

Harwich Affordable Housing Trust

Thursday, July 23, 2020 – 2:00 PM

Griffin Room, Town Hall, 732 Main Street, Harwich

This meeting will be held VIA REMOTE PARTICIPATION ONLY.

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- I. Call to Order** Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Harwich Affordable Housing Trust is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen or view this meeting while in progress may do so by logging in or calling in as specified above on this agenda.

I. Public Meeting

- a. Public Comment & Announcements
- b. Approval of Minutes
 - i. June 18, 2020
- c. Annual reorganization of the Harwich Affordable Housing Trust
- d. Sisson Road housing development
 - i. Discussion and possible vote on Request for Proposals (RFP) second draft – presented by Laura Shufelt, Assistant Director Community Assistance, Massachusetts Housing Partnership
- e. Discuss Sisson Road Community Engagement
- f. Discuss available properties
- g. Housing Coordinator Report – presented by Pelinda Deegan, Housing Coordinator
 - i. Lower Cape Rental Assistance Working Group
 - ii. July Lower Cape Coronavirus Housing Response Meeting
 - iii. June Report
- h. Updates on Housing Coordinator and consulting services contracts
- i. Member Reports and agenda building – August 20, 2020 at 2 pm

II. Other Business

III. Next Meeting Date

IV. Adjournment

** Per the Attorney General's Office: The Board of Selectman may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation, contact the Selectmen's Office at 508-430- 7513.*

Authorized Posting Officer:
Charleen Greenhalgh

Posted by:
Date:

Harwich Affordable Housing Trust
Thursday, June 18, 2020 – 2:00 PM
Griffin Room, Town Hall, 732 Main Street, Harwich
This meeting was held VIA REMOTE PARTICIPATION.

MINUTES

MEMBERS PRESENT: Chair, Don Howell, Vice Chair, Larry Brophy, Clerk, Brendan Lowney, Judith Underwood.

MEMBERS NOT PRESENT: Joe Powers, Acting Town Administrator.

OTHERS PRESENT: Charleen Greenhalgh, Town Planner, Andrea Aldana, Director of Housing Advocacy, Community Development Partnership (CDP), Pelinda Deegan, Housing Advocacy Program Manager, CDP, Art Bodin, Chair of the Affordable Housing Committee, Laura Shufelt, Acting Director of Community Assistance, Massachusetts Housing Partnership (MHP), Katie Bosse, Program Assistant, MHP.

Meeting was called to order at 2:00 pm by Ms. Greenhalgh. Roll Call: Mr. Lowney – Present, Mr. Brophy – Present, Ms. Underwood – Present, Mr. Howell - Present.

Public Comment & Announcements:

None

Approval of Minutes: May 21, 2020

Mr. Brophy moved to approve the minutes. Ms. Underwood seconded. Roll Call vote: Mr. Lowney – Here, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes
The motion carried by a unanimous vote. (4-0-0)

Mr. Howell asked whether the vote was for both sets of minutes. The Trust member confirmed that is was.

Discussion Sisson Road – Presented by Laura Shufelt, Acting Director Community Assistance, Massachusetts Housing Partnership

Ms. Shufelt introduced herself and her colleague Katie Bosse, Program Coordinator. She provided an update since the last Harwich Affordable Housing Trust (HAHT) meeting on June 18th with regard to the first draft of a Request for Proposal (RFP) for Sisson Road. She indicated that the draft did not include the evaluation criteria which would be discussed at this meeting. Ms. Shufelt proceeded to have a discussion on the two conceptual site plans by Bohler Engineering. With regard to the two conceptual site plans, Ms. Shufelt reminded the Trust that under the state agreements, projects that are not age restricted are able to get a waiver from the Department of Housing and Community Development. Ms. Shufelt asked for feedback about the two conceptual plans so that she is able to complete the evaluation criteria

on the RFP. Mr. Howell mentioned the site plans and its impact on the parking spaces in conjunction with the Junior Harwich Theater. Ms. Underwood stated that she liked “Site Plan B” for families with two – three kids as well as the horse shoe driveway that may be a better traffic flow. Mr. Howell and Ms. Shufelt reiterated that the traffic flow would be considered in developing the final RFP. Mr. Lowney passed on feedback and Mr. Brophy stated that it was fine.

Ms. Shufelt stated that this is a first draft and the first step is to hear feedback on the number of units in the site plans. Ms. Shufelt asked that since the Junior Harwich Theater is leasing, will Sisson Road be also leased or will it be a sub-division? Mr. Howell indicated that assuming a 99-year lease would work but the land may also be a contribution to offset the cost of development. Ms. Shufelt confirmed that either leasing the land or conveying will have no benefit to the developer. Ms. Greenhalgh added that historically, leasing the land is preferred because in the event that the lease has to be terminated, and the town will be responsible for the land. Ms. Shufelt disagreed and stated that if there is a “reverter” clause, the project will not get financed.

Ms. Shufelt continued to discuss other comments and get further feedback on the project as a shared site with the Junior Harwich Theater. Mr. Howell reiterated his concern about parking space. Ms. Shufelt continued to review the RFP draft. A discussion continued about the affordability. Mr. Howell mentioned that the Trust were in agreement that they are interested in varying levels of affordability that is at least 80% to 100% Area Median Income (AMI). Ms. Shufelt indicated availability is equally important as affordability. To make it work financially, Ms. Shufelt stated that the all units will likely need to be at 80% AMI. She added that she will look at the financial feasibility and see if she can make it work.

With regard to the design guidelines, Ms. Shufelt discussed guidelines within with the Historical District Commission as “highly advantageous” which is not a requirement. Ms. Bosse will be sending Ms. Deegan some examples of design guidelines. The Trust also discussed green building guidelines such as renewable energy and rooftop solar as part of the criteria for extra points. This was followed by a discussion on Bohler Engineering’s due diligence report on two septic options, (1) separate septic system from the Junior Harwich Theater and (2) a new septic system and incorporating the theater. Mr. Howell’s initial thought is to have a separate septic system. The discussion continued and focused on developer experience, references, presentation and interviews. Mr. Lowney suggested a minimum experience of 3 years specific to affordable housing development and anything over 5 years is highly advantageous. With regard to presentation and interviews, Ms. Shufelt stated that she personally prefers a presentation versus an interview can be a question of equity. Ms. Greenhalgh agreed and that the presentation will be before an evaluation committee. She added that the town engineer is a great candidate to be involved in the evaluation committee. Ms. Shufelt indicated that there will be a required one unit that will fully accessible and sensory accessible. Mr. Howell provided landscaping input and Ms. Shufelt made some closing statements.

Discuss next steps regarding the Action Plan – presented by Don Howell

Mr. Howell reiterated that importance of the Sisson Road development in which the community and key stake holders are involved. Mr. Howell discussed his views on having a community engagement in person versus an online community engagement. He indicated based on the state guidelines, having an outdoor event may be feasible in September. Ms. Greenhalgh suggested that if the Trust is unable to conduct a community engagement in-person, creating a video presentation, submit a survey, notifying abutters and allowing residents to send comments may be a good option. Ms. Aldana reiterated and agreed with Mr. Howell and provided an example in which a virtual community engagement was successful. She mentioned the Chatham Community Forum with over 350 participants using the Zoom platform. The Trust discussed pausing the Action Plan as long as meetings are virtual. Mr. Howell stated that he will assess the pandemic and revisit the Action Plan in the next few months. There was a discussion about community engagement on Sisson Road. Mr. Howell indicated that for the abutters he would like it as far as and parallel to Bank and Sisson Road. The Trust already received a letter of support from the Junior Harwich Theater and 1 abutter.

Discussion and possible vote on rental assistance programs – presented by Don Howell

Mr. Howell indicated that he had discussions with members of the Harwich Housing Authority and the Chair of the Community Preservation Committee, Dave Nixon. He indicated there is a funding gap for the Rental Assistance Program when the fiscal year ends and the annual town meeting scheduled in September. Mr. Brophy agreed to provide funds to keep the program afloat until the town meeting. The Trust agreed that funding will be impactful to the families being served under the Rental Assistance Program. The Trust all agreed to have the Chair investigate the amount of required funds and potentially hold another meeting next week to approve the expenditure.

Update on Holy Trinity Church and expenses - presented by Larry Brophy

Mr. Lowney recused himself.

Mr. Brophy met with the Parish representative, Mr. Nolan. Mr. Brophy inspected the building and assessed that the building has three separate sections. He stated that the building is 100 years old with three sections. The main section is close to 40 feet in height. He added that in order to move the building it would have to be cut in half because it is too tall. The moving company estimated the cost at \$100,000 to move in addition to \$20,000 to \$30,000 for the cost of preparing the site. Mr. Brophy estimated \$50,000 - \$75,000 to rehab the building to meet the building codes and getting it ready for occupancy, totaling to \$175,000 – \$200,000 to make a one to three bedroom family home. Mr. Howell stated that the Trusts' mission is affordable housing and purchasing this property at the estimated cost may not be economical which does not align with the Trust's objectives. Ms. Underwood moved to remove the Holy Trinity Church for consideration. Mr. Brophy seconded the motion.

Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes.
Motion carried by a unanimous vote.

Housing Coordinator Report

Ms. Deegan provided an update about two refinance request on two Gomes Way homes. Ms. Deegan is in the process of assisting with drafting a letter of support.

Ms. Aldana provided an update on the Lower Cape Rental Assistance Working Group. The working group is working on the program guidelines which is almost complete. Mr. Howell and Ms. Greenhalgh clarified that there is no commitment from the town. Ms. Greenhalgh stated that she attends the meeting to be aware of how other towns are moving forward.

Ms. Aldana provided information about the Community Development Partnership's Lower Cape Coronavirus Housing Response monthly meeting happening on June 30, 2020.

Member Updates

Mr. Bodin stated that he received a letter of support from a western abutter of Sisson Road. Ms. Greenhalgh provided a clarification on town abutter policy.

Mr. Brophy is interested in looking at available properties.

Other Business:

There was a discussion and clarification on the Housing Coordinator contract in which Mr. Howell and Ms. Aldana will be meeting remotely following the Trust meeting.

Next Meeting Date:

July 23rd at 2 pm

Mr. Brophy moved to adjourn at 3:44 pm. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes. Motion carried by a unanimous vote.

Harwich Affordable Housing Trust
Monday, June 29, 2020 – 2:00 PM
Griffin Room, Town Hall, 732 Main Street, Harwich
This meeting was held VIA REMOTE PARTICIPATION.

MINUTES

MEMBERS PRESENT: Chair, Don Howell, Vice Chair, Larry Brophy, Clerk, Brendan Lowney, Judith Underwood.

MEMBERS NOT PRESENT: Joe Powers, Acting Town Administrator.

OTHERS PRESENT: Charleen Greenhalgh, Town Planner, Andrea Aldana, Director of Housing Advocacy, Community Development Partnership (CDP), Pelinda Deegan, Housing Advocacy Program Manager, CDP

Meeting was called to order at 2:00 pm by Ms. Greenhalgh. Roll Call: Mr. Lowney – Present, Mr. Brophy – Present, Ms. Underwood – Present, Mr. Howell - Present.

Public Meeting:

Discussion and possible vote for funding for the Housing Authority Rental Assistance Program until their CPC funding can be acted upon – presented by Don Howell

Mr. Howell clarified that funding for the Housing Authority Rental Assistance is not a loan or contribution. Mr. Howell provided information on how the funds are distributed. The funds are received every three years for one family and would need increments of \$12,600. Ms. Greenhalgh clarified and read an email correspondence included in the agenda packet which stated that there are a total of 7 current applicants. The maximum is \$350 per month for a maximum of 3 years. To cover funding for all 7 applicants, the total funding is \$88,200.00.

Mr. Brophy suggested a funding amount of \$37,800.

Mr. Howell made the motion to grant the Harwich Housing Authority \$37,800 for the 3 rental subsidies for 3 years along with a letter from the Harwich Affordable Housing Trust to the Harwich Housing Authority to consider partial funding for all 7 applicants after the Fall Annual Town Meeting.

Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell - Yes.
Motion carried by a unanimous vote. (4-0-0)

Discussion and possible vote on authorizing Town Staff to solicit a Request for Proposal for Housing Coordinator Services – presented by Charleen Greenhalgh, Town Planner and/or Don Howell

Mr. Howell indicated that there has been a discussion between Ms. Greenhalgh and the Acting Town Administrator, Bob Lawton to set up a draft for the Request for Proposal for the Housing Coordinator position. Mr. Howell also indicated an issue with item “D” on the RFP which states, “Develop a plan for future collaboration in housing production and preservation among the towns of Brewster, Harwich, Harwich and Orleans.” Mr. Brophy and Mr. Lowney recommends striking the item. Ms. Greenhalgh provided examples on other towns collaborating on projects. Mr. Brophy and Mr. Howell agreed to change the language to, “Develop opportunities for future collaboration in housing production and preservation among the towns of Brewster, Harwich, and Orleans”.

Mr. Brophy moved for the Chair of the Trust to change the language on item “D” in the Housing Coordinator Request for Proposal and forward the changes to Mr. Bob Lawton and copy Ms. Greenhalgh in order to issue it. Ms. Underwood seconded.

Mr. Howell clarified that he had a discussion with Jay Coburn, Chief Executive Officer at Community Development Partnership and Ms. Aldana. The Trust will be moving forward with the Housing Coordinator under a purchase order basis at the same rate the Housing Coordinator was contracted for, for 3 months.

Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes.
Motion carried by a unanimous vote. (4-0-0)

Other Business:

Adjournment:

Mr. Brophy moved to adjourn at 2:27 pm. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes. Motion carried by a unanimous vote. (4-0-0)



community development partnership

Creating opportunities for people to live, work, & thrive on the Lower Cape

Wellfleet Housing Community Engagement Template

PURPOSE

Design and implement a community engagement (CE) process to solicit feedback from diverse stakeholders. Feedback will be incorporated into a Request for Proposals (RFP) to seek a developer for the project. This document provides a framework and lists key activities that will be individualized for the town.

For each session, we will consider the following:

- Date, time, location
- Food, materials and supplies needed
- Interactive activities based on the purpose of the session to help the town and residents clarify housing needs and desires
- Provide a best practice approach

1. Plan and design community engagement process

Action	Details	Hours
Define core audiences / stakeholders	<ul style="list-style-type: none">• Define audiences to be targeted by CE effort	2
Identify strategic partnerships	<ul style="list-style-type: none">• Identify entities who can advise or present• Nonprofits to assist with outreach	2
Create outreach strategy for all sessions	<ul style="list-style-type: none">• Collateral• Facebook• Flyer	2

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www.capecdp.org



<ul style="list-style-type: none"> • Press Release • Local Newspaper • Public Service Announcements • Lower Cape TV • Partner distribution 	
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2. Refine engagement strategy with the town

Action	Details	Hours
Gather information to develop timeline, research background information	<ul style="list-style-type: none"> • First joint meeting with Housing Authority, Local Housing Partnership and 95 Lawrence Road Task Force to discuss community engagement goals • Second meeting with Housing Authority to finalize community engagement goals • Additional meetings as needed 	20 10 hours/meeting Prep = 4 Meeting = 2 Follow-up = 4

3. Community Engagement Session #1

Action	Details	Hours
Facilitate alignment among town officials regarding project goals and progress to date	<ul style="list-style-type: none"> • Target audience: town boards, committees • Conduct Outreach to town boards & committees • Hold joint meeting to ensure that all municipal bodies understand current status of the project and get their feedback on who to engage in CE process 	22 Outreach = 8 Prep = 8 Meeting = 2 Follow-up = 4

4. Community Engagement Session #2

Action	Details	Hours
Create a positive experience connecting residents to their town government and to the project	<ul style="list-style-type: none"> • Target audience: residents • Conduct Outreach • Content: provide overview of housing needs, housing production goals & strategies • Provide update on site work done to date 	22 Outreach = 8 Prep = 8 Meeting = 2 Follow-up = 4

- Provide forum for clarification of information

5. Community Engagement Session #3

Action	Details	Hours
Solicit feedback from the community regarding housing needs to be served by the project Empower residents to meaningfully engage in a sustained feedback process	<ul style="list-style-type: none"> • Target audience: residents • Conduct Outreach • Content: exhibit hall format to accommodate working and non-working individuals • Introduce visual project timeline to be updated on an on-going basis and provide continuity • Provide forum for clarification of information 	22 <i>Outreach = 8</i> <i>Prep = 8</i> <i>Meeting = 2</i> <i>Follow-up = 4</i>

6. Compile feedback in preparation for final community engagement session

Action	Details	Hours
Compile feedback in preparation for final community engagement session	<ul style="list-style-type: none"> • Target audience: residents • Work with HA to determine best way to organize and share findings 	6

7. Community Engagement Session #4

Action	Details	Hours
Share feedback and prioritize findings	<ul style="list-style-type: none"> • Target audience: residents and town officials • Conduct Outreach • Design presentation 	22 <i>Outreach = 8</i> <i>Prep = 8</i> <i>Meeting = 2</i> <i>Follow-up = 4</i>

8. Generate a report of prioritized findings

Action	Details	Hours
Create communication materials	<ul style="list-style-type: none"> Show the community how their input has been considered in the outcomes Review and finalize outcomes 	6

Harwich Affordable Housing Trust
732 Main Street
Harwich MA, 02645

Request for Proposals

To select a developer to construct and manage no more than 9 units of affordable rental units on 1.11 acre of land at 265 Sisson Road.



Pre-Proposal Meeting/Site Tour:

xx-xx-xxxx at xx:xx a.m.

Proposal Submission Deadline:

xx-xx-xxxx at xx:xx a.m.

Table of Contents

I.	Invitation to Bid
II.	Proposal Submission and Selection Process
III.	Site Tour and Briefing
IV.	Development Objectives
V.	Property Description
VI.	Proposal Submission Requirements
VII.	Developer Selection Criteria
VIII.	Selection Process
IX.	Post Selection
X.	Attachments

I. Invitation to Bid

The Harwich Affordable Housing Trust ("HAHT"), through Harwich's Chief Procurement Officer, is seeking proposals from qualified developers for the development of not more than 8-9 units of affordable rental housing on approximately 1.11 acre parcel of public land owned by the Town.

The HAHT acquired the land through (See Attachment _ for deed and warrant article)

The HAHT intends to enter into a Land Disposition Agreement with the selected developer and convey the 1.11 acre property through a 99 year ground lease to the developer, with affordability restrictions.

The purpose of this RFP is to select a developer with demonstrated experience and capacity to carry out a development project that best addresses the needs and goals of the community as described in this RFP. The most advantageous proposal, from a responsive and responsible proposer, taking into consideration all evaluation criteria set forth in the RFP, will be selected.

II. Proposal Submission and Selection Process

The HAHT has determined that the award of this contract is subject to Uniform Procurement Act. M.G.L c. 30B. Therefore, the provisions of M.G.L c. 30B are incorporated herein by reference. Applicants shall submit proposals on or before p.m., 2020, a clearly marked original proposal plus seven copies, including an electronic copy on a flash drive, to:

Harwich Affordable Housing Trust,
c/o Administration Office
732 Main Street
Harwich MA, 02645

Proposals submitted after this time will not be accepted. In order to be considered a complete submission, proposals should be marked "**Sisson Road Housing Proposal**" and must include all required documents completed and signed by a duly authorized signatory, including the following:

1. Cover page labeled Sisson Road Housing Proposal to Harwich Affordable Housing Trust for the development of rental family housing, specifying: (1) the development entity, (2) primary contact person, and (3) all contact information.
2. One clearly marked original, in a three-ring binder, and 7 copies of the proposal with required attachments.
3. An electronic version of the complete proposal submission on a flash drive.

The HAHT reserves the right to reject any or all proposals or to cancel this Request for Proposals if that is deemed to be in the best interest of the Town of Harwich.

Inquiries on RFP

All inquiries should be made via e-mail and directed to: [redacted] at [email](#) no later than [redacted], 2020. Inquiries should have a subject line entitled: *Sisson Road Housing RFP Inquiry*. Any inquiries after such date will not be accepted. All inquiries for which a response is provided, together with the responses, will be shared with all proposers.

Proposers' Responsibility for due diligence

Proposers should undertake their own reviews and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

Additional Notes

Proposals will be opened publicly at [redacted] a.m. on [redacted], 2020. A Proposer may correct, modify or withdraw a proposal by written notice received prior to the time set for opening of proposals. After the opening, a Proposer may not change any provision of the proposal. Each responsive proposal will be evaluated first for compliance with the threshold criteria and, if it meets those criteria, then evaluated according to the criteria set forth in ~~Attachment—the~~ 'Comparative Evaluation Criteria'.

The HAHT makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. This RFP, including all attachments and supplements, is made subject to errors, omissions, prior sale, lease or financing and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations.

III. Site Tour and Briefing

Interested Proposers are encouraged to attend a voluntary on-site briefing session at [redacted] a.m. on [redacted], 2020, at 265 Sisson Road.

IV. Development Objectives

The HAHT is seeking a developer to build no more than 8-9 community rental housing units on the site. The development should be designed for a variety of households (individuals of all ages, families with children, persons with disabilities) and reflect a mix of affordability levels. The Town of Harwich Housing Production Plan that was approved in December 2016 can be found on the Town of Harwich website at the following address: https://www.harwich-ma.gov/sites/harwichma/files/file/file/harwich_housing_production_plan_final.pdf

The HAHT would like to see the residential buildings ~~separated into quads~~ with no more than 4 units per building (see Conceptual Sketches at Attachment [redacted]). The bedroom mix should be based on the site's capacity, good site planning and landscaping considerations, and the market and financial feasibility of an affordable rental project at this location.

~~Ideally, the HAHT would like site access from Sisson Road. (more to come later)~~

The development will be subject to a 99 year Ground Lease and a Land Development Agreement (See examples of each in Attachment [redacted]) in forms that are acceptable to the ~~HA~~HAHT.

Affordability

~~At a minimum, there shall be at least 100% All~~ of the units affordable to households at or below ~~8100~~ % AMI. The town prefers a broad range of affordability levels between 50%-100% (See Evaluation Criteria ~~at~~ ~~Attachment~~ for details). The proposer should include a clear analysis as to the levels of affordability proposed and the reasoning behind the proposed unit and income mix. The HAHT is seeking affordability by design (i.e. utilities and maintenance) in addition to affordability by restriction.

Unit Types

The development should reflect the needs of Harwich and provide housing for a range of household sizes as noted in the Harwich Housing Production Plan,

https://www.harwich-ma.gov/sites/harwichma/files/file/file/harwich_housing_production_plan_final.pdf ~~Attachment~~. The MAHT is interested in ~~quad 1-4 unit~~ residential building types as well as “universally accessible” design. At least 10% of the units shall contain three or more bedrooms to satisfy the State’s family housing policy. Unit layouts should emphasize efficiency. Kitchens should be sized ~~based to accommodate the household size based~~ on the bedroom composition of the unit.

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Building Design and Aesthetics

The ~~town Trust~~ has provided design guidelines for the site (Attachment). The development’s architecture should reflect and be compatible with the existing architecture and style of the Harwich community. The site is located in the Harwich Center Historical District and the HAHT prefers that the building design complies with the requirements of the district. The goal is for the development to look like it belongs in Harwich and the Harwich Center Historical District. The HAHT encourages the following:

- ~~Quads 1-4 unit buildings~~
- Street scape consistent with neighboring historic buildings
- Parking behind the building
- Landscaping in keeping with Harwich’s character
- Outdoor common and recreation areas
- Areas for outdoor trash and recycling receptacles
- Sensitivity to neighborhood and adjacent properties
- Cohesiveness with existing building

Energy Efficiency

The ~~Town Trust~~ is looking for proposals that include building and site designs that reduce the tenants’ energy, water usage and cost, and limit the project’s environmental impact. Proposals that utilize renewable energy are preferred. Details regarding sustainable design features should be incorporated into the proposal.

Site

The site has Town water and will need an septic on-site wastewater system. The Town of Harwich does not have any sanitary sewer mains in the vicinity of the site. The proposed development will require the construction of a new ~~sewer septic wastewater~~ system to manage the flow from the residential development. ~~The new septic system could be sized to manage the server flows from both the existing and proposed building, as a replacement for the existing building’s system from 1990.~~

Access points? The residential site should be accessed through a driveway separate from the access to the existing theater building. Parking for both the existing building and the residential building shall be provided by the developer. However, the theater shall be responsible for the upkeep of their driveway and parking area.

Preferred placement of buildings?

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Project Permitting

Proposals should include a description of the permitting process that the developer plans to use. Due to the existing zoning, the HAHT anticipates permitting will be through M.G.L Chapter 40B.

Rental Management

The successful respondent's development team must include a qualified and experienced property management firm, or, if not identified at the time of submission, a description of the process for procuring such a firm and the performance standards to be met by the property management firm. It is expected that there will be ~~on-site management and~~ 24-hour emergency maintenance service.

V. Property Description

The Site is bordered by Sisson Road to the north-west, and the intersections with Parallel Street to the north and Forest Street to the west. There are single family residences to both the east and south, and a multi-family development to the south-east.

The site currently consists of an existing building which is used as a theatre and community building, along with an associated asphalt parking area. The remainder of the site is grass and wooded areas. The site has a minimal grade change across the site east to west. There is no resource areas on the site or in the immediate surrounding area.

Deed

Please see Attachment [redacted] for the [redacted] Deed

Zoning

The property is currently zoned as Multi-Family Residential – Low (MR—L). ~~Pp~~er the Town of Harwich Zoning Bylaw, last updated March 4, 2019, ~~†~~The Multi-Family Residential - Low District allows single-family dwellings by right, and two-family and multi-family dwellings by special permit. Therefore, it is expected that the development will be permitted through Chapter 40B.

Utilities

- Water: Public
- Wastewater: Private
- Electric: Eversource

VI. Proposal Submission Requirements

The Development Team

The proposal must include a description of the development team, the individuals and organizations to be involved in the development, **including the project manager**, and the experience of these parties. The development team may include, without limitation, the developer, property manager, architect, contractor, engineers, consultants, lenders and investors. Proposals must include:

- The name, address, e-mail address, and telephone number of the proposer; the name of any representative authorized to act on his/her behalf, and the name, title and contact information for the individual designated by the developer to receive all correspondence from the town and its agents.
- The names and primary responsibilities of each individual and their organization on the development team.
- If the proposer is not an individual doing business under their own name, a description of the firm and legal form and status of the organization (e.g. whether a for-profit, not-for-profit, a general or limited partnership, a corporation, LLC, LLP) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit entity, please include a list of the organization's Board of Directors and areas of expertise they represent.
- The ownership structure of the entity to enter into the ground lease and development agreement with the town and its relationship to any investors, lenders and guarantors of debt, if any.
- Identification of all principals, partners, co-ventures or sub-developers participating in the transaction, and the nature and share of participants' ownership in the project.
- Identification of the person designated to be the property manager if the property developer will also be the property manager. If this is not the case, state the legal and financial relationship between the entities and describe the process for securing property management services and criteria and minimal qualifications it will use in selecting the property management firm.
- Identification of the development team, such as architects, engineers, landscape designers, contractor, and development consultants. In addition, provide background information, including firm qualifications and resumes for principals and employees expected to be assigned to the project.
- A summary of the developer's and the development team's experience, both collectively and individually, with similar projects. Particular attention should be given to demonstrate experience with **projects of a similar scale and complexity, site conditions, permitting issues, design and financing**, as well as location. Proposers should demonstrate the ability to perform as proposed and to complete the project in a competent and timely manner, including the ability to pursue and carry out design, permitting, financing, construction, and marketing/unit absorption.
- A list of all projects in progress or planned with details of their current status.

Format

Proposers should use the following format to submit the information required (above):

- For referenced projects: project name, location, project type, number of residential units, project scope, start date, projected and actual completion date, total development costs, development team, key personnel, and current status.
- Narrative on why your experience is relevant to the Sisson Road housing project
- Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the Town and the development team during all phases of the project.
- Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals or any affiliates.

- Confirmation that no local, state or federal taxes are due and outstanding for the development team or any constituent thereof.
- Provision of third-party references for 3 completed projects including one affordable housing project. Provide contact names, title and current telephone numbers, who can provide information to the Town concerning the Proposer's experience with similar projects.

Development Concept

The proposal must include a detailed description of the development concept for the property and its improvements, including but not limited to:

- Number and size of units (square footage and number of bedrooms) and affordability levels. Include narrative as to why/how the mix of bedroom sizes and affordability was determined to ensure project financial feasibility and appropriateness for the marketplace.
- Preliminary site design.
- Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings and green design elements of the buildings and site design.
- Construction staging plan and discussion of construction impacts how the project will be managed to limit impact on neighbors, in particular with respect to noise and traffic during the construction period.
- Project financing – provide a sources and uses pro forma (see comparative evaluation criteria), and describe previous experience in securing such funding. Describe in detail what, if any, local, state or federal subsidy money will be sought to create affordability and the timeline for securing those sources.
- Projected 10 year operating budget
- Letters of interest from both construction and permanent lenders (mentioned in the comparative evaluation criteria)

Conceptual Design Drawings

The proposal must include 11 x 17 plans including:

- Site plan that describes parking layout and numbers of parking spaces and building footprints
- Landscape plan with sufficient detail on how the plan addresses limiting the project impact on surrounding areas and the users of those areas
- Floor plans
- Elevations with material indications
- Typical unit plans
- Color Rendering

Management Plan

Please provide a management plan that includes the following:

- Description of the target market (e.g. pricing and the strategy for marketing and lottery process).
- In addition, if the Proposer is including a property manager as part of the team, all relevant information as outlined under 'The Development Team', above, including details of any projects where the Proposer and Manager have previously worked together.

- Lottery for affordable units: To ensure a fair and equitable selection process for the affordable units, a lottery shall be conducted for all of the affordable units. Proposals may include a lottery agent as part of the development team. A marketing/lottery plan shall be required as part of the approval of the units for inclusion on the Subsidized Housing Inventory prior to issuance of a building permit. For the proposal, the Proposer shall indicate any other lotteries they have been involved in, their role and the outcomes.
- Experience with Low Income Housing Tax Credits if proposed as a funding source
- Experience with project-based rental assistance, Section 8, 811, and/or MRVP if proposing such subsidies.

The Proposer and/or their property manager must demonstrate:

- A clear understanding of fair housing requirements/laws
- A clear understanding of the local preference opportunities and requirements, and how the lottery will address local preference.
- Ability and commitment to utilize appropriate stated standards to determine program and unit eligibility – i.e. qualified tenants.
- Clear criteria for tenant selection and a fair and unbiased selection process.
- Competency for selecting properly qualified tenants.
- Ability and commitment to maintain all necessary reports and certifications required under state and federal law.

Implementation Plan and Timeline

The proposed development should be completed within 3 years of the execution of the Land Development Agreement. Extensions may be granted at the discretion of the Select Board. The proposal must include a description of how the development concept will be implemented, including, but not limited to:

- Detailed development schedule for all elements of the plan including key milestones, financing benchmarks, zoning approvals and compliance, and projected completion/occupancy timeframes.
- Outline of the required land use, environmental, operation, and other governmental or regulatory approvals, including zoning, development and environmental permits. The proposer should provide a schedule for securing approvals as part of the proposal. The proposer should note what zoning variances, special permits or modifications, if any, are required as part of the development plan.

VII. Developer Selection Criteria

All proposals submitted by the due date will be evaluated for conformance with the below stated minimum criteria. Those proposals that meet the minimum criteria will then be evaluated by the comparative criteria described below. Proposers may be invited to present their proposal to the review committee. The presentation will not be scored.

Minimum threshold criteria

The following are minimum criteria for Proposal consideration. Proposals that do not clearly and fully convey compliance with these minimum criteria will not be considered.

- Complete conformance with all Submission Requirements (Sec. VI)
- Proposer must have a minimum of 3 years' experience in affordable housing development
- A successful track record of similar projects with at least 3 references
- Availability to begin work towards permitting within 60 Days of executing the Land Disposition Agreement and show sufficient staff resources and availability to perform required services

- Complete required forms found in Attachments: Certificate of non-collusion, tax compliance, disclosure of beneficial interests form as required by M.G.L c. 7C, section 38 (formerly c. 7, section 40J)

Comparative Evaluation Criteria

- Projects meeting the minimum threshold criteria above will then be judged and scored based on the Comparative Evaluation Criteria further explained and outlined in Attachment 

	<u>Unacceptable</u>	<u>Advantageous</u>	<u>Highly Advantageous</u>
<u>Developer Experience & Capacity (Team)</u>			
<ul style="list-style-type: none"> • <u>Demonstrated experience in and capability for designing, permitting, developing and managing similar residential projects.</u> • <u>Outcome of comparable projects</u> • <u>Experience with site septic system issues</u> • <u>Property management experience with similar projects</u> • <u>The quality of the team's reputation and references, particularly in terms of its regulatory track record and ability to complete projects as proposed</u> • <u>Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements</u> 	<u>Development team members have only minimal experience in the development of projects with similar scope – including legal, design, development, financing, and management experience with rental housing.</u>	<u>Development team Members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Significant experience (2 or more projects) including with private septic. Energy efficient buildings part of standard approach.</u>	<u>Development team Members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Extensive experience (4 or more projects) including with private septic. Energy efficient design is their standard approach to design and development.</u>
<u>Affordability</u>			
<u>Proposal meets a range of incomes. At a minimum 100% units must be restricted to households at or below 100% AMI.</u>	<u>Less than 100% affordable to 100% AMI.</u>	<u>All units affordable to 100% AMI.</u>	<u>All units affordable to 100% AMI or below with the affordability ranging from 30% to 100% AMI.</u>
<u>Site Design</u>			

<ul style="list-style-type: none"> • <u>Thoughtful and efficient site design using the natural topography of the site as much as feasible</u> • <u>Efficient, safe internal traffic flow</u> • <u>Underground utilities</u> • <u>Exterior lighting – minimal impact to neighbors and night sky</u> • <u>Landscape plan includes native plantings and, when feasible, enhances rather than replaces existing vegetation</u> • <u>Designated area for snow</u> • <u>Adequate parking for residents and visitors</u> • <u>Separate driveway for theatre and residents</u> • <u>Respects adjacent properties</u> • <u>Provides outdoor community gathering space</u> 	<p><u>Proposal fails to meet the majority of the RFP criteria for site design.</u></p>	<p><u>The proposal meets some or all of the RFP site design criteria with thoughtful building siting, safe, efficient traffic flow, and natural buffers to surrounding neighborhoods.</u></p>	<p><u>Proposal meets or exceeds all of criteria</u></p>
<p><u>Infrastructure and Green Design</u></p> <ul style="list-style-type: none"> • <u>Underground utilities</u> • <u>Preferably renewable energy</u> • <u>Appropriately sized wastewater system, preferably with some denitrification</u> 	<p><u>Proposal fails to meet the majority of the RFP criteria for infrastructure and green design</u></p>	<p><u>The proposal meets some or all of the RFP infrastructure and green design criteria</u></p>	<p><u>Proposal provides for renewable energy and a denitrifying wastewater system</u></p>
<p><u>Building Design</u></p>			
<ul style="list-style-type: none"> • <u>Reflects the design guidelines in Attachment 1</u> • <u>Exterior is of high quality, while remaining compatible with local architectural design</u> • <u>Creative design that is cost effective and high quality</u> • <u>Interior design and layouts meet a variety of household sizes and mobility needs</u> • <u>Finishes support durability and low-maintenance for tenant</u> • <u>Prefer individual exterior space (porches, patios)</u> • <u>Preferably meets the design guidelines of Harwich's Historical Commission.</u> 	<p><u>Design appears incongruous with local designs, interior layout does not meet a variety of household types and mobility needs, and does not comply with a majority of the RFP criteria</u></p>	<p><u>Design reflects or complements local designs, layout provides for a variety of household types and mobility needs, Complies with a majority of the RFP criteria and preferences</u></p>	<p><u>Design proposal articulates a creative development vision that is a cost-effective, energy efficient, attractive design that reflects and/or complements the local vernacular, and provides a variety of household types and mobility needs. Complies with all of the RFP criteria and preferences</u></p>
<p><u>Financial Feasibility</u></p>			

<ul style="list-style-type: none"> <u>Adequacy of proposed budgets (development and operating)</u> <u>Appropriateness of rents in relation to the market</u> <u>Track record of securing proposed financing</u> 	<u>Proposals does not demonstrate an understanding of development costs and operating budgets for affordable housing and/or does not have a successful record of securing financing.</u>	<u>Proposal contains realistic development and operating budgets and evidence of success in securing necessary financing.</u>	<u>Proposal contains realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding.</u>
<u>References, Site Visits, and Interviews</u>			
<ul style="list-style-type: none"> <u>A minimum of three references including references from all projects undertaken in the last 10 years</u> <u>The evaluation committee may choose to visit proposers' completed projects</u> <u>The evaluation committee may choose to have proposers present their proposals. Presentations will not be scored.</u> 	<u>Did not provide minimum of 3 references not met, or references were poor and/or inadequate. Properties visited were in poor condition.</u>	<u>Strong references reflecting projects came in on time and within budget, good property management structure. Properties visited were in good condition, site layout was efficient, and buildings were well designed.</u>	<u>Strong references reflecting timely completion, excellent budget control, excellent property management structure and professionalism of developer. Properties visited were in great condition, site layout building design, and landscaping excellent, and use of energy efficient and durable materials.</u>

VIII. Selection Process

The evaluation committee will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. Evaluation of the proposals will be based on the information provided in the proposers' submissions in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested and/or gathered by the HAHT. The HAHT or its designee(s) will select the developer it determines has presented the most advantageous proposal. ***The HAHT reserves the right to select the proposal that best meets the needs of the community and that may not be the proposal that achieves the highest score.***

The HAHT will notify all proposers in writing of its decision.

The HAHT reserves the right to reject any or all proposals or to cancel this Request for Proposals at any time if it in the best interest of the Town.

IX. Post Selection

Land Disposition Agreement

It is the intent of the ~~MAHT-HAHT~~ to enter into a Land Disposition Agreement with the selected proposer within 90 days of selection and then to lease the land with deed restrictions after certain benchmarks have been met. The Land Disposition Agreement will be finalized after the selection process. A draft Land Disposition Agreement can be found at Attachment **Y**.

Chapter 30B Real Property Dispositions to Promote Public Purpose Requirements

The name of the selected proposer and the amount of the transaction will be submitted for publication in the state's *Central Register*.

If the HAHT determines that the public purpose of the project is best met by disposing of the property for less than fair market value, the HAHT will post a notice in the state's Central Register explaining the reasons for this decision and disclosing the difference between the property value and the price to be received. This notice will be published before the HAHT enters into any agreement with the selected developer.

X. Attachments

~~A. Comparative Evaluation Criteria~~

~~B.A.~~ Locus Map

~~C.B.~~ ~~Treasurer's~~ Deed & Town Meeting Votes

~~D.C.~~ Design Guidelines

~~E. Executive Summary of Housing Needs Assessment and Action Plan~~

~~F.D.~~ Preliminary Site Feasibility report

~~G.E.~~ Draft Land Disposition Agreement

~~H.F.~~ Certificate of Non-Collusion

~~I.G.~~ Tax Compliance Certificate

~~J.H.~~ Disclosure of Beneficial Interest

ATTACHMENT A
Comparative Evaluation Criteria- Example

	Unacceptable	Advantageous	Highly Advantageous
<i>Developer Experience & Capacity (Team)</i>			
<ul style="list-style-type: none"> <i>Demonstrated experience in and capability for designing, permitting, developing and managing similar residential projects.</i> <i>Outcome of comparable projects</i> <i>Experience with site septic system issues</i> <i>Property management experience with similar projects</i> <i>The quality of the team's reputation and references, particularly in terms of its regulatory track record and ability to complete projects as proposed</i> <i>Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements</i> 	Development team members have only minimal experience in the development of projects with similar scope— including legal, design, development, financing, and management experience with rental housing.	Development team Members have significant experience in the development of projects of similar scope— including legal, design, financing, affordable housing management. Significant experience (2 or more projects) including with private septic. Energy efficient buildings part of standard approach.	Development team Members have significant experience in the development of projects of similar scope— including legal, design, financing, affordable housing management. Extensive experience (4 or more projects) including with private septic. Energy efficient design is their standard approach to design and development.
<i>Affordability</i>			
<i>Proposal meets a range of incomes. At a minimum 100% units must be restricted to households at or below 100% AMI.</i>	Less than 100% affordable to 100% AMI.	At least 100% affordable to 100% AMI.	At least 100% affordable to 100% AMI or below with the affordability ranging from 50% to 100% AMI.
<i>Site Design</i>			

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<ul style="list-style-type: none"> Thoughtful and efficient site design using the natural topography of the site as much as feasible Efficient, safe internal traffic flow Underground utilities Exterior lighting—minimal impact to neighbors and night sky Landscape plan including within parking area includes native plantings and, when feasible, enhances rather than replaces existing vegetation Designated area for snow Adequate parking for residents and visitors Respects adjacent properties Provides outdoor community gathering space 	Proposal fails to meet the majority of the RFP criteria for site design.	The proposal meets some or all of the RFP site design criteria with thoughtful building siting, safe, efficient traffic flow, and natural buffers to surrounding neighborhoods.	Proposal meets or exceeds all of criteria
Infrastructure and Green Design <ul style="list-style-type: none"> Underground utilities Preferably renewable energy 	Proposal fails to meet the majority of the RFP criteria for infrastructure and green design	The proposal meets some or all of the RFP infrastructure and green design criteria	Proposal meets or exceeds all of criteria.
Building Design <ul style="list-style-type: none"> Reflects the design guidelines in Attachment 1 Exterior is of high quality, while remaining compatible with local architectural design Creative design that is cost effective and high quality Interior design and layouts meet a variety of household sizes and mobility needs Finishes support durability and low maintenance for tenant Provides community space for residents, preferably with kitchen facilities Includes office space for management Prefer individual exterior space (patios or balconies) Preferably meets the design guidelines of Harwich's Historical Commission. 	Design appears incongruous with local designs; interior layout does not meet a variety of household types and mobility needs; and does not comply with a majority of the RFP criteria	Design reflects or complements local designs; layout provides for a variety of household types and mobility needs; Complies with a majority of the RFP criteria and preferences	Design proposal articulates a creative development vision that is a cost effective, energy efficient, attractive design that reflects and/or complements the local vernacular, and provides a variety of household types and mobility needs. Complies with all of the RFP criteria and preferences
Financial Feasibility <ul style="list-style-type: none"> Adequacy of proposed budgets (development and operating) 	Proposals does not demonstrate an	Proposal contains	Proposal contains

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<ul style="list-style-type: none">• <i>Appropriateness of rents in relation to the market</i>• <i>Track record of securing proposed financing</i>	understanding of development costs and operating budgets for affordable housing and/or does not have a successful record of securing financing.	realistic development and operating budgets and evidence of success in securing necessary financing.	realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding.
<i>References, Site Visits, and Interviews</i>			
<ul style="list-style-type: none">• <i>A minimum of three references including references from all projects undertaken in the last 10 years</i>• <i>The evaluation committee may choose to visit proposers' completed projects</i>• <i>The evaluation committee may choose to have proposers present their proposals. Presentations will not be scored.</i>	Did not provide minimum of 3 references not met, or references were poor and/or inadequate. Properties visited were in poor condition.	Strong references reflecting projects came in on time and within budget, good property management structure. Properties visited were in good condition, site layout was efficient, and buildings were well designed.	Strong references reflecting timely completion, excellent budget control, excellent property management structure and professionalism of developer. Properties visited were in great condition, site layout building design, and landscaping excellent, and use of energy efficient and durable materials.

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Lawrence Road Design Guidelines



A guide to support the architectural and site layout design process of 95 Lawrence Road in the Town of Wellfleet.

April 2020



CONTENTS

I. Architecture Guidelines

- Maintain the New England Feel 1
- Building Types 2
- Building Forms 2
 - Roofs*
 - Windows*
 - Window Placement*
 - Doors*
 - Porches*
- Materials 6
 - Siding*
 - Roofs*
 - Color Palette*
- Creative Mix of New England and Modern Architecture 7

II. Site Landscape Character Guidelines

- Public Open Space 10
- Semi-Private Space 11
- Private Space 11
- Parking Area 13
- Buffer Zone 13

I. ARCHITECTURE GUIDELINES

These guidelines address the architectural design within the Lawrence Road housing site with the goal of encouraging new building that relates to the history and culture of Wellfleet and will create a coordinated, contemporary environment.

The guidelines present “inspirations” and models for the new community and encourage fresh interpretations of traditional building forms.

MAINTAIN THE NEW ENGLAND FEELING

Architectural buildings in rural New England typically have a simple overall shape. Traditionally, these buildings had steeply pitched roofs due to New England weather and building traditions. The basic forms were typically enlarged or expanded with attached structures and sheds. These simple forms were then modified with additive elements such as dormers, porches, overhangs, windows and doors that were placed for practical purposes. However, the simple, underlying form remains clearly understandable. It is the intention of these guidelines to encourage a clustering of simple forms that is reminiscent of this pattern.



BUILDING TYPES

A townhouse-style organization can be expressed as separated units within an overall building. Porches, bays, and dormers can be used to distinguish individual units and break up the extended volume in each structure.

BUILDING FORMS

1. Roofs

The dominance of the roof is one of the key architectural ideas and should be employed in the design of residences at Lawrence Road. A collection of roof forms that will achieve variety and individuality, The look of the New England village include gable, intersecting gable, clipped gable, and the traditional salt box. The variety in roof form is typical to the New England town.

Gables

The majority of the roof forms on the buildings may be pitched as shed or gable forms. If gable, the pitch should be no less than 6:12 and no more than 12:12, with or without intersecting gable roof forms. A range of pitches between 6:12 to 12:12 can be utilized throughout the development.

Dormers

Dormers are familiar New England structures. Adding dormers, along with other structures to the roofs is a useful technique to articulate potentially repetitious roof patterns and make individual homes more recognizable from a distance. The palette of dormer types includes gable, hipped and shed.



These special, visually lightweight structures are appropriate places to introduce contemporary design approaches in some locations.

These features are sub-elements of the dominant forms of traditional New England structures. They maybe be used to subdivide larger and more repetitious building, and make them more familiar and memorable

2. Windows

The classical building style may be characterized by window placement that is pragmatic and includes symmetrical and occasionally asymmetrical compositions. Symmetrical compositions are normally found along principal façades or facing public spaces. Irregular window placement may be required to suit interior needs and is frequently found along side or back elevations



The following window types should be used for the majority of windows in the residences: operable, wooden or vinyl-clad double-hung windows with equal sized single sashes, single-pane below, multi-pane above, banded and grouped windows and recessed windows.

Strips of three or more windows, commonly called banded windows, may be an effective way to enliven the rigidity and repetition of regularly spaced single windows and to bring large amounts of light and ventilation to the interiors.



3. Window Placement

Irregular and asymmetrical placement of windows with façade compositions may be an effective means of achieving an informal character for the development and may be done when appropriate.

Asymmetrical window placement should be used to lend distinction to individual units within a larger building

4. Doors

The doors are seen in the context of the porch, the steps, and the approach to the house. This entry sequence might occur under porch roofs supported with columns.

Single wood doors of panel and glass composition should be used with either a solid piece of wood with simple divided lights above with a wooden panel below or a single wood panel. Simplicity, typical of rural villages, should be pursued.



5. Porches

Porches supported by columns, porches on two sides of the house, and end wall porches are all recommended as typical devices for bringing the interior life of the homes outside. These structures should be used wherever appropriate.



Porch Columns

Porch supports should be unadorned wooden posts, tapered columns, or simple columns.





MATERIALS

1. Siding

The primary siding materials should be wood shingles or horizontal clapboard siding.

2. Roofs

Pitch roofs should be covered with asphalt or similar shingles

3. Color Palette

Weathered medium earth tones in brown, gray, moss green, and tan comprise the color palette for siding and shingles. It should be achieved with semi-transparent stains. Earth tones, white, and black are the recommended paint accent color. Weathered tones of brighter hues: red, blue, green, yellow, turquoise can be used very selectively on doors.

The color palette for masonry material and concrete is intentionally kept natural in order to contrast and thereby enhance the distinctive characteristics and weathered hues and textures in the wood color palette.

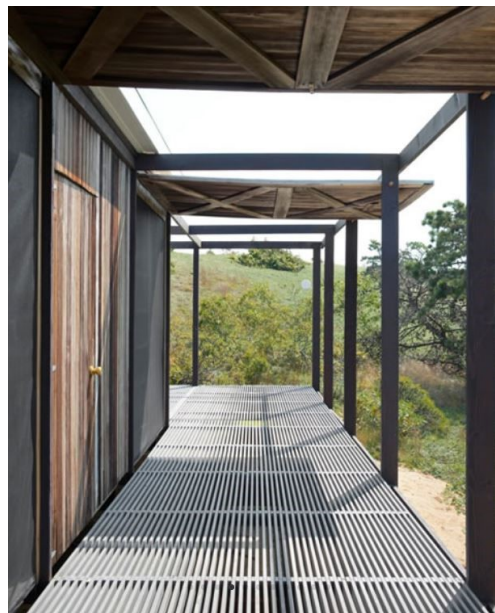
CREATIVE MIX OF NEW ENGLAND AND MODERN DESIGN

The appropriate mix of modern design and classic New England elements is encouraged for the Lawrence Road site. Wellfleet and the Cape have a proud history of modern design integrated into the New England village character and the Town encourages elements of the modern design at the site.



The following pages include photos from around Wellfleet that illustrate the integration of modern design and New England feel that is common throughout the town. The photos include images from the Cape Cod Modern House Trust, the Wellfleet Audubon, and Deck 2—rental condos situated in Wellfleet. Each photo represents a modern interpretation of traditional New England elements.

PORCH COLUMNS



WINDOWS



DORMERS



PITCHED ROOFS



II. SITE LANDSCAPE CHARACTER GUIDELINES

PUBLIC OPEN SPACE

The public open space within the housing site will serve a variety of purposes and the landscaping of the space must be adapted to the purpose and characteristics of the location.

In general, the open space should draw from traditional New England common space models that provide an informed, picturesque setting with organizing elements such as walkways, trees, and surrounding buildings.



The character of the common “green” should consist of a broad lawn area, limited low plantings in clusters to provide focal points, and trees located to provide rhythm, interest, and seasonal color. Pedestrian circulation should reflect “desire lines” established by walking patterns that are likely to emerge. Plant materials should be native or particularly well suited to the local environment.

The planting of shade trees of appropriate species, caliper, and spacing is strongly encouraged in the open public spaces of the site. The intent of shade trees is to minimize the adverse impact of the entry drive on the housing, while preserving views and creating spatial volumes on the “green”.

Tree location and spacing should be coordinated with building sites, pavement, and utilities that might interfere with the development of the tree canopy and root system. Shade trees should be planted at least 6 feet from the edge of the pavement.

Recommended tree shade species: disease resistant American Elm, London Plane, Red Oak, Red Maple, Zelkova, and American Sweet Gum.

SEMI-PRIVATE SPACE

Some planting of woody ornamental shrubs should be provided between the public sidewalk and the front porch or façade of the building. The planting should form the framework of a front garden and provide residents with an opportunity for individual self-expression.

PRIVATE SPACE

In general, a greater variety of plant materials should be allowed within the private spaces behind the homes. Plantings and the use of fences and walks are encouraged to provide a sense of privacy and layering within the community and to accommodate grade change. Consideration should be given to materials that will provide significant seasonal variation in color and character.

The ability to establish small garden areas in designated locations for residents should be encouraged to provide community activity and variety of expression that distinguishes a vital community.



OTHER EXAMPLES OF SEMI-PRIVATE AND PRIVATE SPACE



PARKING AREAS

The parking areas should be convenient for residents and have plantings that help break up the paved field, but which do not interfere with view lines or orientation, so that users can find their destinations with ease. Clustering trees in planting areas can provide a more interesting landscape with visual variety, avoiding the formality of regular spaces trees.

BUFFER ZONES

Shade trees planted at intervals adjacent to the Lawrence Road site, in parking, and at backs of public sidewalks can visually separate residential buildings from the road and each other. Buffer planting should be arranged in informal groupings with occasional interruptions. Straight rows of screen trees planted at the property line should be avoided.



June 12, 2020

To: Mr. A. Bodin/Mr. T. Howell

From: Kerry M. Berman (Pettes)

Re: building affordable housing structures in Harwich, Ma.

Hello, I am the owner of 211 Forest St. Harwich, Ma. I have owned the residence since April 2012 and understand that there is great interest in building affordable rental units behind my residence and close by the choir and town.

I think this is a most wonderful idea, and I hope this will proceed in the very near future. Harwich, as much of the cape does not have affordable rentals, or rentals in general (with occasional exceptions of 'academic year' rentals). When this occurs, a person is effectively tossed out of the home for the benefit of a higher rental fee for vacationers. (I also know of several home owners that will vacate their own residence to 'rent out' their home to vacationers).

I hope that your efforts of making this plan a reality moves ahead, the sooner the better. There are many hardworking individuals who need a hand up, not a hand out, as we have always said from my local Habitat for Humanity, and I hope that you will proceed in a mindful, helpful, and fair manner for the people who so desperately need this type of living situation.

If you have any questions or would like me to comment when you have a meeting, please do not hesitate to contact me at 860-575-4340 (personal cell) or desk phone at 203-294-5091.

Sincerely,

A handwritten signature in black ink, appearing to read 'KMB' with a stylized flourish extending from the end.

Kerry M. Berman (Pettes)