



AGENDA

City of Portsmouth Housing Blue Ribbon Committee Conference Room A at City Hall*

Thursday, April 4th 2024
5:30 p.m.

- I. Roll Call
- II. Approval of 3/7/2024 and 3/21/2024 Meeting Minutes
- III. Discussion of Goal Statement (15 minutes)
 - a. Sample motion *“Create changes that support 500 permitted units of diverse affordable housing over the next two years that creates long term market sustainability.”*
- IV. Committee Member Comments (20 minutes)
 - a. Committee member request: Communication
- V. Housing Navigator Update (5 minutes)
- VI. Public Comment (15 minutes)
- VII. Committee Member Requested Motion (45 minutes)
 - a. Vote on recommendation to City Council
Sample motion *“Recommend that The City Council works toward the official disposition and land lease of Sherborne School property for the creation of permanent below market rate housing.”*

Attachments

- a. PHA Community Funding Application and supporting document.
- b. Housing Navigator supporting documents:
 - Robert's Rules simple version.
 - NH Workforce law summary.
 - NH Section 205-C_56.
 - Frequently Used Housing Terms.
- c. Planning and Sustainability Staff Updates:
 - Supporting materials gathered from committee requests.
 - Correspondence received from the public.

**Members of the public also have the option to join this meeting over Zoom. Please register in advance for this Zoom meeting:*

Register in advance for this meeting:

<https://us06web.zoom.us/join/register/tZYpc-uprT0qE9J2rI5p1vNyDUbj1vOvceo0>

After registering, you will receive a confirmation email containing information about joining the meeting.

CITY OF PORTSMOUTH, NEW HAMPSHIRE
HOUSING BLUE RIBBON COMMITTEE



MEETING MINUTES (DRAFT)

March 7, 2024 at 5:30 p.m.

School Board Conference Room, City Hall, 1 Junkins Ave. Portsmouth, NH

Attendees: Co-Chairs Assistant Mayor Joanna Kelley and Councilor John Tabor, Councilor Beth Moreau, School Board representative Byron Matto, Erik Anderson, Megan Corsetti (via Zoom), Tracy Kozak, Mary Loane, Dagan Migirditch, John O’Leary, Jennifer Stebbins Thomas, City Manager Karen Conard, Planning & Sustainability Director Peter Britz, Planning Manager Peter Stith and Housing Navigator Howard Snyder

Absent: None

Guests: Several members of the public, including Peter Whelan (via Zoom), Patricia Robinson (via Zoom), Gerry Duffy, Robert White, Peter Somssich, Bill Bowen, Ben VanCamp, Jim Smalley and John Logan. There were residents in attendance, both in the room and on Zoom, whose names I did not capture.

- I. The meeting was called to order by Co-Chair Kelley at 5:31 pm.
- II. **City Attorney Morrell presented Right to Know Law (RSA Chapter 91-A).**
- III. Co-Chairs Kelley and Tabor welcomed the members and guests to the first meeting of the newly established Committee. After brief introductory statements from each Co-Chair, the members introduced themselves and offered items of interest or expertise as a means to share with the entire group. As part of the Committee’s work, it is anticipated that there will be additional resources, speakers and experts on the subject of housing to be invited to join in the conversation – examples include the Rockingham Planning Commission, Seacoast Housing Coalition, Portsmouth Housing Authority and its development arm, and others.
- IV. There was a discussion about items to consider for inclusion in the Committee Workplan, including recognizing the redevelopment of the Sherburne School property as a priority site for new housing units **with an affordability component**, establishment and funding of a Housing Trust, creating a payment in lieu mechanism, and zoning incentives which allow for greater density to provide housing units of all types for all income levels with a priority for affordable and workforce units. A general conversation ensued, with many of the members participating.
- V. As provided for in the eight-page slidedeck, the Co-Chairs walked through some baseline information relative to the creation of housing units since 2015, recognition of the percentage of affordable units out of that number created, what has worked and what we as a community are still learning, testimonials from residents about the current state of housing in the community, and the definition of “affordable” units as legally

defined by state and federal guidance. The members wrapped the discussion with consideration of goal setting – how many below-market units (both for sale and for rent) to be permitted or in process by December 2025. A general conversation ensued, with all members participating. Co-Chair Kelley recommended that “homework” for the members to prepare and bring to the next meeting would be to articulate their goal of new units to be attained.

- VI. The Co-Chairs closed the meeting by discussing a robust meeting schedule initially, meeting every other week for roughly the first 2 months and then switching to meeting monthly. The next Committee Meeting is set for Thursday, March 21 at 5:30 pm. Byron Matto agreed to provide minutes using Zoom AI feature.
- VII. During the Public Comment Section, the following individuals spoke: Gerry Duffy, Jim Smalley, Peter Somssich, John Logan and Ben VanCamp.
- VIII. The meeting adjourned at 7:08 pm.

CITY OF PORTSMOUTH, NEW HAMPSHIRE
HOUSING BLUE RIBBON COMMITTEE



MEETING MINUTES (DRAFT)

March 21, 2024 at 5:30 p.m.

School Board Conference Room, City Hall, 1 Junkins Ave. Portsmouth, NH

Attendees: Co-Chairs Assistant Mayor Joanna Kelley and Councilor John Tabor, Megan Corsetti, John O’Leary, Jennifer Stebbins Thomas, City Manager Karen Conard, Housing Navigator Howard Snyder, Planning & Sustainability Planning Manager Peter Stith, Director Peter Britz, Erik Anderson, Tracy Kozak, Mary Loane, School Board representative Byron Matto, Dagan Migirditch, Councilor Beth Moreau.

Absent: None

- I. Roll Call: The meeting was called to order by Co-Chair Kelley at 5:31 p.m.. Erik requested clarification on order of procedure and the Assistant Mayor stated following Roberts Rules and members spoke of being in agreement.
- II. Meeting Minutes of 3/7/2024: Approval of minutes tabled after discussion due to requested clarification of potential work plan item Sherborne School and the mention of “affordability component.”
- III. Quantitative goal for the committee’s work: Discussions by members considered the last meeting’s discussions on housing issues in city, specifically to problems of affordability and affordable median income. Reading of the committee’s mission as set forth by the City Council. Debate on what could be realistically accomplished for the missing middle and affordable units permitted that could be built in a three-year timeline while the city has been averaging 20 – 50 units per year. Not to be consumed in the process to create but to find ways to add to that number. Housing Navigator states a goal of 200 units in consideration of zoning. Number may be too conservative but both rental and for sale units are considered. A number of 500 is considered that would consist of a variety of housing types and developments, not just PHA. Number is for units that are permitted after two-years. Rockingham Planning considers 1,500 units in the next 10 years. Not all units are to be city owned as private development must be encouraged as well.

Criteria of using affordable? Does the seacoast area supplied affordable housing by Portsmouth’s actions. Example of Lafayette Road property that was purchased by a local business owner. Do other communities have zoning or template in place that city could look at? Dover has transfer development rights as a potential example to look at. Concern on the differences in understanding and definitions of housing terminology of affordable, missing middle, and workforce housing. Workforce housing definitions 100% median income = 30% to buy, 60% to rent. Affordability in the city is subjective.

A number of 140 housing units is contemplated. Establishing a number needs to have an expectation of what the goal is; What do we expect out of the city and with the private sector? How do we incentivize them? Removal of zoning barriers a way to achieve this? Repurpose downtown office/commercial is challenged by parking requirements, but easier than new construction. Potential recommendations regarding changing office zoning to include housing can be made by the housing committee.

Find consensus on proposed number? Goal statement to include a vary range of greater housing choices and affordability numbers using state Area Median Income (AMI) numbers. Potential goal statement: "As a committee, support changes that create up to 500 permitted units of diverse housing over the next two years." Further discussion by members included housing type, how to adjust zoning, diversity, expectations of city and private sector, how to support a range of housing numbers and types, and long-term investment for a sustainable market led to an agreement that Councilor Beth Moreau would further develop a goal statement and it would be made part of the next meeting.

- IV. PHA presentation and open discussion with members on capacity for projects in the near-term: Tom Farini and Adam Rudig of Portsmouth Housing Authority speakers. Discuss the ability to accomplish 500 over the next two years. Explanation on how tax-credit based financing works with the Federal government (allocation), and approach to using Ruth Griffin Place (permanent affordable units.) as an example. Recommend to accomplish diversity of housing then strongly suggest zoning for private sector needs to be locked in with the incentives so they do it.

Federal guidelines and law on how projects are implemented. Work to consider Portsmouth residents as preferred. Look at all property types and potential development partners. City owned land streamlines the potential of a project and reduces costs. Sherborne site evaluation was part of looking at all the other city owned properties and the possibilities of housing development. PHA works as a monitor for City's designating affordable housing units. Have limited funds not allocated by the federal government. Phases of development to create housing units. Clarification on working with the city council and the land use process (with public review and comment) regarding potential housing development.

Discussion regarding a letter dated March 22nd written by the mayor to Congressman Pappas. Letter part of process with federal government to get money. Reserves the right to say that we would like funds to go towards housing. To further apply and may not get. Letter must be site specific for a project but is non-binding. Discussion on past actions and matters regarding the Sherborne School in the context that the letter does the work to get in line for funds for the project and earmarks funds that if project did not get approved the funds are not given. Does not commit funds that would otherwise go to other needed matters of the city such as police and fire departments as other letters were sent regarding such matters.

Motion: Erik Anderson: Approve and forward letter as written with excluding Sherborne School as a site-specific project. Second: John O'Leary. Discussion.
Vote: In Favor: 3; Opposed:8 Motion fails.

Motion: Byron Matto: Approve letter as written. Second: Dagan Migirditch
Vote: In Favor: 8; Opposed:3 Motion passes.

- V. Housing Navigator update: Actions since last meeting include housing presence on planning and sustainability website. Grant engaged RKG will be presenting on April 4th. Analysis on levers to pull regulatory changes to better incentivize. Final report on Places to Live Study Circle Dialogue ADU handbook.
- VI. Committee member questions and concerns: Moved to next meeting so the public comments can be heard.
- VII. Public comments: There were a number of residents in attendance, both in the room and on Zoom. The following individuals spoke: Rick Beckstead, Petra Huda, John Logan, Ester Kennedy, Paige Choice, Manny Garganta.
- VIII. The meeting adjourned at 7:20 p.m..



ATTACHMENTS

City of Portsmouth Housing Blue Ribbon Committee

Thursday, April 4th 2024

Attachments

- a. PHA Community Funding Application and supporting document.
- b. Housing Navigator supporting documents:
 - Robert's Rules simple version.
 - NH Workforce law summary.
 - NH Section 205-C_56.
 - Frequently Used Housing Terms.
- c. Planning and Sustainability Staff Updates:
 - Supporting materials gathered from committee requests.
 - Correspondence received from the public.



CITY OF PORTSMOUTH

Municipal Complex
1 Junkins Avenue
Portsmouth, New Hampshire 03801
mayor@cityofportsmouth.com
(603) 610-7200

Deaglan McEachern
Mayor

March 22, 2024

The Honorable Chris Pappas
Congressman
New Hampshire 1st Congressional District
660 Central Avenue
Suite 101
Dover, NH 03820

Dear Congressman Pappas:

Thank you for inviting me to submit this letter of support for the PHA Housing Development LTD's application for Community Project Funding through your office.

As you know, New Hampshire is experiencing an affordable housing crisis, and no place in New Hampshire is more acute than Portsmouth. As the region's economic and cultural hub, our extremely short supply of affordable housing has considerable impact throughout the region.

The extent of this problem is well-documented and widely known. Our recent Portsmouth Housing Market Study found that a significant number of our current residents in Portsmouth are cost-burdened, and extremely so for the full 15% of renters in Portsmouth who are paying more than 50% of their income in rent.

The most important goal in my tenure as Mayor is to address the inequities between those who benefit from our diverse economy and workers who make our economy grow. I believe the best way to do this is to increase the supply of affordable workforce housing in the City. I can further attest that every one of my colleagues on the City Council joins me in our collective determination to get this done.

This is why we are prepared to once again innovatively repurpose surplus property to tackle the challenge of affordable housing, as we did over 50 years ago, when partnering with the PHA to make the most meaningful progress towards affordability Portsmouth has ever seen. Moving forward with the Sherburne School site allows us to carry on the tradition of converting property once dedicated to preparing our youth to face the challenges of tomorrow, to meeting the challenges facing our next generation today.

Our City is fortunate to have the PHA to make this project a reality. The PHA is the gold standard for nonprofit housing developers in the state, as evidenced by the recent success in building the award-winning Ruth Lewin Griffin Place Workforce Housing Project, which opened in 2022 with widespread acclaim. As one of our citizens exclaimed, this project is a triumph for Portsmouth.

Ruth's Place has not only contributed to the members of our workforce who are benefiting from the affordability and walkability to their jobs, but it is also one of the most energy-efficient buildings in the City and was named Building of the Year by the US Green Building Council's New Hampshire Chapter. With our Sherburne School Workforce Housing Project, we intend to be even more ambitious, going beyond the LEED Gold Certification at Ruth's Place through passive house design, renewable energy, biogenetic carbon-neutral materials and construction practices, innovative mechanical systems, and others with an eye on PHA's goal to have an entirely net zero property portfolio by 2045.

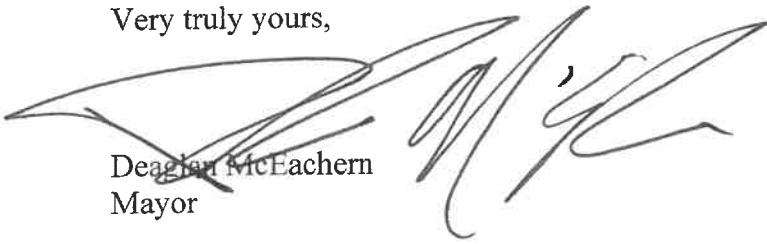
Leading the way in sustainable and affordable housing development requires courage, expertise, and additional capital resources prevalent in our neighboring states but nearly nonexistent in New Hampshire.

Public investment in upfront costs is the only way to create housing that is affordable and achieves our sustainability goals.

I enthusiastically support and endorse the PHA application for community project funding through your office, and I thank you for your strong consideration.

Very truly yours,

Deaglan McEachern
Mayor

A handwritten signature in black ink, appearing to read 'Deaglan McEachern', is written over the printed name and title. The signature is fluid and cursive, with a large, sweeping initial 'D'.

DATE: March 27, 2024
TO: City Manager Karen Conard
FROM: Craig W. Welch, Executive Director
RE: Community Project Funding Application

Per the request from the Mayor's Blue Ribbon Housing Committee, I am forwarding the application submitted by PHA Housing Development Ltd. to Congressman Pappas's office for Community Project Funding from 2025 federal appropriations.

Anticipating the City Council may move forward with an affordable workforce housing development at the Sherburne School with PHA serving as the developer, PHA decided it was prudent to submit this application for federal funding before the March 22nd deadline.

Naturally, the application requires a description of the project and a project budget, and for this reason we offered the estimates contained herein. While it may be prudent to build more units than described in this application, or less, those decisions will be informed by additional due diligence, the design process, input from the public, and through the land use approval process as required.

Designing, building, and leasing affordable housing is a very challenging endeavor, especially so in New Hampshire where few capital subsidies exist to help finance the development. This means that we need to seek every funding source possible for any project sponsored by the PHA, including through the CPS program.

For these reasons, PHA's application, and the City's support of it, preserves an opportunity to for federal investment in the housing infrastructure in the city, and improves the chances for us to successfully meet or exceed our development goals to create high-quality, energy efficient, and permanently affordable housing affordable workforce housing if the city approves a development plan at Sherburne School.

We are available to answer any additional questions from the committee.

Sincerely,

Craig W. Welch
Executive Director





Sherburne School CDS Application – March 2024

1. Federal Agency (e.g., Department of Housing and Urban Development, National Oceanic and Atmospheric Administration, Army Corps of Engineers) *

Department of Housing and Urban Development

2. Account*

The Appropriations Committee is only allowing CPF requests for select accounts. You can find the full list of accounts expected to be eligible for funding in Rep. Pappas's Community Project Funding Booklet.

Economic Development Initiative (EDI)

3. Project Name*

Sherburne School Housing Development

4. Project Description*

The Sherburne School Workforce Housing project will add approximately 80 units of affordable workforce housing in one of the region's most expensive housing markets. The principal use will be affordable apartments, but the sponsor also hopes to conduct a modest pilot home ownership project which will address yet another critical housing need, while also preserving and adapting an abandoned 17,000 square foot, 1930's era neighborhood school building.

5. Total Project Cost* **\$24,000,000**

6. Total Federal Funds Requested* **\$3,000,000**

**Requests must be for the upcoming fiscal year only and may not include a request for multiyear funding.

**Matching Funds may be required for your Community Project Funding request based on the eligible subcommittee and account you are eligible for.

**Project requests must be for FY 2025 funds only and cannot include a request for multiyear funding.

7. Have you requested or received other funding for this project? If yes, please elaborate. If it has received other federal funds, please identify the account, agency, program, amount of funding, which public law (e.g., appropriations act or authorization act) provided it, and fiscal year. Include both formula funds and any discretionary grants.

No other federal funding has been received to date.



8. What other source(s) of funding will be used to meet the total project cost, in what amounts, and when?
- **Tax Exempt Bonds: Approximately \$3,500,000**
 - **Private Equity: Approximately \$12,000,000 (sourced through NHHFA LIHTC)**
 - **NHCDFR Tax Credits: Approximately \$450,000**
 - **FHLBB AHP: Approximately \$550,000**
 - **CPF: \$3,000,000**
 - **HOME and/or NHHFA subordinate debt (AHTF/Other): \$4,500,000**
9. Does the project have (or expect to have within 12 months) other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds? Most CPF accounts require a local match or cost-share. Please refer to Rep. Pappas's Community Project Funding Booklet for additional cost-share information by account.
- **NHHFA Tax Exempt Bonds: Approximately \$3,500,000**
 - **M&T Bank (or alternate): Approximately \$12,000,000 (sourced through NHHFA LIHTC)**
 - **NHCDFR Tax Credits: Approximately \$450,000**
 - **FHLBB AHP: Approximately \$550,000**
 - **CPF: \$3,000,000**
 - **HOME and/or NHHFA subordinate debt (AHTF/Other): \$4,500,000**
10. Can the project obligate all appropriated funds within 12 months after enactment? **Yes**
11. Estimated Project Start Date* **1.30.25**
12. Estimated Project End Date* **3.30.27**
13. Project Status- **Site to be conveyed by City of Portsmouth May 2024; predevelopment partially completed.**
14. Project Address (including street number and name, city, and zip code) *
- 35 Sherburn Road, Portsmouth, NH 03801**
15. Please provide the location where the project activities will be taking place.
- 35 Sherburn Road, Portsmouth, NH 03801**
16. Recipient Legal Name*
- "Recipient" means the entity that would receive the funds and conduct the project.
- PHA Housing Development Ltd.**
17. Is the recipient a government or nonprofit entity? *
- Note: For-profit entities are ineligible for community project funding.



a. 501(c)(3) Nonprofit Entity

18. Recipient Point of Contact*

Valerie Labrie
Finance Director
PHA Housing Development Ltd. / Portsmouth Housing Authority
245 Middle Street
Portsmouth, NH 03801
603-436-4310 x 115
v_labrie@nh-pha.com

19. Full project description*

In partnership with the City of Portsmouth, the Sherburne School Workforce Housing Development utilizes a five-acre property owned by the City of Portsmouth to create 80 units of workforce housing in one of the region's most expensive housing markets.

The principal use will be affordable apartments, but the sponsor also hopes to conduct a modest pilot home ownership project which will address yet another critical housing need identified in a recent Portsmouth Housing Market Study.

This housing will build on our recent success in making environmentally sustainable, highly-energy efficient design, renewable energy, modern technology, and biogenetic low-carbon emitting materials furthering PHA's goal of having an entirely net-zero portfolio by 2045.

20. Description of the federal nexus for this request*

The Federal Nexus for this request is 42 U.S.C. 5305(a)(1), parts A, D, and E, inasmuch as this proposed development is undeveloped (A); will be used for the provision of public works, facilities, and improvements eligible for assistance under this chapter (D); and this development will be used for other public purposes.

21. Please explain the request's importance to New Hampshire's First Congressional District? Why is the request an effective use of taxpayer dollars? Please fully state your justification for this request.

The most intractable problem facing NH's First Congressional District is the extreme shortage of affordable housing for our citizens. The consequences of having underbuilt affordable housing here for decades, partially due to the scarce amount of capital sources required to get this done, means we are continuing to merely pass these negative impacts onto the next generation and beyond. The fact that the district is in the midst of a housing crisis is well documented and widely known and is most acutely felt here in Portsmouth. The data shows that Portsmouth has the most expensive housing market in the State, while also being the



economic and cultural hub of our region. Sadly, this important workforce is increasingly priced out of the market, preventing our businesses from creating more jobs.

Throughout the district, a considerable number of our citizens are cost-burdened and many of them extremely so. Here in Portsmouth, a full 15% of our renters are paying more than 50% of their income in rent, making them extremely vulnerable to becoming unhoused, unemployed, experiencing declining health, displacing children, and stunting economic growth because of the lack of skilled people in the local workforce.

Many of these citizens have increasingly been pushed farther away from good jobs. This exacerbates their vulnerability by adding costs for transportation, while also increasing the risk that unreliable transportation can cause further job loss and economic ruin. In addition to the human impact, this circumstance puts more vehicles on the road, adding emissions to our atmosphere, and requiring additional transportation infrastructure to accommodate it.

These factors also translate into an inability for these citizens to meet their most basic needs, becoming vulnerable to job loss and preventing important milestones in becoming economically independent: asset building, furthering education, increasing earning potential, and becoming more valuable to our regional economy and our communities.

While there are many reasons that families and individuals become unhoused, the biggest reason is simply that there are not enough housing units for all of our people. This means that someone is always left completely out of the housing market.

Federal support that encourages the development of more affordable housing for low- and moderate-income households is smart public policy because it serves to mitigate a considerable number of costly taxpayer funded supports. There are huge costs to taxpayers when our citizens suffer from poor health, displacement from schools adding to childhood trauma, underemployment, and chronic reliance on taxpayer funded resources needed to provide a safety net for our most vulnerable citizens.

Building on our recent proven success, the Sherburne School Workforce Housing project will further our development goals by, to the maximum extend feasible, be the gold standard for energy efficiency, renewable energy generation, biogenic low-carbon emitting materials and other techniques that will further our goal to for our entire property portfolio to be net zero by 2045.

22. Short Project Description - no more than 1-2 sentences (this will be posted on Rep. Pappas's website) We need two different descriptions.

Develop approximately 80 units of affordable workforce housing in one of the region's most expensive housing markets. The principal use will be affordable apartments, but the sponsor also hopes to conduct a modest pilot home ownership project which will address yet another critical housing need identified in a recent Portsmouth Housing Market Study.



23. Brief explanation of why the project is an appropriate use of taxpayer funds (this will be posted on Rep. Pappas's website)

Federal support that encourages the development of more affordable housing for low- and moderate-income households is smart public policy because it serves to mitigate a considerable number of costly taxpayers funded supports.

A considerable number of low- and moderate-income members of our workforce have increasingly been pushed farther away from good jobs because of the lack of affordable housing options in our market. This exacerbates their vulnerability by adding costs for transportation, while also increasing the risk that unreliable transportation can cause further job loss and economic ruin. In addition to the human impact, this circumstance puts more vehicles on the road, adding emissions to our atmosphere, and requiring additional transportation infrastructure to accommodate it.

These factors also translate into an inability for these citizens to meet their most basic needs, becoming vulnerable to job loss, preventing asset building, furthering their education, increasing their earning potential, and reducing the likelihood of becoming more valuable to our regional economy and our communities. There are huge costs to taxpayers when our citizens suffer from poor health, displacement from schools resulting in more childhood trauma, underemployment, and chronic reliance on taxpayer funded resources needed to provide a safety net for our most vulnerable citizens.

While there are many reasons that families and individuals become unhoused, the biggest reason is simply that there are not enough housing units for all of our people. This means that someone is always left completely out of the housing market.

Along with high housing costs, families throughout the district are paying extremely high costs for childcare. Project addresses critical need for affordable housing in one of the nation's most expensive housing markets. Providing affordable workforce housing is the first step in improving the lives and productivity of our workforce and sustaining the region's economic base.

There are huge costs to taxpayers when our citizens suffer from poor health, childhood trauma, displacement from schools, underemployment, and chronic reliance on taxpayer funded resources needed to provide a safety net for our most vulnerable citizens.

The fact that the district is in the midst of a housing crisis is well documented and widely known and is most acutely felt here in Portsmouth. The data shows that Portsmouth has the most expensive housing market in the State, while also serving as the economic and cultural of our region. These factors combined mean that our workforce is increasingly priced out of the market, having negative results for our people and our economy.

24. Evidence of Public Support*

Evidence of public support is required. Please upload at least two letters of support for your project from community leaders, elected officials, or board members. All letters of support must use the exact project name.



25. Have you requested another U.S. Representative or Senator support this same project? If so, please list their name(s).

No

26. Additional Information

What are the benefits of this project and why is it a priority? (Benefits could include safety, environmental, economic, equity, mobility, etc.)

The Sherburne School Workforce Housing Project is a high priority endeavor to help solve the most intractable problem facing NH's First Congressional District, the extreme shortage of affordable housing for our citizens.

The *inequities in our community are becoming increasingly prevalent* as a result of having underbuilt affordable housing here for decades, while all of the new housing we have added has been for more affluent renters and buyers.

The *stagnant career development* for low- and moderate-income citizens resulting from high housing prohibits our citizens to invest in more education, increase income, build assets, and better serve their community and the economy.

The *increasing prevalence of food insecurity* is partially a result of high housing costs.

The *increasing vulnerability* of our residents due to high housing and childcare costs make them more susceptible to becoming unhoused, unemployed, experience declining health, displacing children with the associated childhood trauma that results, and stunting economic growth because of the lack of skilled people in the local workforce.

Residents are suffering from an *increasingly prohibitive cost of transportation*, having been pushed farther away from good jobs, while also increasing the risk that unreliable transportation can cause further job loss and economic ruin.

Negative environmental impacts due to *increased carbon emissions* caused by more cars driving more miles and requiring additional transportation infrastructure to accommodate it.

These factors also translate into an *inability for people to meet their most basic needs*, becoming vulnerable to job loss, preventing asset building, furthering their education, and increasing their earning power.

***Extremely high cost and lack of availability of high-quality childcare* is choking families. This is partially due to the fact that childcare workers are also displaced from the local economy due to high housing costs. Childcare workers are the workforce supporting the workforce so prohibitive costs and lack of ability put strain on families and the economy.**



The negative impacts of climate change push us to build on our recent proven success because we will, to the maximum extent feasible, be the gold standard for energy efficiency, renewable energy generation, biogenic low-carbon emitting materials and other techniques that will further our goal to have our entire property portfolio net-zero by 2045.

The project will accomplish a broad range of public policy objectives, including:

- **Provide affordable rental housing to 80 low and very low-income households in one of the country's most expensive housing markets.**
- **Expand the community's workforce and thereby provide enhanced opportunity for long term sustainable economic stability.**
- **Advance the community's goals to improve social and economic equity for households across the full range of need and opportunity.**
- **Provide a modest but important opportunity to identify strategies for the promotion of affordable home ownership to first time home buyers of low and moderate income.**
- **Achieve progress towards net zero energy sustainability goals by designing new housing units to meet Passive House and/or LEED Gold standard.**
- **Preserve and adapt an abandoned 1930's era, 17,000 square foot, neighborhood school building.**

- Does the project require an environmental review? If so, what is the status and/or outcome of the environmental review and National Environmental Policy Act (NEPA) category of action?

Project will require an Environmental Review, which will commence upon award of CPF funding. The Sponsor is well aware of Environmental Review requirements and is confident the process can be completed within 90-120 days of award.

Reviewers please note: We have many recent studies, reports, and news articles that provide a significant amount of evidence of community support, but this application form appears to only provides 5 documents to be uploaded.



The Senate of the State of New Hampshire

107 North Main Street, Concord, NH 03301-4951

Congressman Chris Pappas
889 Elm Street,
Manchester, NH 03101

March 20, 2024

Congressman Pappas

As evidenced throughout my career in public service, there is no issue I have been more involved in than reversing our State's systemic inability to develop more sustainable and affordable housing.

I firmly believe that affordable housing is a right that should be accessible to all New Hampshire residents and is critical to our local economy. As a former member of the Portsmouth Housing Authority Board of Commissioners, the Portsmouth City Council, the Rockingham Planning Commission, the Portsmouth Planning Board, the Board of the Workforce Housing Coalition, and in my current role as a New Hampshire State Senator, I strongly support the PHA Housing Development LTD's plans to develop new affordable workforce housing with the Sherburne School Workforce Housing Project.

It has been my pleasure to champion housing initiatives that have paved the way for the PHA and others to expand affordable housing on the Seacoast. The 2022 Portsmouth Housing Market Study shows that Portsmouth needs an additional 1,500 affordable units by 2023, illustrating that we have been underbuilding affordable workforce housing in the city for decades.

The Sherburne School Workforce Housing Project will not completely solve this challenge but represents significant progress. It will be the largest permanently affordable housing development built in Portsmouth in the past half-century, with the potential to add as much as 15% to PHA's affordable housing portfolio. This is a meaningful response to the struggle that working New Hampshire families are facing.

Since my subsequent election and reelection to the New Hampshire State Senate, I've stayed committed to removing barriers and reversing our systemic inability to meaningfully increase the number of affordable housing units throughout my district and around the state. I invite you to join me in paving the way for New Hampshire residents to continue living and working in our great state. As an elected official with a deep understanding of affordable housing development and energy efficiency, I can think of no better organization than the PHA to support their efforts in building more affordable workforce housing to serve the low—and moderate-income workers who make our economy grow.

I enthusiastically endorse and recommend to Congressman Pappas, the allocation of Community Project Funding to the PHA workforce housing project: Sherburne School Workforce Housing Development.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Kwoka", written over a horizontal line.

Senator Rebecca Perkins Kwoka
Senate District 21



CITY OF PORTSMOUTH

Municipal Complex
1 Junkins Avenue
Portsmouth, New Hampshire 03801
mayor@cityofportsmouth.com
(603) 610-7200

Deaglan McEachern
Mayor

March 22, 2024

The Honorable Chris Pappas
Congressman
New Hampshire 1st Congressional District
660 Central Avenue
Suite 101
Dover, NH 03820

Dear Congressman Pappas:

Thank you for inviting me to submit this letter of support for the PHA Housing Development LTD's application for Community Project Funding through your office.

As you know, New Hampshire is experiencing an affordable housing crisis, and no place in New Hampshire is more acute than Portsmouth. As the region's economic and cultural hub, our extremely short supply of affordable housing has considerable impact throughout the region.

The extent of this problem is well-documented and widely known. Our recent Portsmouth Housing Market Study found that a significant number of our current residents in Portsmouth are cost-burdened, and extremely so for the full 15% of renters in Portsmouth who are paying more than 50% of their income in rent.

The most important goal in my tenure as Mayor is to address the inequities between those who benefit from our diverse economy and workers who make our economy grow. I believe the best way to do this is to increase the supply of affordable workforce housing in the City. I can further attest that every one of my colleagues on the City Council joins me in our collective determination to get this done.

This is why we are prepared to once again innovatively repurpose surplus property to tackle the challenge of affordable housing, as we did over 50 years ago, when partnering with the PHA to make the most meaningful progress towards affordability Portsmouth has ever seen. Moving forward with the Sherburne School site allows us to carry on the tradition of converting property once dedicated to preparing our youth to face the challenges of tomorrow, to meeting the challenges facing our next generation today.

Our City is fortunate to have the PHA to make this project a reality. The PHA is the gold standard for nonprofit housing developers in the state, as evidenced by the recent success in building the award-winning Ruth Lewin Griffin Place Workforce Housing Project, which opened in 2022 with widespread acclaim. As one of our citizens exclaimed, this project is a triumph for Portsmouth.

Ruth's Place has not only contributed to the members of our workforce who are benefiting from the affordability and walkability to their jobs, but it is also one of the most energy-efficient buildings in the City and was named Building of the Year by the US Green Building Council's New Hampshire Chapter. With our Sherburne School Workforce Housing Project, we intend to be even more ambitious, going beyond the LEED Gold Certification at Ruth's Place through passive house design, renewable energy, biogenetic carbon-neutral materials and construction practices, innovative mechanical systems, and others with an eye on PHA's goal to have an entirely net zero property portfolio by 2045.

Leading the way in sustainable and affordable housing development requires courage, expertise, and additional capital resources prevalent in our neighboring states but nearly nonexistent in New Hampshire.

Public investment in upfront costs is the only way to create housing that is affordable and achieves our sustainability goals.

I enthusiastically support and endorse the PHA application for community project funding through your office, and I thank you for your strong consideration.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Deaglan McEachern', written over a printed name and title.

Deaglan McEachern
Mayor

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board’s ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

NEW HAMPSHIRE'S WORKFORCE HOUSING LAW

RSA 674:58 through 61

THE LAW'S CORE MEANING

- All municipalities must provide reasonable and realistic opportunities for the development of workforce housing, including rental and multi-family housing.
- The collective impact of all local land use regulations adopted under RSA 674 shall be considered to determine if such opportunities exist (a facial test).
- Workforce housing of some type must be allowed in a majority of land area where residential uses are permitted (but not necessarily multi-family in a majority of such areas).
- Existing housing stock shall be accounted for to determine if a municipality is providing its “fair share” of current and reasonably foreseeable regional need for workforce housing.
- Reasonable restrictions may be imposed for environmental protection, water supply, sanitary disposal, traffic safety, and fire and life safety protection.

LAND USE BOARD PROCESS

- As part of the application, the developer must notify the board in writing that a workforce housing development is being proposed—the applicant must invoke the statute.
- Planning board RSA 676:4 plat review (or other process) proceeds as normal, but discussions of cost should be part of this.
- Upon approval with conditions, the board notifies the applicant of the conditions, who then has at least 30 days to identify the cost impact of the conditions upon the economic viability of the project. The board may then modify its conditions accordingly.

APPEALS

- To superior court if application is denied or has conditions that have a substantial adverse effect on the project's viability. Burden is on developer to show how the municipality's actions violated the Workforce Housing statute (an as-applied test).
- Hearing on the merits within 6 months; compulsory appointment of a qualified referee if the court is too busy
- “Builder's Remedy” shall include affordability restrictions on workforce housing units, as determined by negotiation between the parties, or by the court if an impasse is reached.

DEFINITIONS

- Workforce housing—housing that's “affordable” for
 - Renter family of 3 making 60% of Area Median Income.
 - Owner family of 4 making 100% of Area Median Income.
 - Does not include age-restricted housing.
 - Does not include developments with >50% of units having less than 2 bedrooms.
- Affordable—no more than 30% of income should be spent on housing (rent + utilities; or mortgage principal and interest, taxes, and insurance).
- Reasonable and realistic opportunities
 - Economically viable workforce housing.
 - Collective impact of land use ordinances and regulations.
 - Natural features and market considerations may be beyond the control of a municipality.
- Multi-family housing—5 or more dwelling units.

Effective Date: January 1, 2010 (extended from July 1, 2009 by Chapter 157, Laws of 2009)

5.2019



NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623
NHHFA.org



N.H. Rev. Stat. § 204-C: 56

[Download PDF](#)

Current through Chapter 5 of the 2024 Legislative Session

Section 204-C:56 - Definitions

As used in this subdivision:

I. "Affordable housing" means:

(a) Housing whose combined rental and utility costs or combined mortgage loan debt services, property taxes and required insurance do not exceed 30 percent of the gross income of persons of low or moderate income, as the case may be.

(b) In cases where there is no direct federal or state rental assistance being provided to the unit or the tenant who occupies it, a housing unit may be deemed affordable if the monthly rent does not exceed 1/12 of the tenant's pro rata share of the annual operating expenses, mortgage payments, and real estate taxes for the project; provided that:

(1) In no case shall depreciation of real or personal property

Department of Housing and Urban Development pursuant to the section 8 existing housing or "housing voucher" programs, 42 U.S.C. section 1437f.

(c) Notwithstanding any other provisions of this section, a unit which exceeds the fair market rent as defined in subparagraph I(b)(2) of this section may be deemed affordable by the housing finance authority if the authority makes the following specific findings:

- (1) Assistance from the fund is necessary to prevent the displacement of low or moderate income tenants from a project in which the majority of tenants are of low or moderate income; and
- (2) The applicant has made all reasonable efforts to obtain rental assistance for low or moderate income tenants who will be forced to pay more than 30 percent of their income for rent; and
- (3) The rents proposed by the applicant are as low as the applicant can possibly charge without endangering the financial and physical integrity of the project.

II. "Eligible applicants" means:

- (a) Nonprofit corporations which have obtained or are in the process of obtaining tax exempt status pursuant to section 501(c)(3) of the United States Internal Revenue Code. The authority shall not enter into any final grant or loan contract with a nonprofit corporation until the corporation's tax exempt status has been obtained.
- (b) Consumer cooperatives created pursuant to RSA 301-A which limit the equity value of cooperative shares.

(e) The new Hampshire housing finance authority.

(f) Regional planning commissions created pursuant to RSA 36.

(g) Limited partnerships, if the general partner is a nonprofit corporation which has obtained or is in the process of obtaining tax exempt status pursuant to section 501(c)(3) of the United States Internal Revenue Code.

(h) For-profit partnerships, corporations, proprietorships, or joint venture enterprises and all other business organizations.

III. "Fund" means the affordable housing fund established by RSA 204-C:57.

IV. "Person of low income" means any single individual or any family whose gross income is greater than 50 percent and less than or equal to 60 percent of the median income of, respectively, all single persons or all families, adjusted for number of members, residing in the applicable geographical area of the state.

V. "Person of moderate income" means any single individual or any family whose gross income is greater than 60 percent and less than or equal to 80 percent of the median income of, respectively, all single persons or all families, adjusted for the number of members, residing in the applicable geographical area of the state.

VI. "Person of very low income" means any single individual or any family whose gross income is less than or equal to 50 percent of the median income of, respectively, all single persons or all families, adjusted for the number of members, residing in the applicable geographical area of the state.

RSA 204-C:56

Amended by 2021 , 81: 3, eff. 4/1/2022.

1988, 240:5, eff. July 1, 1988.

Make your practice more effective and efficient with Casetext's legal research suite.

Get a Demo

Casetext research

Pricing

Switch

Big firm

Coverage

SmartCite

Law school access

Bar associations

About us

Jobs

[Facebook](#)

[LinkedIn](#)

[Instagram](#)

[Help articles](#)

[Customer support](#)

[Contact sales](#)

[Cookie Settings](#)

[Do Not Sell or Share My Personal Information/Limit the Use of My Sensitive Personal Information](#)

[Privacy](#)

[Terms](#)

© 2024 Casetext Inc.

Casetext, Inc. and Casetext are not a law firm and do not provide legal advice.



FREQUENTLY USED HOUSING TERMS & DEFINITIONS

Accessory Dwelling Unit (ADU) – a residential living unit that can be within or attached to a single-family dwelling, or a detached unit that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies. See [New Hampshire Accessory Dwelling Units statute \(RSA 674:71-73\)](#)

Affordable Housing – housing, rental or owner-occupied, that costs no more than 30% of one's gross income. Rental cost is defined as rent + utilities. Ownership cost is monthly principal, interest, taxes and insurance.

Area Median Income (AMI) – the median income of all households in a given county or metropolitan region. If you were to line up each household in the area from the poorest to the wealthiest, the household in the middle would have the median household income. Housing programs and the state's workforce housing law use AMI to determine housing eligibility.

Housing Choice Vouchers (also known as **Section 8**) – a federal government program that assists very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. It is a form of subsidized affordable housing in which families who qualify may be provided with government funding to pay a portion of their rent in standard, market-rate housing. Program eligibility and assistance is based upon income and household size.

Low Income Housing Tax Credit (LIHTC) – a federal program that subsidizes the acquisition, construction, and rehabilitation of affordable rental housing for low- and moderate-income tenants. Developers receive a tax credit allocation from an agency such as NHHFA, and then sells the tax credits to a private equity company in exchange for funding to build the property. LIHTC properties must have some or all of its units leased to tenants at rents that are lower than market rent.

Market Rate Housing – housing that is available on the private market, not subsidized or limited to any specific income level.

Mixed-Income Housing Development – development that includes housing for various income levels, including housing that is targeted towards low- to moderate-income individuals and families.

Mixed-Use – any building that contains at least two different types of uses in it, such as ground floor commercial space for stores, restaurants or other businesses, and apartments on the upper floors.

Multi-Family Housing – a building or structure designed to house different families in separate housing units; usually rental property.

Single-Family Housing – any detached dwelling unit meant for only one family to reside in. A single-family home has no shared property but is built on its own parcel of land.

Subsidized Housing – housing where all or a portion of the occupants' monthly housing cost is paid for directly by the government, such as by Housing Choice Vouchers. The renters pay the portion of the rent that is determined to be affordable to them based on their income.

Workforce Housing – a variety of housing types that are affordable (no more than 30% of gross income spent on housing cost) suitable for households of working people with different needs and income levels. Due to their income, this population is generally not eligible for any federal assistance programs.

[NH Workforce Housing Law](#) (RSA 674:58-:61) defines workforce housing as housing that is affordable to a renter earning up to 60% of the Area Median Income for a family of three paying no more than 30% of their income on rent and utilities, or a homeowner earning up to 100% of the Area Median Income for a family of four paying no more than 30% of their income on principal, interest, taxes and insurance.

Webform submission from: Housing Blue Ribbon Committee > Body Blocks

City of Portsmouth <webmaster@cityofportsmouth.com>

Sat 3/23/2024 12:55 PM

To: Assistant Mayor <AssistMayor@cityofportsmouth.com>; Councilor John Tabor <councilor.tabor@cityofportsmouth.com>; Howard A. Snyder <hasnyder@cityofportsmouth.com>; Peter M. Stith <pmstith@cityofportsmouth.com>

Submitted on Sat, 03/23/2024 - 12:55

Submitted by: Anonymous

Submitted values are:

Name

Gerald Duffy

Email

gduffy44@gmail.com

Subject

Housing targets and the need for urgency

Message

Dear Housing Committe Chairs and Co-Chairs:

The following comments relate to your March 21 meeting.

1) Two-year housing unit target

A number of different potential contributors to new affordable housing stock have popped up in your first two meetings. I'd like to see you consolidate them into a list and then break down the overall 500-unit target according to the volume we think each source is capable of providing:

Overall goal = 500 units, broken down as follows (numbers out of the hat, just examples):

- 5% ADUs
- 10% micro units for service workers
- 60% PHA units (similar to Ruth Lewin Griffin place)
- 10% multi-family conversions
- 15% incentivized units in private developments

Establishing that will a) reinforce a suitably aggressive initiative and b) become the basis for trackable metrics (I hate to sound like a broken record but we can find a less expensive way to track it all like this: <https://tinyurl.com/3cz56k2t>

2) PHA Housing Market Study shows that the unmet housing need consists of 90% rental and 10% homes for purchase. The obvious priority for rentals has not yet been articulated clearly in your first two meetings. It should be front and center.

3) The "vibe" of the committee so far lacks a response to the sense of urgency that came out of the Portsmouth Listens dialogue. For example, when PHA is in the room and says it could potentially meet

the entire 500-unit two-year goal, that should have produced action items during the meeting. Jen followed up with the PHA reps but nothing concrete came out of it. Really, we should have a list of specific criteria that might clear the path for PHA and have that ready for the next meeting and public consumption.

4) It was really good to hear Chair Kelley remind the committee that part of its mission is to "invent ways and create solutions" that haven't existed before. Portsmouth could be leading the way here. My own concern is that depending entirely on a committee structure will not provide enough oxygen for innovation and speed.

Best wishes and thanks for pitching in on this vital topic.

Gerald Duffy

bcc-email

councilor.tabor@cityofportsmouth.com,assistmayor@cityofportsmouth.com,hasnyder@cityofportsmouth.com,pmstith@cityofportsmouth.com

Webform submission from: Housing Blue Ribbon Committee > Body Blocks

City of Portsmouth <webmaster@cityofportsmouth.com>

Sun 3/31/2024 7:12 PM

To:Assistant Mayor <AssistMayor@cityofportsmouth.com>;Councilor John Tabor <councilor.tabor@cityofportsmouth.com>;
Howard A. Snyder <hasnyder@cityofportsmouth.com>;Peter M. Stith <pmstith@cityofportsmouth.com>

Submitted on Sun, 03/31/2024 - 19:12

Submitted by: Anonymous

Submitted values are:

Name

Robin H Schnell

Email

r.hary.schnell@gmail.com

Subject

More Workforce Housing

Message

Please act quickly to approve the next workforce housing project requiring an MOU from you. Ruth Griffin Place was not only an attractive addition to downtown, it had a waiting list before it was even finished. More please!

bcc-email

councilor.tabor@cityofportsmouth.com,assistmayor@cityofportsmouth.com,hasnyder@cityofportsmouth.com,pmstith@cityofportsmouth.com