

PB2024-08

# TOWN OF HARWICH PLANNING DEPARTMENT



## PLANNING BOARD APPLICATION SPECIAL PERMITS & SITE PLAN REVIEW FORM A

TO THE TOWN CLERK, HARWICH, MA

DATE January 11, 2024

### PART A – APPLICANT INFORMATION/AUTHORIZATION

Applicant Name(s)	The Family Pantry of Cape Cod, Corp
Representative/Organization (Who will serve as the primary contact responsible for facilitating this application?)	Christine H. Menard
Mailing address	133 Queen Anne Road
Town, ST, Zip	Harwich, MA 02645
Phone	508-432-6519
Fax	508-432-7083
E-mail	<u><a href="mailto:cmenard@thefamilypantry.com">cmenard@thefamilypantry.com</a></u>

The applicant is one of the following: (please check appropriate box)

- Owner       Prospective Buyer\*       Representative for Owner/Tenant/Buyer\*  
 Tenant\*       Other\* Leasee

**\*Written permission of the owner(s) and a municipal lien certificate (where applicable) is required.**

All other forms and information as required in the Harwich Code Chapter 400, Rules and Regulations, shall be submitted as part of this application.

### Authorization

Your signature hereby asserts, to the best of your knowledge, that the information submitted in this application is true and accurate; that you agree to fully comply with the Town of Harwich Zoning By-laws and the terms and conditions of any approval of this application by the Planning Board; and authorizes the Members of the Planning Board and/or Town Staff to visit and enter upon the subject property for the duration of the consideration of this application.

Christine H. Menard Ex Director 1/11/24  
 Applicant

See attached license agreement with The Select Board

Owner(s) – Authorization must accompany application if the owner is not the applicant.

Official use only:

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**PART B – PROJECT LOCATION**

Legal Street Address	Rear of 139 Queen Anne Road	Village/Zip Code 02645
Title Book/Page or L.C.C. #		
Map(s) / Parcel(s)	M1-1 57/G6-2	
Zoning & Overlay Districts	IL	*Historic? NO
Frontage (linear feet)	None	
Total land area (s.f.)	License area 21,780 s.f part of a Total parcel of 35 acres	
Upland (s.f.)	24,000 s.f.	Wetlands (s.f.) N/A

**PART C – PROJECT DESCRIPTION**

Existing Floor Area in Sq. Ft	Gross: N/A	Net:
Proposed Floor Area in Sq. Ft	Gross: N/A	Net:
Change in Sq. Ft + / -	Gross: N/A	Net:
Existing # of parking spaces	62	Proposed # of parking spaces: 44
Existing Use(s)	Wooded area next to Pantry Vegetable Garden	
Proposed Use(s)	Parking Lot	
<i>Attach a separate narrative if necessary.</i>		

The undersign hereby files an application with the Harwich Planning Board for the following special permits as proposed under the provisions of the Harwich Zoning Code: **(check all that apply)**

**Site Plan Review § 325-55:**

- Any floor area expansion of any structure or expansion of exterior space, other than parking, serving any of the following: commercial, industrial, multi-family or educational use or personal wireless service facility or the creation of a drive-up or drive-through window
- Expansion or reconfiguration of an existing parking lot and/or driveway(s) serving said parking lot.
- Establishment of any new commercial, industrial, multi-family, educational, fast food/take out restaurant or personal wireless service facility.
- Establishment of any new retail use(s) in the Industrial (IL) Zone.
- Waiver of Site Plan § 325-55.F

**Article V, Use Regulations:**

- Paragraph\_\_\_\_, sub-paragraph #\_\_\_\_  Paragraph\_\_\_\_, sub-paragraph #\_\_\_\_
- Paragraph\_\_\_\_, sub-paragraph #\_\_\_\_, supplemental regulation #\_\_\_\_ § 325-14

**Article X, Special Permits:**

- Structures w/ gross floor area of 7,500+ s.f. § 325-51
- Structures requiring 20 or more new parking spaces § 325-51
- Accessory Apt./Shared Elderly Housing § 325-51.H  Mixed Use § 325-51.M
- Drinking Water Resource Protection § 325-51.C  Two Family § 325-51.N
- Village Commercial, Harwich Port § 325-51.L  \*Harwich Center Overlay § 325-51.O
- Signage § 325-27.F Additional Cluster, Excess SF, Non-entry Facades

**Other Special Permits:**

- Six Ponds Special District - Article XVI
- Wind Energy Systems - Article XVIII  Large Scale Wind Generation – Article XIX
- Other (i.e. Alternate Access § 325-18.K, Special Cases § 325-44.B) \_\_\_\_\_
- Repetitive Petition (MGL Ch 40A, §16): Proposed project evolved from a previously denied plan submitted to the Planning Board on \_\_\_\_\_ Year/Case # \_\_\_\_\_

*\*Note: Projects within the Harwich Center Overlay District may also be within the Harwich Center Historic District. This requires separate filing with the Historic District and Historical Commission. Please inquire for forms and instructions.*

## The Family Pantry of Cape Cod Expanded Parking Proposal

### Background Information

Harwich has proudly served as host community to the largest food pantry on Cape Cod, initially operating in 1989 at the Holy Trinity Church. The Family Pantry facility is currently located at 133 Queen Anne Road, Harwich. The facility is named the George P. Morris Building, consisting of a 12,000 square foot warehouse and a 360 square foot office. Additional distribution services include The Healthy Meals in Motion Mobile Pantry serving the lower Cape Towns of Dennis, Brewster, Chatham, Orleans, Eastham and Provincetown. A small satellite facility is located at Cape Cod Community College serving students, staff and facility. The Family Pantry also operates a Boutique at the Pantry facility and a Second Glance Thrift Boutique in West Harwich.

The Pantry is recognized as a Charity Navigator 4 - Star Nonprofit, has earned Candid's Platinum Seal for the past four years, and continues to be certified as a Service Enterprise as a best-in-class volunteer organization. As a nonprofit organization, approximately \$1.8 million must be raised annually through donations and fundraising to sustain this operation.

Directly behind the Pantry parcel is Town of Harwich parcel M1-1 consisting of 35 acres, which partially served as a landfill. Upon landfill closure, the parcel was capped and is now hosting a large array of solar panels, which are visible from the transfer station. A pie shaped portion of town owned M1-1 located directly behind the Family Pantry did not serve as a landfill, nor is currently hosting solar panels.

The Family Pantry previously entered into a License Agreement with the Town of Harwich to construct a Pantry Garden directly behind (south of) the Family Pantry parcel. The Family Pantry Garden produces approximately 6,200 pounds of fresh vegetables for clients each season.

In 2023, the Family Pantry set new records attempting to address the growing food insecurity on Cape Cod. The Pantry served 13,849 clients, an 18 percent increase in visits over the previous year. The Pantry provided 2.8 million meals in 2022 and over 3.4 million meals in 2023. The value of food distributed in 2022 was \$6.4 million and \$7.8 million in 2023. To meet this need, there are 650 volunteers providing \$2.8 million in labor. Client visits are up 18% so far in 2024 over 2023.

To accommodate parking for all those volunteers, especially at shift change, The Family Pantry simply needs more space. The lack of parking spaces also negatively impacts our abutting neighbor to the east (parcel G3-12).

### The Proposal

The Family Pantry respectfully requests to enter into a license agreement with the Town of Harwich for an additional portion of Town owned parcel M1-1 easterly and abutting the Family Garden. There is an existing drainage swale on the rear of parcel G3-12 that is privately owned

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and would remain undisturbed. There would remain a tree line which would provide a buffer for the neighbor, G3-12 (Jean K. Chamberlain, Trustee ET AL).

The proposed license would describe a parcel approximately one-half acre and would hopefully accommodate 44 parking spaces. The area is currently wooded and would require clear cutting. The existing trees shade approximately one-third of the Pantry Garden, so their removal will provide a side benefit by enhancing the garden vegetable production. It is proposed that the stumps would be removed and a T-Base would be spread for a pervious parking surface. The parking lot would be built with sufficient solar lighting for volunteer safety, but not so directed to impact upon any abutters. There are no immediate residential abutters on this section of the south side of Queen Anne Road. The parking lot perimeter would include a wood guardrail, similar to that found at the non-paved lot at Brooks Park next to the tennis and pickleball courts.

The Town Planner has opined that this proposed parking will also require site plan approval. To that end, The Family Pantry is engaging with both a land surveyor and civil engineering company to fulfill the application process.

The Family Pantry submits this request to the Board of Selectmen, with the desire that the expanded on-site parking will enhance the overall operation in serving the Cape's food insecure clients.