and/or Action Plan and notify HUD that an amendment has been made.

Minor Amendments

A Minor Amendment is a proposed change that does not fall into the definition of a Substantial Amendment. Minor Amendments will be discussed by the Community Development Coordinator and Planning and Development Director, as well as the Housing Rehabilitation Director if related to one of the Housing programs. No public hearing or public comment period is required. Once a decision is made, the Community Development Coordinator will inform the Citizens Advisory Committee via email and present it during the staff update at the following CAC meeting. When a minor amendment is approved, staff will update the Action Plan and notify HUD that a minor amendment has been made.

COMPLAINTS

Complaints or inquiries related to the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, and amendments or revisions to these documents may be submitted by mail to City of Biddeford, Department of Planning and Development, Attn: Community Development, PO Box 586, Biddeford, ME 04005, Phone: 207-284-9115, or Email: cdbg@biddefordmaine.org.

Any complaint made verbally must be confirmed in writing. The City will contact the submitter when additional information or clarification is needed to respond appropriately to the written complaint.

The Community Development Coordinator will respond to every written complaint in writing within 15 days.

ANTI-DISPLACEMENT POLICY

Assistance will be provided if persons should be displaced by any of the City of Biddeford's CDBG funded projects. Households will receive appropriate notices and other advisory services to assure they are fully informed of their rights, make informed decisions, and receive referrals to appropriate services that may be needed.

Replacement housing including the offer of a comparable replacement dwelling and if necessary, financial assistance to make the unit affordable, will be provided if such a displacement should occur during the implementation of the Consolidated Plan and Annual Action Plan. Every effort will be made to provide financial assistance in the form of a Replacement Housing Payment or tenant-based assistance, such as Section 8 Certificate vouchers. In addition, displaced persons will receive assistance in the form of moving and related expenses to help cover costs of the move. The City of Biddeford in compliance with the Department of Housing and Urban Development CDBG Program will review each situation on a case-by-case basis. The City of Biddeford will provide displaced persons/businesses with all the benefits and assistance prescribed pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Appendix B
City of Biddeford
Public Service Provider Survey

Agency Information

Agency Name: _____
Primary Contact: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Email: _____

Geographic service area(s):

Clientele (check all that apply)

- ☐ Homeless
- ☐ Veterans
- ☐ Seniors
- ☐ Youth
- ☐ Persons with Disabilities
- ☐ Persons with Substance Use Disorders
- ☐ Victims of Domestic Violence
- ☐ Low-Income Persons
- ☐ Other _____

Types of Services (check all that apply)

- ☐ Health Care
- ☐ Literacy
- ☐ Financial
- ☐ Counseling
- ☐ Shelter
- ☐ Housing
- ☐ Food/Hunger
- ☐ Other _____

List in order the critical issues facing your clientele, in order of importance:

- 1.
- 2.
- 3.
- 4.
- 5.

What are the unmet needs or gaps in service facing your clientele?

Please provide any additional concerns or suggestions:



City Council Meeting

Meeting Date: June 20, 2023

Meeting Time: 6:00 pm

Agenda Item No: 10.e

Item Description: 2023.25 Revised Inclusionary Zoning Regulations/Referral to the Planning Board

Submitted by: Greg Mitchell, Planning & Development Director

Supporting Information/Documentation:

Attached are City of Biddeford Revised Inclusionary Zoning (IZ) Regulations with redline revisions following a June 12, 2023 Policy Committee meeting.

Key Terms:

Inclusionary Zoning (IZ)

Executive Summary:

Based upon direction from the City Council Policy Committee meeting on June 12, 2023, City Staff has prepared Revised Inclusionary Zoning Regulations for discussion, direction and referral to the Planning Board.

Detailed Review:

Definition. Inclusionary Zoning (IZ) is sometimes known as inclusionary housing, a reference to the desired outcome of the zoning. Simply stated, IZ requires that all new construction of housing units, most especially rentals, must participate in the creation of affordable housing units. Usually, IZ is designed to target community members that are considered to have very low to moderately low incomes. These zoning regulations are mandates without any public financial investment.

The Revised City of Biddeford IZ Regulations have been prepared to possibly create a Housing Chapter in the City of Biddeford Code of Ordinances. Also, the City of Biddeford IZ Regulations are based upon City of Portland IZ Regulations.

Overview of Revised Biddeford Inclusionary Zoning Regulations following a June 12, 2023 Policy Committee meeting along with the following City Staff comments:

- ***Applicable to Rental Projects only including eight (8) or more residential units.***
- ***Affordability Level:*** One hundred (100) percent of Area Medium Income. City staff recommended that the change to 100 percent Area Medium Income due to concerns that the 80 percent level of affordability ***cannot*** be supported by current private sector market conditions. The Policy Committee agreed with staff that the one hundred (100) percent affordability level be combined with other affordable housing financial incentives (i.e. Affordable Housing Tax Increment Financing Districts, Housing Density Bonuses, Reductions in Fees for Affordable Housing Projects, Proposed City Housing Trust Fund) and state (Maine State Affordable Housing Programs) to achieve the 80% affordable housing level.
- ***Percent of Required Affordable Units:*** 10%
- ***Term:*** Thirty (30) years to be consistent with LD 2003.
- ***Opt Out Fees:*** \$100,000 per unit
- ***Exceptions:*** See language in italics and bold on Page 2, which exempts affordable housing projects utilizing **public** financing requiring affordability restrictions, as defined by tax increment financing, US Housing and Urban Development (HUD) funds such as HOME or CDBG, or other federal, state, or local housing programs, or Low-Income Housing Tax Credit Program.

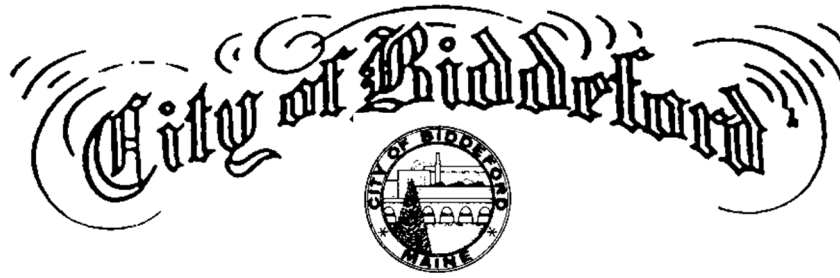
Also, City staff is preparing revisions to the City Code of Ordinances to comply with LD2003 including revisions to the existing City Housing Density Bonus Regulations and will present them as soon as they are ready for public discussion at future Planning Board and City Council meetings.

Funding Source:

Not applicable.

Staff Recommendation:

City staff looks forward to discussion and direction on the Revised Inclusionary Zoning Regulations.



2023.25

IN BOARD OF CITY COUNCIL on June 20, 2023

WHEREAS, the Biddeford City Council has received the Report of the Mayor's Affordable Housing Task Force;

WHEREAS, that report identified that long term residents of the City, most especially long term renters, "... are more likely to pay a greater percentage of their monthly income today than they did when they started renting..." and over fifty percent (50%) of all full time Biddeford residents are renters;

WHEREAS, the market rents continue to increase at a rate in Biddeford that exceeds cost of living and inflation, and the history and unique character of Biddeford includes a mix of residents with a range of income levels;

WHEREAS, the current increase in housing costs, particularly among renters is a hardship for the residents of the City of Biddeford and the Biddeford City Council recognizes and finds that there is currently a lack of affordable housing within the City of Biddeford, and the lack of affordable housing is detrimental to the health, safety and welfare of the inhabitants of the City of Biddeford and said lack of affordable housing constitutes an emergency as set forth in the Charter of the City of Biddeford, Article III, § 8.

WHEREAS, the Mayor's Affordable Housing Task Force has recommended that the City adopt an Inclusionary Zoning Ordinance and Inclusionary Zoning Regulations which may include multiple approaches;

WHEREAS, the City's current land use ordinance, regulations and existing comprehensive plan are inadequate to prevent serious public harm, namely the continuance of residential development without requiring affordable housing units;

WHEREAS, based upon a finding that the current lack of affordable housing constitutes an emergency and the City of Biddeford current ordinances, land use regulations and existing comprehensive plan are inadequate to address the lack of affordable housing, pursuant to 30-A M.R.S. § 4356, a moratorium on new residential projects with ten (10) or more units was approved by the City Council on April 4, 2023 to address existing land use ordinance, rules and regulations and adopt new land use ordinances, rules and regulations;

NOW, THEREFORE, IT IS HEREBY ORDERED that the City Council supports the concept of municipal Inclusionary Zoning Regulations and refers to the Planning Board the responsibility to prepare Inclusionary Zoning Regulations for City Council review and action.

Attest by: _____

City of Biddeford, Maine
DRAFT Inclusionary Zoning Regulations

As of June 8, 2023

Amended June 12, 2023 acted upon by the City Council Policy Committee

DEFINITIONS

Affordable Housing. Housing for which the percentage of income a household is charged in rent and other housing expenses or must pay in monthly mortgage payments (including condominium/HOA fees, mortgage insurance, other insurance and real estate taxes), does not exceed 30% of a household income, or other amount established in City regulations that does not vary significantly from this amount.

Workforce housing unit for rent for which:

- A. The rent is affordable to a household earning 100% or less than of AMI.
- B. The unit is rented to a household earning 100% or less than of AMI.
- C. The requirements of (A) and (B) above are limited by deed restriction or other legally binding agreement for the applicable length of time in this ordinance.

Deleted: 80

Deleted: 80

HOUSING

AFFORDABLE HOUSING

Purpose

It is in the public interest to promote an adequate supply of housing that is affordable to a range of households at different income levels. The purpose of this section therefore is to offer incentives to developers to include units of affordable and workforce housing within development projects, thereby mitigating the impact of market rate housing construction, or the demonstrated increase in affordable housing needs resulting from the creation of new lower-income jobs, on the limited supply of available land for suitable housing, and helping to meet the housing needs of all economic groups within the city. The City believes that this section will assist in meeting the City's comprehensive goals for affordable housing, in the prevention of overcrowding and deterioration of the limited supply of affordable housing, and by doing so promote the health, safety, and welfare of its citizens.

Ensuring Workforce Housing

A. Purpose. Based on City Council adopted the 2023 City's Comprehensive Plan and the Mayor Affordable Housing Task Force Report dated December, 2022, it is in the public interest to promote an adequate supply of housing that is affordable to a range of households at different income levels. The purpose of this subsection is to ensure that housing developments over a certain size provide a portion of workforce housing units and, by doing so, promote the health, safety, and welfare of City of Biddeford citizens.

B. Applicability. This subsection shall apply to development projects that create eight (8) or more net new dwelling units for rent through new construction, substantial rehabilitation of existing structures, adaptive reuse or conversion of a nonresidential use to residential use, or any combination of these elements. *This ordinance shall not apply to projects using public financing requiring affordability restrictions, as defined by tax increment financing, U.S. Department of Housing and Urban Development funds such as HOME or CDBG, other federal, state, or local housing program, or the Low-Income Housing Tax Credit Program.*

C. Standards. Development projects subject to this subsection shall be subject to the following requirements:

1. Notwithstanding any language to the contrary in this Land Use Code, all developments of eight (8) units or more are conditional uses subject to Planning Board review on the condition that they comply with the requirements of this subsection.
2. At least 10% of the units in the project shall meet the definition of workforce housing units for rent to an eligible household, as defined in Article XXX. The project shall have the option of paying a partial fee-in-lieu as per XX below. Where the required number of units results in a fraction of less than 0.5, the required number of onsite units is rounded down to the nearest whole number. Where the required number of units results in a fraction of 0.5 or more, the development project shall have the option of paying a partial fee-in-lieu for the fractional value or rounding the number of onsite units up to the nearest whole number.

Deleted: Portland

3. Projects shall not be segmented or phased to avoid compliance with these provisions. In cases where projects are completed in phases, affordable units shall be provided in proportion to the development of market rate units unless otherwise permitted through regulations.
4. Workforce units must be integrated with the rest of the development, must use a common entrance, and must provide no indications from common areas that these units are workforce housing units. Exteriors of affordable units shall be consistent with and indistinguishable from the exteriors of other units in the project. Workforce units shall be comparable in materials, interior finishes, amenities, and parking to dwelling units in the neighborhood and in the development in which they are located.
5. Workforce units need not be the same size as other units in the development but the number of bedrooms in such units, either on- or off-site, shall be no less than 10 percent of the total number of bedrooms in the development. For the purposes of calculating the number of bedrooms in a development, every 400 square feet in each market rate unit will count as a bedroom if the Planning Authority determines this method is appropriate in lieu of counting actual bedrooms.
6. As an alternative to providing workforce housing units, the project may:
 - a. Pay a fee-in-lieu of some or all of the units. In-lieu fees shall be paid into the Housing Trust Fund. The fee for affordable units not provided shall be \$100,000 per unit, adjusted annually in the same way as the fee under Subsection XXX. The payment shall be required in conjunction with a request for a Certificate of Occupancy.
7. If at least 33% of the units in a development are workforce units, the development is eligible for subsidy through an Affordable Housing Tax Increment Financing (TIF) District Credit Enhancement Agreement, subject to City Council approval.
8. The term of affordability for the required % workforce units provided shall be thirty (30) years.

Deleted: <#> Create offsite units, which fulfill the purposes of this ordinance if the following conditions are present: located within the same neighborhood; comparable or larger unit bedroom sizes to the average unit created on-site; comparable quality to the units being created on-site; same amenities provided whether in the unit or on the property as those offered for on-site units; same income level served as the on-site units; the term of affordability is the same as would have been provided through on-site compliance; and delivered safe in accordance with all federal, state, and local environmental regulations pertaining to hazardous conditions common to residential structures. The Certificate of Occupancy for any off-site units must be received prior to the Certificate of Occupancy for any on-site units.¶

Deleted: defined as shown in Table XXX

D. Implementing regulations. Regulations to further specify the details of this subsection shall be developed, including, but not limited to:

1. Specific methodology for income verification.
2. Situations where less than permanent affordability might be considered.
3. Guidelines for meeting the requirement that off-site units be “in the same neighborhood.”

E. Reporting to City Council. In conjunction with the annual report on the Housing Trust Fund, the Planning Authority shall annually report on developments subject to this subsection, the number of units produced, the amount of fee-in-lieu collected, and the overall effectiveness of this subsection in achieving its stated purpose.

F. Sunset Regulations. Municipal Inclusionary Zoning Regulations will sunset within three (3) years following City Council adoption unless extended by the City Council. All Inclusionary Zoning Projects approved by the Planning Board shall remain in effect if the Inclusionary Zoning Regulations Sunset.

HOUSING TRUST FUND

Purpose

The purpose of enacting this section is:

- A.** To establish a City of Biddeford Housing Trust Fund for 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.
- B.** To serve as a vehicle for addressing very low, low, and median income housing needs through a combination of funds as set out in this article.

Establishment of the Housing Trust Fund

The City Council shall establish a special revenue account under the name "City of Biddeford Housing Trust Fund" (Housing Trust Fund). Deposits into the fund shall include:

- A.** In-lieu fees under Subsection XXX.
- B.** Funds appropriated to be deposited into the fund by vote of the City Council.
- C.** Voluntary contributions of money or other liquid assets to the fund.
- D.** Any federal, state, or private grant or loan funds provided to the fund.
- E.** Interest from fund deposits and investments.
- F.** Repayments of loans made from the fund.

Management of the Trust Fund

The City Manager, or his or her designee, shall serve as the manager of the Housing Trust Fund. The responsibilities of the manager, subject to the orders of the City Council, shall include:

- A.** Maintaining the financial and other records of the Housing Trust Fund.
- B.** Disbursing and collecting Housing Trust Fund monies in accordance with the Housing Trust Fund Annual Plan.
- C.** Monitoring the use of monies distributed to successful applicants for Housing Trust Fund support to assure on-going compliance with the purposes of the fund and the conditions under which these monies were granted or loaned.

Housing Trust Fund Annual Plan

- A.** Each fiscal year, the City Council shall adopt a Housing Trust Fund Annual Plan. The City Manager shall submit to the City Council a recommended Housing Trust Fund Annual Plan, utilizing the revenues of the Housing Trust Fund as well as any other funds the City Manager may propose as appropriate.
- B.** The Housing Trust Fund annual plan shall include:
 - 1. A description of all programs to be funded in part or in full by the Housing Trust Fund.
 - 2. A description of how funds from the Housing Trust Fund will be distributed among very low-income, low-income and moderate-income households.
 - 3. The amount of funds budgeted for programs funded in part or in full from the Housing Trust Fund.

- C. Priority for the expenditure of funds collected pursuant to Section XXX shall be given to the creation of new housing stock, through either new construction or conversion of nonresidential buildings to residential use.

Distribution and use of the Housing Trust Fund's Assets

- A. All distribution of principal, interest, or other assets of the Housing Trust Fund shall be made in furtherance of the public purposes set out in Section XXX.
- B. During each year, the Housing Trust Fund shall disburse as grants or loans so much of the Housing Trust Fund's assets as the City Council in its discretion has approved in the Housing Trust Fund annual plan.
- C. Funds shall not be used for City administrative expenses.
- D. Funds shall not be used for property operating expenses or supporting services.
- E. No grants or loans shall be awarded by the Housing Trust Fund to corporations, partnerships, or individuals who are delinquent at the time of application in the payment of property taxes or other fees to the City of Biddeford, who have been convicted of arson, who have been convicted of discrimination in the sale or lease of housing under the fair housing laws of the State of Maine, or who have pending violations of current City electrical, plumbing, building, or housing codes or zoning ordinances.

Term of Affordability

- A. Whenever funds from the Housing Trust Fund are used for the acquisition, construction, or substantial rehabilitation of an affordable rental or cooperative unit, the City of Biddeford shall impose enforceable requirements on the owner of the housing unit that the unit remain affordable for the remaining life of the housing unit, assuming good faith efforts by the owner to maintain the housing unit and rehabilitate it as necessary. The remaining life of the housing unit shall be presumed to be a minimum of 30 years.
- B. Whenever funds from the Housing Trust Fund are used for the acquisition, construction, or substantial rehabilitation of ownership housing, the City of Biddeford shall impose enforceable resale restrictions on the owner to keep the housing unit affordable for the longest feasible time, while maintaining an equitable balance between the interests of the owner and the interests of the City of Biddeford.
- C. The affordability restriction requirements described in this subsection shall run with the land and the City of Biddeford shall develop appropriate procedures and documentation to enforce these requirements and shall record such documentation in the York County Registry of Deeds.



City Council

Meeting Date: June 20, 2023

Meeting Time: 6:00 PM

Agenda Item No: 10.e.

Item Description: 2023.25.b. Approval/Inclusionary Zoning Emergency Ordinance Time Extension

Submitted by: Harry B. Center, II, Esq., City Attorney

Supporting Information/Documentation:

See Report Submitted by Mayor's Affordable Housing Task Force

Key Terms:

Affordable Housing/Inclusionary Zoning/Moratorium

Executive Summary:

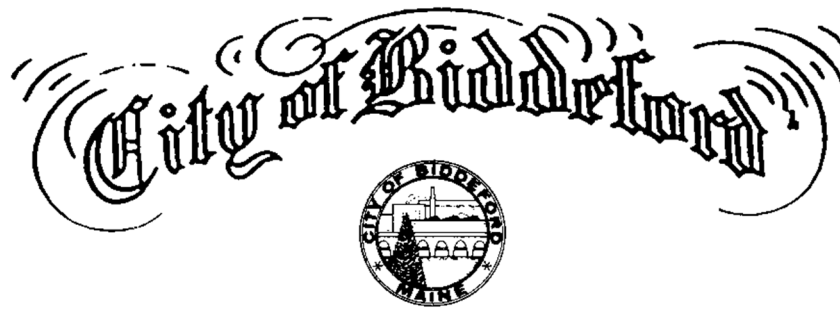
On Order to extend by sixty (60) days the Inclusionary Zoning Emergency Ordinance approved by the City Council at the April 4, 2023 meeting.

Detailed Review:

The lack of affordable housing is imminent and causing significant hardships to the residents of Biddeford. New ordinances, regulations and rules are necessary to facilitate and encourage new residential developments with ten or more units to include affordable housing as part of new development. Passing this short moratorium will allow City Staff to draft ordinances to address the need for affordable housing to be included in large scale, new residential projects. During this process, all stakeholders will have an opportunity to give input. The brief moratorium will prevent a flood of new applications seeking to avoid any new requirements, while the City establishes new ordinances, rules and regulations.

Funding Source: N/A

Staff Recommendation: Staff recommends that the Council pass this Order to extend by sixty (60) days to allow it to draft new ordinances, rules and regulations to address and implement the recommendations contained in the Mayor's Affordable Housing Committee's report.



2023.25.b

IN BOARD OF CITY COUNCIL... June 20, 2023

WHEREAS, the Biddeford City Council has received the Report of the Mayor's Affordable Housing Task Force;

WHEREAS, that report identified that long term residents of the City, most especially long term renters, "... are more likely to pay a greater percentage of their monthly income today than they did when they started renting..." and over fifty percent (50%) of all full time Biddeford residents are renters;

WHEREAS, the market rents continue to increase at a rate in Biddeford that exceeds cost of living and inflation, and the history and unique character of Biddeford includes a mix of residents with a range of income levels;

WHEREAS, the current increase in housing costs, particularly among renters is a hardship for the residents of the City of Biddeford and the Biddeford City Council recognizes and finds that there is currently a lack of affordable housing within the City of Biddeford, and the lack of affordable housing is detrimental to the health, safety and welfare of the inhabitants of the City of Biddeford and said lack of affordable housing constitutes an emergency as set forth in the Charter of the City of Biddeford, Article III, § 8.

WHEREAS, the Mayor's Affordable Housing Task Force has recommended that the City adopt an Inclusionary Zoning Ordinance and Inclusionary Zoning Regulations which may include multiple approaches;

WHEREAS, the City's current land use ordinance, regulations and existing comprehensive plan are inadequate to prevent serious public harm, namely the continuance of residential development without requiring affordable housing units;

WHEREAS, the City Council desires to have reasonable time to allow the public to provide input and feedback into any proposed Inclusionary Zoning Regulations and it is expected that several new residential projects may start initial approval process in order to avoid any new Inclusionary Zoning Regulations;

WHEREAS, based upon a finding that the current lack of affordable housing constitutes an emergency and the City of Biddeford current ordinances, land use regulations and existing comprehensive plan are inadequate to address the lack of affordable housing, pursuant to 30-A M.R.S. § 4356, a moratorium on new residential projects with ten (10) or more units is necessary to address existing land use ordinance, rules and regulations and adopt new land use ordinances, rules and regulations;

WHEREAS, the Biddeford City Council desires to make certain that any new project exceeding ten (10) or more new residential units be subject to any new Inclusionary Zoning ordinances, rules and/or regulations that may be adopted;

WHEREAS, the Biddeford City Council appreciates the financial impact that a moratorium has on potential project(s) and the Biddeford City Council desires to balance the impacts of a moratorium;

NOW, THEREFORE, IT IS HEREBY ORDERED that an emergency moratorium on any new residential project with ten (10) or more units shall be effective immediately to ensure that any proposed residential project of ten (10) or more new units shall be subject to Inclusionary Zoning Ordinances, Rules and Regulations to be adopted by the Biddeford City Council by July 7, 2023 and extended by sixty (60) days;

BE IT FURTHER ORDERED, that any new proposed residential projects of ten (10) or more units may, at their discretion, submit a completed application during the moratorium period, subject to, the full understanding and recognition that any such application(s) shall not be approved until the end of the moratorium and further understanding that any such application(s) shall be governed by any Inclusionary Zoning Ordinances, Rules and/or Regulations duly adopted by the City of Biddeford prior to end of the moratorium.

BE IT FINALLY ORDERED, that City staff is allowed to accept, review and consider new completed application(s) for any proposed residential projects of ten (10) or more residential units during said moratorium with the full understanding that any said project(s) shall not be approved until this order has expired;

***NOTE**

This is an Emergency Order pursuant to the City Charter, Art. III, §8. Upon a favorable vote and two-thirds (2/3) of the members present and voting. This Order shall be in full force and effective as of March 31, 2023.

Motion by Councilor Ortiz, seconded by Councilor Lessard to pass the order.

Motion by Councilor Schlaver, seconded by Grohman to amend the motion as follows:

No moratorium but encourage affordable housing by any projects with ten (10) or more units which include ten (10) % of the units with affordability restrictions at 80% Area Median Income for fifteen (15) years.

Vote on Amendment

1/8 Motion Fails (Councilor Emhiser in Favor, remainder opposed)

Motion by Councilor LaFountain, seconded by Mills to amend the motion as follows:

Moratorium is established for 120 days. Exceptions from the moratorium for any projects with ten (10) or more units which include ten (10) % of the units with affordability restrictions at 80% Area Median Income for fifty (50) years.

Vote on Amendment

6/3 Motion passes (Councilors Emhiser, Whiting, Grohman, Mills, LaFountain, and Ortiz in Favor, Councilors Belanger, Schlaver & Lessard against)

Motion by Councilor Belanger, seconded by Mills

Extend moratorium for 120 days, if anyone puts in an application during this time period will not be bound by any change made after the 120 days.

Vote on Amendment

5/4 Motion passes (Councilors Belanger, Emhiser, Whiting, Mills, Schlaver in Favor, Councilors Grohman, LaFountain, Ortiz & Lessard against)

Vote for Original Order

7/2 Motion Passed (Councilors Emhiser, Whiting, Grohman, Mills, Schlaver, LaFountain & Ortiz for, Councilors Belanger & Lessard against)

Attest

Robin Patterson, City Clerk



City Council

Meeting Date: June 20, 2023

Meeting Time: 5:00 PM – 6:00 PM

Agenda Item No: 10.f.

Item Description: 2023.74 Roof Top – Mini Split Heating units

Submitted by: Jeff Demers Director Public Works/Waste Water

Supporting Information/Documentation:

6-5-2023 Godbout Quote Roof Top – Mini Split

6-5-2023 Atlantic Comfort Quote Roof Top

6-5-2023 Atlantic Comfort Mini-Split

6-5-2023 Heating System RFP

6-5-2023 Bid Tabulation

Executive Summary:

The City of Biddeford Public Works Department is responsible for the maintenance of the Public Works facility. The heating system at the public works Department is the original unit that was put in around 1985. The unit is beyond its life expectancy and is in need of replacement.

Detailed Review:

Public Works prepared a Request for Proposal (RFP) on April 17, 2023. A pre proposal meeting was scheduled at the public works garage on April 25, 2023 to review the scope of work. Two interested parties attended the mandatory pre proposal meeting. Godbout Plumbing and Heating and Atlantic Comfort. Public Works with the help from both vendors made the decision to install two separate units. Having the two separate units will help maintain a better flow of heat and air conditioning in the sign room and operations office daily. Electrical needs are to be performed by the City's electrical contractor.

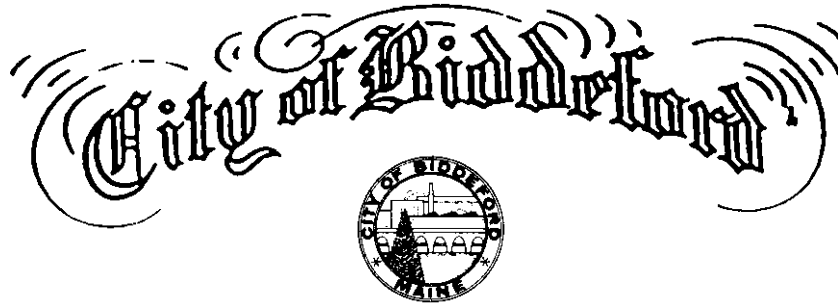
Funding Source:

Funding for this project is located in the reserves account with a balance of \$75,000

Staff Recommendation:

Staff recommends moving forward with Atlantic Comfort for the sum of \$31,812.00. Staff is also requesting an additional \$4,500 to cover all electrical needs throughout this project.

Grand Total: \$36,312.00



2023.74

IN BOARD OF CITY COUNCIL...June 20, 2023

BE IT ORDERED, that the City Council of the City of Biddeford does hereby award the heating contract for a roof top unit and a split unit for the public works facility.

For an amount not to exceed \$31,812 paid to Atlantic Comfort

CITY OF BIDDEFORD, MAINE
Request for Proposals (RFP)
Heating / Air conditioning Unit

Notice is hereby given that the City of Biddeford Public Works facility (CITY) is requesting sealed proposals for a complete Replacement of the Heating / Air conditioning Unit.

Proposal Procedure and Critical Dates

A mandatory pre proposal meeting will be held on Tuesday April 25, 2023, at 1:00 pm to be held at the City's Public Works department located at 371 Hill Street Biddeford, Maine 04005. Failure to attend shall disqualify any prospective responders.

Interested responders must register through e-mail to jeff.demers@biddefordmaine.org and joe.lovejoy@biddefordmaine.org to be considered a qualified party for proposal evaluation purposes. Assistance is available by calling Mr. Jeff Demers or Joe Lovejoy at (207) 282-1579. Failure to register through e-mail will result in disqualification. The e-mail registration will also serve to ensure the CITY has a complete notification list for addenda and clarifications.

1. Questions / requests for clarification must be submitted through e-mail to jeff.demers@biddefordmaine.org and joe.lovejoy@biddefordmaine.org Questions / requests for clarification must be submitted through e-mail no later than 3:00pm Tuesday May 9, 2023.
2. Responses to questions / requests for clarification will be e-mailed to all interested parties no later than 3:00pm Thursday May 11, 2023
3. Proposals must be received no later than 1:00pm Thursday May 18, 2023. Proposals may be sent via regular mail, express mail, or hand delivered to:

Department of Public Works
371 Hill Street
Biddeford, Maine 04005

The CITY is not responsible for misdirected, lost, or late submittals. Proposals received after the designated time will not be accepted. All proposals will be required to remain valid for period of (60) days.

Proposals shall be submitted in a sealed envelope plainly marked "Proposal for Heat / Air system for public works Facility". Proposals shall be submitted and shall state the Total Cost of the Heat / Air System FOB at the Public Works Facility located at 371 Hill street, Biddeford, ME 04005.

The City of Biddeford reserves the right to accept or reject any or all proposals. To negotiate with any responders, make any awards or any rejections in what it alone considers to be in the best interest of The City.



Atlantic Comfort Systems, Inc.

Mechanical Contractors

Biddeford public works
Attn: Jeff Demers
371 Hill Street
Biddeford, ME 04005

June 12, 2023

Atlantic Comfort Systems, Inc. is pleased to quote the following work for adding a Samsung Unit for the supervisor's office and sign room.

392 Hill St.
P.O. Box 665

Biddeford
Maine 04005

207/284-6360
Fax 207/284-
6377

- Provide and install a Samsung mini split.
- Wall unit for the sign room (will need to remove a map from the wall)
- Ceiling cassette for the Supervisors office
- Provide and install line sets.
- Provide and install the drain.
- Provide and install control wiring.
- Roof patching

Price \$14,625.

Excludes electrical wiring.

The budget price for the electrical is \$2500.

George O'Brien
Sales Associate

The Quote will expire in 15 days. Equipment availability is not guaranteed Terms are 25% upon acceptance, billed upon progress, balance upon completion, net 10 days. If not paid indicated a 1.5% monthly service charge on over due balances will be applied plus legal fees for collection.

Customer Acceptance _____
Date _____



Atlantic Comfort Systems, Inc.

Mechanical Contractors

Department of Public Works
371 Hill Street
Biddeford, Maine 04005

May 18, 2023

Atlantic Comfort Systems, Inc. is pleased to quote the following work to replace 1 RTU for the office space and cafeteria.

392 Hill St.
P.O. Box 665
Biddeford
Maine 04005

207/284-6360
Fax 207/284-6377

- Provide and install a Trane 10-ton rooftop unit.
- Remove the old unit.
- Gas piping to unit
- Electrical wiring to the unit
- Crane and rigging
- Labor

Total Cost of the heat /Air System \$17,187

There are only two rooftops available at this price. \$17,187 This unit's availability is not a guarantee.

Note: If the above rooftop is not available at the time of bid acceptance, we will need to raise the cost to \$20,019. unit availability projected end of July 2023

Respectfully Submitted,

George O'Brien
Sales Associate

The term is 25% upon acceptance, billed upon progress, balance upon completion, and net 10 days. If not paid indicated a 1.5% monthly service charge on overdue balances will be applied plus legal fees for collection.

Customer Acceptance _____

Date _____

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT

MEMORANDUM

Bid Tabulation
Project: Heating Unit

Bid opening Date: Thursday May 18, 2023

Present: Jeff Demers Director Public Works/Wastewater - Kara Cote Office Manager.

Vendor	Meet specifications	Total Bid
Atlantic Comfort	Yes	\$31,812
Godbout Plumbing and heating	Yes	\$36,300



Jim Godbout Plumbing & Heating, Inc.
P.O. Box 365, 486 Elm St. Biddeford, Maine 04005
Phone: 207-283-1200 Fax: 207-283-2739
www.jimgodbout.com

Estimate Date: 6/12/2023

Estimator Initials: DR

Name: City of Biddeford

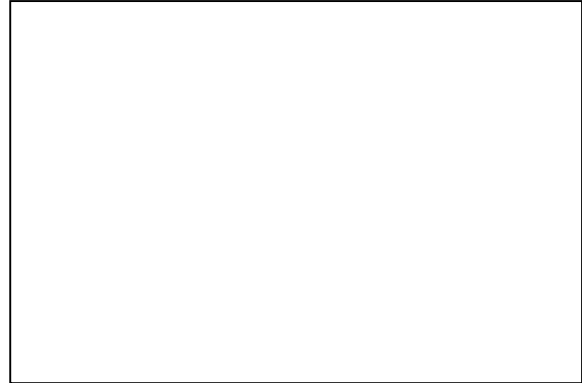
Biddeford Public Works

Phone: 207 502 3699

Email jeff.demers@biddefordmaine.org

Property Address: 371 Hill Street

Biddeford, ME 04005



10 -ton Rooftop replacement

Remove and dispose of Bryant R22 Model 580DPV120250ABAA 10 ton rooftop unit

Evacuate and dispose of properly

Install Bryant Model 582KP12N224A3A0AA-ton 3 phase unit complete with LP kit and economizer in same location as old.

We shall connect to existing exterior ductwork.

No curb adapter needed

No work to interior duct, registers and grills is part of this proposal.

Electrical work, if necessary, is not included. We can facilitate if need be

This shall be a 410A refrigerant system.

Crane service cost is included to boom from truck to pad.

All work to conform to state and local codes.

Total Rooftop replacement total \$26,500.00

Sign Room Heat pump

Install one Mitsubishi 12,000 BTU model **MSZ-FS12NA** ductless white wall mounted evaporator doing heating and cooling piped to inverter style condenser model **MUZ-FS12NA1** (Hyper Heat). Outdoor unit to be installed at the back of the building. Indoor unit to be mounted in sign room.

Condensate shall be piped to drain line. Unit shall run with remote control.

https://mylinkdrive.com/viewPdf?srcUrl=http://enter.mehvac.com.s3.amazonaws.com/DAMRoot/Original/10006\IM_SUBMITTAL_MSZ-FS12NA_MUZ-FS12NAH_en.pdf



Jim Godbout Plumbing & Heating, Inc.
P.O. Box 365, 486 Elm St. Biddeford, Maine 04005
Phone: 207-283-1200 Fax: 207-283-2739
www.jimgodbout.com

Line voltage to exterior unit is not included with this proposal and must be done by a licensed electrician. 230-volt, 15-amp required.

Total for mini split system –\$5,500.00

Total HVAC for both systems – \$32,000.00

**** Due to the unstable fluctuating market of the cost and ability to procure raw materials & equipment ****

We reserve the right to adjust pricing of this proposal until materials and/or equipment are secured. We also reserve the right to make adjustments to the scheduling of approved projects. Any rebates noted hereon are subject to the rules and regulations of the party or entity supplying such rebate & are subject to change.

**TRANE®**Job Name: Biddeford 10T
Prepared For: Atlantic Comfort
Unit Tag: BPGDG-1
Quantity: 1

Trane Foundation Gas/Electric Rooftop

Unit Overview - GBC120A3EHA**00M0000000000000000000000

Application	Unit Size	Supply Fan		External Dimensions (in.)			Operating Weight		EER	IEER/SEER	Elevation
Gas/Electric	10 Ton - confirm inventory/m aximum 2	Airflow	External Static Pressure	Height	Width	Length	Minimum	Maximum	11.20	12.90	
		3800 cfm	0.400 in H ₂ O	4.09 ft	4.96 ft	7.35 ft	1157.0 lb	1525.0 lb			

Unit Features

Unit Electrical

Voltage/phase/hertz	208-230/60/3
MCA	54.00 A
MOP	70.00 A



Controls

Unit Controls Electro-mechanical

Cooling Section

Entering Dry Bulb	80.00 F	Capacity	
Entering Wet Bulb	67.00 F	Gross Total	126.55 MBh
Ambient Temp	95.00 F	Gross Sensible	98.05 MBh
Leaving Coil Dry Bulb	56.11 F	Net Total	118.99 MBh
Leaving Coil Wet Bulb	56.11 F	Net Sensible	90.49 MBh
Leaving Unit Dry Bulb	58.39 F	Fan Motor Heat	7.56 MBh
Leaving Unit Wet Bulb	57.00 F	Refrig Charge-circuit 1	7.5 lb
		Refrig Charge-circuit 2	6.6 lb

Heating Section

Output Heating Capacity	200.00 MBh
Output Heating Capacity with Fan	200.00 MBh
Heating EAT	70.00 F
Heating LAT	118.51 F
Heating Temp Rise	48.51 F

Fan Section

Indoor Fan Data		Outdoor Fan Data	
Type	FC Centrifugal	Type	Propeller
Drive Type	Belt	Fan Quantity	2
Indoor Fan Performance		Drive Type	Direct
Airflow	3800 cfm	Outdoor Fan Performance	
Design ESP	0.400 in H ₂ O	Outdoor Motor Power	0.92 kW
Component SP	0.273 in H ₂ O	Condenser Fan FLA	4.20 A
Total SP	0.673 in H ₂ O	Exhaust Fan Data	
Indoor Motor Operating Power	2.52 bhp	Type	FC Centrifugal
Indoor Motor Power	1.88 kW	Drive Type	Direct
Indoor RPM	869 rpm	Exhaust Fan Performance	
		Exhaust Fan FLA	6.30 A

Compressor Section

Power	8.52 kW
Circuit 1 RLA	20.50 A
Circuit 2 RLA	17.60 A

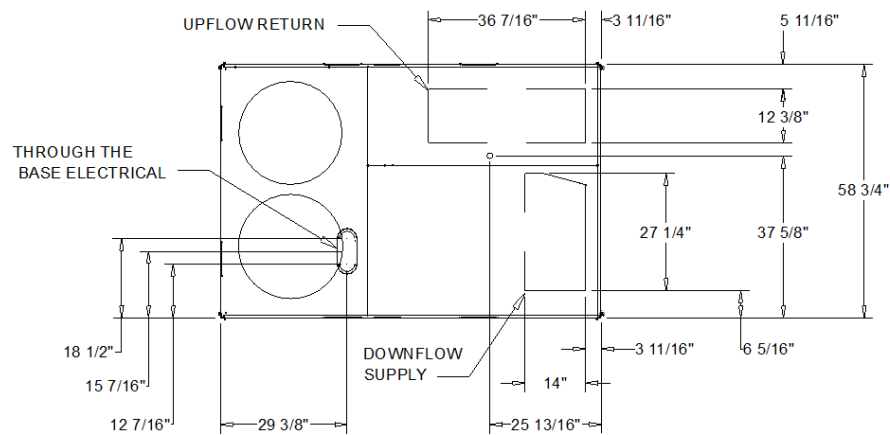
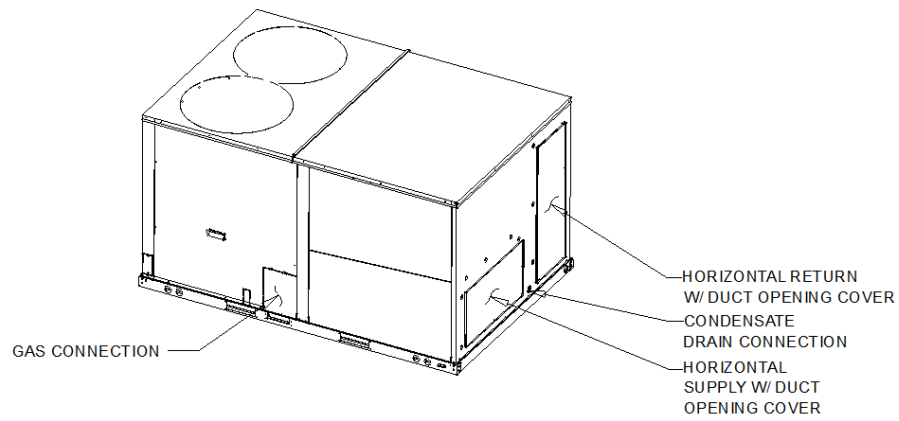
Accessories

Fresh air selection 0-100% Economizer, Dry Bulb -
Downflow

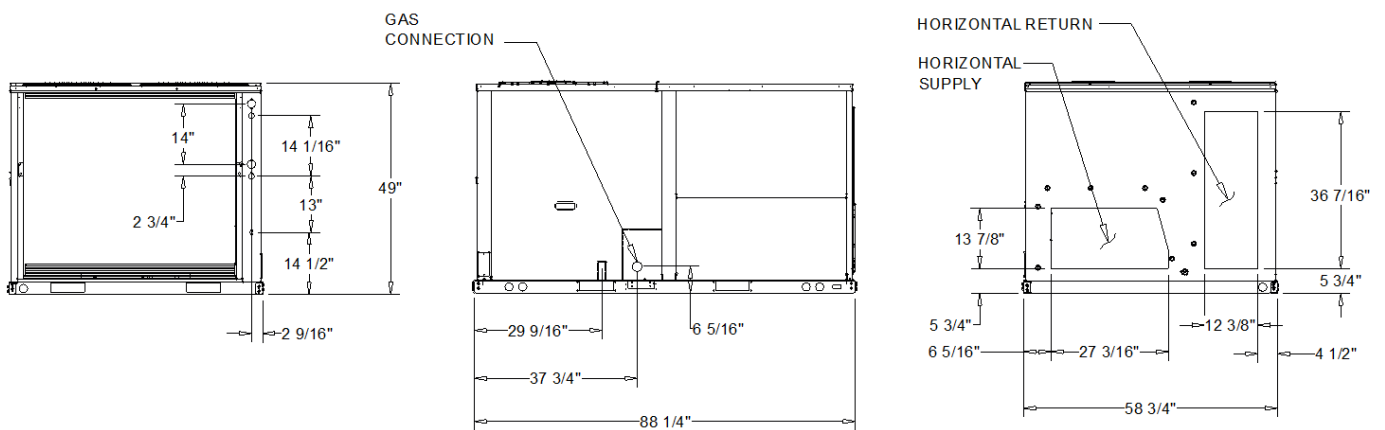


Job Name: Biddeford 10T
Prepared For: Atlantic Comfort
Unit Tag: BPGDG-1
Quantity: 1

NOTES:
1. VERIFY WEIGHT, CONNECTIONS, AND ALL DIMENSIONS
WITH INSTALLER DOCUMENTS BEFORE INSTALLATION



TOP VIEW OF UNIT (PLAN VIEW)



10 TON PACKAGED GAS / ELECTRIC UNIT

DIMENSION DRAWING



Job Name: Biddeford 10T
Prepared For: Atlantic Comfort
Unit Tag: BPGDG-1
Quantity: 1

ELECTRICAL / GENERAL DATA

GENERAL (2)(4)(6)(7)(10)			HEATING PERFORMANCE		
Model: GBC120 Oversized Motor			HEATING - GENERAL DATA		
Unit Operating Voltage: - MCA:			Heating Model: High		
Unit Primary Voltage: 208 MFS:			Heating Input (BTU): 250000		
Unit Secondary Voltage 230 MCB:			Heating Output (BTU): 200000		
Unit Hertz: 60			No. Burners: 6		
Unit Phase: 3			No. Stages 2		
EER: 11.2			Gas Inlet Pressure		
IEER One Speed Fan:			Natural Gas (Min/Max): 4.5 / 14.0 in. wc		
IEER Multi Speed Fan:			LP (Min/Max) -		
Standard Motor			Gas Pipe Connection Size: 3/4"		
Field Installed Oversized Motor					
MCA: 54.0 MCA:					
MFS: 70.0 MFS:					
MCB: 70.0 MCB:					

INDOOR MOTOR					
Standard Motor		Oversized Motor		Field Installed Oversized Motor	
Number: 1		Number:		Number:	
Horsepower: 3		Horsepower:		Horsepower:	
Motor Speed (RPM): 1725		Motor Speed (RPM):		Motor Speed (RPM):	
Phase 3		Phase		Phase	
Full Load Amps: 6.3		Full Load Amps:		Full Load Amps:	
Locked Rotor Amps: -		Locked Rotor Amps:		Locked Rotor Amps:	

COMPRESSOR Circuit 1/2		OUTDOOR MOTOR	
Number: 2		Number: 2	
Horsepower: -		Horsepower: 1/3	
Phase: 3		Motor Speed (RPM): 1050	
Rated Load Amps: 20.5/17.6		Phase: 1	
Locked Rotor Amps: 155.0/120.0		Full Load Amps: 4.2	
		Locked Rotor Amps: -	

POWER EXHAUST ACCESSORY (3) (Field Installed Power Exhaust)		FILTERS		REFRIGERANT (2)	
Phase:		Type:		Type: R-410A	
Horsepower:		Furnished:		Factory Charge:	
Motor Speed (RPM):		Number		Circuit #1 7.5 lb	
Full Load Amps:		Recommended		Circuit #2 6.6 lb	
Locked Rotor Amps:					

NOTES:

1. Maximum (HACR) Circuit Breaker sizing is for installations in the United States only.
2. Refrigerant charge is an approximate value. For a more precise value, see unit nameplate and service instructions.
3. Value does not include Power Exhaust Accessory.
4. Value does not include Heater.
5. Value include Standard Motor.
6. Value include Oversized Motor.
7. EER is rated at AHRI conditions and in accordance with DOE test procedures.
8. For Compressor Motors and Condenser Fan Motors: Amp draw for each motor; multiply value by number of motors to determine total amps.
9. HP for each compressor.
10. Integrated Energy Efficiency Ratio (IEER) is rated in accordance with AHRI standard 210/240 or 360.
11. Full Load Amps (FLA) are the combined amps for outdoor motors.



Base Unit and Corner Weights only

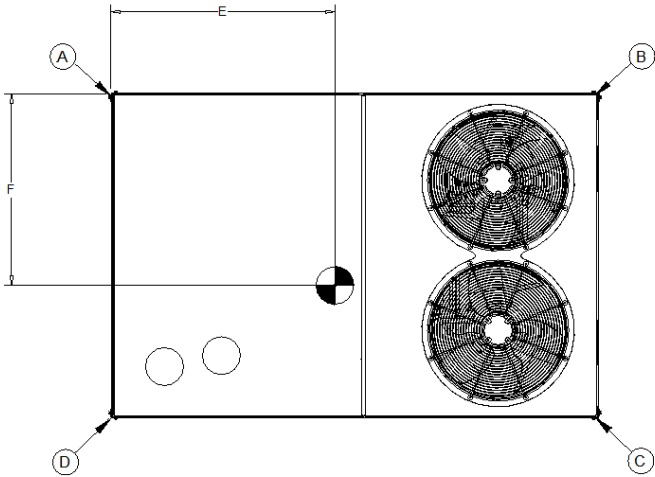
Base unit weights		Corner Weights				Center of Gravity	
SHIPPING	NET	(A)	(B)	(C)	(D)	E	F
1168.0 lb	1146.0 lb	247.0 lb	269.0 lb	291.0 lb	339.0 lb	42 1/2"	24 11/16"

- 1. All weights are approximate.
- 2. The actual weight are listed on the unit nameplate.
- 3. Refer to unit nameplate and installation guide for weights before scheduling transportation and installation of unit.
- 4. The weight shown represents the typical unit operating weight for the configuration selected. Estimated at +/- 10 % of the nameplate weight. .
- 5. Verify weight, connection, and all dimension with installer documents before installation.
- 6. Corner weights are given for information only.
- 7. Net/Shipping weight of optional accessories should be added to unit weight when ordering factory or field installed accessories.

Installed Options Net Weight Data

Accessory	Weight
Economizer, Manual and Motorized Outside Air Damper	
Barometric Relief	
Power Exhaust	
Roof Curb	
Oversized Motor	
Disconnect	
Hail Guard	
Through the Base	
Through the Gas	

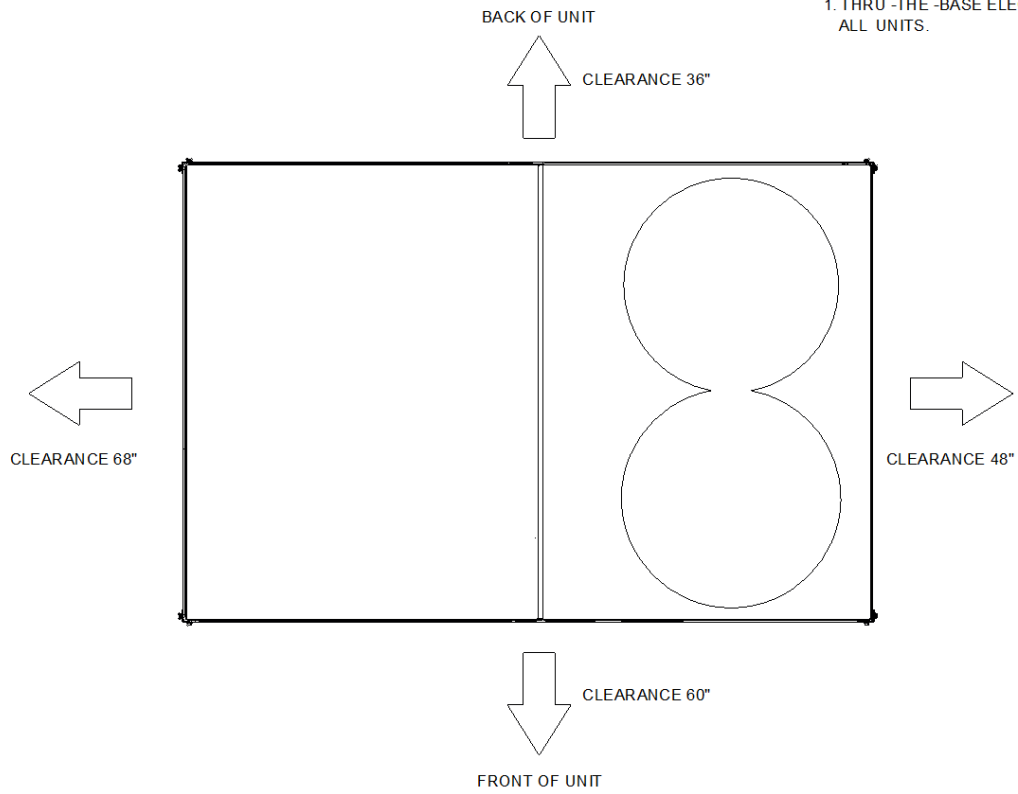
- 1. Weights for options are approximate.
- 2. Weights for options that are not list refer to Installation guide.



PACKAGED GAS/ELECTRIC PLAN VIEW

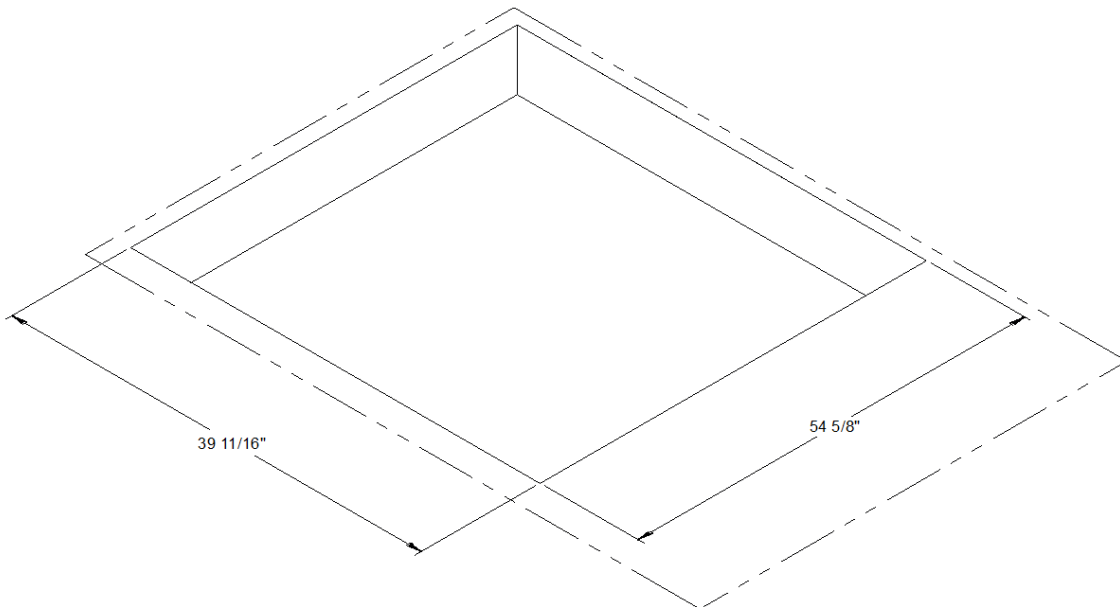
CENTER OF GRAVITY DRAWING

NOTES:
 1. THRU-THE-BASE ELECTRICAL IS NOT STANDARD ON ALL UNITS.



PACKAGED GAS / ELECTRIC PLAN VIEW

CLEARANCE DRAWING



PACKAGED GAS / ELECTRIC PLAN VIEW

DOWNFLOW CLEARANCE DRAWING



General

- Packaged rooftop units cooling, heating capacities, and efficiencies are AHRI Certified within scope of AHRI Standard (I-P) and ANSI Z21.47 and 10 CFR Part 431 pertaining to Commercial Warm Air Furnaces
- Packaged rooftop units are dedicated downflow or horizontal airflow
- Operating range between 125°F and 40°F in cooling standard from the factory
- Factory assembled, internally wired, fully charged with R-410A, and 100 percent run tested to check cooling operation, fan and blower rotation, and control sequence before leaving the factory
- Colored and numbered wiring internal to the unit for simplified identification
- Units cULus listed and labeled, classified in accordance

Casing

- Zinc coated, heavy gauge, galvanized steel
- Weather-resistant baked enamel finish on phosphatized exterior surfaces
- Meets ASTM B117, 672 hour salt spray test
- Removable single side maintenance access panels
- Lifting handles in maintenance access panels (can be removed and reinstalled by removing no more than 11 fasteners while providing a water and air tight seal)
- Exposed vertical panels and top covers in the indoor air section shall be insulated with a 1/2-inch, 1-pound density foil-faced, fire-resistant, permanent, odorless, glass fiber material
- Base of unit shall be insulated with 1/2-inch, 1-pound density, foil-faced, glass fiber material
- Base pan shall have no penetrations within the perimeter of the curb other than the raised 1 1/8-inch high downflow supply/return openings to provide an added water integrity precaution, if the condensate drain backs up
- Downflow unit's base pan shall have no penetrations within the perimeter of the curb other than the raised 1 1/8-inch high supply/return openings to provide an added water integrity precaution, if the condensate drain backs up
- Base of unit shall have provisions for forklift and crane lifting

Compressors

- All units have direct-drive, hermetic, scroll type compressors with centrifugal type oil pumps
- Suction gas-cooled motor with voltage utilization range of plus or minus 10 percent of unit nameplate voltage
- Internal overloads standard with scroll compressors
- All models have phase monitors and Low and High Pressure Controls as standard

Discharge Line Thermostat

- A bi-metal element discharge line thermostat is installed as a standard option on the discharge line of each system
- Provides extra protection to the compressors against high discharge temperatures in case of loss of charge, extremely high ambient and other conditions which could drive the discharge temperature higher
- Wired in series with high pressure control
- When discharge temperature rises above the protection limit, the bi-metal disc in the thermostat switches to the off position, opening the 24 Vac circuit
- When temperature on the discharge line cools down, the bi-metal disc closes the contactor circuit, providing power to the compressor

Evaporator and Condenser Coils

- Microchannel coils burst tested by manufacturer
- Microchannel evaporator and condenser coils standard on all units
- Coils leak tested to ensure the pressure integrity
- Evaporator coil and condenser coil leak tested to 225 psig and pressure tested to 450 psig
- Sloped condensate drain pans are standard

Filters

Two inch standard filters shall be factory supplied on all units.



Gas Heat Section

- Progressive tubular heat exchanger, stainless steel burners and corrosion resistant steel
- Induced draft combustion blower shall be used to pull the combustion products through the firing tubes
- Heater shall use a direct spark ignition (DSI) system
- On initial call for heat, the combustion blower shall purge the heat exchanger for 20 seconds before ignition
- After three unsuccessful ignition attempts, entire heating system shall be locked out until manually reset at the thermostat/zone sensor
- Units shall be suitable for use with natural gas or propane (field-installed kit)

Indoor Fan

- Belt driven, FC centrifugal fans with adjustable motor sheaves
- Motors thermally protected
- Oversized motors available for high static application
- Indoor fan motors meet the U.S. Energy Policy Act of 1992 (EPACT)

Locking Safety Device

- Pressure switch monitoring allows for lockout in a situation where the switch is opened
- By monitoring the Y input as well as the pressure switches, advanced decision making can be made to identify situations where faults/errors occur

Outdoor Fans

- Outdoor fan shall be direct-drive, statically and dynamically balanced, draw-through in the vertical discharge position
- Fan motor(s) shall be permanently lubricated and shall have built-in thermal overload protection

Phase Monitor

- 3-phase line monitor module
- Protects against phase loss, phase imbalance and phase reversal indication
- Intended to protect compressors from reverse rotation
- Operating input voltage range of 180-632 Vac
- LED indicators for ON and FAULT
- No field adjustments
- Module will automatically reset from a fault condition

Refrigerant Circuits

- Each refrigerant circuit shall have thermostatic expansion valves, service pressure ports, and refrigerant line filter driers factory installed as standard
- An area shall be provided for replacement suction line driers

Refrigerant Pressure Control

All units include High and Low Pressure Cutouts as standard.

Unit Top

The top cover shall be double hemmed and gasket sealed to prevent water leakage.

Stainless Steel Heat Exchanger

- Gas heat exchanger shall be of tubular heat exchanger design
- Constructed from a minimum 304 grade stainless steel tubes and 439 stainless steel burners
- Shall have a 10-year warranty as standard (Gas/Electric only)

Economizer (Standard) - Downflow

- Assembly includes fully modulating 0-100% motor and dampers, barometric relief, minimum position setting, preset linkage, wiring harness with plug, fixed dry bulb and spring return actuator
- Barometric relief damper shall provide a pressure operated damper that shall be gravity closing and shall prohibit entrance of outside air during the equipment ?off? cycle

Filters

Two inch standard filters shall be factory supplied on all units.



City Council

Meeting Date: June 20, 2023

Meeting Time: 5:00 PM – 6:00 PM

Agenda Item No: 10.g

Item Description: 2023.75 Turf Tank Field Marking Robot

Submitted by: Jeff Demers Director Public Works/Waste Water

Supporting Information/Documentation:

6-5-2023 Biddeford parks and recreation Quote

6-5-2023 Attached video

Executive Summary:

The City of Biddeford Public Works Department is responsible for the maintenance of the City's athletic fields. Part of the public works parks department's maintenance duty responsibilities are all the infields' maintenance and lining of entire playing surfaces.

- Doran field- Co-Ed softball, little league softball, Flag Football, High school and Junior High Field hockey.
- Rotary park- Softball and Youth Football.
- St. Louis Field #1- Varsity baseball practice and games, greater northeast college baseball, River rat's baseball.
- St. Louis field #2- Junior varsity practice, varsity practice and rec and varsity soccer.
- Martel field- Biddeford's men's softball, Co-ed softball and junior soccer.

The Turf Tank Field Robot will allow staff to do other duties as the lining is being performed at each individual field mentioned above. Playing Fields will not need to be lined as often as the robot sprays the blades of grass at a much better/wider pattern than the aerosol cans being used today. This will help give each individual field a professional look and appearance for all attending playing events. The demo robot did line St. Louis Field #1 as seen in the video.

Detailed Review:

Product package shall include the following:

- Autonomous Field-Marking Robot
- GPS/RTK/UHF Base Station with Tripod
- Free form text creation (City logo, etc.)
- Paint: (\$2,000) 180 spray able gallons today. (Last year we used an estimated 127.5 gallons through aerosol cans)
- Commercial Android Tablet

- Robot Operations and Management Software
- Two Rechargeable Batteries and One Charging Station
- Standard turf tank accessories
- All Destination and On-Site Customer Training
- Customer support during normal business hours
- Continuous software improvements

This four-wheeled autonomous GPS robot creates the highest level of accuracy and stability for painting athletic fields. Management staff feels this robot if leased will provide time savings to allow for other needed requests that come in daily from other departments.

Yearly public Works is spending and estimated \$7,000 a year on (80 Cases) of Aerosol cans of paint and (50) bags of lining chalk. Yearly public works staff is spending an estimated 200 hours on lining fields for an estimated 175 events.

This request does not eliminate any staffing hours or positions. If approved this unit will allow city staff to continue other duties needed around any said playing field at an estimated (200 hours) of lining while the robot is doing lining duties. Allowing staff to attend to other duties more efficiently throughout any given day.

Turf Tank is the sole distributor in North America for the Intelligent One field marking robot

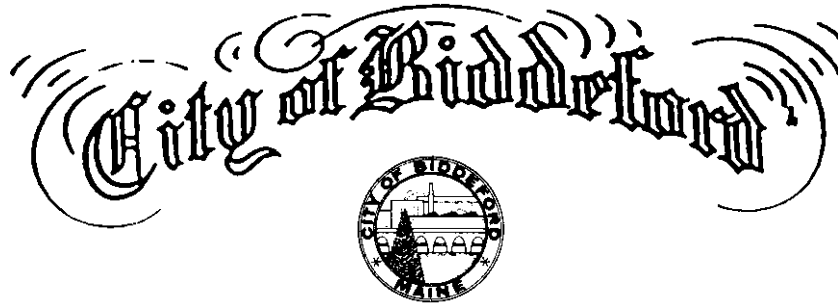
Funding Source:

21164 Public Works Parks Maintenance Operations budget. Recreation operations budget.

This is a 6 year contract that can be cancelled at any time at no charge going forward. Staff did negotiate the \$1,700 implementation fee to be waived if approved.

Staff Recommendation:

The lease purchase of the Turf Tank at a yearly cost of \$11,000. This agreement can be cancelled at any time at no additional fees. Staff will be available for any question



2023.75

IN BOARD OF CITY COUNCIL...June 20, 2023

BE IT ORDERED, that the City Council of the City of Biddeford does hereby award a contract for the lease of a Turf Tank Field Marking Robot through Turf Tank Inc. Not to exceed \$11,000 a year for no more than a six year term.



TURF TANK®

[ME] Biddeford Parks and Recreation – Plus Subscription Quote

[ME] Biddeford Parks and Recreation

3277, 189 Alfred St # 1, STE 1

Biddeford, ME 04005

United States

Reference: 20230413-082701263

Quote created: April 13, 2023

Quote expires: July 12, 2023

Quote created by: Mike Aveni

Regional Territory Manager – Atlantic Northeast

mike.aveni@turftank.com

Nick Blais

Parks Supervisor

nick.blais@biddefordmaine.org

207-468-4753

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
US – Turf Tank Plus Package – Upfront Implementation Cost		1	\$1,700.00	\$1,700.00
Includes:				
– Configuration & Shipping of Robot				
– Secure Inventory & Lock in Installation Date				
– Product Training & Online Resources				
US – Turf Tank Plus Package – Subscription		1	\$11,000.00 / year	\$11,000.00 / year for 6 years
Includes:				
– GPS Paint Robot + GPS Package (Includes				

Item & Description	SKU	Quantity	Unit Price	Total
Android Tablet)				
- Continuous Software Improvements				
- Free Form Text Creation				
- Standard Geometry Package				
- Extended Geometry Package				
- Paint: \$2,000 Allotment of Paint (White)				
- (2) Robot Batteries				
- Customer Support: Normal Business Hours (Mon-Fri)				
- Hardware Warranty Program: Limited (Excludes Consumables)				
- Standard Turf Tank Accessories				

Subtotals

Annual subtotal				\$11,000.00
One-time subtotal			N/C	\$1,700.00
			Total	\$12,700.00 \$ 11,000

Purchase terms & Comments

Implementation is a one-time fee.

The included \$2k annual paint allotment currently equates to ~180 sprayable gallons.

<u>Invoice Type</u>	<u>Invoice Details</u>
Implementation Fee Invoice	Implementation Fee Invoice must be paid prior to the shipment and installation of the robot. The invoice for Implementation Fee should be available within 24 hours after the contract has been signed and returned. The invoice will be emailed to the billing contact on file and will be from billing@turftank.com .
First Invoice	First Invoice will be emailed and made available within 24 hours after the robot has been shipped. Payment will be due at the installation and training of the robot. The invoice will be emailed to the billing contact on file and will be from billing@turftank.com .

Signature

Signature

Date

Printed name

Questions? Contact me



Mike Aveni
Regional Territory Manager – Atlantic Northeast
mike.aveni@turftank.com

Turf Tank
3330 Cobb Parkway NW
Suite 324-380
Acworth, GA 30101
United States



City Council

Meeting Date: June 20, 2023

Meeting Time: 6:00 PM

Agenda Item No: 10.h.

Item Description: 2023.76 Orange Overflow Bag Increase

Submitted by: Jeff Demers Director Public Works/Waste Water

Supporting Information/Documentation:

6-9-2023 Renewal contract (1) Year Waste Zero

6-9-2023 Cost tabulation sheet

Executive Summary:

The Public Works Department is looking for the approval from the City Council to allow for the adjustment in the pricing of the orange overflow trash bags.

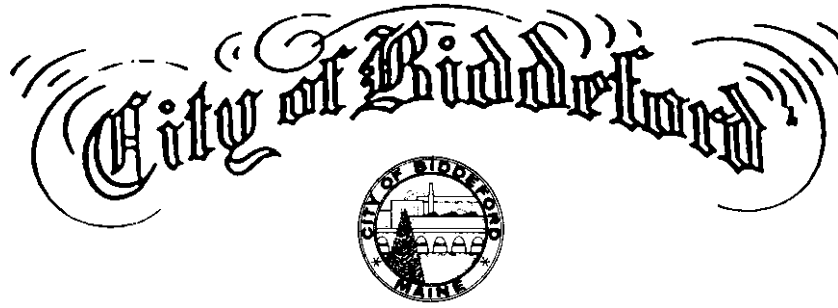
Detailed Review:

The Public Works Department is requesting that the City Council approve the new renewal agreement with Waste Zero. The last time the city had an increase was on May of 2019. The reason for Staffs request of a one year agreement is too allow staff some additional time to look at other option for overflow trash. Staff will bring forward any other options at a later date as we continue forward with full automation of trash pickup.

The Solid Waste Commission has visited this request and has voted to move it forward to Council.

Staff Recommendation:

Staff recommends a one year contract with waste Zero starting July 2023 through July 2024. Staff will be available for any questions on this request.



2023.76

IN BOARD OF CITY COUNCIL...June 20, 2023

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the City Manager to move forward with a one year contract with Waste Zero. This agreement is for the sale of Orange over flow solid waste bags. Start date of agreement is July 1, 2023

New Price

<u>Large Bags</u>	<u>Small Bags</u>
5 bags/roll	10 bags/roll
50 rolls/case	40 rolls/case

Selling Price Per Case

Cost Per C Case (NEW PRICE 6/1/2023)

of rolls per case
of bags per roll

\$	500.00	\$	600.00
\$	89.50	\$	95.25
	50		40
	5		10

Selling Price Per Roll

Selling Price Per Bag

\$	11.80	\$	18.10
\$	2.50	\$	1.95

Cost Per Roll

Cost Per Bag

\$	1.79	\$	2.38
\$	0.36	\$	0.24

Gross Profit to cover Trash per Bag

\$	2.14	\$	1.71
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Amount of tons per Bag (assume 40lbs/bag)

Cost Per Ton of Trash

	0.02		0.02
\$	68.07	\$	68.07

Cost to dispose of trash per Bag

\$	1.36	\$	1.36
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Profit to put toward container's trash

\$	0.78	\$	0.35
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Variables

Expenses - hand collection of bags ahead of the truck

Labor \$32.24 x 2 = \$64.48/hr x 2hr/day x 5 x 52

\$	(33,529.60)
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Revenue Offset

Todays Price Todays Price

\$	10.00	\$	15.00
\$	2.25	\$	1.75

Bags	\$0.78/bag x 120 bags/day x 5 x 52	\$	24,336.00
	Current Annual Shortfall	\$	(9,193.60)
Potential Revenue from new tote program		\$	32,832.00

If tote program continues to work out, the laborers to assist automated truck will not be needed. If the tote larger tote program ends additional \$0.295 per bag is needed to cover the labor cost for bag

Bag Price Gap	\$	9,193.60	\$	0.29468 /bag
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New Price

<u>Large Bags</u>	<u>Small Bags</u>
5 bags/roll	10 bags/roll
50 rolls/case	40 rolls/case

Selling Price Per Case

Cost Per C Case (NEW PRICE 6/1/2023)

of rolls per case
of bags per roll

\$	500.00	\$	600.00
\$	89.50	\$	95.25
	50		40
	5		10

Selling Price Per Roll

Selling Price Per Bag

\$	11.80	\$	18.10
\$	2.50	\$	1.95

Cost Per Roll

Cost Per Bag

\$	1.79	\$	2.38
\$	0.36	\$	0.24

Gross Profit to cover Trash per Bag

\$	2.14	\$	1.71
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Amount of tons per Bag (assume 40lbs/bag)

Cost Per Ton of Trash

	0.02		0.02
\$	68.07	\$	68.07

Cost to dispose of trash per Bag

\$	1.36	\$	1.36
----	-------------	----	-------------

Profit to put toward container's trash

\$	0.78	\$	0.35
----	-------------	----	-------------

Variables

Expenses - hand collection of bags ahead of the truck

Labor \$32.24 x 2 = \$64.48/hr x 2hr/day x 5 x 52

\$	(33,529.60)
----	-------------

Revenue Offset

Todays Price Todays Price

\$	10.00	\$	15.00
\$	2.25	\$	1.75

Bags	\$0.78/bag x 120 bags/day x 5 x 52	\$	24,336.00
	Current Annual Shortfall	\$	(9,193.60)
Potential Revenue from new tote program		\$	32,832.00

If tote program continues to work out, the laborers to assist automated truck will not be needed. If the tote larger tote program ends additional \$0.295 per bag is needed to cover the labor cost for bag

Bag Price Gap	\$	9,193.60	\$	0.29468 /bag
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City Council

Meeting Date: June 20, 2023

Meeting Time: 6:00pm

Agenda Item No: 10. i

Item Description: Mayor's Monarch Pledge

Submitted by: Mayor Alan Casavant

Supporting Information/Documentation: The Mayor has signed onto The National Wildlife Federation's Mayors' Monarch Pledge for the last several years and would like to once again obtain City Council's support.

Key Terms: N/A

Executive Summary:

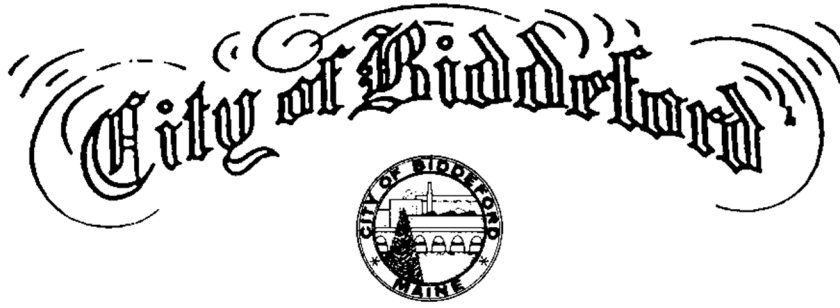
Additional information from the National Wildlife Federations website:

"Mayors and other heads of local and tribal government are taking action to help save the monarch butterfly, an iconic species whose eastern populations have declined by 90% and western populations by 99% in recent years. Through the National Wildlife Federation's Mayors Monarch Pledge, U.S. cities, municipalities, and other communities are committing to create habitat for the monarch butterfly and pollinators, and to educate residents about how they can make a difference at home and in their community."

Detailed Review: N/A

Funding Source: N/A

Staff Recommendation: N/A



2023. 77)

IN BOARD OF CITY COUNCIL... JUNE 20, 2023

BE IT ORDERED, that the City Council of the City of Biddeford does hereby endorse Biddeford's Mayor, Alan Casavant, to take the National Wildlife Federation Mayors' 2023 Monarch Pledge on behalf of the City of Biddeford.

In doing so, the City of Biddeford joins other mayors and heads of local and tribal governments in supporting action to help save the Monarch Butterfly, an iconic species, whose eastern populations have declined by 90% and western populations by 99% in recent years.

In joining these efforts, the City of Biddeford will promote the importance of the Monarch butterfly and other pollinators to the health of our community.

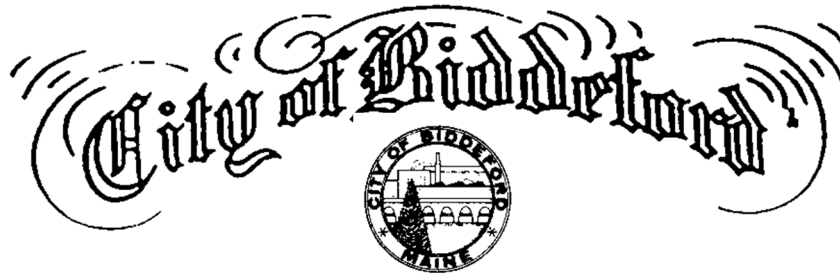
Through the Mayors' Monarch Pledge, the city of Biddeford is committed to creating habitat for the monarch butterfly and other pollinators, and to educate residents about how they can make a difference at home and in their community.

As part of this national program, the City of Biddeford supports efforts like the national No Mow May month in which residents and businesses are encouraged to wild their lawns and refrain from mowing until June 1, each year, to allow Monarchs and other pollinators sufficient time for vital early spring feeding.

The City also encourages schools to plant wildflower gardens, including milkweed and other native flowering plants and trees, and to include the importance of pollination in their curriculums.

The City of Biddeford continues to have ongoing discussions about reducing the use of pesticides and herbicides in and around city properties and parks and the surrounding landscape.

In order to actively engage residents of the city, the City of Biddeford will continue to work with Biddeford Community Gardens to support Monarch butterfly habitat.



2023.78

IN BOARD OF CITY COUNCIL... June 20, 2023

BE IT ORDERED, that

IN BOARD OF CITY COUNCIL..JUNE 20, 2023 BE IT ORDERED, that the City Council of the City of Biddeford does hereby cancel the City Council Meeting of July 4, 2023

Attest by:_____



City Council

Meeting Date: June 20, 2023

Meeting Time: 6:00 PM

Agenda Item No: 10.I

Item Description: 2023.79) Resolve/City of Biddeford Proceed with School Bonding Referendum Process

Submitted by: Brian S. Phinney, COO

Supporting Information/Documentation:

20230606 Biddeford Primary School Drawing

20230606 Biddeford Primary School Project Timeline March 15

Key Terms:

"N/A"

Executive Summary:

On June 6, 2023 the Biddeford City Council was presented with a proposal to construct an addition to the Biddeford Primary Schools to address the known deficiencies at the John F Kennedy Memorial School and facilitate its eventual closure.

The associated agenda resolution directs the City Manager to proceed with the steps needed to prepare and provide public notice of a local school bond referendum for November 2023 to fund the project.

Detailed Review:

Superintendent of Schools Jeremy Ray has been evaluating the various school facilities for several years. It has been determine that the John F. Kennedy Memorial School in particular has several structural and physical limitations that warrant closure of the school. On June 6th the City Council was presented with a conceptual plan to renovate the Biddeford Primary School involving construction of an addition of sufficient size to accommodate the John F. Kennedy Memorial School population thus maximizing the utilization of existing infrastructure and fostering the ability to close the John F. Kennedy Memorial School. The project is proposed to be funded in part through a local school construction bond.

As noted in the support documents and referenced by Superintendent Ray, the Biddeford City Council plays a significant role in the process. The City Council is responsible for coordinating the local school bond referendum and issuing bonds or notes to fund the project.

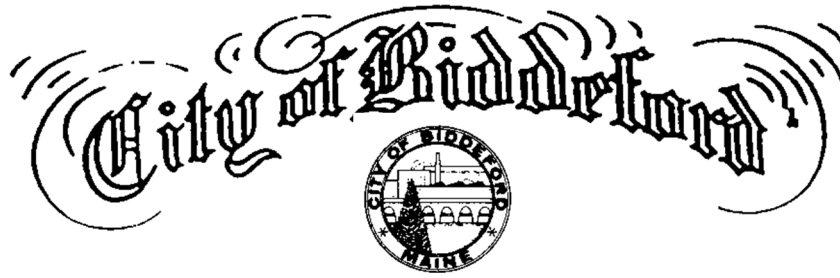
The associated resolution for this agenda item authorizes the City Manager to proceed with the steps needed to prepare and provide public notice for a school referendum bond to be placed on the local ballot in time for the November 2023 State of Maine Referendum Election.

Funding Source:

N/A

Staff Recommendation:

Staff recommends approval of the resolution if it is the intent of the Biddeford City Council to proceed with the school bond referendum.



2023.79

IN BOARD OF CITY COUNCIL... JUNE 20, 2023

BE IT RESOLVED, that the Biddeford City Council supports the conceptual plan for the so-called “Biddeford Primary School Project” building addition as presented to the City Council on June 6, 2023 by Superintendent of Schools Jeremy Ray;

BE IT FURTHER RESOLVED, that the Biddeford City Council supports a citizen school bond referendum to finance the proposed project;

BE IT FURTHER RESOLVED, that the City Manager, in coordination with the City Clerk and Superintended of Schools, is directed to proceed with the necessary steps required to prepare for and provide public notice of a local school bond referendum to coincide with the November 2023 State of Maine Referendum Election to fund the Biddeford Primary School Project.

Attest by: _____

MEMORANDUM

TO: Jeremy Ray, Superintendent
Biddeford School Department

FROM: E. William Stockmeyer & Clíodhna O'Malley
Drummond Woodsum & MacMahon

RE: Biddeford Primary School Project—Summary of Legal Requirements and
Project Legal Timeline

DATE: March 15, 2023

At your request, we have prepared a summary of the major steps, the legal requirements, and a sample proposed timeline for the City to authorize the financing of the Biddeford Primary School Project (the “Project”), a proposed, locally-funded school construction project. The following timeline includes a description of each step, the responsible party, any legal deadline, and a “sample date.” The sample dates for each step are based upon our discussion and represent examples of dates that would meet applicable legal requirements. We have also provided a column for a “Selected Date” where you might select an alternate date. If you select a date that is different from the sample date, use the sample date as a guideline and keep the legal requirements in mind.

In the case of a school construction project, the School Committee and City Council have separate roles. It is generally the statutory responsibility of the School Committee to select and contract with the project designer and contractor, and to make project decisions. It is the separate role of the City Council to call the project referendum and to issue bonds or notes to fund the project. While the roles are separate, cooperation and coordination are important, as both bodies participate.

We call to your attention that a school construction project is subject to a statutory competitive bidding requirement that is quite different from other municipal construction project delivery methods, as well as statutory payment and performance bonding requirements.

For purposes of this timeline, we have assumed you have engaged an architect who has developed a project concept design and concept budget estimate for financing approval (“concept design” is a term specific to Maine school construction projects to reflect sufficient development to seek referendum approval).

We trust that this memo is responsive to your request. Please contact us if you have any questions or concerns, or if we can be of help at any point in the process.



PROJECT LEGAL TIMELINE

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
Architect selection; development of project concept and budget.	School Committee selects Architect who develops concept and budget	None.	<i>We assume you have completed these steps and are ready to finance the project budget.</i>	
Bond Order and Accompanying Financial Statement. Legal counsel drafts Bond Order. Treasurer provides bond counsel with financial information for accompanying Financial Statement, including information required by City Charter at Art. XII § 7(a) and by 30-A M.R.S. § 5772.	Bond Counsel in consultation with Treasurer	None; but allow sufficient time for deadlines below.	Thursday, July 20, 2023	
City Clerk to Review Referendum Question. To ensure compliance with Charter. (Art. X, § 3 (e) of City Charter).	City Clerk	None; but allow sufficient time for deadlines below.	Monday, July 24, 2023	
Place Bond Order on Agenda; Prepare/Make Available/Deliver Agenda.	City administrators and City Clerk		<i>We assume the city administrators will handle this internally per the Council rules</i>	

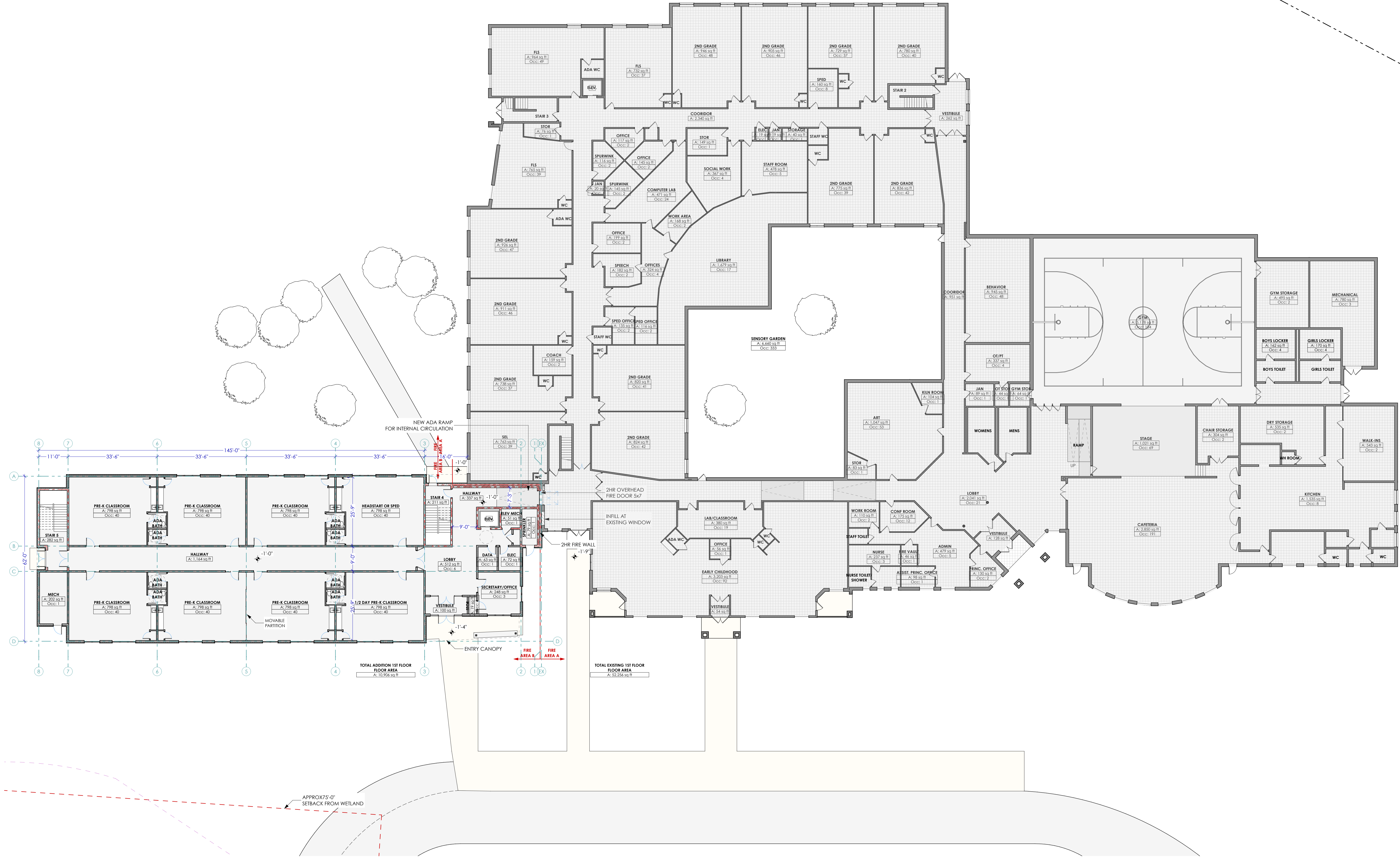
DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
City Clerk to Give Notice of Meeting. City Clerk to give “notice in local newspaper of time and place of regular and special Council meetings on Friday prior to the week of such meetings.”	City Clerk	Friday prior to the week of meeting (Art. X, § 3(a) of City Charter).	Friday, July 28, 2023	<i>To confirm: How far in advance should the newspaper be contacted to ensure deadlines are met?</i>
Agenda Available to Public. City Clerk to publish agenda for meeting in local media sources and posted on the city bulletin board at least 24 hours prior to meeting. (Art. X, § 3(a) of City Charter).	City Clerk	At least 24 hours prior to meeting. (Art. X, § 3(a) of City Charter).	Monday, July 31, 2023	
First Reading of Bond Order. (Art. III § 8 of Charter).	City Council	None; must leave enough time for ballot language to be sent to printer and absentee ballots to be received a month prior to election.	Tuesday, August 1, 2023	<i>To confirm: Date selected on information that Council Meetings held the first and third Tuesday of each month. Is this the date of Council's first meeting in August?</i>
Notice of Bond Order. - Posted in public place in City - Published in local newspaper (Art. XII, § 7 of City Charter)	City Clerk	At least 14 days prior to final Council Action (Art. XII, § 7 of City Charter).	Friday, August 4, 2023	<i>To confirm: How far in advance should the newspaper be contacted to ensure deadlines are met?</i>

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
Second Reading of Bond Order; Public Hearing; and Final Adoption. An affirmative vote by a majority of the City Council is needed for final adoption of the Order. (Art. III § 8 of City Charter). ¹ Second Reading to include Public Hearing on Bond Order. (30-A M.R.S § 2528 (5)).	City Council	At least 14 days after Notice of Bond Order (Art. XII, § 7 of City Charter).	Tuesday, September 5, 2023	<i>Will Labor Day on September 4 interfere with regular council meeting date on the 5th?</i>
Signing of Warrant. To be signed by the Treasurer, countersigned by a majority of the City Council, and the Mayor. (Art. II, § 1(g) of City Charter; 30-A M.R.S. §§ 2551, 5772).	Treasurer, City Council, and Mayor	At least 14 days after Notice of Bond Order (Art. XII, § 7 of City Charter).	Tuesday, September 5, 2023 (later, depending on City practice)	<i>Suggest discussion with City clerk over council practice on voting to call referendum</i>
Preparation of Official Ballots. City Clerk to prepare and furnish official ballots. (Art. VIII, § 6 of City Charter). Ballot must include instructions to voters. (Art. VIII, § 7 of City Charter).	City Clerk	None; must leave enough time for ballot language to be sent to printer and absentee ballots can be received a month prior to election	Friday, September 8, 2023 (60 days prior to November 7, 2023)	<i>To confirm: How much time is normally required to ensure ballots are printed referendum date?</i>
Preparation of Sample ballots. Requirements: - Printed on colored paper. (Art. VIII, § 7 of City Charter; 30-A M.R.S. § 2554(3)). - Must be marked "Sample Ballot". (Art. VIII, § 7 of City Charter).	City Clerk	None; must be posted at least 10 days prior to referendum date. (Art. VIII, § 7 of City Charter).	Friday, September 8, 2023 (60 days prior to November 7, 2023)	<i>To confirm: How much time normally required to ensure sample ballots are printed and posted at least 10 days prior to referendum?</i>

¹ Note: Second Reading cannot be dispensed with by the vote of 2/3 of the members present and voting as permitted under Art. III § 8 of Charter due to Appendix A Rules of City Council Sec. A-4 (a) "all orders . . . authorizing the expenditure of money shall have more than one reading before they shall be finally passed by the Council."

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
Post and Publish Sample Ballots. Clerk poses sample ballots in public places in each Ward/Voting Precinct and publishes sample ballot in local newspaper at least once.	City Clerk	At least 10 days prior to referendum date. (Art. VIII, § 7 of City Charter).	Monday, October 16, 2023	<i>To confirm: How far in advance should the newspaper be contacted to ensure deadlines are met?</i>
Posting of Warrant/Notice of Election. Warrant/Notice of Election attested by City Clerk to be posted in public and conspicuous place in each Ward/Voting Precinct. (30-A M.R.S. § 2551; 21-A M.R.S. § 621-A). City Clerk to record a copy of the notice along with the times and places of posting. (21-A M.R.S. § 621-A).	City Clerk	At least 7 days prior to referendum date. (21-A M.R.S. § 621-A).	Monday, October 16, 2023	
Referendum. Voters participate in referendum to approve the project and amount to borrow	Voters	At least 7 days after posting of Warrant/Notice of Election (21-A M.R.S. § 621-A); at least 10 days after posting of Sample Ballots (Art. VIII, § 7 of City Charter).	Tuesday, November 7, 2023	
Certification of Election Results. City Clerk provides Certified Return of Votes Cast.	City Clerk	None.	Wednesday, November 8, 2023	
Approval by Commissioner. The commissioner must approve each nonstate funded project. (20-A M.R.S. §15905-A (1)).	Superintendent in consultation with architect requests approval	None.		
Project Financing Schedule.	Financial Advisor and City Administrator		TBD	
Close on Real Estate (if applicable).			TBD	

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
Architect Full-Service Contract. Enter into a full-service contract with the Architect.			TBD	
Project Specifications and Approvals. Architect completes design and prepares detailed plans & specifications, and secures local and state approvals for plans & specifications.			TBD	
Prequalification of General Contractors (if applicable). Architect assists with prequalification questionnaire; advertise for General Contractors that wish to be considered; Building Committee reviews submissions; School Committee approves list of prequalified General Contractors.			TBD	<i>No prequalification on most projects, but available.</i>
Competitive Bidding. Architect prepares documents for competitive bidding, assists School Committee in seeking sealed proposals and selection of lowest responsive eligible bidder.		See 5 M.R.S. § 1743-A for bidding requirement	TBD	
Hire the General Contractor. School Committee enters into contract with the selected construction firm. Selected firm supplies payment and performance bonds.			TBD	
Construction Start Date.			TBD	



BIDDEFORD PRIMARY SCHOOL ADDITION
1ST FLOOR

PRELIMINARY

NOT FOR CONSTRUCTION

ISSUE NUMBER

CHANGE NUMBER

CHANGES THIS ISSUE

ISSUE

DATE

DESCRIPTION

BIDDEFORD PRIMARY SCHOOL ADDITION

BIDDEFORD SCHOOL DEPARTMENT

320 Hill Street Biddeford, ME 04005

MOBILE STUDIO DESIGN

128 Main Street, Unit 201

Biddeford, ME 04005

office: 207.494.8102

DATE OF ISSUE: 5/23/23

PROJECT STATUS: SD

ARCHITECT:

Leah Schaffler

leah@mobilestudiodesign.com

CONSULTANTS:

SURVEYOR:

ENGINEER:

CONTRACTOR:

PROPOSED

PLANS- 1ST

FLOOR

A-101

mobile

studio

design

482

BIDDEFORD PRIMARY SCHOOL ADDITION
2ND FLOOR



PRELIMINARY
NOT FOR CONSTRUCTION

CHANGES THIS ISSUE	
ISSUE NUMBER	CHANGE NUMBER
ID	DESCRIPTION

SUBMISSIONS	
ISSUE	DATE

BIDDEFORD PRIMARY SCHOOL ADDITION
BIDDEFORD SCHOOL DEPARTMENT
320 Hill Street Biddeford, ME 04005

MOBILE STUDIO DESIGN
128 Main Street, Unit 201
Biddeford, ME 04005
office: 207.494.8102

DATE OF ISSUE: 5/23/23
PROJECT STATUS: SD

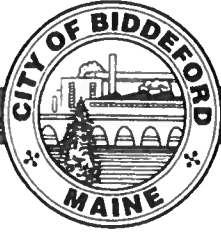
ARCHITECT:
Leah Schaffler
leah@mobilestudiodesign.com

CONSULTANTS:
SURVEYOR:
ENGINEER:

CONTRACTOR:
PROPOSED
PLANS- 2ND
FLOOR

A-102

mobile
studio
design



CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 05-10-2023

Name: Patrick Beacham

Street Address: 28 DuPont Ave. Apt 1
Biddeford, ME 04005

Mailing Address:
(if different) _____

Phone Number(s): 610-312-6568

Email Address: patrick.beacham16@gmail.com

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|---|
| ☐ • Airport Commission | ☐ • Harbor Commission |
| ☐ • Biddeford Citizens Advisory Committee | ☐ • Historic Preservation Commission |
| ☐ • Biddeford Fire Advisory Committee | ☐ • Planning Board |
| ☐ • Biddeford Housing Authority | ☐ • Policy Committee |
| ☐ • Biddeford Police Advisory Committee | ☐ • Project Canopy Committee |
| ☒ 2 • Board of Assessment Review | ☐ • Recreation Commission |
| ☐ • Cable T.V. Committee | ☒ 3 • Recycling & Solid Waste Management Commission |
| ☐ • Capital Projects Committee | ☐ • Shellfish Conservation Committee |
| ☒ 1 • Conservation Commission | ☒ 5 • Wastewater Management Commission |
| ☐ • Diversity, Equity and Inclusion Committee | ☒ 6 • Zoning Board of Appeals |
| ☐ • Downtown Development Commission | ☐ • Other: |
| ☐ • Economic Improvement Commission | |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

N/A

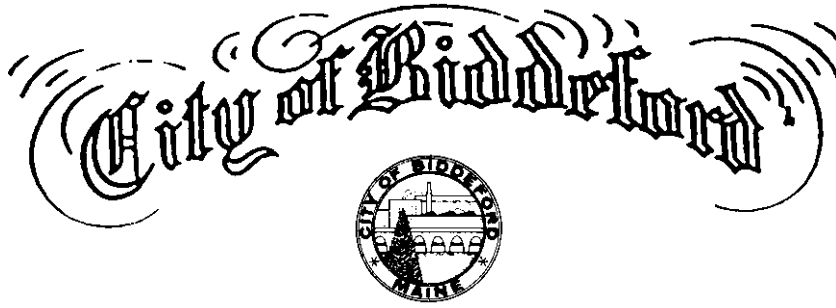
Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

• Currently a property manager at an affordable housing nonprofit
• Other work skills: budgeting, data management, filing, logistics, communication skills
• Academics: Bachelor's in Economics; backgrounds in urban economics, ecological economics, trade, political science, data analysis
• Extensive and diverse volunteering experience (film festivals, soup kitchens, advocacy, mutual aid groups, ...)

Please provide a brief statement describing your interest in serving the City of Biddeford.

While I have long held a commitment to community and helping others, I am both young and very new to this city. As I consider Biddeford my new home, I want to know more about how the city government serves its constituents. As I explore this topic, it would be an honor to also be able to serve my fellow residents of Biddeford.

Attach any additional information to this application and return it to the City Clerk's Office.



2023.80)

IN BOARD OF CITY COUNCIL...JUNE 20, 2023

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

**Patrick Beacham
Ward 4**

to the Wastewater Management Commission for a term to expire December 2025.

Attest by: _____
Robin Patterson, City Clerk



City Council

Meeting Date: June 20, 2023

Meeting Time: 6:00pm

Agenda Item No: 15. Other Business

15a. Consideration of a new Contract Zone

Item Description: 608-610 New County Road – Contract Zone Request for an Event Center

Submitted by: David C.M. Galbraith, City Planner / Deputy Director of Planning and Development

Supporting Information/Documentation:

- A. Contract Zone request two page narrative, submitted by business partners Bryce Avallone and Peter Valcourt, including aerial photo of property.
- B. Zoning Map with Subject property highlighted.
- C. Aerial photo illustrating proposed barn and parking areas.
- D. Image of 42' x 48' post and beam barn.
- E. Diagram 4 – Saco River Corridor Commission (SRCC) review area.
- F. Article V Establishment of Zones, Section 9 Contract and Conditional Zoning.
- G. Article V Establishment of Zones, Table A "Table of Land Uses".

Key Terms:

N/A

Executive Summary:

The Applicants are seeking a Contract Zone, for a wedding barn / event center for the Homestead By The River family campground, which is located at 608-610 New County Road (Property ID# Map 6, Lot 35, Sub-lot 2). The subject property is 29.47-acres in area and is located within the Rural Farm (RF) zoning district and shoreland zoning overlay district. The City's Table of Land Uses, does not list Event Centers, Wedding Barns, or similar Uses as being permitted in any of the City's zoning districts, nor does it include any specific performance standards for this type of Use.

Detailed Review:

In late April 2023 the City's Code Office and Planning Department were contacted by business partners Bryce Avallone and Peter Valcourt who are in negotiations to purchase the "Homestead By The River" family campground, which is located at 608-610 New County Road (Property ID# Map 6, Lot 35, Sub-lot 2). The subject property is 29.47-acres in area and is located within the Rural Farm (RF) zoning district and shoreland zoning overlay district. The subject property is currently being utilized as a campground and the applicants are seeking to construct a new 44' x 72' (3,168 sq. ft.) event barn for the use of the camping clients but also to be opened to the public for weddings, parties and similar "event center" type uses, during the summer and fall months. During the property's off-season the applicants would also be seeking approval for winter storage of recreational vehicles (RVs) within the proposed barn.

Article V, Establishment of Zones of the City's Land Use Ordinance (Zoning Ordinance), Attachment 1: Table A - Table of Land Uses, does not include Event centers, Wedding Barns, or similar uses as Permitted or Conditional Uses. The closest defined Use in Table A is "restaurants" which are an allowed in the Rural Farm (RF) zoning district as a Conditional Use. Therefore, the proposed Use is not allowed within any of the City's zoning districts nor have any

specific performance standards for this type of Use been adopted. As such, the Applicants only have two (2) options to achieve their goal which are 1) Propose “Event Centers” / “Wedding Barns” to Article V Establishment of Zones, Table A “Table of Land Uses”, which would require an Ordinance Amendment and the development of specific performance standards OR 2) Apply for a Contract Zone (CZ).

The Applicants opted for the latter, and are seeking concept approval of a Contract Zone to allow the establishment of an event center / wedding barn at the subject location. If the City Council is supportive of the proposed Contract Zone (CZ), the Applicant is requesting that the Council send a favorable recommendation of the proposed Use to the Planning Board for the development of Contract Zone language for the proposal and also review the associated development plans. At the end of the Planning Board review, if the Council refers the matter to the Board, would be sending the draft Contract Zone language and site plan to the City Council who will have the ultimate approval on this action.

Funding Source:

Applications for Contract Zones require a \$75 dollar non-refundable application fee, at this stage of the development, which has been collected. If / when the City Council agrees to forward the CZ request to the Planning Board, for Contract Zone language development and site plan review, then Planning would collect \$1,300. at that time for the Contract Zone, in addition to all fees associated with Site Plan application.

Staff Recommendation:

The recently adopted 2023 Comprehensive Plan does not specifically discuss event centers or wedding barn type uses within the document. The Comprehensive Plan does classify land located within the Rural Farm (RF) district as “limited growth” areas. If the City Council determines that the proposed Contract Zone has merit, and forwards the request to the Planning Board for review for the contract zone language drafting and review of the proposal, Staff would recommend the Contract Zone include the adoption of plans that specify all activities proposed to take place on the property, limits hours of operation, and mitigates negative impacts to surrounding property owners, traffic, noise, and parking to name a few.

Galbraith, David

From: Bryce Avallone <bryce.avallone@gmail.com>
Sent: Thursday, May 18, 2023 12:58 PM
To: Fecteau, Roby; Welton, Scott; Galbraith, David; Peter Valcourt
Subject: application for contract zone
Attachments: City of Biddeford Contract Zone Application.docx; 3 - Monitor Barn.jpg; 4 - Saco River overlay.jpg; 2 - Proposed barn and parking copy.jpg; 1 - Zoning map with property marker copy.jpg

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I was unsure who to address this to, so I am sending this email to all three people who have been involved in the discussion so far. I am attaching a Word document that outlines the proposed barn at 608 New County Road, as well as four diagrams that support the document. I think it provides enough information to start a discussion with the planning board and city council. Please let me know if there is more information needed before scheduling a meeting with the town.

Also, if you could provide a schedule of next steps, that would be helpful.

Thank you.

City of Biddeford

Application for Contract Zone

Property Overview

The subject property is located at 608 New County Road in Biddeford. It is a 30-acre parcel on the Saco River that is currently run as a campground. The property is in the far northwestern corner of Biddeford abutting Dayton. Existing structures include a three-bedroom home with attached garage, a campground store, and a Civil War era animal barn.

The campground is open from May to early October each year, and has a combination of long-term and daily RV and tent sites. It currently holds events like barbeques and concerts onsite, but they are run outdoors.

Proposed Barn

Originally, we had considered moving events into the existing barn. However, the barn was built in the mid-1800's, and has been used as an animal barn for many years. Because we would have to invest in a commercial kitchen, a sprinkler system, air conditioning, and significant modifications for bathrooms, etc., it did not seem wise to attach all this new investment to such an old structure.

We are proposing building a new single-story post and beam barn with dimensions of 44 x 72 feet at the site of the existing horse-riding ring, which appears on the ariel view as a large rectangle of sand to the south of the existing home. It appears on Diagram 2 as a blue square.

The barn would be built on a concrete slab foundation, and would include three new bathrooms (one of which would be ADA-compliant), a commercial kitchen, and a bar. We would work with the planning and fire departments to ensure it meets all safety codes.

The barn would be used both for the campground residents and also to host outside events. Campground barbeques and concerts that are currently outdoors would be moved into the barn. In the off-season, the barn would be used for winter storage of RVs. The new barn would also be used to host events like weddings during the summer and fall months. It would accommodate 150 people, with a maximum of approximately 200 people.

This use seems like a good fit to support the campground and also host events. The barn fits in with the existing structures. There is also a similar venue right across the river in Saco.

Managing Potential Issues

This is a 30-acre property with only one neighbor, since it abuts the road on one side and the Saco River on two others. The property is only open for five months of the year. We plan to have a full-time onsite manager to oversee the campground and the barn activities. Noise will be managed by having music inside the barn, and implanting a 10PM curfew. We will

implement rules such as no open fires, no fireworks, no releasing of doves, etc. to minimize the impact of events on our neighbor and the campground residents.

Saco River Corridor

We have already contacted the Saco River Corridor commission when we were considering updating the existing barn. They sent us diagram #4, on which they shaded there are of oversight. The site of the new barn is more than 500 feet from the Saco River, and therefore is outside their jurisdiction.

About Us

Bryce Avallone and Peter Valcourt are business partners who have completed several successful businesses and real estate developments in Portland and southern Maine. We have experience with all phases of real estate development, and also on-going real estate leasing and maintenance. Our most recent project was the creation of a 5-unit subdivision where we built three treehouses and two hobbit houses for vacation rentals. You can see the quality of our work by viewing them at www.purposelylost.com.

Diagrams

- 1 – Biddeford Zoning map with the subject property highlighted.
- 2 – A Google Earth image of the campground with the proposed barn and parking areas highlighted.
- 3 – A screenshot of the monitor style barn we would like to build.
- 4 – The Saco River Corridor map that shows the barn outside of their 500-foot influence zone.

Diagram 1 - Zoning Map

Subject Property



Saco

Arundel

Kennebunkport

Atlantic Ocean

- Legend**
- Roads
 - Streams
 - Rivers
 - Ponds
 - Contract Zones
 - General Zoning**
 - SR1: Suburban Residential
 - LRF: Limited Rural Farm
 - R1A: Single Family Residential 1A
 - R1B: Single Family Residential 1B
 - RF: Rural Farm
 - MSRD2: Residential Conservation
 - R2: Multi-Family
 - R3: Mixed Residential
 - CR: Coastal Residential
 - B1: General Business
 - B2: Highway Business
 - MSRD1: Commercial Core
 - OR: Office Residential
 - I1: General Industrial
 - I2: Airport Industrial
 - I3: Commercial Industrial
 - MSRD3: High Density / Mixed Use
 - IN: Institutional
 - M: Medical
 - W1: Mixed Waterfront
 - W3: Pool Village Waterfront
 - Overlay Zones**
 - RP: Resource Protection
 - RP-1: Swan Pond Brook Corridor
 - SP: Stream Protection
 - LR: Limited Residential
 - GD-1: General Development 1
 - GD-2: General Development 2
 - LC: Limited Commercial
 - CFMA: Commercial Fisheries Maritime Activities
 - MHP: Mobile Home Parks
 - APD: Aquifer Protection Overlay



1:48,000

City of Biddeford, Maine



OFFICIAL ZONING MAP

ADOPTED BY ORDER OF THE
BIDDEFORD CITY COUNCIL THROUGH MAY 3, 2022
EFFECTIVE DATE: JUNE 2, 2019

THIS IS THE OFFICIAL MAP REFERRED TO IN ARTICLE 3 OF
THE ZONING ORDINANCE OF THE CITY OF BIDDEFORD

Alan M. Casavant *Carleen J. Bernier* May 12, 2022
Mayor City Clerk Date

Prepared By: The City of Biddeford, Maine Technologies Department - GIS Mapping



Diagram 3 - Proposed Barn Design



42' × 48' PINEDALE MONITOR BARN

Post & Beam 1½ Story Monitor-Style Barn

eford, I X

Q

W Cou...

Diagram 4 - Saco River Corridor Review Area

X

) ▾

ment Result

et (US)

ear



- Layer List
- Layers
- ☒ SmpISites_201
 - ☒ ME_SRCC Tow
 - ☒ River_Saco_Ec
 - ☒ River_LittleOs
 - ☒ Parcels_2015
 - ☒ SRCCDistrictC
 - ☐ Conservation I
 - ☐ Buffer100ft_Fl
 - ☐ Buffer250ft_Fl
 - ☒ Buffer500ft_Fl
 - ☐ Buffer1000ft_F
 - ☒ FEMA_FIRM_M
 - ☒ Biddeford_Flo
 - ☒ FloodZones_2

Article V. Establishment of Zones

Section 9. Contract and conditional zoning.

A. Purpose.

1. In 1982, the Maine Legislature enacted legislation entitled "An Act to Permit Municipalities to Adopt Contract Zoning" (LD 1809) which essentially allows the rezoning of a particular piece of property subject to conditions as long as the proposed use:
 - a. Is consistent with an enacted municipal comprehensive plan;
 - b. Is consistent with existing or permitted uses within the existing original zone(s);
 - c. Is the result of a contract with the municipality that includes only conditions and restrictions which relate to the physical development or operation of the property.
2. The City of Biddeford finds that this legislation is a valuable tool to promote the orderly growth of the municipality while protecting the integrity of existing neighborhoods.
3. Occasionally, competing and incompatible uses conflict; and traditional zoning methods and procedures such as variances, conditional use permits, and alterations to the zone boundaries are inadequate to promote desirable growth. In these special situations, more flexible and adaptable zoning methods are needed to permit differing land uses in both developed and undeveloped areas, and at the same time recognize the effects of change. In consideration of a change in zoning classification for a particular property or group of properties, it may be determined that public necessity, convenience, or the general welfare require that provisions be made to impose certain limitations or restrictions on the use or development of the property. Such conditions are deemed necessary to protect the best interests of the property owner, the surrounding property owners and the neighborhood, all other property owners and citizens of the City, and to secure appropriate development consistent with the City's Comprehensive Plan.
4. The provisions of this section shall not exempt the use or development of any property from other minimum standards or requirements otherwise provided in this ordinance, or as otherwise provided by the law.

B. Enabling legislation. The enabling legislation for this section can be found in 30-A M.R.S.A. § 4352.

C. Definitions.

1. Conditional zoning: A zoning process by which the municipal legislative body may rezone a particular piece of property to permit the use of that property subject to conditions not generally applicable to other properties similarly zoned.
2. Contract zoning: A zoning process by which the property owner, in consideration of the rezoning of his property, agrees to the imposition of certain conditions or restrictions not imposed on similarly zoned properties.

D. Mandatory conditions. Any zone change adopted pursuant to this section shall:

1. Be consistent with the Comprehensive Plan of the City of Biddeford;

2. Be consistent with the existing or permitted uses within the original zone;
 3. Only include conditions and restrictions which relate to the physical development or operation of the property;
 4. Be subject to an agreement executed by authorized representatives of both the property owner and the City of Biddeford for the implementation and enforcement of all terms and conditions imposed and agreed to by the parties pursuant to this section. Said agreement shall be recorded at the York County Registry of Deeds and a copy placed on file in the municipal offices.
- E. Discretionary conditions. Any zone change adopted pursuant to this section may include reasonable conditions or restrictions relating to one or more of the following:
1. Limitations on the number and type of authorized uses of the property;
 2. Limitations on the height and lot coverage of any structure or structures built on the property;
 3. Increased setbacks and side yards for any structure or structures built on the property;
 4. The installation, operation and maintenance of physical improvements for the convenience of the general public, including but not limited to, off-street parking lots, traffic control devices, fencing, shrubbery, screening, and landscaping;
 5. The creation, operation and maintenance of open space areas or buffer zones;
 6. The dedication or conveyance of property for public purposes, including but not limited to, streets, scenic and conservation easements, parks and utility systems;
 7. The maintenance and preservation of architecture and land deemed by the Biddeford Planning Board to have historical, environmental, or esthetic significance or value to the community.
- F. Application for consideration under these provisions.
1. Persons requesting consideration under the provisions of this section shall submit a letter of request to the City Council, through the City Planner's office, outlining in adequate detail the proposed project. The City Planner shall forward this letter with a recommendation (City Planner shall consult with the Code Enforcement Officer to determine if the proposed project meets the conditions outlined in Subsection D above) to the Council for their consideration at a regular City Council meeting under the heading of "other business."
 2. The Council shall consider the merits of the proposal and the Planner's/Code Enforcement Officer's recommendation. After consideration the Council shall provide the applicant a written determination of whether or not to continue with the process.
 3. If the Council endorses the concept, the applicant shall coordinate with the City Planner for scheduling meetings with the Planning Board.
 4. The Planning Board shall review plans for the proposal under the provisions of either subdivision or site review, whichever apply. These provisions may be modified to the extent warranted by the draft contract developed by the board and the developer.
- F.1. Findings of fact. When reviewing any proposal for contract zoning, the Planning Board shall consider the following criteria in making its written recommendation to the City Council. Before granting approval, the City Council shall determine that the proposed contract zoning meets these criteria as well as the mandatory conditions.
1. That the proposed zone change shall meet all the area, front yard, side yard, rear yard, and height requirements of the proposed zone; any of the discretionary conditions of this article as applied shall be in addition to the district's minimum requirements.
 - 2.

That the proposed use will not create unreasonable traffic congestion on contiguous or adjacent streets. The proponent of the zone change shall submit the following evidence:

- (a) The estimated peak-hour traffic to be generated by the proposed zone change;
 - (b) Existing traffic counts on surrounding streets and roads;
 - (c) Traffic accident data covering the most recent four-year period. Such data shall be by date, and indicate both personal and property damage by accident;
 - (d) The capacity of surrounding roads and streets and any improvements necessary to accommodate anticipated traffic generation, including traffic signals, signs, and other directional markers as well as geometric street/road changes.
3. That the proposed zone change and use(s) authorized shall be insured by providing and maintaining adequate and appropriate utilities, sewage disposal, drainage, solid waste disposal, access, parking and loading and other necessary site improvements. The proponent shall submit materials, documents and plans which employ standard engineering methods to the City Engineer for review not less than 15 workdays prior to the public hearing. The City Engineer shall provide a written commentary on the adequacy of same. Copies of the City Engineer's commentary shall be made available to the applicant, Planning Board and City Council not less than five working days prior to the public hearing.
4. That the proposed use(s) will conform to the general character of the neighborhood. In making such determination the following shall be considered:
- (a) Building and structures.
 - (1) Do the color and materials match or complement those used on nearby structures?
 - (2) Is there similarity or successful transition in scale, building form and proportion between the proposed expansion and existing structures located within 400 feet thereof?
 - (3) Does the proposed structure/use propose to use plant materials, fencing, and walkways which are compatible with the character of the neighborhood in size, scale, material and color?
 - (b) Preservation of landscape. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.
 - (c) Setbacks and screening. The proposed use(s) shall be provided with sufficient setbacks and/or screening to provide a visual and sound barrier sufficient to minimize any adverse impact on other land uses in the neighborhood.

Determination of the adequacy of visual screening shall be based on line of sight observations from existing structures. Upon request of the Planning Board the proponent of the zone change shall present an accurate vertical and horizontal control map depicting existing buildings and structures adjacent to the proposed contract and zone base elevation and proposed improvements in the proposed zone change area.

Determination of the adequacy of setbacks and screening for noise shall be based on procedures and standards of performance found in Chapter 34, Article III of the Biddeford Revised Code of Ordinances, Noise Control.
 - (d) Parking/loading. Off-street parking areas for more than three vehicles and loading spaces as may be required shall be totally screened from the view of the adjoining property by trees, shrubs, fences and other landscaping material (such as a stockade fence or a dense evergreen hedge six feet or more in height). Where a potential safety hazard to

children would be likely to arise, physical screening sufficient to deter small children from entering the premises shall be provided.

- (e) The extent, uses, character and value of existing development in the neighborhood. In making such a determination the Planning Board and the City Council, at the expense of the applicant, may engage the services of qualified professionals such as architects and landscape architects to help them in making their determination. The choice of professionals shall be at the sole discretion of the Planning Board or City Council, whichever is deciding the proposal.

- 5. That there would be no significant adverse effect resulting from the proposed zone change and use(s) authorized upon the public health, safety and general welfare of the neighborhood.

G. Procedure.

- 1. All proposed amendments to this ordinance being considered under this section shall be processed in accordance with 30-A M.R.S.A. § 4352.
- 2. Further, any contract adopted or approved by the City Council under the terms of these provisions shall be considered an amendment to this ordinance and shall be attached hereto and indicated on the Official Zoning Map of the City of Biddeford.

H. Administration. Application for contract zoning requests shall be presented to the Planning Department and shall be reviewed in accordance with procedures outlined in either the Subdivision Ordinance or the Zoning Ordinance, provided:

- 1. The applicant accepts the Planning Board's conditions of approval.
- 2. A public hearing has been held.
- 3. The conditions of approval are accepted by the City Council.

I. Fees. Any costs, including reasonable fees, incurred by the City, for drafting and enforcing the contract provisions shall be paid by the applicant whether or not the project/contract receives approval.

ESTABLISHMENT OF ZONES

V Attachment I

City of Biddeford

Table A

Table of Land Uses

[Amended 2-2-2010 by Ord. No. 2009.98; 8-3-2010 by Ord. No. 2010.70; 9-21-2010 by Ord. No. 2010.93; 6-21-2011 by Ord. No. 2011.36; 6-21-2011 by Ord. No. 2011.37; 4-3-2012 by Ord. No. 2012.24; 4-16-2013 by Ord. No. 2013.24; 3-18-2014 by Ord. No. 2014.16; 9-6-2016 by Ord. No. 2016.74; 1-17-2017 by Ord. No. 2016.87; 6-20-2017 by Ord. No. 2017.57; 1-16-2018 by Ord. No. 2018.3; 1-16-2018 by Ord. No. 2018.5; 6-5-2018 by Ord. No. 2018.44; 10-2-2018 by Ord. No. 2018.110; 3-5-2019 by Ord. No. 2019.15; 3-5-2019 by Ord. No. 2019.16; 1-19-2021 by Ord. No. 2021.1; 6-1-2021 by Ord. No. 2021.43]

KEY:
 * Subject to Article VI, Performance Standards, of this ordinance.
 P Permitted use.
 N Not permitted.
 C Conditional use. See Article VII for specific standards.
 A Accessory use.

	Article VI Section*	SR-1	CR	R-1-A	R-1-B	R-2	R-3	B-1	B-2	I-1	I-2	I-3	W-1	W-2	W-3	R-F	LR-F	M	IN ²⁸	OR	MSRD-1 ²²	MSRD-2	MSRD-3
Residential uses:																							
Accessory dwelling units* 27	78	P		P	P	P	P						P	P	P	P							
Accessory structure*	2	P3	P3	P3	P3	P3	P3	P	P	P	P	P	P	P	P	P			P	P	P	P	P
Boarding, rooming house*	10					C	C															C	C
Bed-and-breakfast*	9		C			C				C						C				C	P	C	P
Cluster development*	18	C	C	C	C	C	C									C17						C	C
Congregate housing*	19					C	C									C			C	P	P	C	P
Duplex/2-family	24	C		P	P	P	P								P	C				P		P	
Home occupation*	38	C	C	C	C	C	C	C						C	C	C				C	C	C	C
Manufactured housing*																							
Mobile home park*																							
Multifamily dwelling*	47					P	P	P					P1	P						C	P	P	P
Planned unit development*	73					C	C													C	C	C	C
Single-family dwelling 11	2	P	P	P	P	P	P						P			P				P		P	
Commercial uses:																							
Adult business	3								C17														
Amusement center*	5							C	C												C		C
Art gallery			C					P							C	C				C	P	C	P
Art studio			C					P							C	C				C	P	P	P
Auto body shops										C													
Automobile graveyard, automobile recycling business, junkyard*	7									C							C						
Automobile repair, sales									P	P		C											C
Boat building, repair, marine services, sales, boat livery, marina, yacht club								P	P			C	P	P							C		
Building materials retail sales								P	P	P		P				C					C		P

See Article VI, Section 45.

See Article VI, Section 45.

V Attachment 1:1

Supp 11, Feb 2022

BIDDEFORD CODE

	Article VI Section*	SR-1	CR	R-1-A	R-1-B	R-2	R-3	B-1	B-2	I-1	I-2	I-3	W-1	W-2	W-3	R-F	LR-F	M	IN ³⁹	OR	MSRD-1 ²²	MSRD-2	MSRD-3
Curwash*	14							C	C	C		A											C
Commercial gardening, commercial greenhouse*	17	C	C	C	C				P							P							
Commercial recreation*	18							C	C	C		C				C					P		P
Commercial school*	53							P	P	P		P							P		P		P
Drugstore/medical supply								P	P	P		P							P		P		P
Financial institution								P	P	C		P							C19		P		P
Firewood processing*	33															P	P						
Fisheries processing, storage*	34												P										
Funeral parlor								P	P	P		P											P
Gasoline service station*	36							P	P	P		C				C							
Hotel/motel*	40							P	P	P		P		P							P		P
Indoor theater								P	P	P		P									P		P
Kennel, veterinary hospital*	42								P	P		P				P							
Marijuana caregiver retail store	77									C	C	C											
Marijuana store, adult use	77									C	C												
Marijuana cultivation facility	77									C	C												
Marijuana testing facility	77									C	C												
Marijuana products manufacturing facility	77									C	C												
Neighborhood convenience store/service		C4	C4	C4	C4	P	P	P	P			P				P					P	C	
Off-street loading and parking lot and facilities, commercial parking garage	49					C	P	P	P9	P		A	P	P	P	C					P	C	P
Offices, business and professional*	52							P	P	P	P	P		P	P			P10		C	P	C	P
Planned unit developments*	73							C	C												C		C
Publishing, printing								P	P	P	P	P								C	P		P
Restaurant*	56							P	P	P	P	P	P	P	P	C			C		P		P
Retail store								P	P	P		P				C	C				P		P
Sawmill*	33																						
Services								P	P	P		P	P	P	P	C			C		P		P
Shopping center								C	C	C		C									C		P
Telecommunications facilities	71											C				C	C						P
Wholesale business												C											P
Industrial uses:									P	P	P	P											

ESTABLISHMENT OF ZONES

	Article VI Section¹	SR-1	CR	R-1-A	R-1-B	R-2	R-3	B-1	B-2	I-1	I-2	I-3	W-1	W-2	W-3	R-F	LR-F	M	IN²⁰	OR	MSRD-1¹²	MSRD-2	MSRD-3
Air transportation related use											C												
Air transportation dependent use*										C	C												
Airport	4									C	C												
Bulk oil terminal*	41									C													
Contractor's storage yard										C	C					C							
Demolition disposal*	23									C						C							
Experimental research and testing laboratory	29								C	C	C	C						C	C19			C	
Light manufacturing*	41								C	P	P	P										P	
Light trucking dependent industry*	41								C	P	P	C										P	
Manufacturing*	41									C	C	C										P	
Planned unit developments*	73									C	C	C										C	
Resource recovery facility																							
Recycling facilities	76									C	C												
Redemption centers									C	P							P					C	
Storage of bulk gaseous fuels*	41									P	P	P											
Transportation facilities										P		C14	P		P							P	
Trucking, distribution terminal*									C	P	P	C											
Warehousing and storage*	60								P	P	P	A									C	C	
Self-storage facilities*	60							C16	C25, 26	P		C									C	C	C
Educational, institutional public uses:																							
Addiction treatment facility	22																	C					
Church, synagogue*		C	C	C	C	C	C		C							C		C			C	C	
Civic, convention centers								C	C			C									C	C	
Community centers, clubs						C	C	C	C												C	C	
Day-care center, adult	22	C	C	C	C	C	C	C	P	P	P	P				C		C			C	C	
Day-care home, adult	22	C	C	C	C	C	C		C					C	C	C		C			C	C	
Day-care home, children's	22	C	C	C	C	C	C		C						C	C		C			C	C	
Day-care center, children's	22	C	C	C	C	C	C	C	C	C	C	C				C		C			C	C	
Essential services	27	C	C	C	C	C	C	C	C	C	C	C	C					C	C		C	C	
Fire, police station																							
Group homes, hospice	19	C	C	C	C	P	P	P	P			P				C			C19		P	C	
Hospital*	39																	P					
Municipal use	47.1	C	C	C	C	C	C	P	P	P	P	P	P	P	P	C		P		C	P	P	
Museum, library								P	P			C				C							
Nursing home*	39	C					P	P								C		C			C	C	

BIDDEFORD CODE

	Article VI Section*	SR-1	CR	R-1-A	R-1-B	R-2	R-3	B-1	B-2	I-1	I-2	I-3	W-1	W-2	W-3	R-F	LR-F	M	IN ¹⁸	OR	MSRD-1 ^{1,2}	MSRD-2	MSRD-3
Public and private schools*	53			C	C	P	P		C							P		C			C	C	
Public facility		C	C	C	C	C	C	P	P	C	C	P	C	C		C	C	C	C	C	C	C	
Rehabilitation facility																		P				C	
University/college*		C	C									C				C		C	P		C	P	
University uses*		C										C				C		C	P		C	P	
Water supply system	27	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Outdoor, resource-based uses:																							
Agriculture*	3, 31															P							
Agricultural products processing and storage*	3, 31									P						P							
Animal breeding or care	42															P							
Campground*	13															C							
Cemetery	14.1	C	C	C	C	C	C									P	C		C19				
Extractive industry*	30								P2	P2						P2	P2						
Farm stands* 13	31															P							
Timber harvesting	64		C													P	P		C19				
Golf course excluding miniature golf		P	P	P	P											P							
Parks and recreation*		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P19		P	P	

NOTES:

* This column has been provided to serve as an aid in finding specific performance standards, but does not address all standards that may apply. Please consult Article VI for subsequent standards that may apply to a particular project.

All uses cited above are subject to specific lot and setback, height, and performance requirements, as well as specific notes below:

1. Multifamily use shall not exceed 10 units per structure.
2. Requires Planning Board approval.
3. Accessory structures shall be limited to:
 - (a) Private detached garages for the storage of no more than three automobiles.
 - (b) Private greenhouses less than 200 square feet in floor area.
 - (c) Private swimming pools.
 - (d) Storage sheds, provided that they are uninhabitable and less than 200 square feet in area.
 - (e) Decks, porches, patios, gazebos, summerhouses, and other structures intended for outdoor use, provided they are uninhabitable.
4. No closer than 1,000 feet to another similar facility.
5. (Reserved)
6. (Reserved)
7. Drive-through establishments (except as provided in Note 8) and street level residential uses are prohibited in the MSRD-1 Commercial Core District in the following areas:
 - (a) Along both sides of Main Street between the intersection of Elm Street (Route 1) and Main Street through to the Saco City Line north of Water Street;
 - (b) On both sides of Adams Street from Main Street to Jefferson Street;
 - (c) On the north side of Jefferson Street from Main Street to Alfred Street;
 - (d) On both sides of Washington Street from Main Street to Jefferson Street;
 - (e) On both sides of Federal Street between Washington Street and Franklin Street;
 - (f) On both sides of Franklin Street; and
 - (g) On both sides of Alfred Street from Jefferson Street/Pool Street to Main Street.
8. Financial institutions are permitted drive-throughs limited to two lanes, are a conditional review by the Planning Board, and must adhere to the following standards:

V Attachment 1:4

ESTABLISHMENT OF ZONES

- (a) Located on the side or rear of the building and never between the building and the Main Street.
- (b) Access drive located to minimize impact on pedestrians:
 - Not between building and the street;
 - Entrance from a side street where possible;
 - Sidewalk material carried across any driveways.
- (c) Adequate queuing land preferably separate from the parking lot.
- (d) Architectural treatment compatible with main building.
- (e) Controlled lighting that does not glare onto neighboring property.
9. Review by the Board of Appeals required for all truck loading facilities for new buildings and for changes in tenancy.
10. Limited to offices for medical professionals and associated fields.
11. Unless otherwise stated or allowed within the provisions of this ordinance, no more than one dwelling unit shall be allowed per lot.
12. (Reserved)
13. Shall be considered as a home occupation; only products grown on the premises may be sold, unless the stand is recognized as a commercial operation.
14. Transportation facilities here shall be limited to facilities associated with firms or businesses serving passenger transport, such as bus terminals, taxi stations, passenger rail stations, etc.
15. (Reserved)
16. Shall be limited to internal storage in existing buildings that require no external structural changes. No loading bays shall be constructed. Off-street parking shall be available with no fewer than one space per 20 storage units. A copy of the contract that will be offered to prospective tenants shall be submitted for review.
17. Adult businesses are restricted to that portion of the B-2 District between Dartmouth Street and Landry Street. No adult business shall be located on any lot or parcel of land with road frontage on Elm Street.
18. All subdivisions in the Rural Farm Zoning District shall be clustered, and developed in accordance with Article VI, Section 16, Cluster Developments, of this ordinance.
19. This use does not include facilities, activities, or programs conducted by or hosted by a college or university that meet the definition of "university use." Such uses shall be considered as university uses and shall be permitted in the institutional zone subject to the requirements of the zone and the additional performance standards for colleges/universities.
20. Within that portion of the Institutional (IN) Zone subject to a Shoreland Zoning District, existing buildings, structures, and roads may be maintained, modified, or replaced but no new buildings shall be built or located and no existing buildings shall be enlarged (including the replacement of existing buildings) except as follows: The existing buildings and roads may be modified to the extent necessary to meet the requirements of applicable local, state, or federal codes or regulations, the existing sewage treatment plant may be expanded or replaced, and the existing Mann Science Center may be expanded through the construction of one additional building, provided that such changes meet all shoreland requirements and the performance standards of Article XIV.
21. See Article V, Section 7, Main Street Revitalization Districts for land uses.
22. All addition treatment facilities shall meet all applicable federal, state, and local laws and regulations. No occupancy permits shall be issued until evidence of state certification has been presented to the Code Enforcement Office.
23. (Reserved)
24. (Reserved)
25. Internal storage fully enclosed within buildings only. Loading bays shall be located on the side or rear of buildings and shall be screened from view from public streets and any abutting residential uses.
26. Self-storage facilities in the B-2 Zone shall not be permitted northeast of the Route 1/Dartmouth Street intersection.
27. Accessory dwelling units may also be permitted in nonresidential zones where there exists a nonconforming (as to use) single-family dwelling on a lot that was in existence as of January 1, 2017. See Article VI, Section 7b.