

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.

II. Public Meeting*

- a. Public Comment & Announcements
- b. Approval of Minutes
 - i. June 29, 2020
 - ii. July 23, 2020
- c. Presentation by Chris Wise for proposed development on Route 137
- d. Sisson Road housing development
 - i. Discuss and possible vote to on engineering studies
- e. Sisson Road Community Engagement update
- f. Discuss and potential vote on Cape Cod Theater Company / Harwich Junior Theater’s floor replacement inside the Arts Center
- g. Housing Coordinator Report – presented by Pelinda Deegan, Housing Coordinator
 - i. September Lower Cape Coronavirus Housing Response Meeting
 - ii. August Report
 - iii. July Report
- h. Updates on Housing Coordinator and consulting services contracts
- i. Member Reports and agenda building

III. Other Business

IV. Next Meeting Date

V. Adjournment

** Per the Attorney General’s Office: The Affordable Housing Trust 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
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)

Harwich Affordable Housing Trust
Thursday, July 23, 2020 – 2:00 PM
Griffin Room, Town Hall, 732 Main Street, Harwich

MINUTES

MEMBERS PRESENT: Chair, Don Howell, Vice Chair, Larry Brophy, Clerk, Brendan Lowney, Judith Underwood, Joe Powers, Interim Town Administrator.

MEMBERS NOT PRESENT:

OTHERS PRESENT: Charleen Greenhalgh, Town Planner, 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),

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, Mr. Powers – Present

Public Comment & Announcements:

Mr. Bodin made a comment about reaching out to Chris Wise about a potential project and will provide more information moving forward. Mr. Wise will be meeting with the Harwich Affordable Housing Committee to present his project. Mr. Bodin added that along with Mr. Howell, went to Hyannis and toured the Housing Assistance Corporation property. Mr. Bodin described the project having 8 units, with six 1 bedrooms and two 2 bedrooms.

Approval of Minutes: June 18, 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, Mr. Powers – Abstained. The motion carried by a unanimous vote. (4-1-0)

Annual reorganization of the Harwich Affordable Housing Trust

Mr. Brophy moved to nominate Mr. Howell nominated for another term. Seconded by Mr. Lowney.

Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Present, Mr. Powers – Yes. The motion carried by a unanimous vote. (5-0-0)

Ms. Underwood made a motion to nominate Mr. Brophy as Vice Chair. Mr. Powers seconded. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes, Mr. Powers – Yes. The motion carried by a unanimous vote. (5-0-0)

Mr. Brophy moved to nominate Mr. Lowney as Clerk, seconded by Ms. Underwood.

Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes, Mr. Powers – Yes. The motion carried by a unanimous vote. (5-0-0)

Sisson Road housing development

Mr. Powers requested that the Request for Proposals pages should be numbered. Mr. Howell had a question about a rental manager and a developer having the same roles. Ms. Shufelt clarified that the developer can choose to hire the rental manager which needs to approve through the funding sources. Mr. Howell brought up Housing Assistance Corporation as being one of the only agencies having the capacity to both develop and manage properties. Ms. Shufelt clarified that the developer can go through the process and choose a property manager. Ms. Shufelt stated that the management agent needs to be approved.

Ms. Shufelt presented the changes made based on the last Trust meeting. They discussed the Wellfleet Lawrence Road design guidelines example. Mr. Howell mentioned the Housing Assistance Corporation (HAC) development they toured in Hyannis would be the similar type of design he is interested in. Mr. Howell reminded the group that the Trust agreed to have a subsidies to ensure that it the development fits the character of the neighborhood. Mr. Brophy is interested in having a few embellishments and is financially feasible with a Cape Cod design. Ms. Shufelt stated that the HAC development has porches. Ms. Shufelt indicated that the Trust can proceed in two ways: (1) develop design guidelines similar to Wellfleet's Lawrence Road, or (2) put in the criteria and evaluation criteria to add porches and architectural features which would then be under highly advantageous. Ms. Shufelt recommended going through option 1 with the design guidelines so that there are visual examples of what the Trust would want and she added that it is not too prescriptive.

Ms. Greenhalgh pointed out that to have design guidelines would be very helpful particularly for developers that may respond. She referred to the design guidelines example sent by Ms. Shufelt which would be an ideal and provide great examples of the quaint Cape Cod architecture that the Trust prefers. Mr. Howell agreed with Ms. Greenhalgh that page 13 which is a modern contemporary look would not fit into Harwich. Ms. Greenhalgh added that example on page 9 may not work for Harwich.

Mr. Brophy made a motion to include a general design guidelines. Ms. Underwood seconded. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes, Mr. Powers – Yes. The motion carried by a unanimous vote. (5-0-0)

Ms. Shufelt encouraged the Trust to carefully review the evaluation criteria and that it reflects what the Trust is looking for with evaluating the proposals. Mr. Howell emphasized the importance of finalizing the criteria because once the RFP is developed and issued, you can't amend the document.

Ms. Shufelt added that there is a site issue. Bohler Engineers reviewed old site maps and recognized that there are four test pits. There are three sites located in the rear of the property

and the 4th is in the front of the property, suggesting that there may be issues with the sites in the back. She indicated that the slope in the back is stable but will need more information. There is \$2,000 left in the grant. Ms. Shufelt stated that an RFP will not be necessary for an engineer to conduct further engineering studies but a discussion and approval is required. Mr. Powers stated that the aforementioned engineering services might be exempt under Procurement Laws and suggested to apply internal best practices.

Ms. Shufelt also state another issue with regard to disposition of public lands. She added that it is a problem for affordable housing development and the process of all use of public lands, prevailing wage and public construction. At this time, Ms. Shufelt indicated that quasi-state agencies such as the Department of Housing and Community Development (DHCD) and Massachusetts Housing Partnership (MHP) are in the process of setting up a meeting with the Attorney General's Office to get clarification on the bid process. Ms. Shufelt added that at this time it is not clear as to what constitutes a public construction and added that projects will not work if they go through the public construction process.

Mr. Howell confirmed he wants to do this the right way as Sisson Road is a centerpiece project for the Trust. Ms. Shufelt stated that she wants to have a final RFP ready so that upon clarification, they can send it out. She will continue and edit the RFP with a new set of design guidelines ready for the next meeting.

Discuss Sisson Road Community Engagement

Mr. Brophy moved to continue the community engagement discussion next month.

Discuss available properties

Mr. Brophy moved to continue the available property discussion next month.

Housing Coordinator Report

Ms. Deegan provided the Housing Coordinating Report. She stated that she had 11 resident outreach this month, all inquiring about rental assistance, mortgage assistance and childcare assistance.

She invited Trust members to the Community Development Partnership's July Lower Cape Coronavirus Housing Response meeting.

Ms. Deegan stated that the eviction and moratorium extension to October 17th. Ms. Underwood clarified if renters are required to pay back rent after this extension. Ms. Deegan indicated that renters do have to pay. Ms. Greenhalgh added that towns are looking into the rental assistance programs. She added that at the last Community Development Partnership Coronavirus Housing Response meeting, property managers shared their rental collections are 97% - 98% and that residents that are struggling to pay are being helped.

Updates on Housing Coordinator and consulting services contracts

Mr. Howell asked Mr. Powers about the RFP and when it will be anticipated to go out. Mr. Powers indicated that he will contact Mr. Griffin to clarify the status of the RFP.

Member Updates

Mr. Howell reiterated that he and Mr. Bodin toured affordable housing in Hyannis. Mr. Powers requested Mr. Howell stay on the call to discuss in-person meeting protocols.

Other Business:

Next Meeting Date:

August 20th at 2 pm

Mr. Brophy moved to adjourn at 3:42 pm. Mr. Lowney seconded the motion. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes. Motion carried by a unanimous vote. (5-0-0)

Respectfully Submitted,

Pelinda Deegan

Adopted:

Required Attachments

2.A Locus Map

Please provide a locus map and aerial photograph which identifies the site within the context of the Project's neighborhood.

2.B Tax Map

Please provide a copy of municipal tax map with subject parcels and parcel ID numbers clearly identified.

2.C Site Photographs

Please provide photographs of surrounding buildings and features that illustrate the physical context of the site. Site photos should include the pictures of the surrounding neighborhood as well.

2.D Site Plan

Site plan showing topography, existing building and proposed building footprints and paved areas for the Project, lot lines, existing and proposed roads and streets, wetlands and buffer zones, flood zones if any, or any other environmental constraints. This should include parcel map with neighboring lots with buildings shown and 1 full size site plan and at least 1 11"x 17" plan.

2.E Building Design

Drawings showing exterior elevations of the proposed buildings, illustrative rendering, typical floor plans, and unit plans. Building designs should include 1 full size rendering and at least 3 11" x 17" plans.

2.F Project Narrative

Narrative description by the project architect describing the site and the project's approach to the massing of the building(s), the project's relationship to adjacent properties, and the proposed exterior building materials; this narrative must be supplemented by supporting visual information, such as the aerial geographical information available from Mass GIS, which provides visual evidence about the massing of existing structures surrounding the subject parcel. Project narrative must be either signed by the Project Architect or printed on Project Architect's letterhead.

2.G Tabular Zoning Analysis

Please provide a tabular zoning analysis of the site.

Additional Attachments (if applicable)

2.H Environmental Site Assessment

Any environmental site assessments that have been performed.

Section 3: Project Information

Name of Proposed Project: The East End

Project Type: New Construction ☒ Rehabilitation ☐ Both ☐

Age Restricted? Yes ☐ No ☒ If Yes, 55+, 60+ or 62+? _____

Dwelling Units per Acre: _____

Total Number of Dwelling Units: 100

Total Number of Affordable Units 26

Total Number of Market Rate Units: 75

Total Affordable at 25 % AMI: 80%

Percentage of units with 3 or more bedrooms: 10

Total Affordable at _____ % AMI: _____

Number of Handicap Accessible Units: _____

Total Affordable at _____ % AMI: _____

Market Rate Accessible Units: _____

Total Affordable at _____ % AMI: _____

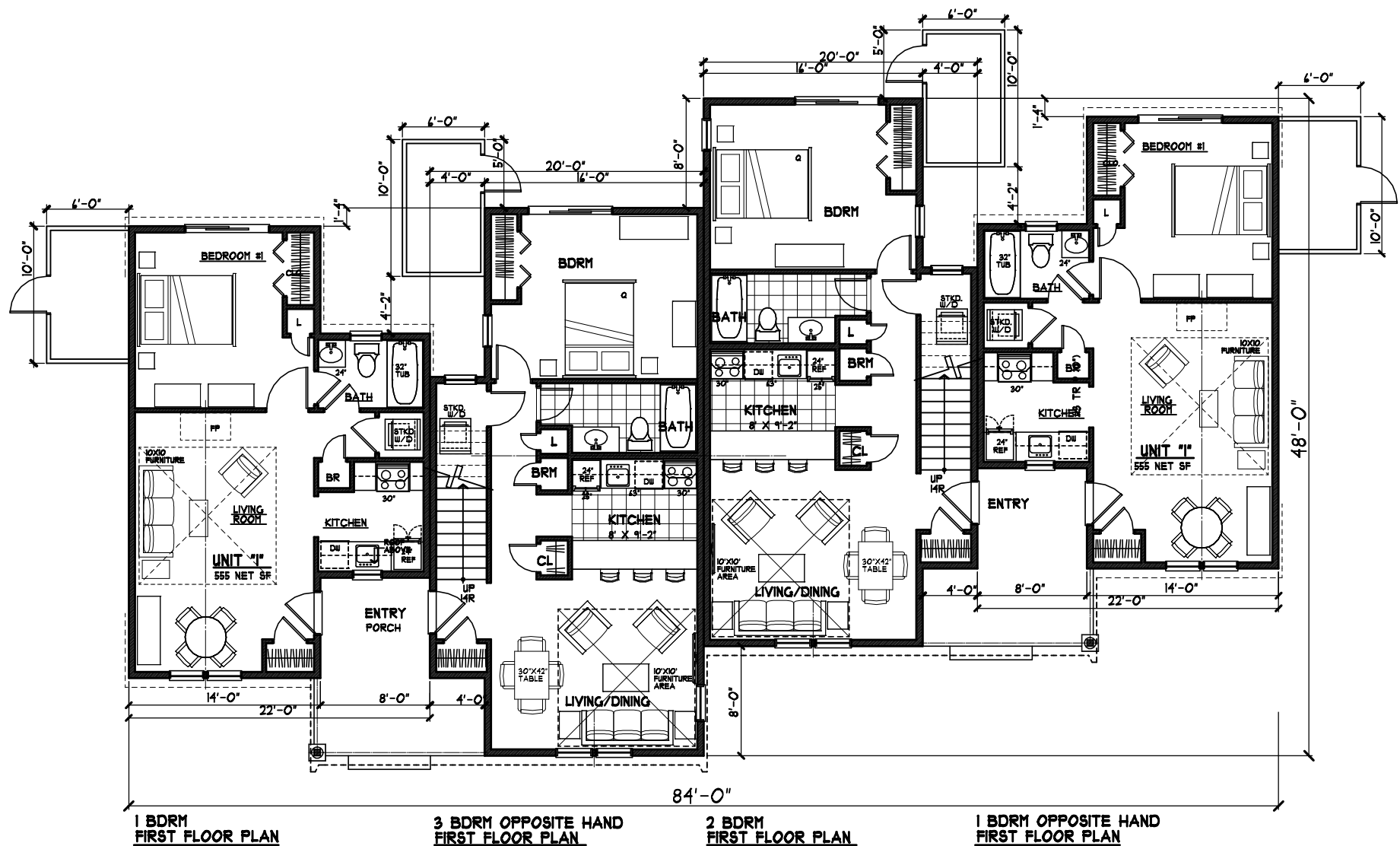
Affordable Accessible Units: _____

Unit Mix: Affordable Units

Unit Type	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Number of Units:	0	26	41	7	0
Number of Bathrooms:	0	1	2	2	0
Square Feet per Unit:	0	555	958	1126	0

Unit Mix: Market Rate Units

Unit Type	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Number of Units:	0	9	14	3	0
Number of Bathrooms:	0	1	2	2	0
Square Feet per Unit:	0	555	958	1126	0



4 UNIT BUILDING

SCALE: 3/32" = 1'-0"

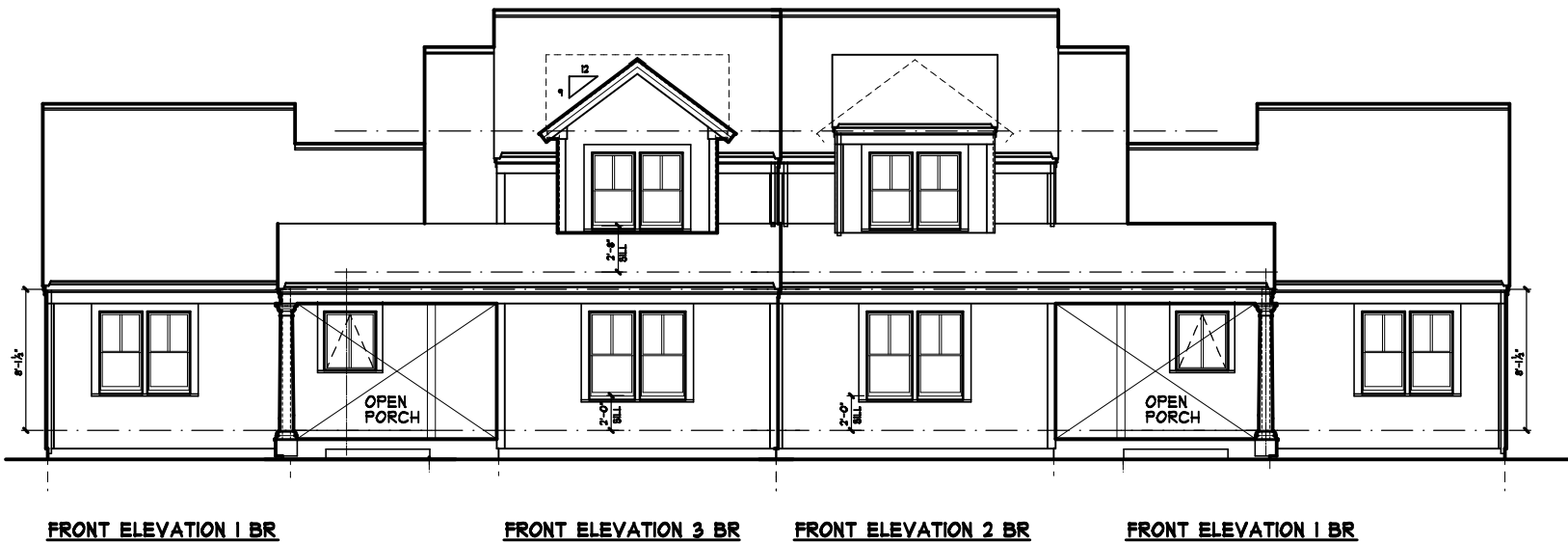


5/9/20

WISE PROPERTIES, CHATHAM, MA

Bl. **Steven C. Hayes, Architect**
 15 Bay State Court • P.O. Box 621
 Brewster, Massachusetts 02631 (508) 240-1411

2002BLDGLAYOUTS



4 UNIT BUILDING ELEVATION

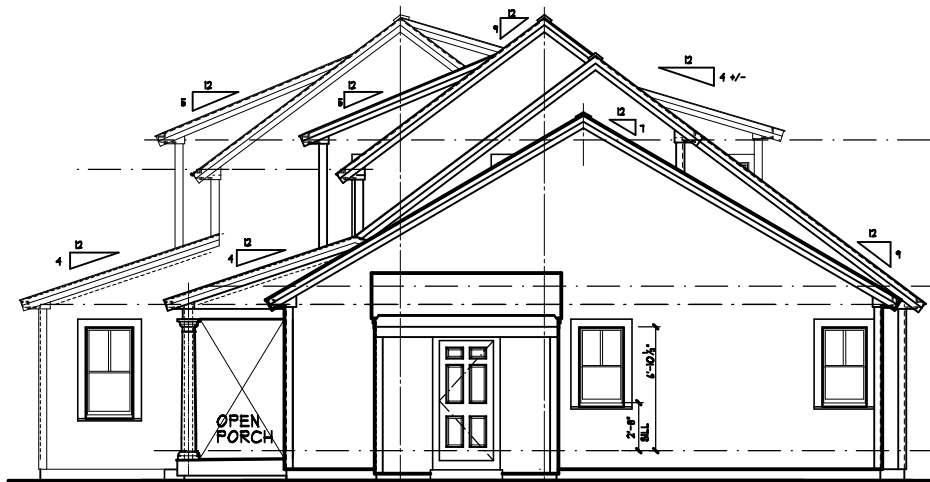
SCALE: 3/32" = 1'-0"



5/9/20

WISE PROPERTIES, CHATHAM, MA

B2.	Steven C. Hayes, Architect	2002BLDGLAYOUTS
	15 Bay State Court • P.O. Box 621 Brewster, Massachusetts 02631 (508) 240-1411	



RIGHT ELEVATION 4 UNITS



LEFT ELEVATION 4 UNITS

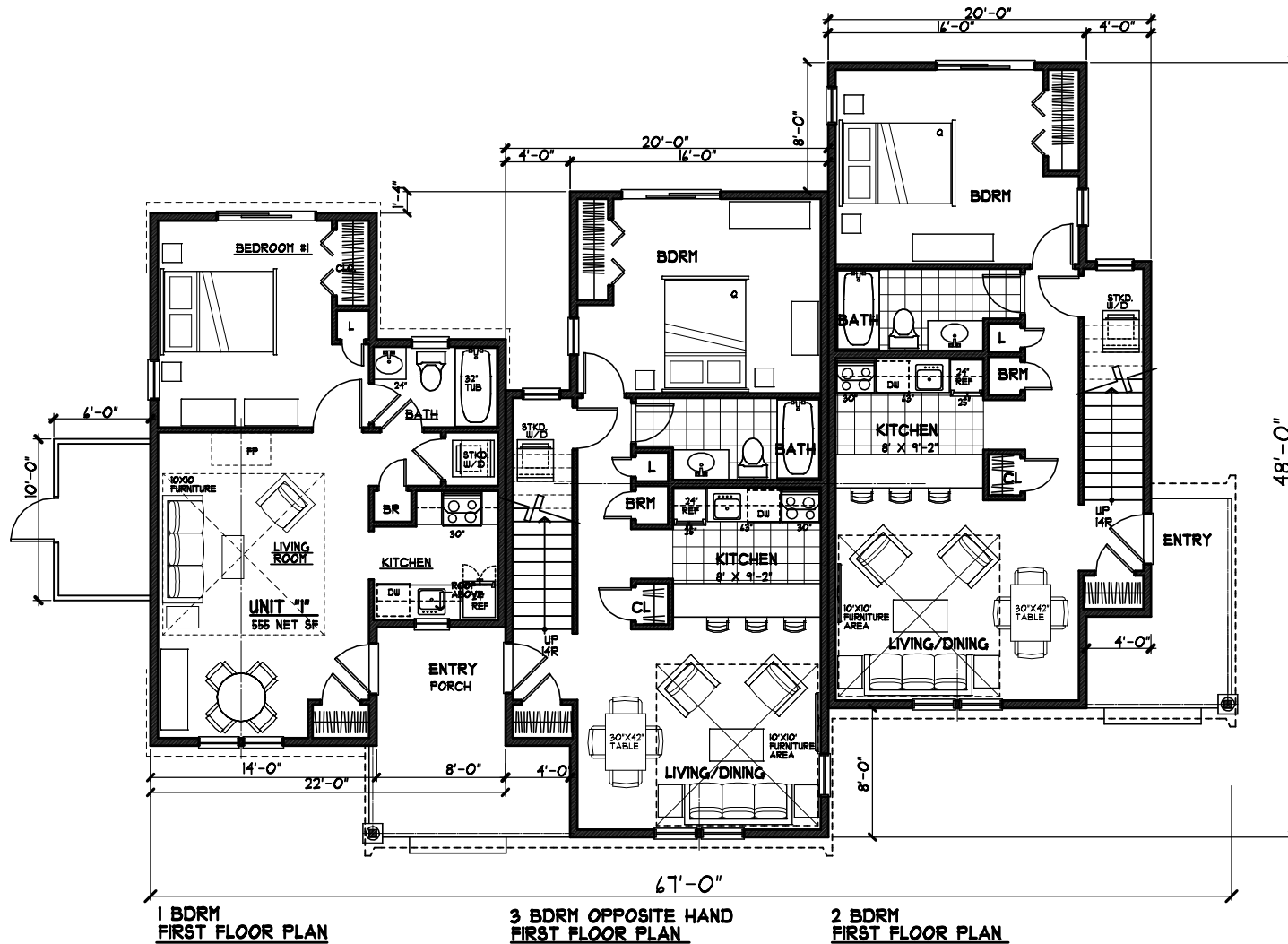
4 UNIT BUILDING SIDE ELEVATIONS
SCALE: 3/32" - 1'-0"

5/11/20

WISE PROPERTIES, CHATHAM, MA

B3 **Steven C. Hayes, Architect**
15 Bay State Court • P.O. Box 821
Brewster, Massachusetts 02631 (508) 240-1411

2002BLDG LAYOUTS



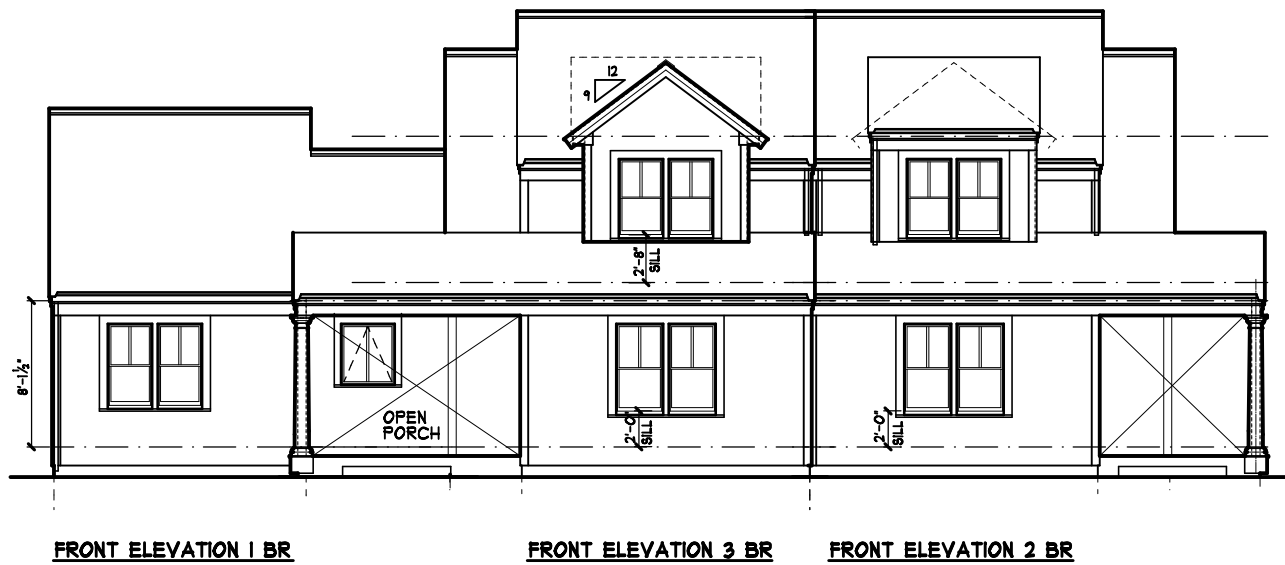
3 UNIT BUILDING
 SCALE: 3/32" = 1'-0"

5/9/20

WISE PROPERTIES, CHATHAM, MA

B4. **Steven C. Hayes, Architect**
 15 Bay State Court, P.O. Box 621
 Brewster, Massachusetts 02631 (508) 240-1411

2002B.DGLAYOUTS



3 UNIT BUILDING ELEVATION
 SCALE: 3/32" - 1'-0"

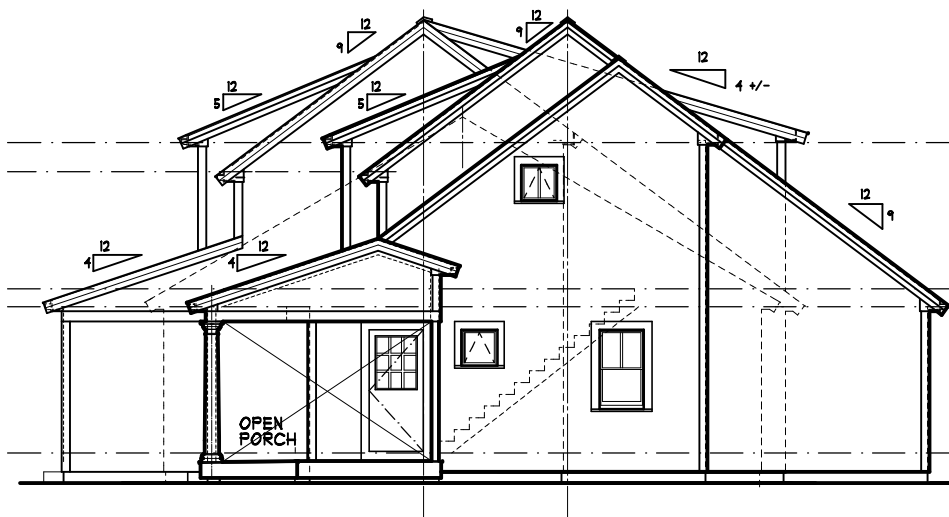
5/11/20

WISE PROPERTIES, CHATHAM, MA

Steven C. Hayes, Architect
 15 Bay State Court - P.O. Box 621
 Brewster, Massachusetts 02631 (508) 240-1411

B5.

2002BLDGLAYOUTS



RIGHT ELEVATION 3 UNITS



LEFT ELEVATION 3 UNITS

3 UNIT BUILDING SIDE ELEVATIONS
SCALE: 3/32" - 1'-0"

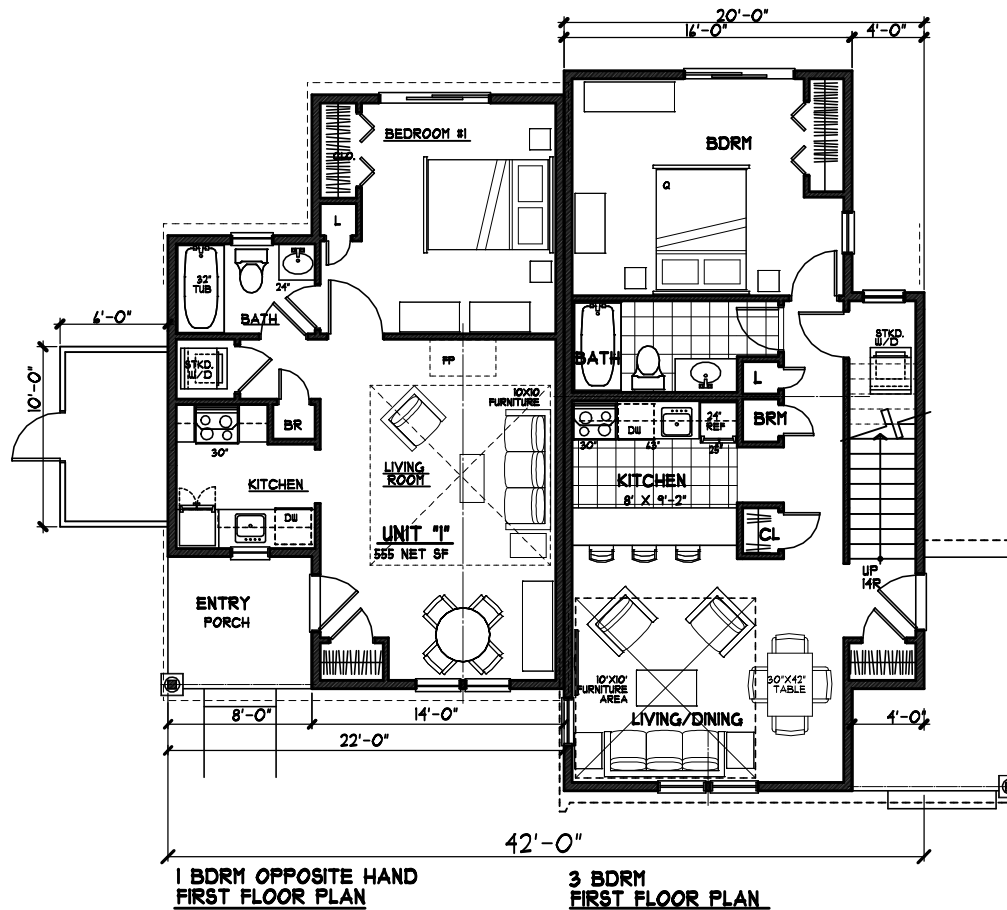
5/11/20

WISE PROPERTIES, CHATHAM, MA

Steven C. Hayes, Architect
15 Bay State Court - P.O. Box 621
Brewster, Massachusetts 02631 (508) 240-1411

B6.

2002BLDGLAYOUTS



2 UNIT BUILDING
SCALE: 3/32" = 1'-0"

5/9/20

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Steven C. Hayes, Architect
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Brewster, Massachusetts 02631 (508) 240-1411

2002B1 DGLAYOUTS



FRONT ELEVATION 1 BR

FRONT ELEVATION 3 BR

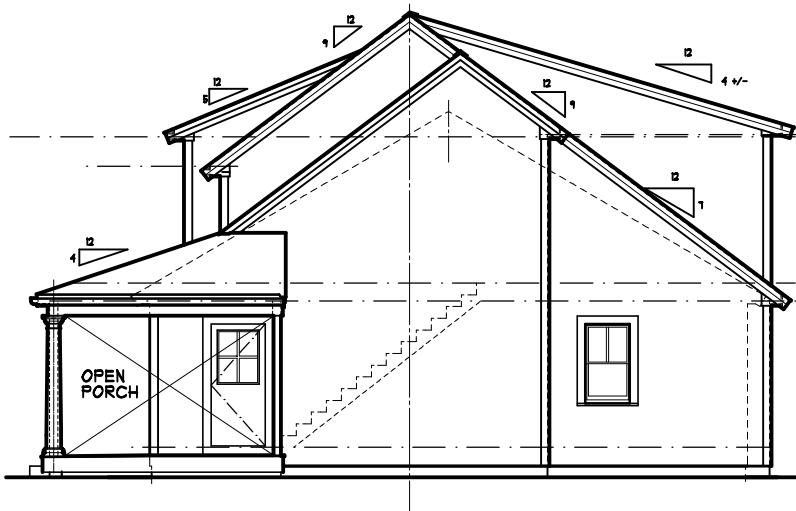
2 UNIT BUILDING ELEVATION
 SCALE: 3/32" - 1'-0"

5/11/20

WISE PROPERTIES, CHATHAM, MA

B8. **Steven C. Hayes, Architect**
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 Brewster, Massachusetts 02631 (508) 240-1411

2002BLDG LAYOUTS



RIGHT ELEVATION 2 UNITS



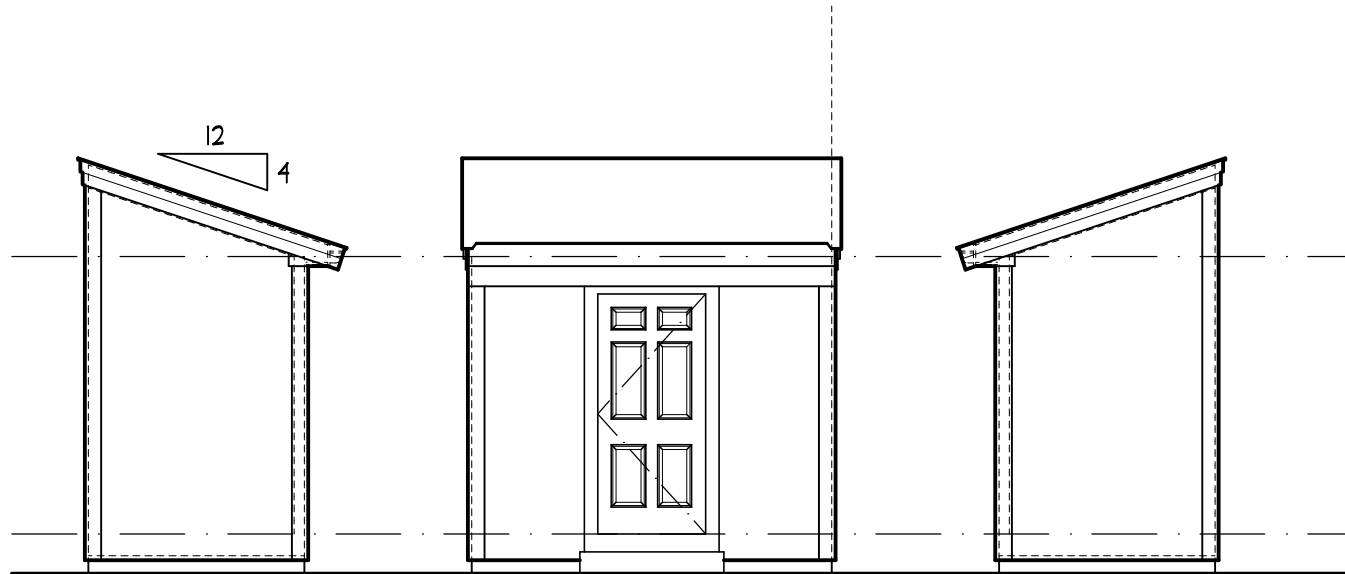
LEFT ELEVATION 2 UNITS

2 UNIT BUILDING SIDE ELEVATIONS
SCALE: 3/32" = 1'-0"

WISE PROPERTIES, CHATHAM, MA

5/11/20

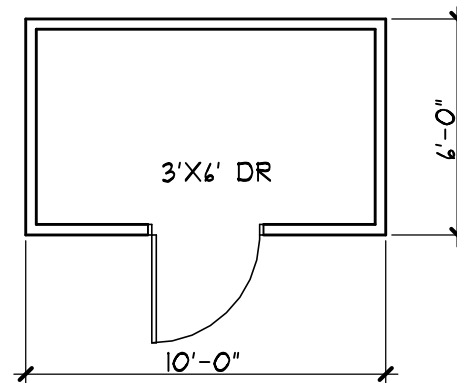
B9. **Steven C. Hayes, Architect** 2002BLDGLAYOUTS
15 Bay State Court - P.O. Box 621
Brewster, Massachusetts 02631 (508) 240-1411



LEFT

FRONT

RIGHT



PLAN

TYP. SHED

SCALE: 3/16" = 1'-0"

WISE PROPERTIES, CHATHAM, MA

5/10/20



Plan Data:

Triplex (Stacked):	4 x 9 = 36 Units
Quads:	4 x 6 = 24 Units
Quads (Stacked):	5 x 8 = 40 Units

Total Homes: 100

Conceptual Site Plan Route 137 Development

Harwich, Massachusetts September 3, 2020

For: Route 137 Development, LLC
Harwich, Massachusetts

By: Hawk Design, Inc.
Sagamore, Massachusetts



3 UNIT BUILDING

FRONT ELEVATION
 0 2 4 8 16

WISE PROPERTIES, HARWICH, MA

9/1/20

Steven C. Hayes, Architect
 16 Bay State Court - P.O. Box 621
 Brewster, Massachusetts 02631 (508) 240-1411

P4

2002 RENDERED PRINTS



4 UNIT BUILDING
W/STACKED 1 BR'S

FRONT ELEVATION
0 2 4 8 16

9/1/20

WISE PROPERTIES, HARWICH, MA

PI

Steven C. Hayes, Architect
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Brewster, Massachusetts 02631 (508) 240-1411

2007 RENDERED FRONTS



4 UNIT BUILDING
W/SEPARATE 1 BR'S



9/1/20

WISE PROPERTIES, HARWICH, MA

Steven C. Hayes, Architect
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Brewster, Massachusetts 02631 (508) 240-1411

P2

2007 RENDERED FRONTS



5 UNIT BUILDING
W/STACKED 1 BR'S



9/1/20

WISE PROPERTIES, HARWICH, MA

P3	Steven C. Hayes, Architect	2022 RENDERED FRONTS
	15 Bay State Court • P.O. Box 621	
	Brewster, Massachusetts 02631 (508) 240-1411	

Full View
Return to previous views.
Undo redo.

The East End, Wiseliving Subject Property

67 Mile to the end of Red Line Commercial Zone

RPM Carpet Ace Hardware
Physical Therapy
Annie Miss Spa Dunkin Doughnuts
PSD Builders and Architects
Cooperative Bank of Cape Cod
CVS Pharmacy
Vacant
Puzio Eye Doctor
Cape Cod Health Care
Harwich Nails
T Mobile Phone
A Better You, Fitness

US Postal Service
Stop and Shop
Stifel and Nicolaus Investments
The Yarn Shop

Cape Cod Lighthouse Charter School

Building removed Vacant Town owned Land

Way Home Center and Lumberyard

Old-Salty-Ln
Somerset-Rd

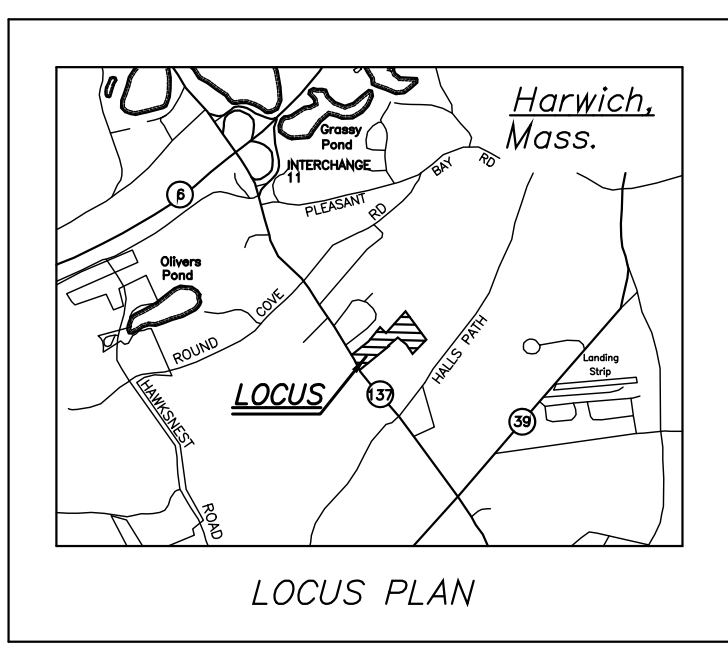
Williamsburg-Ave
Micksburg-Ave
Church-St
Marsview-Rd
Tern-Rd
Harden-Ln
Cemetary-Rd
Souwest-Dr
Noreast-Dr
Widman-Dr

LEGEND

- Existing Contour
- Proposed Contour
- Existing Spot Grade
- Proposed Spot Grade
- Water Service
- Overhead Utility Line(s)
- Underground Utility Line(s)
- Gas Line
- Concrete Bound (CB)
- Utility Pole
- Catch Basin
- Fire Hydrant
- Tree or Hedge Line



AREA TABLE	
Subject	PROPOSED
TOTAL PARCEL AREA	534,600 S.F. ± or 12.27 Ac ±
Building Coverage	74,034 S.F. ± 13.8 %
Site Coverage	
Buildings	74,034 S.F. ±
Roadways & Parking	107,689 S.F. ±
Sidewalks & Stoops	17,663 S.F. ±
Total Site Coverage	199,386 S.F. ± 37.29 %



Assessors' Maps 96, 97 & 106
(No Parcel Designation)

OWNER OF RECORD:
Route 137 Development LLC
Deed Book 31815, Page 234
Plan Book 678, Page 48
Parcels 1,2,4,5,6&7

**ROUTE 137
DEVELOPMENT LLC**
Rte 137/Halls Path, East Harwich, MA

CLARK ENGINEERING LLC
156 Crowell Road Suite B, Chatham, MA. 02633
Tel.: (508) 945-5454; Fax.: (508) 945-5458

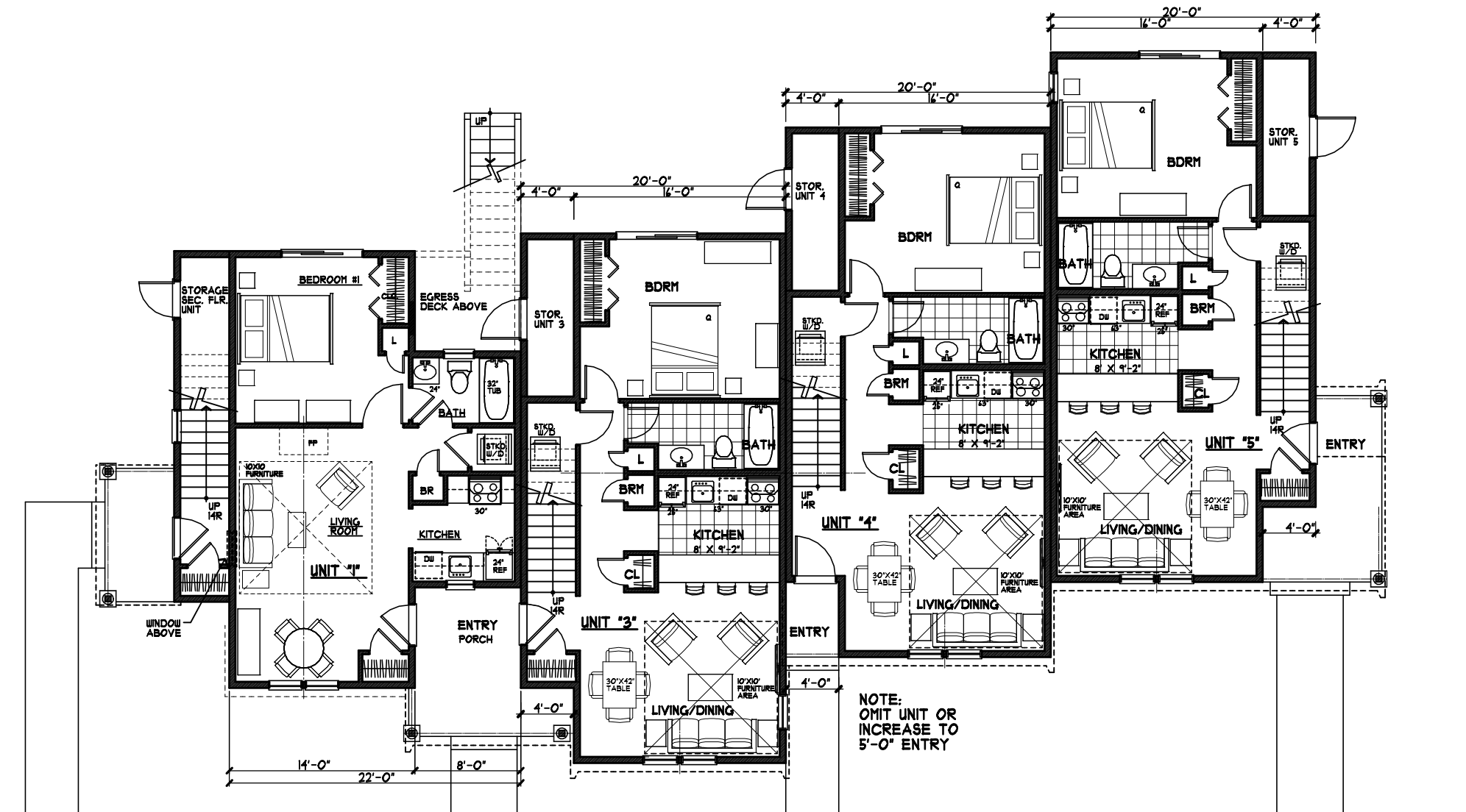
CONCEPTUAL LAYOUT

Rev. #	Description of Revision	Date

Date: 08-20-2020
Scale: 1" = 60'

Drawing No.: 0029100B
Sheet No.: 1 of 1





1 BDRM - 2 STORY - 2 UNITS
FIRST FLOOR PLAN

(1) (2)

2 BDRM OPPOSITE HAND
FIRST FLOOR PLAN

(3)

3 BDRM
FIRST FLOOR PLAN

(4)

2 BDRM
FIRST FLOOR PLAN

(5)

5 UNIT BUILDING

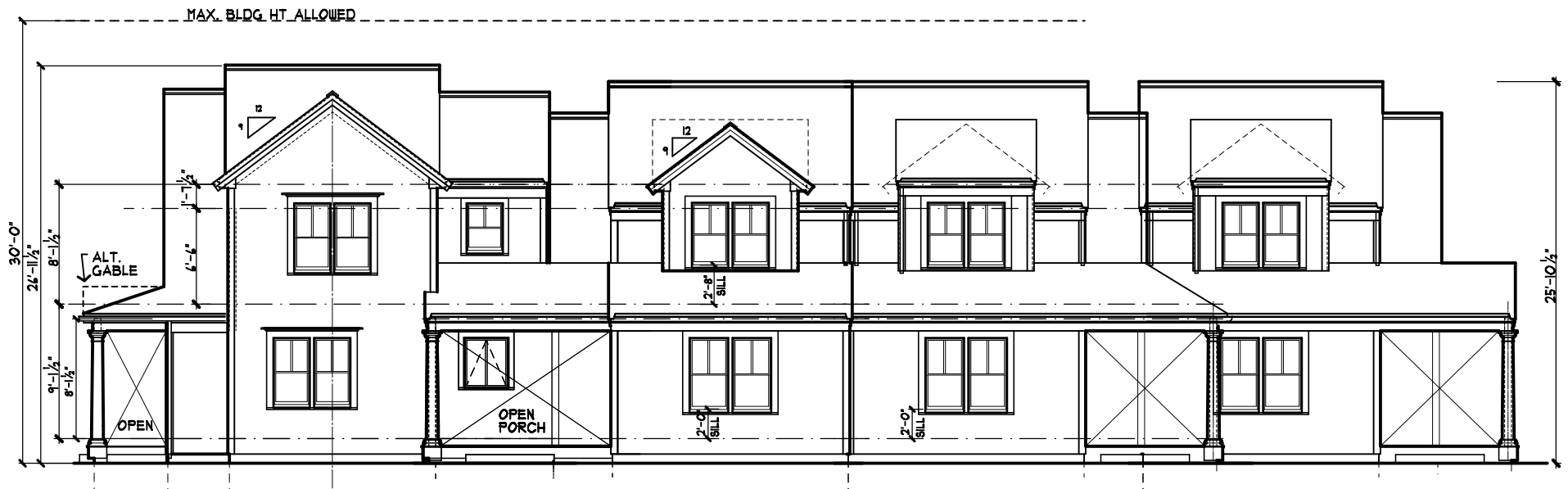
SCALE: 3/32" = 1'-0"

6/18/20
6/22/20

WISE PROPERTIES, CHATHAM, MA

B15 Steven C. Hayes, Architect
15 Bay State Court - P.O. Box 621
Brewster, Massachusetts 02631 (508) 240-1411

2002BLDGLAYOUTS



FRONT ELEVATION 1 BR
2 UNITS
2 STORY

FRONT ELEVATION 2 BR

FRONT ELEVATION 3 BR

FRONT ELEVATION 2 BR

MAXIMUM BLDG HEIGHT PER ZONING (R-R): 30'-0"
BUILDING HEIGHT PROPOSED: 26'-11 1/2"
MAXIMUM NO. STORIES PER ZONING (R-R): 2 1/2
NO. STORIES PROPOSED: 2

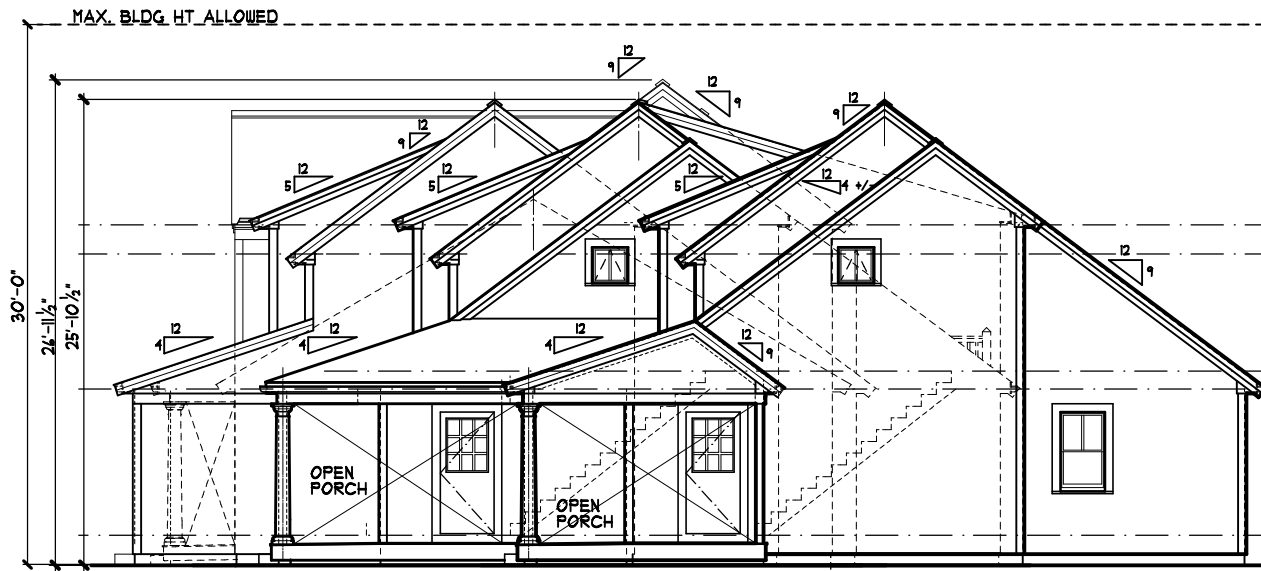
5 UNIT BUILDING ELEVATION
SCALE: 3/32" = 1'-0"

6/18/20

WISE PROPERTIES, CHATHAM, MA

B/. **Steven C. Hayes, Architect**
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2002BLDGLAYOUTS



RIGHT ELEVATION 5 UNITS



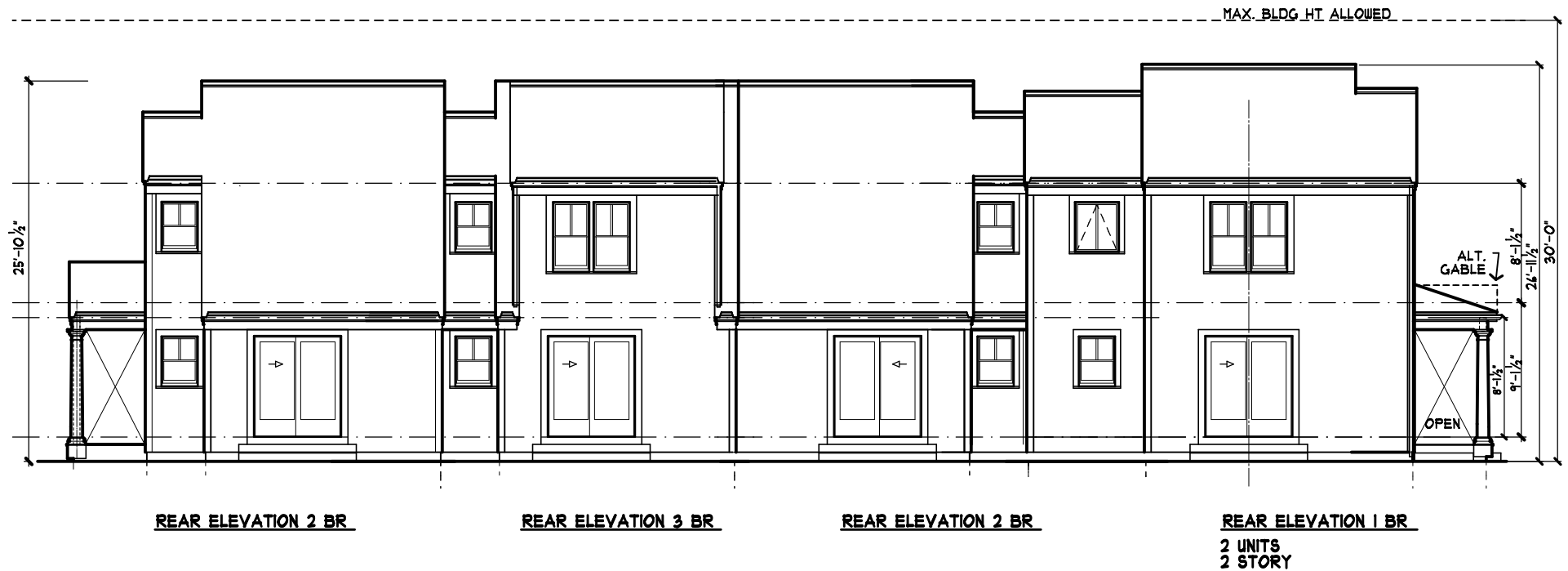
LEFT ELEVATION 5 UNITS

5 UNIT BUILDING SIDE ELEVATIONS
SCALE: 3/32" = 1'-0"

WISE PROPERTIES, CHATHAM, MA

6/18/20

2002BLDGLAYOUTS
Steven C. Hayes, Architect
 15 Bay State Court • P.O. Box 621
 Brewster, Massachusetts 02631 (508) 240-1411



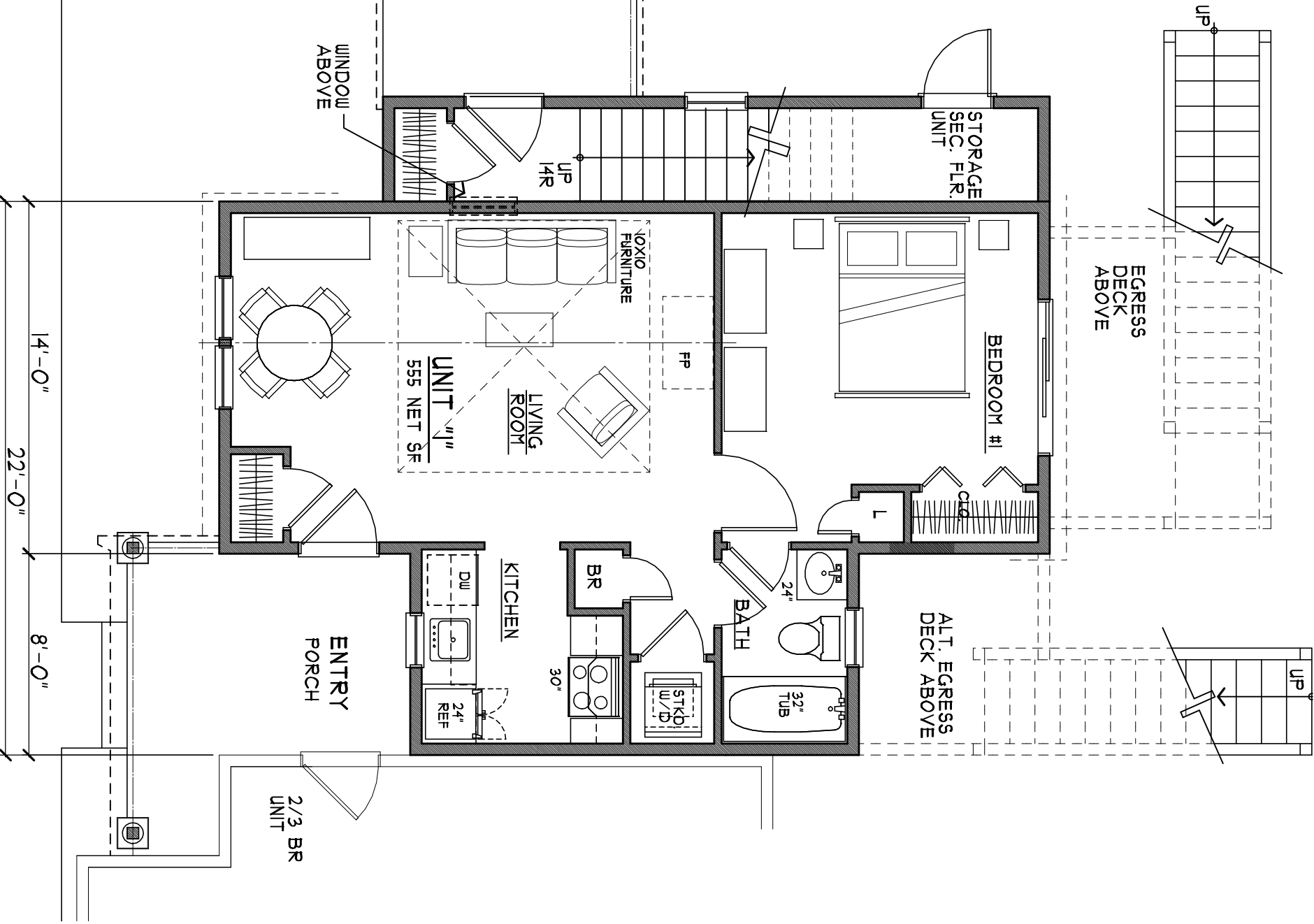
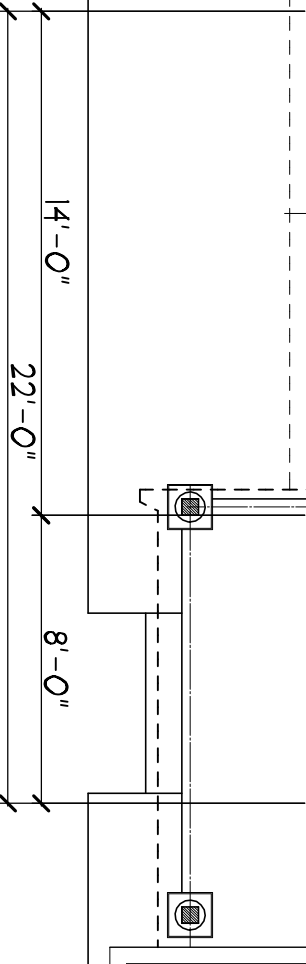
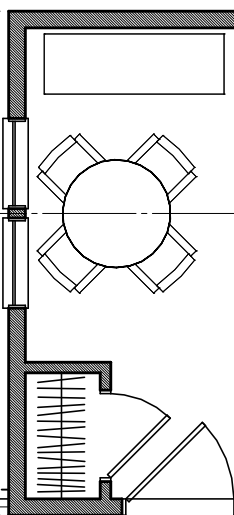
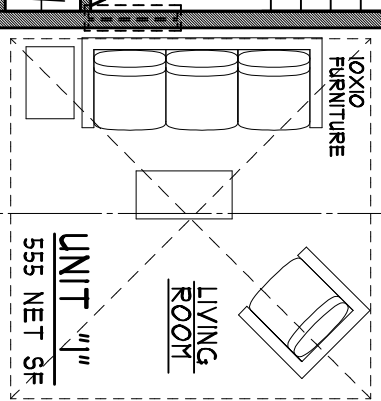
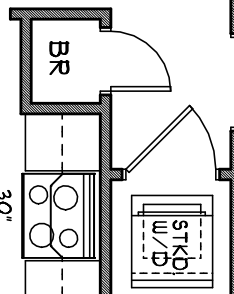
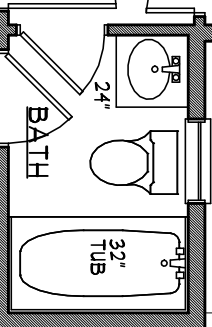
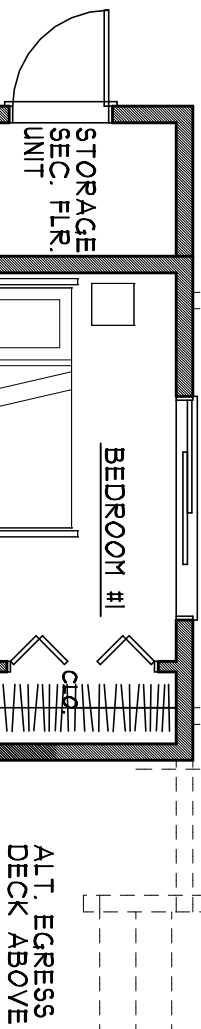
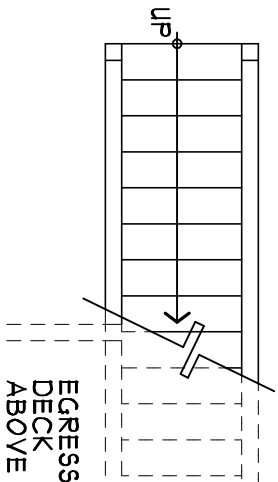
5 UNIT BUILDING ELEVATION
SCALE: 3/32" = 1'-0"

6/18/20

WISE PROPERTIES, CHATHAM, MA

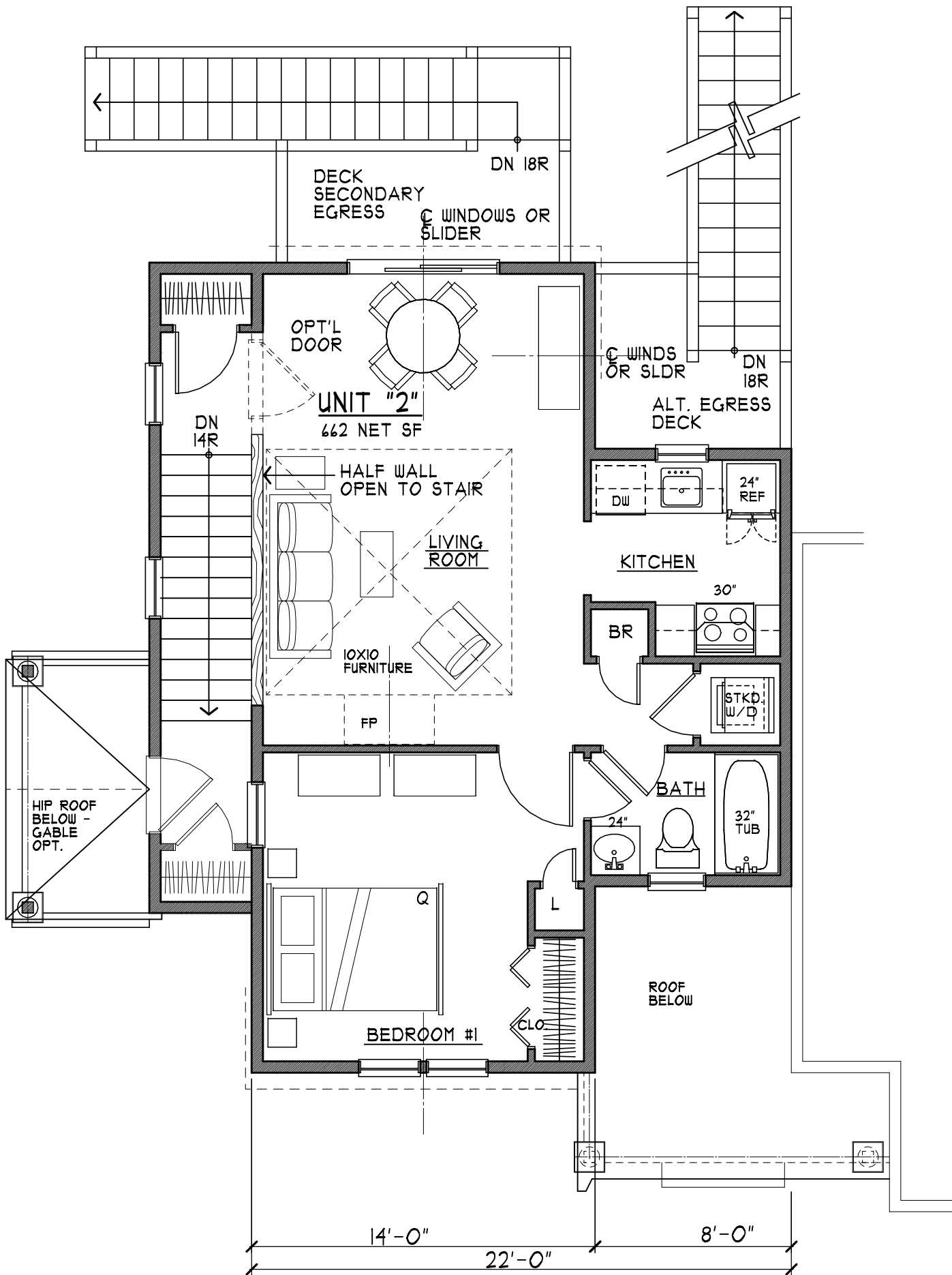
B18. **Steven C. Hayes, Architect**
16 Bay State Court • P.O. Box 621
Brewster, Massachusetts 02631 (508) 240-1411

2002 BLDG LAYOUTS



1 BDRM - 2 STORY - 2 UNITS
FIRST FLOOR PLAN
SCALE: 3/16" = 1'-0"

USE PROPERTIES, CHATHAM, MA
6/13/20
6/15/20
Bil. Steven C. Hayes, Architect
15 Bay State Court, 20th Fl., Boston, MA 02111
70221 AND 857 ACKED
Beverly, Massachusetts 02631 (609) 240-1411



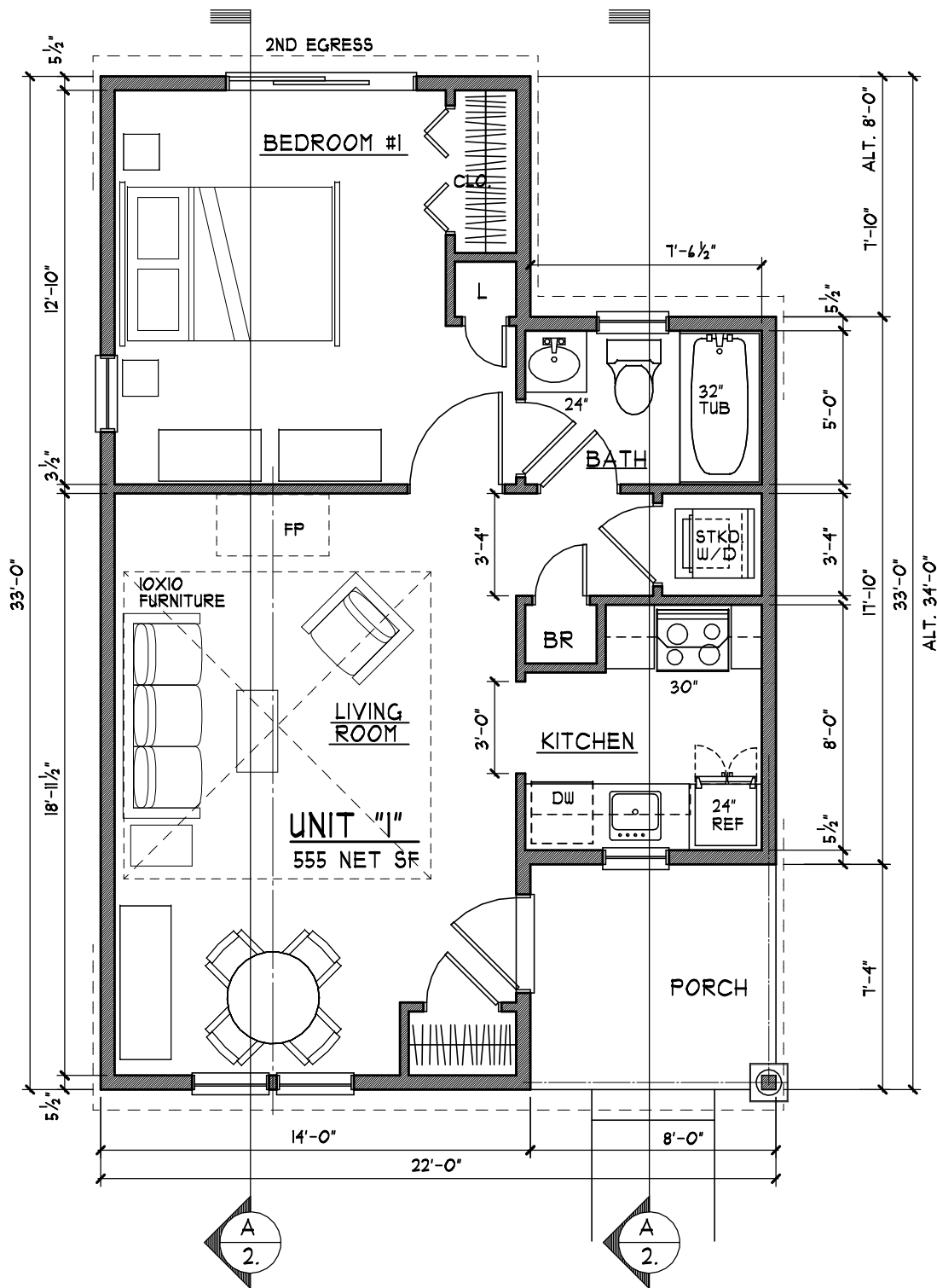
1 BDRM - 2 STORY - 2 UNITS
SECOND FLOOR PLAN

SCALE: 3/16" = 1'-0"

6/13/20
6/15/20

WISE PROPERTIES, CHATHAM, MA

2002PLANBRSTACKED
B12. Steven C. Hayes, Architect
15 Bay State Court, P.O. Box 621
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1 BDRM FIRST FLOOR PLAN

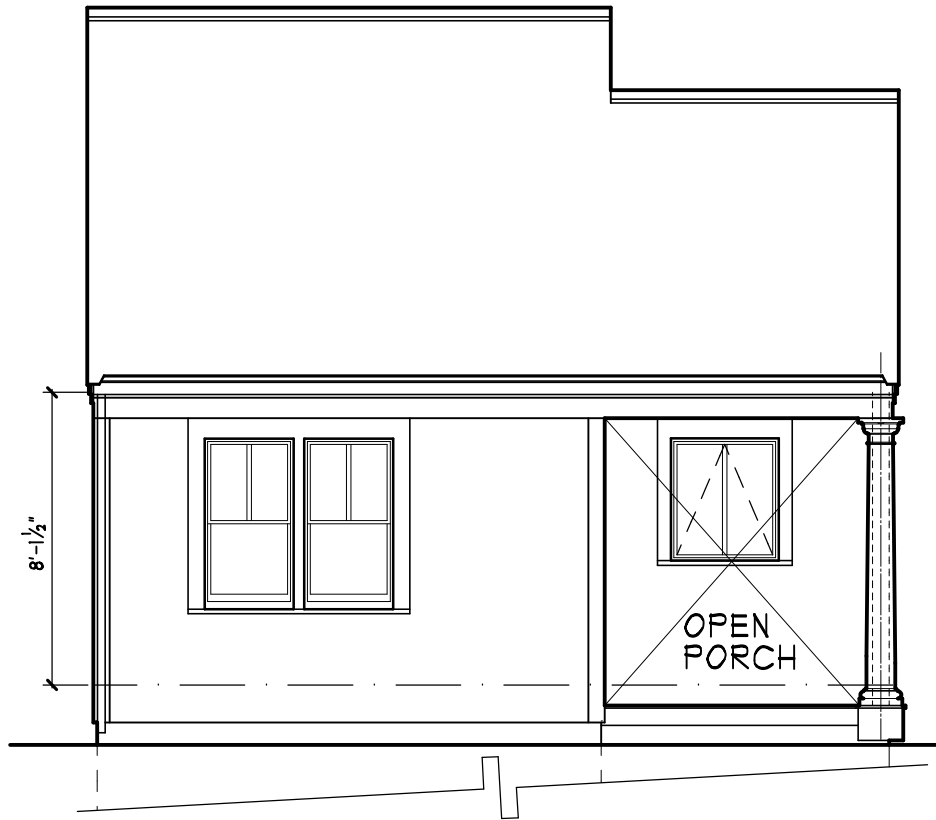
SCALE: 3/16" = 1'-0"
605 GSF (555 NET)

4/21/20

WISE PROPERTIES, CHATHAM, MA

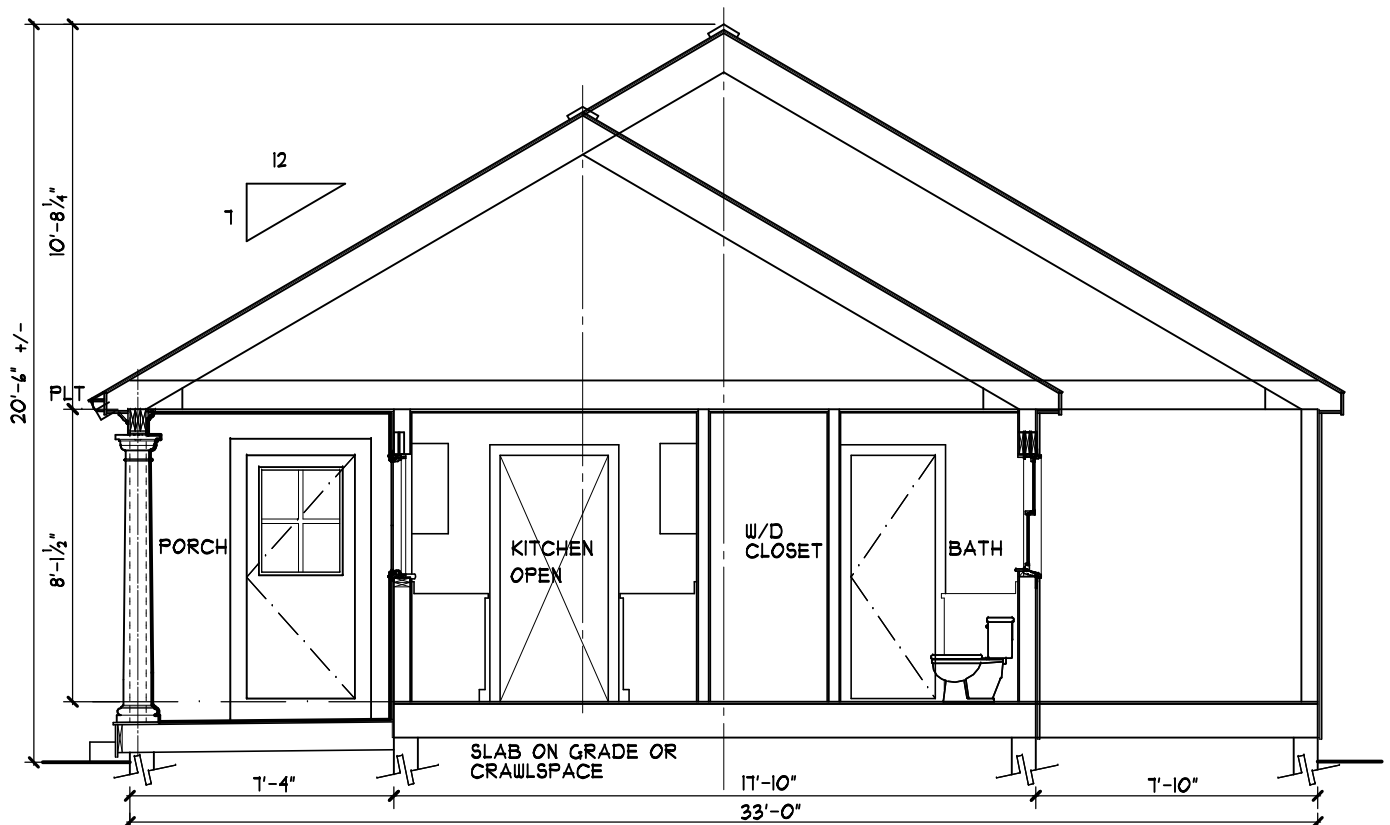
Steven C. Hayes, Architect
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Brewster, Massachusetts 02631 (508) 240-1411





FRONT ELEVATION | BR

SCALE: 3/16" = 1'-0"



TYP. COMPOSITE SECTION | BR

SCALE: 3/16" = 1'-0"

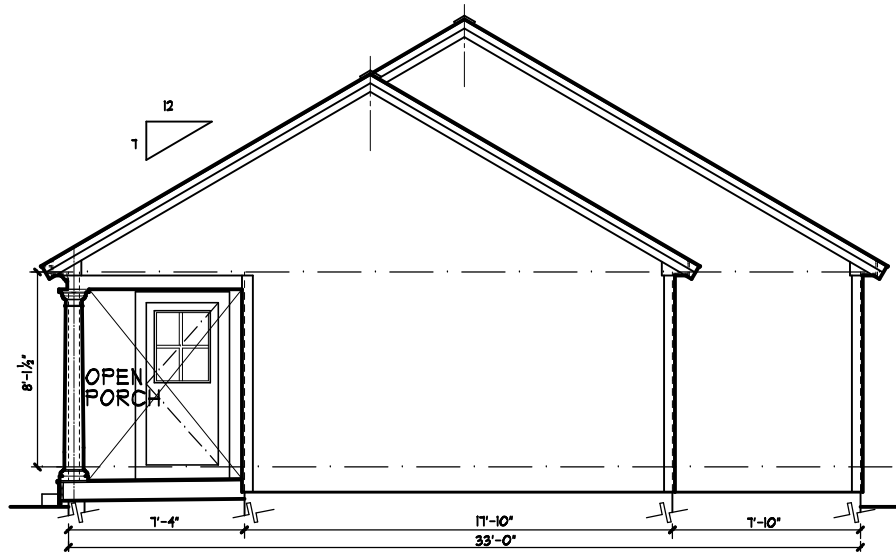
4/21/20

WISE PROPERTIES, CHATHAM, MA

2.

Steven C. Hayes, Architect
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Brewster, Massachusetts 02631 (508) 240-1411

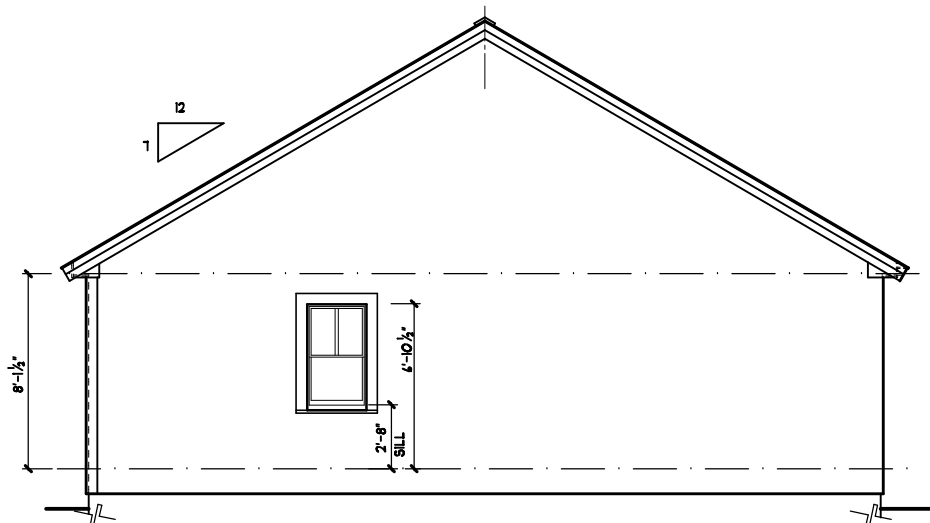
2002PLAN3BR1BR



RIGHT
SCALE: 1/8" = 1'-0"



SCALE: 1/8" = 1'-0"



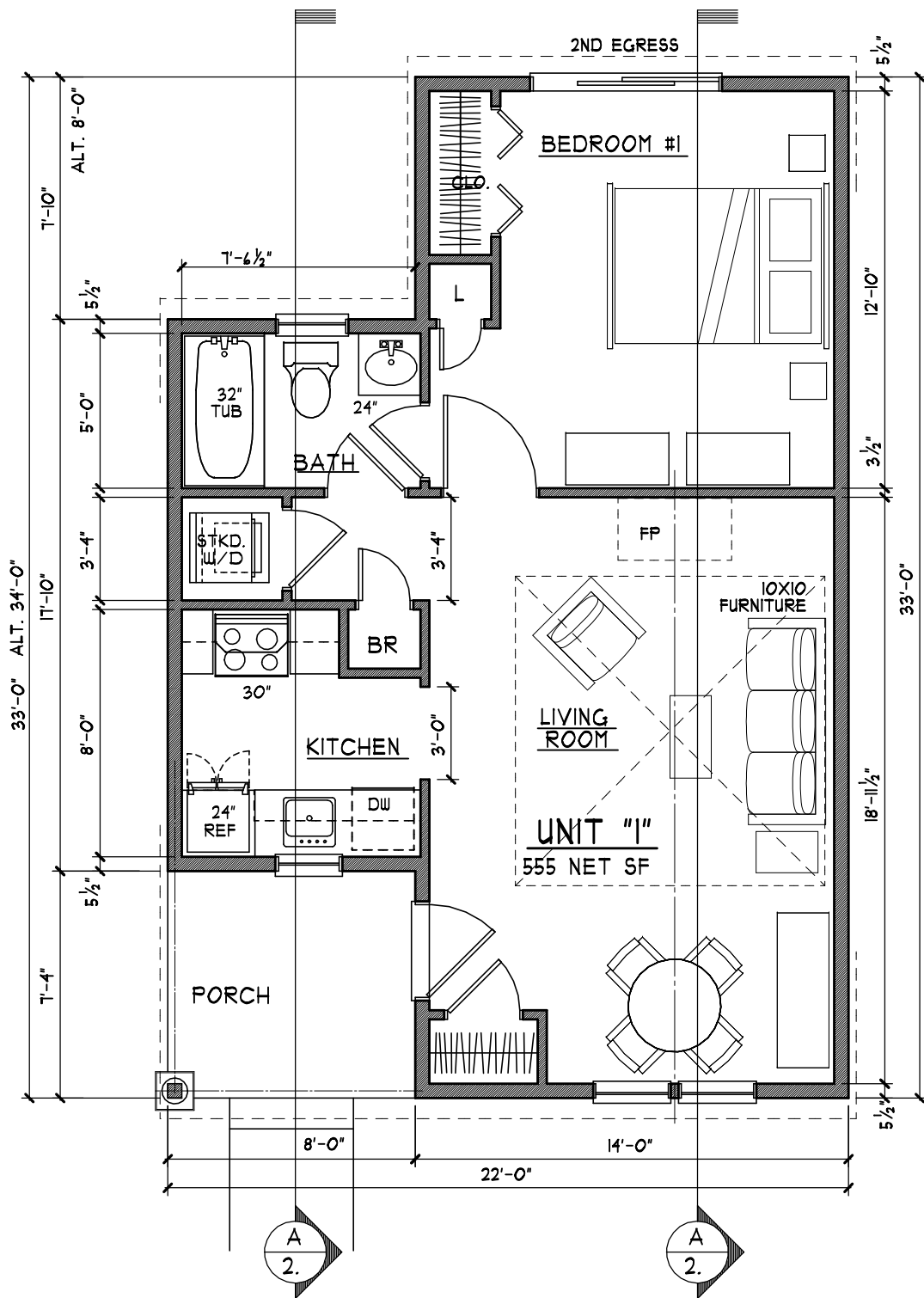
SCALE: 1/8" = 1'-0"

ELEVATIONS 1 BR
SCALE: 1/8" = 1'-0"
WISE PROPERTIES, CHATHAM, MA

5/1/20

3. **Steven C. Hayes, Architect**
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2002PLAN3BR1BR



1 BDRM OPPOSITE HAND FIRST FLOOR PLAN

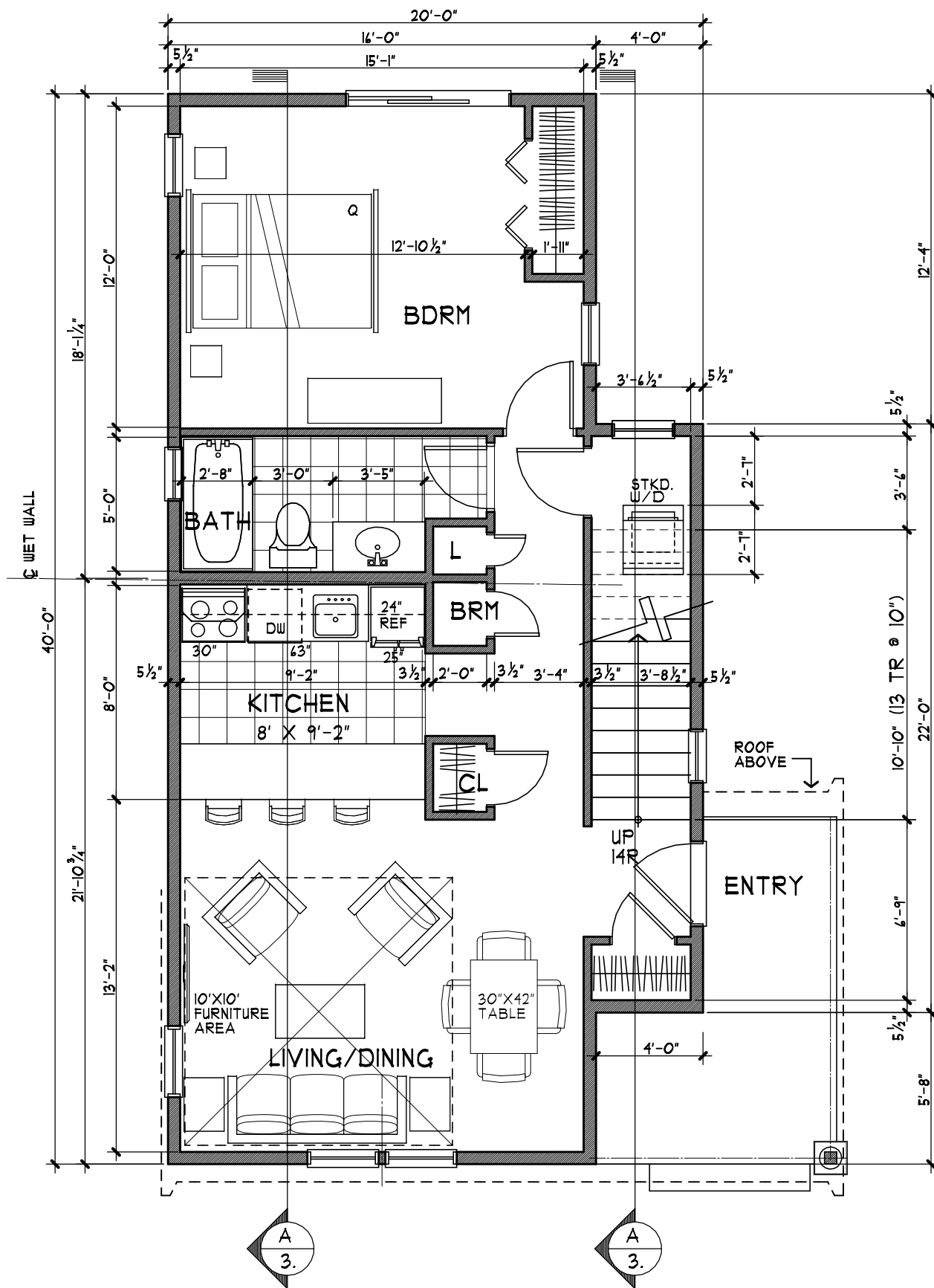
SCALE: 3/16" = 1'-0"
605 GSF (555 NET)

4/21/20

WISE PROPERTIES, CHATHAM, MA

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0 1 2 4 8



2 BDRM FIRST FLOOR PLAN 40' X 16'

SCALE: 3/16" = 1'-0"

FF AREA	128 GSF (612 NET)
SF AREA	315 GSF (286 NET)
TOTAL UNIT AREA	1,043 GSF (958 NET)

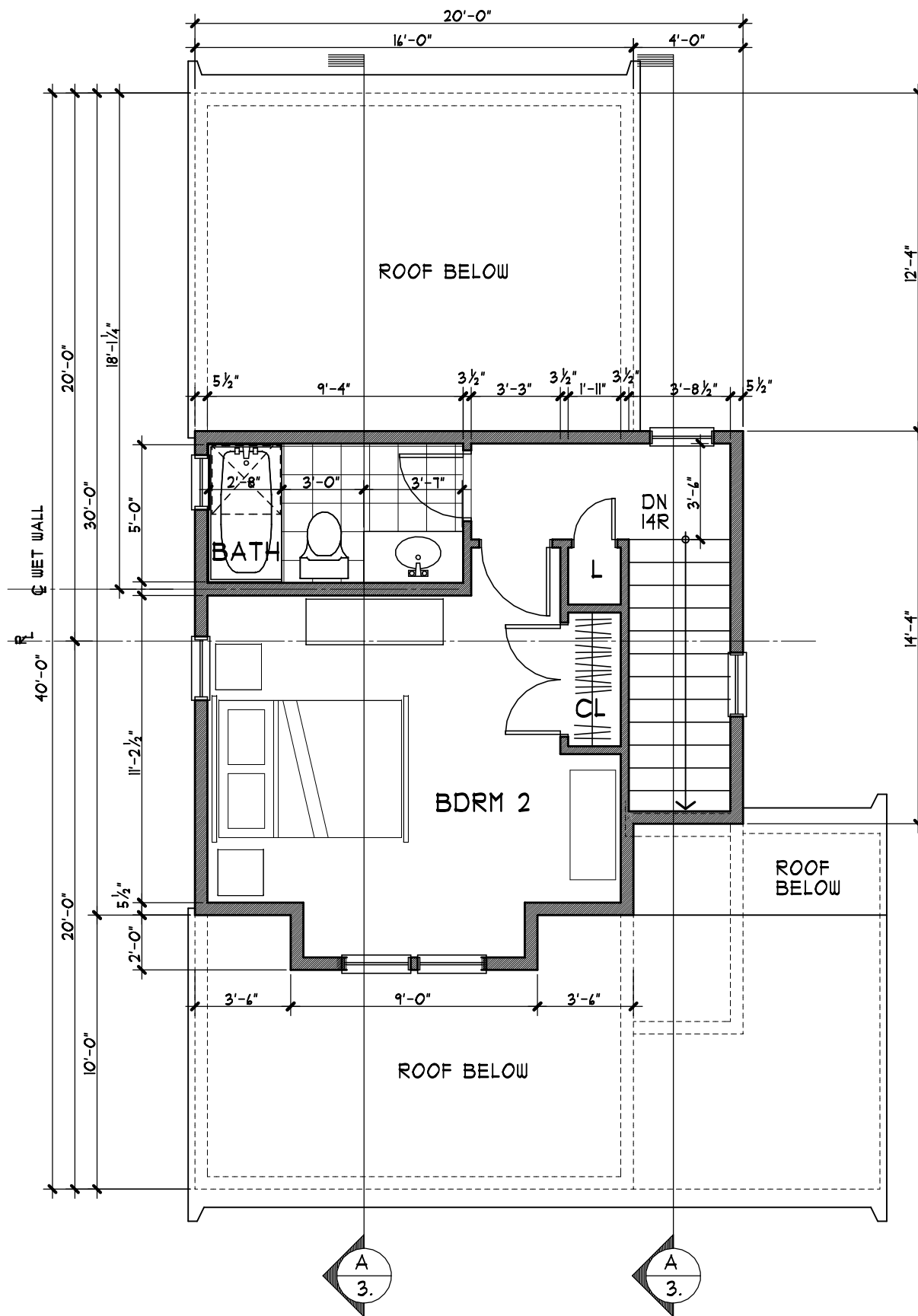
4/21/20

WISE PROPERTIES, CHATHAM, MA

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2002PLAN3B1R1R





2 BDRM SECOND FLOOR PLAN 40' X 16'

SCALE: $3/16" = 1'-0"$
SF = 315 GSF (28% NET)

4/21/20

WISE PROPERTIES, CHATHAM, MA

2.

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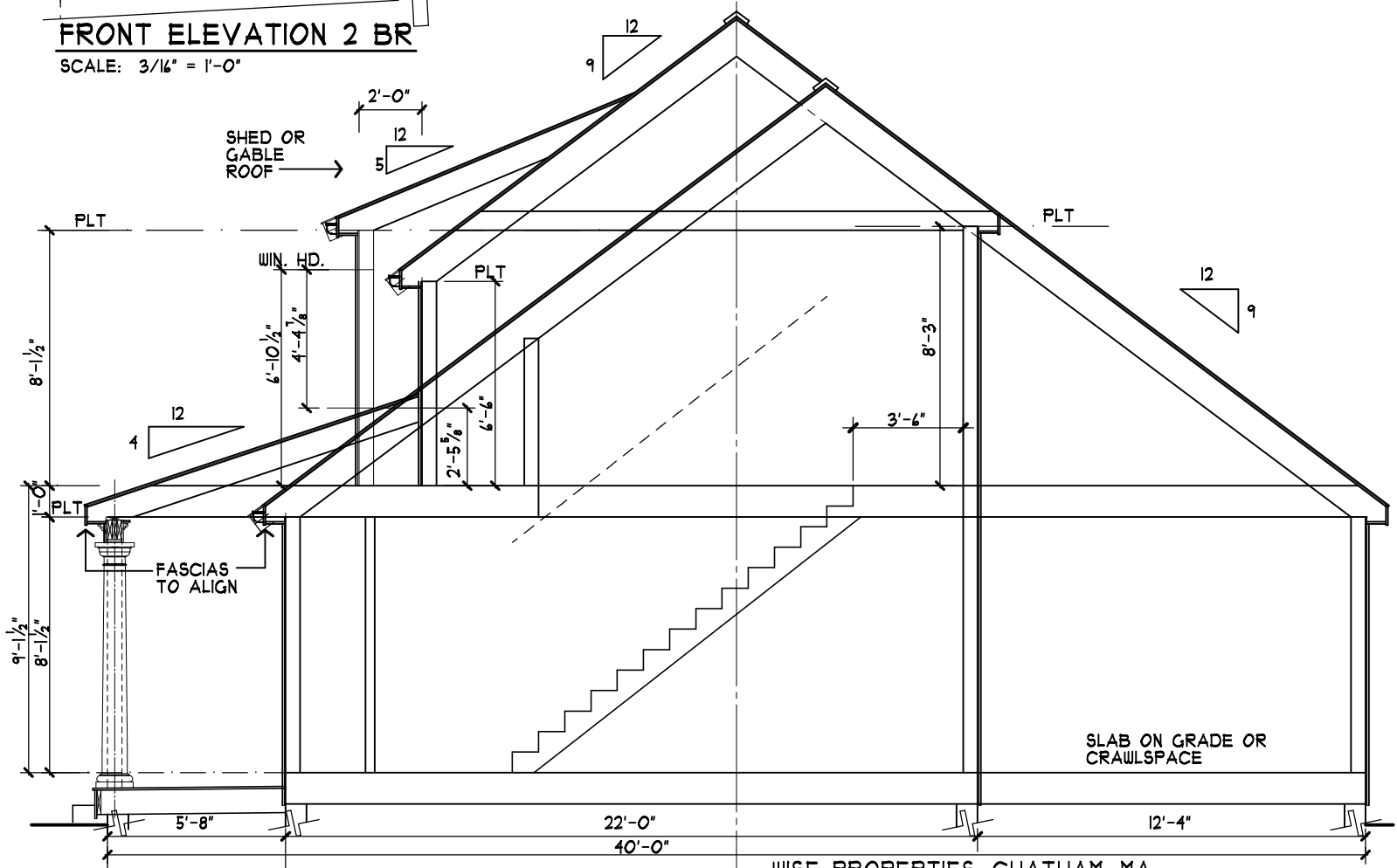
2002 PLAN 3B RIBR





FRONT ELEVATION 2 BR

SCALE: 3/16" = 1'-0"



TYP. SECTION 2 BR

SCALE: 3/16" = 1'-0"

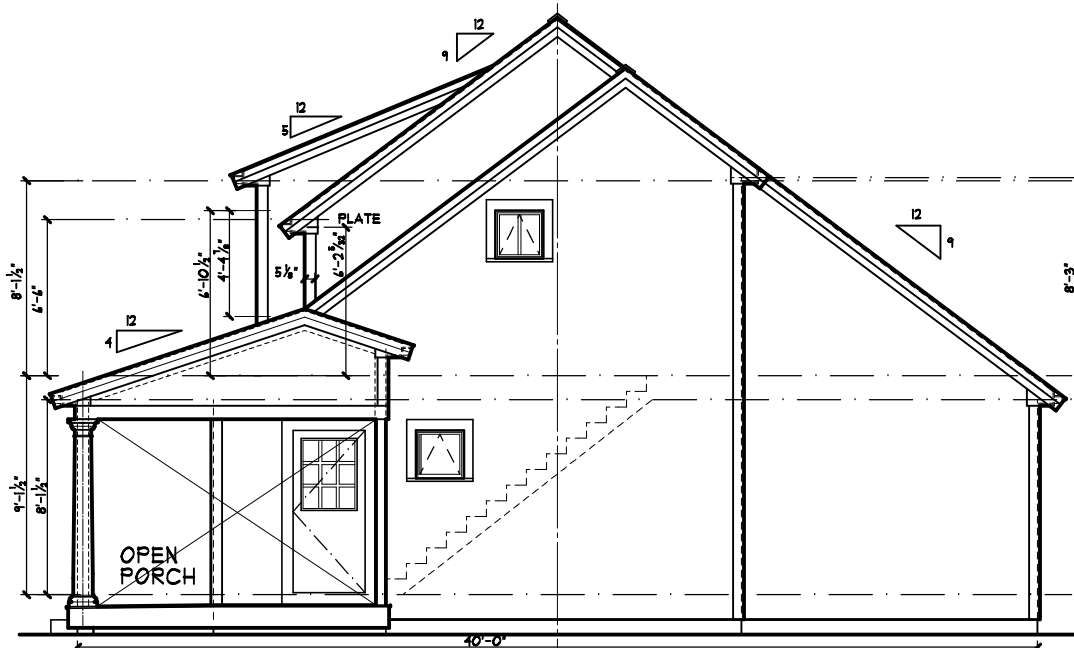
4/21/20

WISE PROPERTIES, CHATHAM, MA

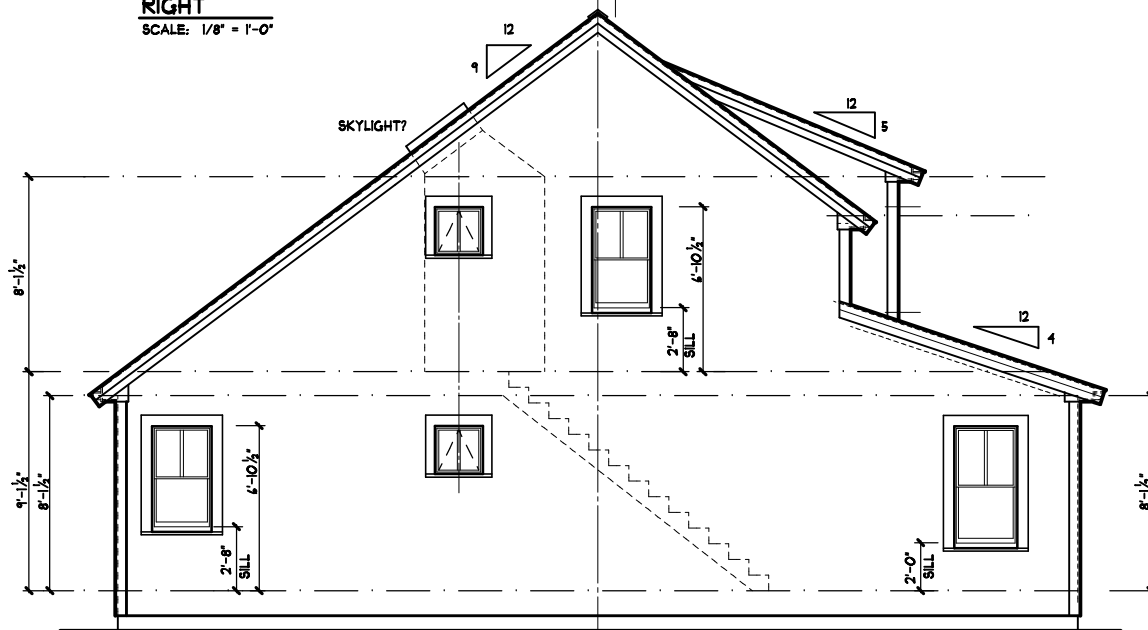
Steven C. Hayes, Architect
 16 Bay State Court - P.O. Box 621
 Brewster, Massachusetts 02631 (508) 240-1411

3.

2002PLAN3BR1BR



RIGHT
SCALE: 1/8" = 1'-0"



LEFT
SCALE: 1/8" = 1'-0"



REAR
SCALE: 1/8" = 1'-0"

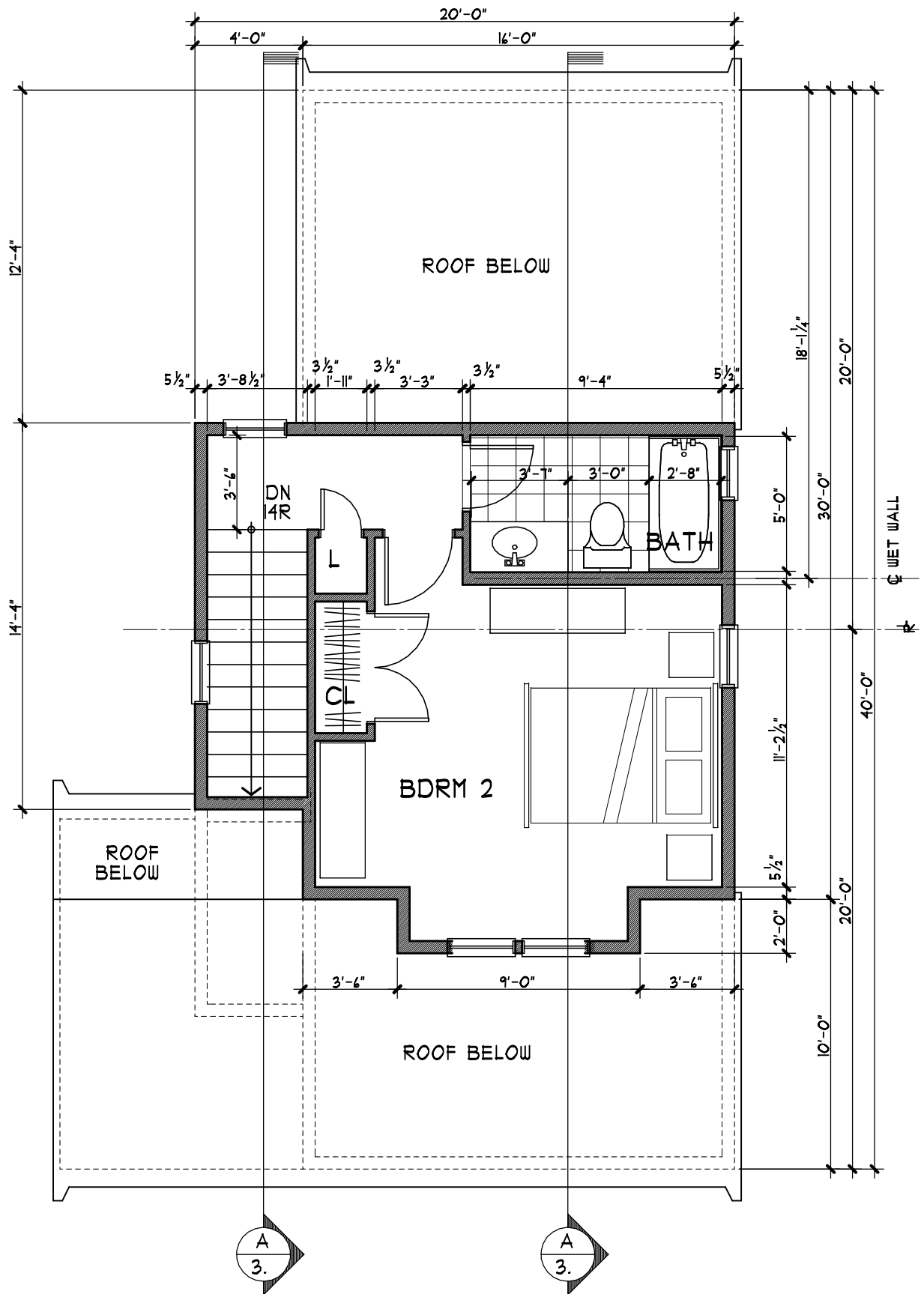
ELEVATIONS 2 BR
SCALE: 1/8" = 1'-0"
WISE PROPERTIES, CHATHAM, MA

5/1/20

4. **Steven C. Hayes, Architect**
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Brewster, Massachusetts 02631 (508) 240-1411

2002PLAN3BR1BR





2 BDRM OPPOSITE HAND SECOND FLOOR PLAN 40' X 16'

SCALE: 3/16" = 1'-0"
SF = 315 GSF (28% NET)

4/21/20

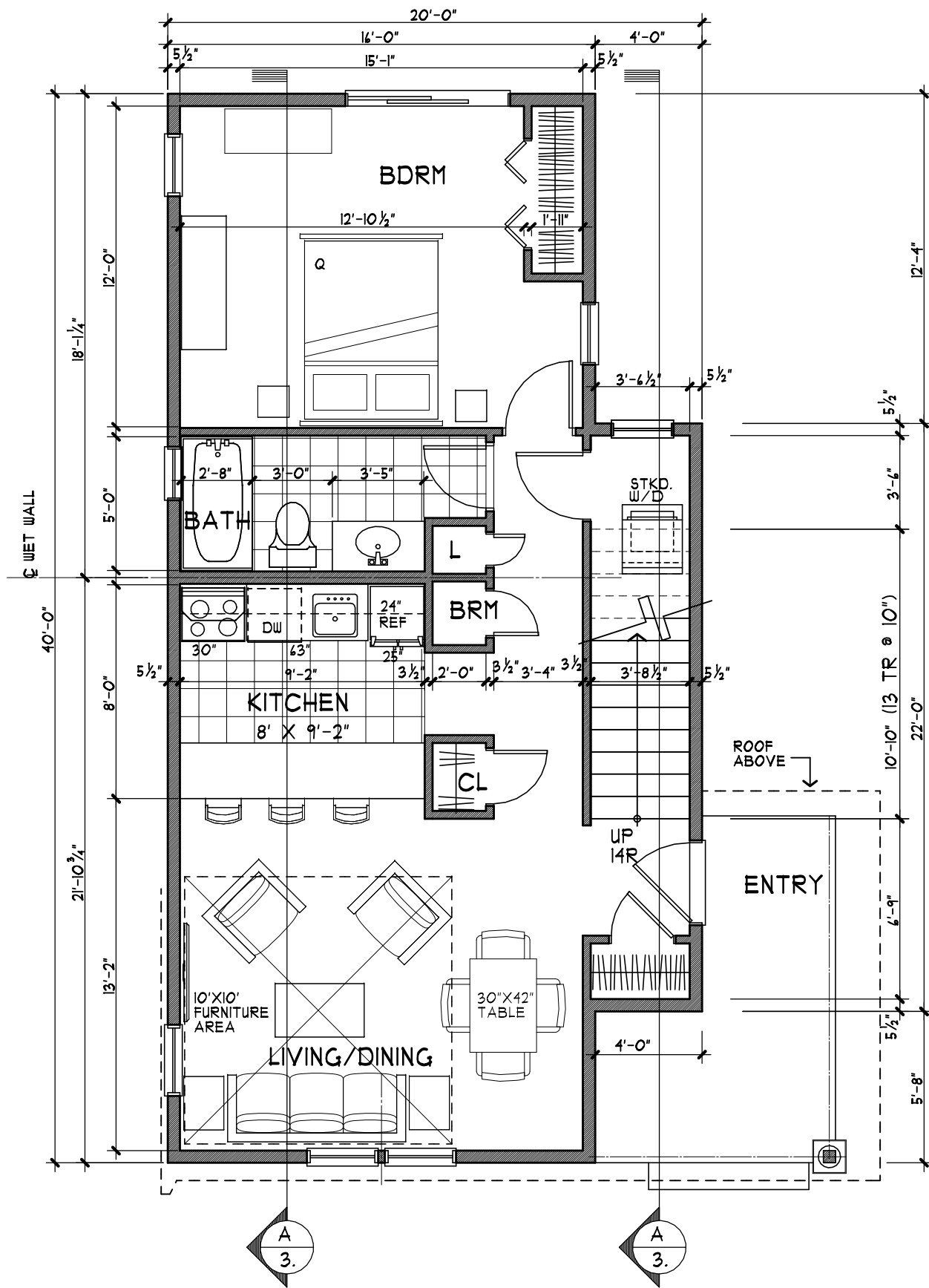
WISE PROPERTIES, CHATHAM, MA

2.

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2002PLAN3BDRMOPPH





3 BDRM
SECOND FLR PLAN 40' X 16'

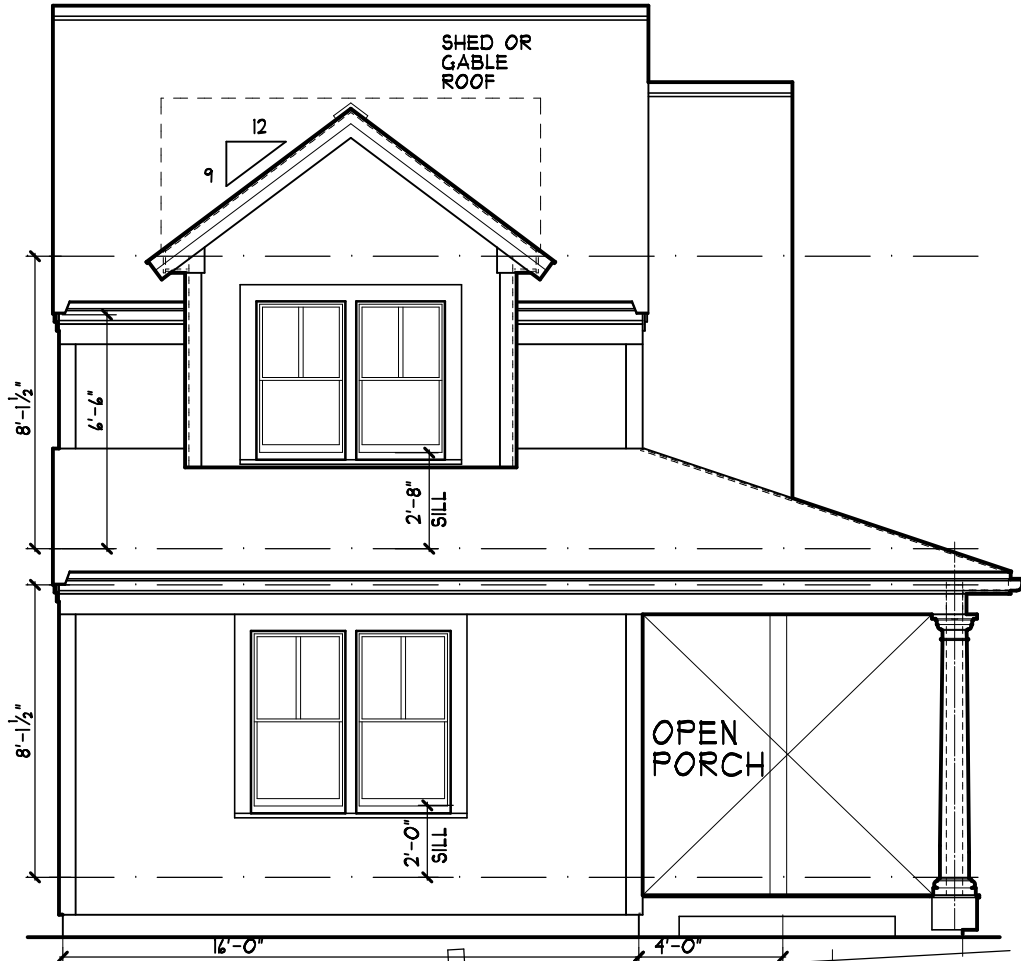
SCALE: $3/16" = 1'-0"$
SF = 497 GSF (454 NET)

4/27/20

WISE PROPERTIES, CHATHAM, MA

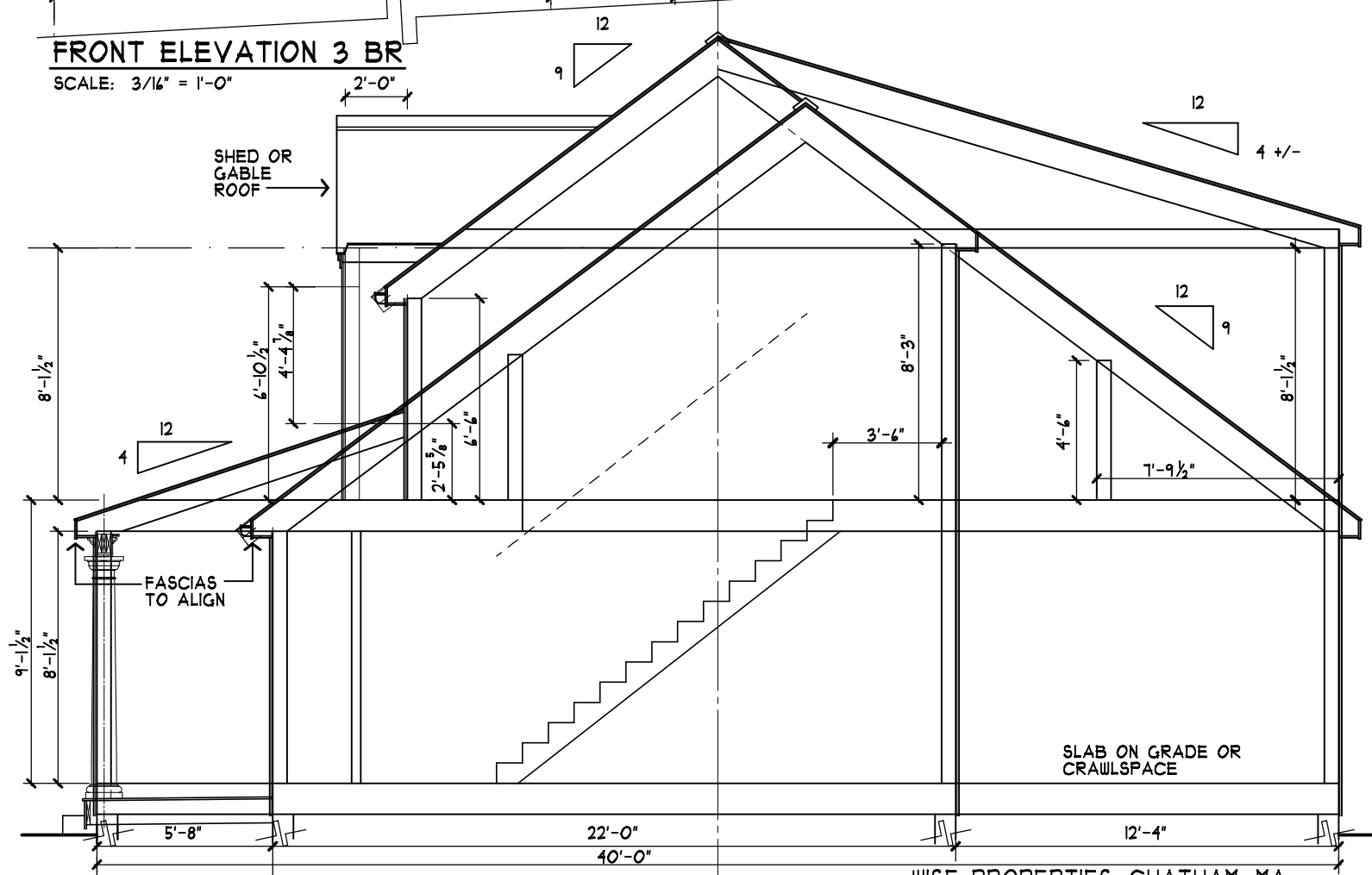
2. **Steven C. Hayes, Architect**
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Brewster, Massachusetts 02631 (508) 240-1411





FRONT ELEVATION 3 BR

SCALE: 3/16" = 1'-0"



TYP. SECTION 3 BR

SCALE: 3/16" = 1'-0"

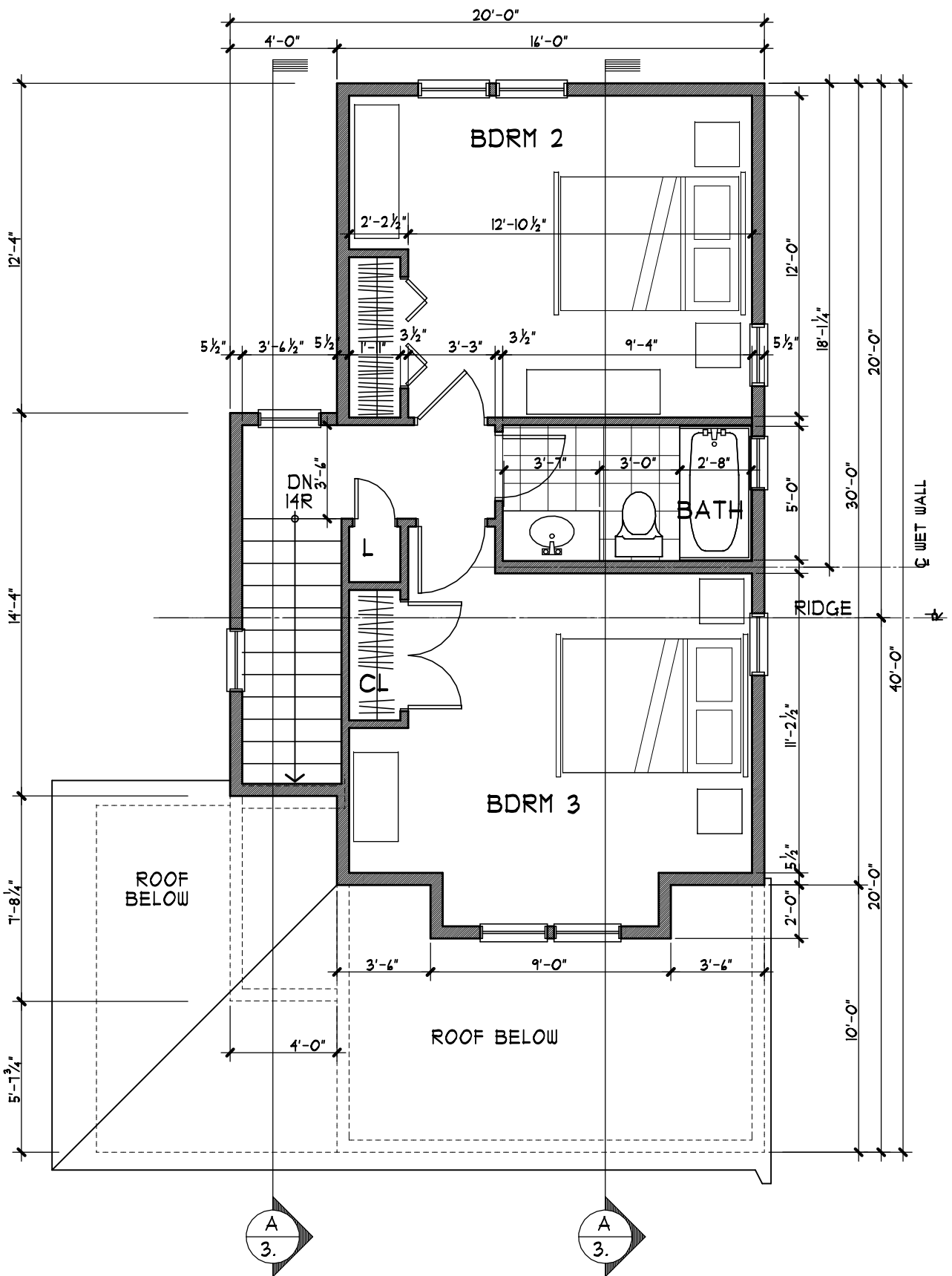
WISE PROPERTIES, CHATHAM, MA

4/21/20

3. Steven C. Hayes, Architect
15 Bay State Court - P.O. Box 621
Brewster, Massachusetts 02631 (508) 240-1411

2002PLAN3BR1BR





3 BDRM OPPOSITE HAND SECOND FLR PLAN 40' X 16'

SCALE: 3/16" = 1'-0"
SF = 512 GSF (469 NET)

4/27/20

WISE PROPERTIES, CHATHAM, MA

Steven C. Hayes, Architect
15 Bay State Court - P.O. Box 621
Brewster, Massachusetts 02631 (508) 240-1411

2.

2002PLAN3B1R1B0RPH





community development partnership

Town of Harwich

August 2020 Monthly Report

1. Virtual Office Hours

- a. Held virtual office hours on Monday – Friday, 9 am to 3 pm.
- b. Bi-weekly call-in meetings with Trust Chair as needed: August 13th

2. Provide support to Town housing-related committees as directed by Town Administration

- a. Provide staff support to Affordable Housing Trust(AHT)
 - 8/1/20: created July invoice
 - 8/5/20: administrative task with AHT meeting
 - 8/5/20: July Trust meeting preparation:
 - Conducted follow-up tasks in preparation of the Trust meeting scheduled on August 20th: reached out to Don Howell regarding meeting logistics
 - Correspondence with Town Planner regarding meeting logistics and agenda packet
 - Sent a calendar invitation to the Trust for the August 20th meeting
 - 8/18/20: completed and submitted August 20th agenda packet to Town Planner, Charleen Greenhalgh
 - July Trust minutes
 - August 20th meeting agenda
 - July Report
 - Laura Shufelt's presentation materials
 - 8/20/20: Trust meeting cancelled
- b. Pre-development tasks
 - 8/11/20: Ongoing correspondence with Laura Shufelt, Acting Director of Community Assistance, MHP, regarding engineering studies on Sisson Road site.

3. Monitor existing units on Town's Subsidized Housing Inventory (SHI)

4. Building relationships and gathering information

- 8/6/20: correspondence with Chris Powicki, President of Cape Cod Company

/ Harwich Junior Theater

5. Community Outreach & Response

- 8/4/20: resident outreach about rental assistance
- 8/10/20: resident outreach about mortgage assistance
- 8/11/20: resident outreach about rental assistance and eviction information
- 8/18/20: resident outreach about the next Trust meeting
- 8/24/20: resident outreach about rental assistance
- 8/27/20: follow-up with 1 resident



community development partnership

Town of Harwich

July 2020 Monthly Report

1. Virtual Office Hours

- a. Held virtual office hours on Monday – Friday, 9 am to 3 pm.
- b. Bi-weekly call-in meetings with Trust Chair as needed: July 1st and July 14th

2. Provide support to Town housing-related committees as directed by Town Administration

- a. Provide staff support to Affordable Housing Trust(AHT)
 - 7/1/20: created FY2020 4th Quarter invoice and submitted to Harwich Finance Director, Carol Coppola
 - 7/7/20: administrative task with AHT meeting
 - 7/8/20: July Trust meeting preparation:
 - Conducted follow-up tasks in preparation of the Trust meeting scheduled on July 23rd: correspondence with Don Howell regarding meeting logistics
 - Correspondence with Town Planner regarding meeting logistics and agenda packet
 - Sent a calendar invitation to the Trust for the June 19th meeting
 - 7/13/20: correspondence with Charleen Greenhalgh regarding meeting packet
 - 7/16/20: completed and submitted July 23rd agenda packet to Town Planner, Charleen Greenhalgh
 - June 19th Trust minutes
 - July 23rd meeting agenda
 - June Report
 - Laura Shufelt's presentation materials
 - 7/21/20: Correspondence and coordination with Mary Malinowski, Town Clerk with regard to meeting logistics
 - 7/23/20: Staffed the Trust meeting and drafted minutes
- b. Pre-development tasks
 - 7/8/20: Ongoing correspondence with Laura Shufelt, Acting Director of Community Assistance, MHP, regarding moving forward with the Request for Proposal and design components.

3. Monitor existing units on Town's Subsidized Housing Inventory (SHI)

- 7/13/20: researched SHI units with veteran residents

4. Building relationships and gathering information

- 7/13/20: correspondence with Beth Wade, Director of Land Acquisition & Project Development regarding subsidized homeownership

5. Community Outreach & Response

- 7/7/20: resident outreach about rental assistance
- 7/9/20: resident outreach about mortgage assistance and childcare services
- 7/13/20: resident outreach about rent/mortgage assistance
- 7/22/20: resident outreach about unemployment and rental assistance
- 7/23/20: follow-up with 3 residents