Scarborough Housing Alliance
Committee Meeting
Wednesday, September 23, 2026 - Hybrid Meeting

[Scarborough Town Hall – 5:30 p.m.]
Town Manager's Conference Room

Zoom Link: https://scarboroughmaine.zoom.us/j/87515992938

YouTube Link: https://youtu.be/6kZxXNIUZmw

AGENDA

Item 1. Call to Order.

Item 2. Those Present.

Item 3. Approval of Minutes: July 22, 2026

Item 4. Discussion: Housing Assessment

Item 5. Discussion: Potential for Affordable/Workforce Housing on Town land on Tibbetts Road

Item 6. Updates on Town Council and Planning Board Items

- 27 units at the Downs – 24 SF/1 multi-family/2 mixed use
- 5 Duplexes (10 units) at Cottages at Sawyer
- Ban on Data Centers

Item 7. Possible Interests and Future Topics.

Item 8. Public Comment.

Item 9. Adjournment.

Scarborough Housing Alliance
Meeting Minutes
July 22, 2026, 5:30pm

Present at Town Hall: Bill Shanahan, Bill Donovan, Stephen Zamierowski, Leroy Crockett, Mahir Hasanov, and Tom Hall.
Attendees via Zoom: Eric Boucher and Jean-Marie Caterina.
Excused: Bob Nadeau.
Guests at Town Hall or Zoom: Steve Hanly

1. The meeting began at 5:32 pm with a call to order from Chair Shanahan.

2. Those present noted above.

3. The minutes for June 24, 2026, were approved as presented with a motion by Eric and second by Jean-Marie, with all members voting in favor.

4. Housing Assessment Study – Bill inquired if targeting the August Town Council meeting was a requirement, which Tom indicated it is not. Bill discussed the Saco study and Tom provided further details. Tom highlighted the edits to the scope of work and Bill highlighted the inclusion of stakeholder meetings. Stephen questioned the conclusions in the Saco plan, for example, asking what 'controlled growth' means. Stephen further inquired about developing starter homes more people can afford to address the missing middle. The Alliance agreed that a group of stakeholders, potentially including Town Councilors, could help to ask and answer pertinent questions to ensure the scope of work is thorough and complete. There was discussion about the fee and Tom noted the housing fund has $790,000 available for use. Bill suggested that we reach out to the firm that completed the Saco study to get a proposal from them as well. The Alliance agreed and Tom agreed to complete that exercise. Jean-Marie provided some regional and county updates. A brief discussion ensued about ADU activity, which has been less than anticipated, and about a previously proposed multi-family property that is not currently moving forward due to high construction costs.

5. Future topics – No items discussed.

6. Public comment – Steve Hanly of Old Colony Lane, wanted to involve the public more than just a 12-member stakeholder committee.

7. The next meeting is scheduled for August 26, 2026, at 6pm. Agenda to be developed and distributed in advance of the meeting date.

At 6:18pm, the Alliance adjourned with a motion by Jean-Marie, second by Eric, and all in favor.

Respectfully submitted,
Eric Boucher
Secretary

DRAFT

GPCOG
GREATER PORTLAND
COUNCIL OF GOVERNMENTS

Scarborough Housing Needs Assessment and Action Framework

Background

The Maine Office of Community Affairs (MOCA) is a relatively new state agency created to serve as a central resource for municipalities and regional planning organizations seeking state funding and technical assistance. MOCA administers the Housing Opportunity Program. The Housing Opportunity Program was established in 2022 following passage of LD 2003 to help municipalities increase housing opportunities through technical assistance, planning support, and grant funding.

GPCOG submitted a regional application that includes several projects, one of which is a housing needs assessment for Scarborough. If the application is funded, GPCOG will begin by meeting with the Scarborough Housing Alliance and Town staff to refine the scope, a detailed schedule, and agree on the content of the final product.

Grant Application and Housing Alliance Scope of Work

GPCOG's grant application was not an exact copy of the Housing Alliance's proposed scope for a Housing Action Plan. The request was scoped into an eligible grant-funded first phase focused on local data, community input, and actionable recommendations. The table below provides a snapshot comparison.

Housing Alliance direction	Grant funded GPCOG approach
Define Scarborough's housing needs	GPCOG will analyze demographic, economic, building, availability, and affordability trends.
Identify barriers and local priorities	GPCOG will present preliminary findings and gather input on development barriers and community priorities through a public listening session.
Move from findings to action	GPCOG will develop clear charts, maps, conclusions, and recommendations in a concise report, followed by presentations to the Alliance and, at the Town's request, the Town Council.

Timeline and process

Subject to award finalization, GPCOG anticipates a kickoff in November 2026, followed by data collection and analysis from December 2026 through May 2027. Preliminary findings and community engagement would occur during the spring, with drafting and review from June through October 2027. Scarborough's specific sequence can be adjusted after the award is finalized, provided the work remains within the grant period ending October 2027.

Deliverables

The final deliverable will be a concise, visual, Scarborough-specific housing needs assessment and action framework. It will include maps and charts, key findings, prioritized recommendations, and the next practical steps. The exact format and level of detail will be agreed upon at kickoff, and the Alliance and Town staff will review preliminary findings before recommendations are finalized. The goal is to give Scarborough a structured path to complete the analytical foundation of the Housing Action Plan and shape it into a locally relevant set of actions.

TOWN OF SCARBOROUGH, MAINE

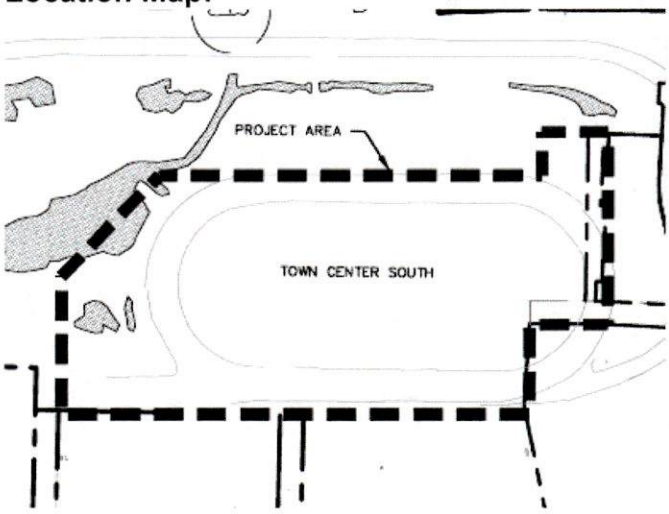
Amended Subdivision Review
Staff Comments on Materials Submitted for
Planning Board Review on 9/21/26

Plan Title: The Downs- Town Center South Residential
Applicant: Crossroads Holdings LLC
Location: The Downs Town Center Residential, Map R052 Lot 4

Plan Date: 8/24/26
Engineer: LJB
Zoning District: CPD

Project Description:
Crossroads Holdings LLC is requesting amended subdivision review for the 7th Amended Town Center Residential Subdivision in the Downs. The amendment will increase the overall subdivision area to approximately 62 acres, adding a development area of 18 acres to the existing 44 acres. The amendment phase also includes the extensions of two existing public roadways, Frontrunner Way and Cross Street, and a new public roadway and private alleys. The development is intended to serve as a compact, primarily residential neighborhood with a variety of housing types. The applicant is proposing to create 27 new lots as part of this amendment, including 24 single-family lots, one multifamily lot, and two mixed-use lots. The area is located in the Downs Town Center Residential development, in the Crossroads Planned Development (CPD) District.

Location Map:



Prior Reviews:
6th Amended Subdivision (Approved) – September 19, 2022

Review Criteria:
Zoning District: CPD
Downs Town Center Residential Master Plan
Chapter 406 Subdivision Ordinance

Pedestrian, Bicycle and Mass Transit Facilities
All developments shall provide for pedestrian movement to and within the site in accordance with the Site Plan Review Ordinance. Provisions must be incorporated into new developments for bicycle movement including appropriate facilities, such as bike racks and bike lanes, if the scale of the project makes these reasonable. Provisions must also be incorporated into new developments for mass transit use, such as bus stops and bus stop shelters, if the scale of the project makes these reasonable.

Fiscal Impacts

- Traffic Impact Fees **$11,960** (Dunstan Corner - $7,010; Haigis Parkway- $4,950)
- Recreation Impact Fees **$420/bedroom**, to be paid per building permit
- School Impact Fees - **$11,391/unit** for single-family detached; **$5,696/unit** per single family attached unit; **$3,987/unit** for 5-9 unit structures; **$1,139/unit** for 10+ unit structures. To be paid per building permit.

Rate of Growth Area 3
The subdivision is in Area 3 and will require one growth permit per residential unit. Area 3 has 150 growth permits available through June 30, 2027. No more than thirty-five percent (35%) of the growth permits shall be issued for units with three (3) or more bedrooms.

After review of the submission materials, staff's comments are provided below. These comments should not be construed as final or definitive with respect to the ongoing review process.

Staff Comments

1. Staff has no additional comments at this time.

Recommended Conditions of Approval

1. Address traffic comments dated 9/8/26.
2. Address engineering comments dated 9/8/26.
3. Provide ability to serve letters from Scarborough Sanitary District and Portland Water District.

TOWN OF SCARBOROUGH, MAINE

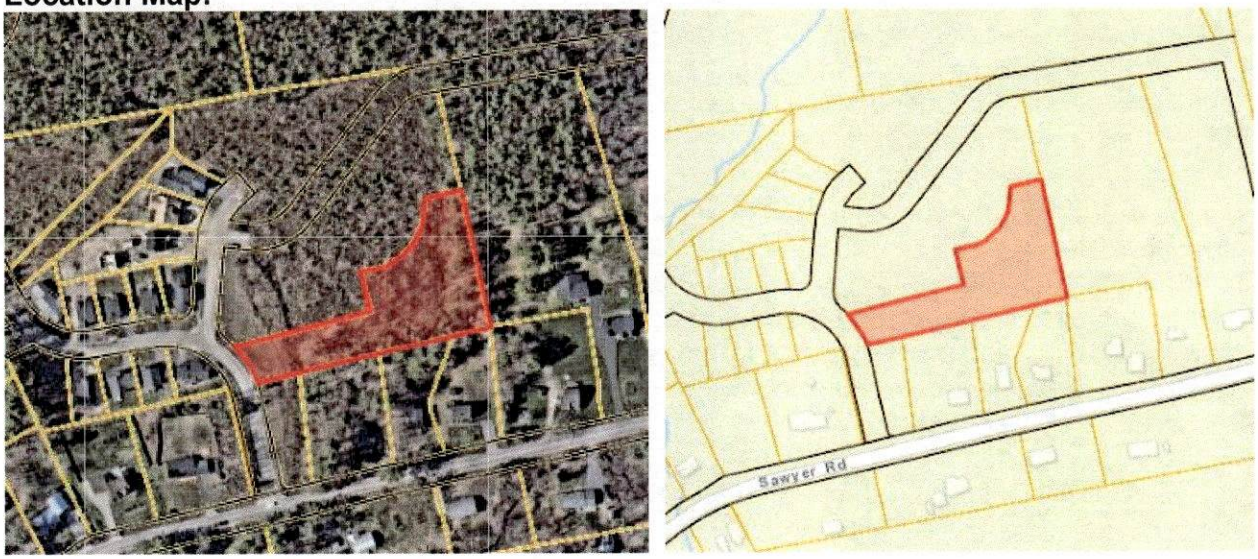
Sketch Plan Review
Staff Comments on Materials Submitted for
Planning Board Review on 9/21/26

Plan Title: Lot 3 of Cottages at Sawyer
Applicant: SOWD, LLC
Location: Preservation Way, Map U054 Lot 3

Plan Date: 8/28/26
Engineer: DM Roma Engineers
Zoning District: VR4

Project Description:
SOWD LLC is requesting sketch plan review of a residential duplex development located on Lot 3 of the Cottages at Sawyer Way subdivision in May 2020. The proposal includes five duplexes with associated driveways, utilities, and stormwater infrastructure. The parcel is approximately 1.35 acres and is located in the Village Residential 4 (VR-4) zoning district.

Location Map:



Review Criteria:
Zoning District: VR4
Chapter 406 Subdivision Ordinance
Cottages at Sawyer Subdivision

Pedestrian, Bicycle and Mass Transit Facilities
Sidewalks and shade trees shall be provided on both sides of the streets within a subdivision or development shall connect to the pedestrian amenities of abutting neighborhoods to the extent feasible. The Planning Board may allow alternative pedestrian amenities, such as a sidewalk on one side of a street, footpaths and trails, if the Board finds the above standard is not necessary due to special circumstances of a site or the nature or scale of a particular residential development.

TOWN OF
SCARBOROUGH, MAINE

Fiscal Impacts

- Traffic Impact Fees **TBD**
- Recreation Impact Fees **$420/bedroom**, to be paid per building permit
- School Impact Fees - **$5,696/unit** per single family attached unit, to be paid per building permit.

Rate of Growth Area 2

The project is located in Area 2 and will require ten growth permits. Area 2 has 25 permits available through June 30, 2027.

After review of the submission materials, staff's comments are provided below. These comments should not be construed as final or definitive with respect to the ongoing review process.

Staff Comments for Future Site Plan Submittal

1. Address traffic comments in memo dated 9/8/26.
2. Address engineering comments in memo dated 9/8/26.
3. Provide landscape plan as required by Chapter 405B.
4. Include acreage and percentage of total disturbed area on the site plan.
5. Section XI of the Zoning Ordinance requires 100% of required parking spaces be EVCS ready parking spaces for two-family dwelling units.
6. Provide building plans showing floor plans, an outside access plan, and all elevations per Chapter 405B.
7. Provide stormwater management plans and erosion and sediment control plan and narrative per Chapter 405B.
8. Provide a written statement prepared by a traffic engineer describing potential traffic flow patterns into and upon the site for both vehicles and pedestrians, per Chapter 405B.
9. Provide a lighting plan and cutsheets for proposed fixtures per Chapter 405B, Section IV.H.
10. The existing public water fire hydrants will need to be extended into the project location so that there is a hydrant every 500 feet to meet Performance Standards in Section IX, Page 23 (Section b, subsection a).
11. Per Section VIIA.C, in order to be counted toward the 50% requirement, an open space area must be at least one acre in size and include a minimum wetland buffer of twenty-five (25) feet from the upland edge of a wetland to any building lot boundary. Clearly indicate that buffer on the plan set.
12. Provide ability to serve letters from Scarborough Sanitary District and Portland Water District.
13. Provide the location and description of all historic and archeological resources on the parcel as identified by the Maine State Historic Preservation Office, the Town's adopted Comprehensive Plan, or Section VII.H. Historic Preservation Provisions of the Town of Scarborough Zoning Ordinance together with a narrative describing how these resources can be preserved and incorporated into the development plan, per Chapter 405B.
14. Provide Amended DEP permit.
15. Provide USACE permit for additional wetland impacts.
16. The applicant will need to complete roadway construction, street acceptance, and as-builts before receiving a Certificate of Occupancy.