Affordable Housing Trust Agenda January 19, 2022 6:00 p.m. VIA ZOOM

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Webinar ID: 860 7356 6051

- 1 Approval of Minutes from June 8, 2021 Meeting
- 2. Status of Housing Trust Fund
- 3. Close-out of Emergency Rental Assistance Program
- 4. Update on Small Repair Grant Program

 Possible Vote: That the Affordable Housing Trust vote to support a request for additional funding for the Small Repair Grant Program for FY2023
- 5. HOME Program Issues/Fair Housing Testing and Parking Study
 Possible Vote: That the Affordable Housing Trust vote to support the use of up to
 \$10,000 in Trust Funds to support the Home Consortium Fair Housing Testing
 Project
- 6. Housing Choice Initiative Designation
- 7. Pending Housing Development
- 8. Status of Housing Plan Working Group
- 9. Adoption of NUARI Vision Statement
- 10. Next Meeting Date

NEEDHAM AFFORDABLE HOUSING TRUST * MINUTES * June 8, 2021

6:01 p.m.

A meeting of the Needham Affordable Housing Trust was convened by the Select Board Chair Matthew Borrelli as a virtual Zoom Meeting. Mr. Borrelli announced this open meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020 due to the current state of emergency from the outbreak of the COVID-19 virus. He noted all public gatherings have been suspended as advised and directed by the Commonwealth. And, as such, suspending the requirement of the open meeting law to have all meetings in a public, accessible, physical location while encouraging and allowing members of all public bodies to participate remotely. He said all supporting documents used at this meeting are available on the Town's website www.needhamma.gov. Present were Mr. Matthew Borrelli, Mr. Marcus Nelson, Mr. Dan Matthews, Ms. Marianne Cooley, Town Manager Kate Fitzpatrick (Housing Trust Member), Housing Trust Member Avery Newton, Assistant Town Manager Kathleen King, Support Services Coordinator Sandy Cincotta, Director of Planning and Community Development Lee Newman, and Community Housing Coordinator Karen Sunnarborg. Lakshmi Balachandra was not present.

Approval of Minutes -

Motion: Ms. Cooley moved that the Minutes from the February 23, 2021 meeting be approved. The motion was seconded by Ms. Newton. Mr. Borrelli polled the Board. Motion Carried: 5-1 with Mr. Nelson abstaining.

Proposed Emergency Rental Assistance Program Change – Ms. King provided a brief summary of Program parameters and mentioned that members approved an extension of benefits from three to six months at the last meeting. Ms. King discussed other options for extending benefits and spending down the total appropriation. She shared two spreadsheets that each included a separate option for the Trust's consideration. Option 1 is to extend assistance to all participants through the end of August also ensuring six-months of assistance for all that would involve some additional spending in September. This option would commit a total of \$158,346, including \$11,450 in administrative funding, with a balance of \$204.50 remaining. Ms. Cooley indicated that many policies are pegged to a 60-day period following the end of the State of Emergency due to COVID-19, which would bring the program to the end of August.

Ms. King explained that Option 2 extends assistance to all participants for one additional month which would commit a total of \$151,280, also with administrative support of \$11,450. This would result in a balance of \$7,270.00 from the total allocation. Ms. King added that any remaining funds would be returned to the Community Preservation Committee (CPC). Additionally, at least \$100,000 of the funding will be eligible for reimbursement under the CARES Act which would be returned to the CPC. Mr. Borrelli asked for confirmation on the amount of the total

allocation which Ms. King stated was \$170,000, including \$120,000 from the CPC and \$50,000 from the Foundation for Metro West.

Ms. Cooley indicated that she was in favor of the first option to get funds to those who need it. Ms. Nelson asked how confident the Town can be that it will receive the full reimbursement of the \$100,000, and Ms. King replied that she has received assurances of reimbursement eligibility from the Town's Finance team.

Mr. Borrelli asked if Town staff had any recommendations regarding a particular option. Ms. King replied that Metro West CD can work with either option and staff have no specific recommendation.

Mr. Matthews asked if there was some evidence of the need to extend the benefits. Ms. Sunnarborg reported that as part of the extension of benefits from three to six months, Metro West CD obtained affidavits from participants that they continued to experience a loss of income due to COVID-19 or have rent arrearages, also receiving current paystubs or evidence of unemployment benefits.

Mr. Borelli asked if there was any more discussion and whether members were ready to vote on the options.

Motion: Ms. Cooley moved to approve Option #1 to assist those in need through the August timeframe. The motion was seconded by Ms. Newton. Unanimous: 6-0

Other Housing Issues – Ms. Sunnarborg reported that she is working with the Needham Housing Authority as part of the Selection Committee for the recently-issued Request for Proposals for development consultants to help NHA identify the most appropriate resources for modernizing and redeveloping its projects. NHA has received three responsive proposals. Ms. Cooley asked about NHA's timeframe and whether all of the respondents had appropriate experience. Ms. Sunnarborg indicated that all three respondents did have the necessary experience and that a recommendation to the NHA is likely within the month. Mr. Nelson inquired about next steps, and Ms. Fitzpatrick added that the NHA Chair, Reg Foster, is scheduled to appear before the Select Board on June 22nd and can provide an update on the selection process. Ms. Newton asked whether the NHA is looking to choose three consultants or only one, to which Ms. Sunnarborg responded that only one will be selected. Ms. Cooley asked if she could be sent a copy of the RFP and Ms. Sunnarborg answered that she will forward the documents.

6:22 p.m. Motion: Mr. Matthews moved that the meeting be adjourned. The motion was seconded by Ms. Newton. Mr. Borrelli polled the Board. Unanimous: 6-0.

As of 1-11-22

Needham Affordable Housing Trust Fund

Date	Deposit	Purpose
	\$2,000	Wingate
	\$500	Needham Place
5/31/2018	\$500	Needham Place
5/31/2018	\$1,000	The Residences at Wingate
5/31/2018	\$2,500	One Wingate Way
6/7/2018	\$2,217.50	6 Yurick Road Monitoring Services
Subtotal	\$8,717.50	

2019 Funds

Monitoring Fees

Combined Wingate Units = \$3,500 received

Webster Green = \$1,000 (intial fee and annual fee of \$500 each) received

Needham Place = \$500 received

Resale fee for 17 Murphy Road at High Rock Hor = \$2,379.30 Received 10-29-19

Subtotal = \$7,379.30

Small Grant Repair Program = \$50,000 Deposited into another account

2020 Funds

Resale fee for 258 Linden Street at High Rock Homes = \$2,379.30 Resale has been delayed

Monitoring Fees

Combined Wingate Units = \$3,500 received

Hamilton Highlands = \$500 Had not received documentation for monitoring

Needham Place = \$500 received

Subtotal = \$4,000 received

2021 Funds

Monitoring Fees

Combined Wingate Units = \$3,500 received

Hamilton Highlands = \$500 Have invoiced but not received

Needham Place = \$500 Subtotal = \$4,000 received received

Total to Date = \$24,096.80

Emergency Rental Assistance Program = \$120,000

Deposited into another account

Needham Emergency Rental Assistance Program Final Report

The Town of Needham introduced the Emergency Rental Assistance Program (ERAP) to provide temporary financial support for qualifying Needham renters who had suffered a reduction in income due to the pandemic. Town Meeting approved \$120,000 in funding from Community Preservation Funds on October 4, 2020, and an additional \$50,000 in funds were secured as part of the Massachusetts Covid-19 Relief Fund through the Foundation for Metro West.

Through a Request for Proposals (RFP) process, the Town selected the regional non-profit housing organization, Metro West Collaborative Development (Metro West CD), as the Program Administrator. Metro West CD proposed an administrative fee of \$450 per participant to support its program oversight, including an additional \$50 per participant for any recertification work related to potential extensions of benefits.

Program Requirements

The Program included the following major provisions:

- Provide up to six months of rental assistance, paid directly to landlords, at 50% of rent and a monthly cap of \$1,500.
- Participants must have a total household income at or below 80% of area median income for the Boston-Cambridge-Quincy area adjusted for household size, the limits of which are included in the following table.

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Income Limit @ 80% AMI	\$70,750	\$80,850	\$90,950	\$101,150	\$109,150	\$117,250

- Applicants also had to demonstrate reduced income due to COVID-19.
- Qualifying households living in any private rental unit, including Chapter 40B rental units, would be eligible for assistance.
- Households currently receiving government-funded rental assistance such as Section 8, MRVP or RAFT were not eligible. Households living in public housing or in units subsidized with Project Based Section 8 were also not eligible.

Program Operations

Needham's Emergency Rental Assistance Program was officially launched on Monday, November 16, 2020 with applications initially due on Friday, December 4th. During this period, the Town conducted substantial community outreach to notify residents of the new Program which included website notifications, press releases in local newspapers and social media sites, and contacts with landlords and local service providers, among others.

As of December 7th, Metro West CD had received 24 applications of which nine were complete. They subsequently worked with applicants on completing their applications and continued to answer inquiries and process applications as they were submitted.

Because the number of applications was insufficient to encumber all the Program funding, a lottery to select the Program participants was not required. The Needham Affordable Housing Trust, the Town's Program sponsor, approved the extension of the deadline to June 30, 2021, and Metro West CD continued to process applications on a first-come, first-served basis. The Town conducted another round of community outreach to attract further interest in the Program, notifying residents of the continuing availability of assistance.

At its February 23, 2021 meeting, the Needham Affordable Housing Trust approved an extension of program assistance from the maximum of three months to six months. While the Program had been running smoothly, it had experienced a lower-than-expected enrollment despite a robust community outreach process. At this point, the Program had received 35 applications and had enrolled 17 with another ten in the process of being completed.

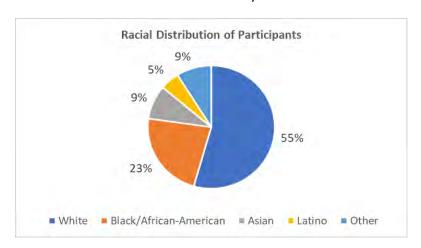
The Affordable Housing Trust approved another extension of benefits at its meeting on June 8, 2021 by continuing benefits to the end of August 2021. This action was meant to provide additional funding support to those renter households who were still struggling to pay their full rent due to COVID-19 and to likely commit most of the available funding.

Program Outcomes

The Program supported a total of 23 households and committed a total of \$147,756 in benefits. It also involved the expenditure of \$10,394.50 in funds to cover administrative costs for Metro West CD's operations resulting in a total of \$158,150 out of the total \$170,000 allocated. This left a balance of \$11,850 that can be returned to the Town's Community Preservation Fund. There remains the potential that up to \$100,000 of CPA funds committed and expended for payment assistance may be reimbursed to the Town, and ultimately the Community Preservation Fund, through the federal CARES Act.

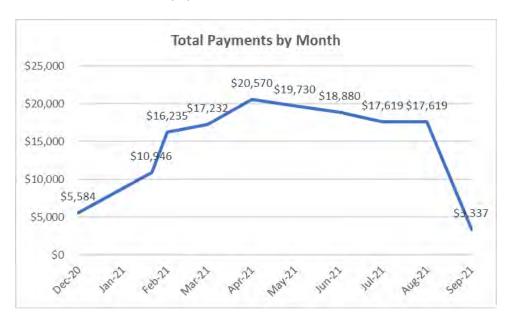
More specific information on Program outcomes includes:

- The average monthly payment per participant was \$930, ranging from a low of \$625 to a high of \$1,500, which was the cap.
- The total amount of assistance per participant ranged from a low of \$2,250 to a high of \$10,500.
- The average monthly rent that participants were paying was \$1,896, ranging from \$1,250 to \$3.600.
- Most of the participants were living in small units with 11 participants in one-bedroom units and nine in two-bedrooms with only two in three-bedroom units and one in a four-bedroom unit.



- The Program received 37 total applications, of which one was determined to be ineligible, another involved a duplicate application, and 12 remained incomplete.
- There was substantial minority population participation as shown in the chart at left with the involvement of White households at 55% compared to the town-wide

- percentage of 81% based on 2020 census data.
- The participation of older residents was also high with nine or 39% of the participating heads of households 55 years of age or older compared to 32% based on 2019 census estimates (2020 census data has not yet been released on the age distribution).
- In regard to how participants heard about the Program, 35% were referred by their landlords; 26% by the Town of Needham or Needham Community Council; and the remaining from Representative Garlick's Office, local media, and friends or employers.
- Monthly disbursements are summarized in the table below with the highest drawdowns
 occurring in the late spring and the lowest levels at Program start-up with the first six
 participants and at the end for four participants who applied in April, enabling them to obtain
 the full allowed six months of payments.



As of 1-5-22 Small Repair Grant Program
Status Report for 2019 and 202

		Status Report for 2019 and 2020						
FIRST ROUND A pplicants	Address	Status	Grant	Description of Work	Total Est.	Award Dated		
1	Clarke Road	Eligible Ap Complete	\$4,000.00	Storm window repair and paint	\$4,800.00	11/19/2019		
2	Clarke Road	Eligible Ap Complete	\$4,000.00	Replace damaged parts of exterior, window and door casings; clean gutters and install leaf-guard; repair garage door; repair window sills; all repairs primed and stained/painted	\$6,932.00	11/19/2019		
3	Greendale Ave.	Eligible Disabled low-income Ap Complete	\$4,000.00	Replace damaged kitchen floor; Clean roof; Prune tree branches that are causing damage to house	\$2,000.00 \$725.00 \$3,800.00	11/21/2019		
4	Greendale Ave.	Eligible Senior with 2 disabled sons	\$3,760.00 updated to \$4,000.00	Missing railing on steps Kitchen repairs Bathroom repairs Door repairs Dishwaster installation	\$400.00 \$250.00 \$2,150.00 \$960.00 \$250.00	12/24/2019		
rotal amount mvoic	eu – 310,830.00 iiilai							
SECOND ROUND A pplicants	Address	Status	Grant	Description of Work	Total Est.	Award Dated		
1	Nevada Road	Elligible Seniors + Disabled Vet	\$4,000.00	Front and rear stairs Damaged retainting wall to rightof stairs	\$4,050.00	8/12/2020		
2	Homestead Park	Senior	\$4,000.00	Front steps repair Walkway repairs	\$400.00 \$4,200.00	8/12/2020		

				Side steps repair Basement steps and	\$1,250.00 \$675.00	
3	Canavan Circle	Senior	\$4,000.00	Replace broken garage doors Front steps and pavement repairs	\$2,851.00 awaiting 2nd estimate	8/12/2020
4	Pine Grove St.	Senior + Disabled daughter	\$3,550.00	Repair or replacement of damaged front door, garage, back windows, downspout, locks, bathroom sink	\$3,550.00	8/12/2020
5	Fairview Rd.	Senior	\$4,000.00	Heating system replacement	\$7,550.00	8/12/2020
6	Warren St.	Senior	\$4,000.00	Porch roof, side and back stairs Window repairs and gutters	\$6,000.00	8/17/2020
7	Maple St.	Disabled Senior	\$4,000.00	Electrical repair Clean and repair gutters/ downspouts	\$3,500.00 \$480.00	8/25/2020
8	Wachusett Rd.	Disabled	\$4,000.00	Extend back deck to back door for better access	\$7,397.33	9/2/2020
9	Harris Ave.	Senior	\$3,200.00	Repair of railings Fencing Porch work	\$1,200.00 \$1,000.00 \$3,200.00 Decided not t	9/28/2020 to do porch v

Total amount awarder = \$50,750

Total amount invoiced for payment = \$28,150.00 (round 2)

Total amount invoiced for payment rounds 1 and 2 = \$39,000

Waiting for invoice from Mazzone of \$4,000 AMOUNT AVAILABLE FROM FIRST FUNDING YEAR = \$ 7,000.00

Note: There were 4 applicants that did not qualify because they were over income.

Received Signed

Received Invoice

Grant Agreement

Dropped out of program

12/8/2019

9/26/2020

12/12/2019

12/24/2021

\$2,850.00

6/12/2020

7/31/2020 12/15/2019

dated 1/2/2020

12/18/2020

10/9/2020

12/18/2020

Received Signed Grant Agreement

Received Invoice

8/17/2020

9/26/2020

8/13/2020

10/26/2021

8/13/2020	12/7/2021
8/18/2020	9/26/2020
8/14/2020	2/3/2021
8/27/2020	10/9/2020
8/31/2020	9/8/2020

Waiting for invoice

9/15/2020

9/29/2020 10/26/2020 \$600.00

Went with only railing

work

As of 1-5-22 Small Repair Grant Program
Status Report for 2021 Funding Rounds

FIRST RO	UND		•				
Applican	ts	Address	Status	Grant	Description of Work	Total Est.	Award Dated
Seniors	1	Great Plain Ave. 02492	Eligible Ap complete	\$4,500.00	Replace back door and side windows plus rotted trim	\$4,500.00	7/12/2021
Seniors	2	Mt. Vernon Ave. 02492	Eligible Ap complete	\$5,000.00	Replace leaking bulkhead and basement stairs	\$6,785.00	7/12/2021
Seniors	3	Ellicott St. 02492	Eligible Ap complete	\$1,928.00 \$2,254	Railings, porch repair, new steps Deck	\$1,928.00 \$2,254.00	7/12/2021
Seniors	4	Hillside Ave. 02494	Eligible Ap complete	\$4,240.00	Replace deteriorating siding Replace bulkhead Replace cellar door	\$1,450.00 \$1,995.00 \$795.00	7/12/2021
Seniors	5	Evelyn Rd. 02494	Eligible Ap complete	\$4,750.00	Replace failing back door Will cover other windowo work on their own	\$15,147.00	7/12/2021
Senior	6	Norwich Rd. 02492	Eligible	\$5,000.00	Railing replacements	\$5,000.00	

Total amount invoiced for payme 13,832

Total amount committed but not yet invoiced = \$4,500.00

3 other applicants were determined ineligible due largely to over income

SECOND ROUND

Applicants	Address	Status	Grant	Description of Work	Total Est.	Award
						Dated

1 Senior + Disabled	Evelyn Rd. 02494	Eligible	\$3.755.00	Stairlift Interior railings		11/23/2021 1/4/22 rev
2 Senior	Utica Rd. 02494	Eligible	\$5,000.00	Replacement of deteriorated wood flooring	\$5,002.00	11/23/2021
3 Seniors	Hazelton Ave. 02492	Eligible	\$5,000.00	Replace garage doors	\$6,312.50	11/23/2021
4 Senior and Disabled	Wyoming Ave. 02492	Eligible	\$5,000.00	Replacement of parts of deteriorating deck	\$5,513.37	11/23/2021
5 Senior	Webster St. 02492	Eligible	\$4,998.00	Misc. repairs to windows, exterior door, fascia, siding, gutters roof		11/23/2021
6	Nevada Rd.	Eligible	\$3,000.00		\$3,000.00	11/21/2021
Seniors	02494	Past participant Last payment 9-26-20 for \$4,000	Max.	Repair cracked foundation	\$1,800.00 ne	ew estimate
7 Seniors	Warren St. 02492	Eligible Past participant Last payment 10/9/2020 for \$4,000	\$2,500.00	Trim trees encroaching on house and garage	\$2,500.00	11/23/2021
Total amount award	• •	(round 2)				

There were 9 additional applicants, 7 of which were over income, largely because of the addition of 2% of the difference between assessed values and the liens on the property). Another 2 had incomplete applications without income documentation and in

one case also without a work estimate.

Uncommitted funds from 2019-2020 funding rounds = \$7,000.00

Uncommitted funds from 2021 funding rounds = \$2,415.00

TOTAL UNCOMMITTED FUNDING = \$9,415.00 FROM TOTAL ALLOCATION OF \$100,000

Received Signed Grant Agreement 7/19/2021	Received Invoic
7/20/2021	10/26/2021
7/22/2021	10/29/2021 \$4,082.44
10/28/2021	Dropped out of program
7/25/2021	10/25/2021
7/25/2021	7/19/2021

Received Signed Grant Agreement

Received Invoice

12/2/2021

12/4/2021

12/22/2021

12/22/2021

12/15/2021

12/20/2021

Office Address: 37 Knox Trail, Acton, MA 01720 Phone: (978) 287-1092

Website: WWW.RHSOhousing.org Email: INFO@ RHSOhousing.org

MEMORANDUM

September 3, 2021

To: WestMetro HOME Consortium

From: Liz Valenta and Liz Rust, RHSO

Re: Fair Housing Testing

Background: In 2020, the WestMetro HOME Consortium completed an Analysis of Impediments of Fair Housing Choice (AI). The AI aimed to identify the impediments to fair housing and identify meaningful and measurable strategies and actions to affirmatively further fair housing for all protected classes within the thirteen WestMetro HOME Consortium communities. One of the impediment to fair housing is public and private practices that discriminate households based on their membership in a protected class when leasing housing. Fair housing testing is one way to identify the extent to which these discriminatory practices exist. The AI identified fair housing testing as an important strategy for the Consortium to undertake to work toward affirmatively furthering fair housing.

In March 2021, the Consortium Council voted to set aside \$100,000 and move forward with planning for fair housing testing. Since that time, the planning group reached out to the Boston Foundation and the Suffolk Law Housing Discrimination Testing Program to understand more about testing and developed the attached scope of work.

Considerations for the Consortium Council:

- 1. <u>Establish a Consortium Advisory Group:</u> Appoint five voting representatives from the member communities to serve on the advisory group. Their charge will be to create and issue an RFP for fair housing testing and then to evaluate responses and make recommendation to the Council.
- 2. <u>Vote on acceptance of outline scope of work</u>: Review and approve the general concept for fair housing testing as outlined in the attached draft scope. This will provide the basis for the RPF. (Note there is a provision to allow the contract resulting from this RFP to be extended to other jurisdictions and entities that may choose to purchase services in conjunction with this work Acton has expressed interest in participating.)
- 3. <u>Vote authorizing the Advisory Group to develop and issue an RFP:</u> Based on the approved scope the Advisory Group will work with the City of Newton to issue an RFP for a consultant to conduct fair housing testing in the consortium. Note that prior to signing a contract the Council will vote to approve the consultant and confirm additional funding from each community.

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Preliminary Timeline:

September 2021: Consortium Council Establishes Advisory Group and

approves scope of work.

October 2021: RFP is issued

Nov/Dec. 2021: RFP responses due/ Consortium Council votes on consultant

March 2022: Communities financial commitment deadline

April 2022: Contract Executed
April 2021-August 2022: Planning Phase
August 2022 – August 2024: Testing Phase
August 2024: Reporting Phase

Estimated Budget:

Costs above the \$100,000 will be prorated among the participating communities based on a yet to be determined metric. Based on discussions with Suffolk, costs for a two-year testing program will likely be around \$150,000 - \$200,000.

Project Funding		Notes:
Consortium Funds Committed	\$ 100,000	
Additional Funding Required	\$ 100,000	If all 13 communities participate that is \$8,000/ea.
	\$ 200,000	
Project Budget		
Planning Phase	\$ 48,875	Approximately 25% of Program Costs
Testing Phase	\$ 112,125	\$100/test (75 match pair tests per community) + 15% admin
Reporting Phase	\$ 39,000	Estimated at \$3000/community
	\$ 200,000	

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Fair Housing Testing - WestMetro HOME Consortium

Outline Scope of Work

September 3, 2021

Purpose of the RFP: The purpose of the RFP is to contract a consultant to provide fair housing testing for the thirteen member communities in the WestMetro HOME Consortium: Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Natick, Needham, Newton, Sudbury, Waltham, Watertown, Wayland. The RFP would include provision allowing the contract to extend to other adjacent jurisdictions; allowing them to purchase services in conjunction with this work, upon approval from the Consortium.

Testing approach: The contract would be for audit testing and reporting. Audit testing would allow for the testing to be traceable (i.e. each community would receive results from testing, identifying properties) and enable enforcement actions. Specific number of tests for each community would be determined during the planning phase. The number of tests in each community would be representative and would not be statistically significant for research purposes.

Structure of Contract: The City of Newton will be the "Contracting Agent" for the services provided under this RFP

Outline Scope of Work

Planning Phase

- 1. Develop testing scope
 - Determine protected classes to test
 - o Race (Black only)
 - o Source of Income (Vouchers)
 - o Others?
 - Define methodology for site identification
 - Determine number of tests over a two year period for the member communities as feasible with testing budget and timeline
- 2. Develop testing plan
 - Prepare testing forms; characteristics, instructions, reporting
 - Prepare preliminary schedule
- 3. Hire testers (recruit and train)

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Testing Phase

- 4. Implement testing plan
 - Identify testing sites
 - Pair testers; schedule/dis-batch
 - Tester perform test
- 5. Analyze testers results
 - Debrief tester
 - Analyze test results
 - Write-up test results
- 6. Provide summary updates every six months to Consortium

Reporting Phase

- 7. Prepare final report
 - Summarize testing results
 - Prepare confidential testing results to individual communities
 - Revise as necessary per comments
- 8. Provide all source documentation
- 9. Assist in determining next steps
 - Potential enforcement actions
 - Notices of violations / concerns
 - Amendments to local ordinances
 - Targeted educational efforts
- 10. Present results and project wrap-up at public meeting

MEMORANDUM

To: Members of WestMetro HOME Consortium

From: Amanda Berman (Newton), Eamon Bencivengo (Newton), Larry Field

(Watertown), Ted Fields (Natick), David Guzman (Brookline)

Date: August 20, 2021

Re: Parking Study Proposal

Intro/summary

The WestMetro Consortium has an opportunity to work with MAPC to study parking utilization at larger multi-family developments built since 2000. This proposed project will provide information to our communities to inform local discussion about parking policies and help us implement one of the recommendations in the Consortium's Fair Housing Plan. The Fair Housing/Policy working group, plus Newton, request that the Consortium members authorize (1) an agreement with MAPC to conduct a joint study of parking utilization at the multi-family developments built since 2000 with members making an "in kind" contribution of staff time, and (2) begin discussing use of HOME funds to reimburse members for some or all of this staff time.

Why WestMetro communities should study parking utilization

The Consortium's Analysis of Impediments to Fair Housing (2021-2025) recommends that communities view parking requirements as a potential barrier to multi-family development. Given the high cost of single family home ownership, regulations that inhibit production of multi-family development is a Fair Housing issue. In particular, requiring more off-street parking than needed to meet demand unnecessarily increases development costs and may, particularly when combined with other regulatory requirements, discourage such development.

Few, if any, of the WestMetro communities have conducted a recent study of parking utilization at multi-family developments. Studies conducted by the Metropolitan Area Planning Council (MAPC) suggest that WestMetro communities may have parking requirements for new multi-family development that exceed demand.

MAPC's initial study, conducted between 2015 and 2017, focused on 80 new multi-family properties north of Boston (Arlington, Chelsea, Everett, Malden, and Melrose). The study found that only 74% of the required spaces were used. The second study, conducted between 2017 and 2019, added 10 Inner Core communities (including Newton, Waltham, and Watertown). It found that only 70% of the required spaces were used at the 117 sites.

The Phase II results included 4 Newton developments, 4 Watertown developments and 2 Waltham developments. Those results were largely consistent with those elsewhere in the study. Utilization for the 10 fell into these ranges:

Utilization rates	Projects
50-69%	4
70-79%	4
Above 80%	2

Arguably this data is sufficient to suggest that most, perhaps all, WestMetro communities require excessive parking in new multi-family developments. However, only three of the 13 WestMetro communities were studied and only some of the new developments in Newton, Waltham and Watertown were tested. A comprehensive, up-to-date study of parking utilization would provide definitive evidence as to how local parking regulations relate to market demand. Using the same methodology as the two MAPC studies would allow a fair comparison between the three studies.

Study elements

There were basically six pieces of the MAPC "Perfect Fit" parking studies:

- Identifying the multi-family developments to be studied; this was an important step because each study was intended as a sampling of relevant properties to be studied.
- Sending out a survey to property managers about their developments and their parking situation—and following up to maximize the percentage of responses.
- Manually doing overnight counts at parking garages and surface lots serving the properties. MAPC assumed reasonably that these counts indicate utilization rates.
- Collecting information on parking outcome variables, so that the study could use this
 data to test alternative explanations for variation between the properties.
- Doing the statistical analysis. This allowed MAPC to conclude that three variables explained variation in parking demand: parking supply, accessibility to jobs by transit, and the percentage of affordable units.
- Producing a report.

Below is a discussion of how the WestMetro communities can work together and with MAPC to conduct a similar study in our area.

1. Identifying multi-family developments

Municipal staff are in an excellent position to identify the multi-family developments we wish to study. Assuming our goal is to start with all multi-family developments that would have been eligible for the MAPC studies, we would identify all properties constructed in 2000 or later with 9 or more units.

The two MAPC studies identified a total of 689 eligible developments within the 21 Inner Core communities. Using MassBuilds, there are at least 143 eligible properties in WestMetro. MassBuilds lists 33 others as in "planning." Given likely inaccuracies

in MassBuilds, it is fair to project there are between 150 and 175 eligible properties. A chart showing the WestMetro projects as characterized on MassBuilds is attached as "A."

2. Property manager survey

We propose to use the same survey that MAPC sent to property managers for Phase II, possibly with clarifications recommended by MAPC. Again, municipal staff are in an excellent position to identify property managers and send out/follow-up the survey. A copy of the survey is attached as "B."

A total of 335 properties (49%) ultimately responded to MAPC's surveys, significantly narrowing the study scope. 46 others were removed at that point because they do not have on-site parking. We are likely to get a better response rate due to our local connections to these projects.

3. Overnight counts

MAPC staff manually counted parking spaces and cars during both studies. For Phase I, staff went 12-4 AM on a weeknight; for Phase II, staff went 11 PM to 3 AM on weeknights. We propose that municipal staff do the overnight counts.

In a number of cases, there were issues in getting access to garages because of the absence of building staff on those nights; in some cases, there was good data to substitute because the parking was "unbundled." Based on MAPC's experience, we project that we would need to count at 90-110 sites to cover every property likely to respond.

4. Collecting data on parking outcome variables

While some of the data on parking outcome variables comes from the property manager surveys, most is collected from other data sources. MAPC's excellent data services staff has or can readily collect this data for all WestMetro communities.

5. <u>Statistical analysis</u>

We recommend that the multivariate analysis be performed by MAPC staff.

6. Final report

It is critical that the Consortium issue a report that can be used by each community in evaluating its parking requirements. The report, depending on the results, could recommend strategies that vary by community type. Some combination of municipal and MAPC staff can draft the report.

Study implementation/funding

On August 16, Newton and working group staff spoke with MAPC staff about the agency's interest in working with WestMetro on this project. MAPC staff is enthusiastic about doing so. MAPC staff believes that it can find funding (see below) for its participation—if WestMetro can commit to providing an "in kind" contribution consisting of staff time to do survey follow-up and parking counts. We should be able to finalize this arrangement by mid-September.

As indicated above, municipal staff can do most of the labor-intensive aspects of the study. It would be appropriate to use HOME funds to reimburse some or all the staff time. Based on MAPC's experience, we estimate that parts 1-3 will require between 280 and 320 staff hours.

MAPC can provide guidance on parts 1-3 of the study and do parts 4 through 6, as part of its Technical Assistance Program (TAP). As you know, TAP is mainly funded through three sources: District Local Technical Assistance (DLTA), Planning for MetroFuture Assistance (PMTA) and foundation grants (notably the Barr Foundation). The proposed work is eligible and fits within priority categories. Although MAPC staff was not sure exactly what funding mechanism it would use, we were assured that the necessary approvals and documentation could be wrapped up quickly.

The following is a best-case timeline for the study:

- Finalize MAPC relationship: September 30, 2021.
- Finalize list of multi-family properties and property manager contact info: October 31, 2021.
- Send out property survey: November 1, 2021.
- Follow-up survey: November 1, 2021 thru February 28, 2022.
- Finalize site visits: March 31, 2022
- Conduct overnight counts on rolling basis: April 1 thru May 30, 2022.
- Collect data on parking outcome variables: April 1 through May 30, 2022.
- Complete statistical analysis: July 31, 2022.
- Draft and finalize report: October 1, 2022.

Proposal and next steps

We hereby request approval to enter into an agreement with MAPC to complete the proposed study. This will require that the Consortium commit to providing the "in kind" contribution described in this memo and may require an application to MAPC for a TAP grant, with Newton as the lead municipality and the WestMetro communities as study participants.

We believe it would be appropriate to use HOME funds to reimburse municipalities for some or all of the staff time on the parking study. This project is explicitly designed to address an identified barrier to creating multi-family housing in our communities and thereby promote fair housing outcomes. Assuming members approve moving forward with this study, we suggest starting to discuss possible use of HOME funds.

If the Consortium is not able to enter into an agreement with MAPC by the last quarterly meeting of 2021, the working group/Newton will return to the Consortium for further guidance.

ATTACHMENT "A"

ELIGIBLE PROJECTS IN WESTMETRO PER MASSBUILDS

MUNI	COMPLETE	IN CONSTRUCTION	PLANNING	TOTAL
Bedford	8	3	1	12
Belmont	3	0	0	3
Brookline	12	5	8	25
Concord	15	0	2	17
Framingham	12	6	5	23
Lexington	3	0	1	4
Natick	9	0	1	10
Needham	8	1	0	9
Newton	14	0	8	22
Sudbury	11	0	1	12
Waltham	7	1	1	9
Watertown	15	5	2	22
Wayland	5	0	3	8
Totals	122	21	33	176

 $^{^{1}}$ Natick has 1 additional project in planning that is not recorded on MassBuilds. There are clearly other inaccuracies in the MassBuilds database.

Appendix B: Property Owner/Manager Survey

METROPOLITAN AREA PLANNING COUNCIL: Residential Building Parking Study



The Metro Boston Perfect Fit Parking Initiative is a project by the Metropolitan Area Planning Council (MAPC). This 2-page survey is about the type and amount of housing and parking provided at your building. The purpose of this survey is to understand current parking demand at multifamily developments to better determine how much parking may be needed in the future. The information you provide will be used along with the data collected from other property managers and owners, and will be made available on our website, not including your name or contact information. Your participation is voluntary and the survey should take about 10 minutes to complete. Please contact Kasia Hart by phone (617-933-0745) or email (khart@mapc.org) for further information. Thank you!

		*
SEC	TION 1 SITE CO	ONTACT
1	Building name	
2	Address	Streat: City: Zip:
3	Building manager	Company: Contact person: Title: Phone: Email:
4	Check the box to	receive periodic notifications of the project by email.

SEC	FION 2 PARKING									
		Surface lot	Garage	Bicycle	Scooter/ Motorcycle					
1	How many parking spaces are provided for residents?									
2	is parking included in residents' monthly rental	cost/purchase price?	No. 7	If yes, how many sp provided per units	aces are					
3	If parking is included as part of rental costs/pur	chase price, can a reside	nt save money if the	ey do not need a park	ing space? No 🔻					
4	If parking is not included as part of rental costs/purchase price, what is the monthly cost of a parking space?									
	If a resident wants additional parking beyond what is included in their rent or purchase price, how are additional spaces assigned? Please theck all boxes that apply.									
	The resident must pay for each additional space requested									
5	Parking is not included with rent/purchase price-residents pay for each space requested									
	There is no option for additional park	ing	•							
	Other, please specify:									
6	Any additional comments on parking cost struct	ture?								
7	is there a waitlist for residential parking speces	ř			Yes _ •					

METROPOLITAN AREA PLANNING COUNCIL: Residential Building Parking Study

CONTINUED ON NEXT PAGE →



METROPOLITAN AREA PLANNING COUNCIL: Residential Building Parking Study

Parking T	ype Vis	rtoss	Management	Handicaps	ed	Cars	haring	Ģ	Other
Amount of space	·								
Does the buildin	g fease and/or a	low non-teriq	ents to use parking?			•			No
If yes, how man	spaces and to w	hich users are	the spaces available t	of (write "O" if ty	pe not pre	esent)			
Nearby residents who do not reside in the building		Nearby businesses		City government			Other, spec	ify	
Do you think the	re are residents	with cars who	are parking off-site?						No
Do you provide a	iny transportatio	n services to s	esidents, such as shutt	le services?					Yet

What kind of housing is available at your	raffable at your development?				Apartments 🗀 Condominiums		
No h	Studio 1 Bedroom		2 Bedroom	3+ Bedroom	TOTAL		
Number of units by bedroom							
Current number of vacant units							
Number of subsidized units by type (Section 8, Rental Voucher or other types of deed restricted units)							
Average monthly	rental cost/purcha	se price (please che	k the appropriate	boxes below}			
				顯	N/A		
less than \$1000/month	1 202	*1.64			143 W 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
\$1000-\$1,499/month					N/A		
\$1000-\$1,499/month					N/A		
\$1000-\$1,499/month \$1,500-\$1,999/month					N/A N/A		
\$1000-\$1,499/month \$1,500-\$1,999/month \$2,000-\$2,499/month					N/A N/A N/A		

METROPOLITAN AREA PLANNING COUNCIL: Residential Building Parking Study

Housing Choice Initiative (HCI) Summary

The state has stated its commitment to producing 135,000 new housing units statewide by 2025 or by about 17,000 units per year, an ambitious task. As part of this effort, the state created the Housing Choice Initiative to provide incentives for communities to boost housing production. Municipalities can apply for this Housing Choice designation by documenting that their housing production increased by 5% in net new units or 500+ units over the past five years or by 3% or 300+ units if the community can demonstrate that best practices in promoting housing development have been applied (e.g., multi-family districts, inclusionary zoning, 40R district, by-right ADUs, cluster zoning, etc.). The designation lasts for two years and has many benefits, including:

Funding for Capital Improvements

A Housing Choice designation provides access to Capital Grants as well as priority consideration for existing grant and capital funding programs such as MassWorks, Complete Streets, MassDOT projects, and LAND and PARC grants for example. This funding is part of the Community One Stop for Growth, a single application portal and collaborative review process of community and economic development grant programs that make targeted investments based on a Development Continuum. A list of last year's awards is attached.

This access to funding is the most compelling reason for Needham to consider applying for Housing Choice designation. Time for such designation is limited, however, since construction on The Kendrick and Modera Needham developments was completed in 2017, leaving the next funding round in early 2022 the last likely opportunity to obtain designation given the five-year time requirement.

Technical Assistance Funding

The state also allocated \$2 million in technical assistance grants for planning assistance to Housing Choice communities through what it is calling the Planning for Production Program. Support includes:

- Crafting new zoning to result in new housing production through Chapter 40A, 40R or a collaborative Chapter 40B proposal.
- Planning and designing public infrastructure projects or enhancements that will facilitate needed housing growth.
- Public education initiatives regarding financial feasibility, development cost-benefit analysis, local infrastructure needs, and school costs relative to the potential for new housing growth.

MassHousing still has some of this funding remaining but the state also has additional funding for planning through the Community Planning Grant Program. At this point, I don't believe there is a pressing need for such resources.

Legislation Regarding Voter Thresholds for Housing Production

The Housing Choice Initiative also included legislation that was recently enacted as part of the Governor's Economic Development Bond Bill that made several amendments to Chapter 40A of the Massachusetts General Laws, commonly referred to as the Zoning Act. These amendments include 1) changes to reduce the number of votes required to adopt certain types of zoning bylaws or ordinances from a 2/3 supermajority to a simple majority; and 2) similar changes to the voting thresholds for issuing certain kinds of special permits. This will have meaningful regulatory ramifications in Needham. For example, a proposal to adopt town-wide inclusionary zoning would only require simple majority approval from both

the Planning Board and Town Meeting. We are also waiting for further guidance from the state on new zoning requirements for communities with MBTA service.

FY 2021 Housing Choice Community Capital Grants

Acton, \$233,819

The Town of Acton will use funding toward a feasibility study and design services for the proposed project at 348-364 Main Street to examine and layout the extension of the sewer main line to the site of Acton Housing Authority senior, rental, affordable housing and construction of sewer and water connections for the proposed Residences at Kelley's Corner.

Amherst, \$174,300

The Town of Amherst will use funding to construct a fully accessible 8-10' wide multi-use path along Mill Lane from Route 116 to the recently renovated Groff Park.

Andover, \$250,000

The Town of Andover will use funds to support their Downtown and Municipal Connectivity Project that will provide safe, sustainable and improved connections between an existing and a future affordable housing development.

Aver, \$108,000

The Town of Ayer will use funding for an engineering survey/design plan, and cost estimate/schedule for a 1,000 linear ft. section of Park Street, the construction of an ADA-compliant sidewalk system, introduction of traffic-calming on-street parking, and re-location of obstructive public utility poles.

Chelsea, \$250,000

The City of Chelsea will use funding for a proposed capital project focused on pedestrian enhancements along Orange Street, directly adjacent to a new, neighborhood scale housing opportunity on two City owned parcels and to an existing Chelsea Housing Authority complex and other dense, residential dwellings.

Easton, \$225,000

The Town of Easton will direct funding toward complete streets improvements (pedestrian, bicycle, & transit accommodations), intersection upgrades, replacement of 3 culverts, & new storm water infrastructure for approximately 1.3 miles of Foundry Street.

Franklin, \$201,000

The Town of Franklin will use funding for engineering services related to the evaluation and design of a new booster pumping station and water main extension, and the removal of an outdated water pumping station.

Lawrence, \$250,000

The City of Lawrence will use funding to modernize and enhance the security systems and cameras at the Lawrence Housing Authority's exterior and perimeter identified as "hot spots" for crime and the spread of COVID-19.

Littleton, \$225,000

The Town of Littleton will use funding to extend municipal infrastructure to connect to Hager Homestead, a new multi-family senior housing development that includes both market rate and affordable units.

Medfield, \$160,500

The Town of Medfield will direct funding toward engineering and design of intersection improvements at the Route 27 (North Meadows Road) and West Street intersection.

Nantucket, \$250,000

The Town of Nantucket will use funding to support the proposed Waitt Drive roadway connector serving approximately 10 new parcels and a 64-unit affordable housing complex.

Newburyport, \$234,620

As part of the redevelopment of the Brown School, the City of Newburyport will use funding for the removal and replacement of the boiler system as well as toward renovations to other building systems necessary to make adaptive, reuse of the building for housing units and city services.

Northampton, \$250,000

The City of Northampton will use funding for the engineering, pre-construction, and infrastructure necessary to develop 25 affordable housing units at two City sites at the former Northampton State Hospital.

Quincy, \$250,000

The City of Quincy has designated funds to support portions of the design and engineering services for the planned Father Bill's & MainSpring Housing Resource Center, a new model of housing and services.

Salem, \$250,000

The City of Salem will direct funding toward construction services to replace 1,400 feet of a 100-year-old water main below Bridge Street between Boston Street and Flint Street.

Salisbury, \$250,000

The Town of Salisbury will use grant funds for the Forest Road residential neighborhood infrastructure project to design, permit, and begin construction of 4,200 linear feet of proposed roadway and sidewalk improvements.

Somerville, \$250,000

The City of Somerville will use funds for the Gilman Square Streetscape & Intersection project to re-align the high-speed, uncontrolled intersection of Medford and Pearl Street adjacent to the new MBTA Green Line station.

Taunton, \$250,000

The City of Taunton will direct funds toward the reconstruction of 2,500 linear feet of concrete sidewalks along both sides of Weir Street in the city's downtown.

Tewksbury, \$220,000

The Town of Tewskbury will use funding to construct sidewalks along Main Street from Colonial Drive to Victor Drive servicing the 192-unit Balsam Place rental project completed in 2018 in addition to 109 40B units at Orchard Street, Fahey Place and Village Green.

GEORGE GIUNTA, JR.

ATTORNEY AT LAW* 281 CHESTNUT STREET NEEDHAM, MASSACHUSETTS 02492 *Also admitted in Maryland

TELEPHONE (781) 449-4520

FAX (781) 465-6059

November 10, 2021

Lee Newman Planning Director Town of Needham 1471 Highland Avenue Needham, MA 02492

Re: J. Derenzo Properties, LLC

888 Great Plain Avenue Proposed Zoning Change

Dear Lee,

As you know, I represent J. Derenzo Properties, LLC (hereinafter "Derenzo") relative to the property at 888 Great Plain Avenue. That property is located immediately adjacent to the Center Business District and is between the Closet Exchange and the First Church of Christ Scientist. It contains approximately 23,111 square feet of land and was used and occupied for nearly 40 years by Hillcrest Gardens, a commercial landscape nursery, offering annuals, perennials, shrubs, and trees. Because the property is situated in the Single Residence B District and contains less than two and one-half acres of land, the nursery constituted a lawful, pre-existing, non-conforming use. Derenzo has continued the use but would prefer to redevelop the property for mixed use purposes, as that is more in keeping with the adjacent properties and surrounding area.

Because of its location between a commercial block and two large, church buildings, across from another commercial block, a recreational field and the YMCA complex, and in front of a commercial parking lot, the property is better suited to a mixed-use building than a single-family residential house. Moreover, because the property is over twice the minimum area required for a single-family residential house, the size also makes it more suitable for a mixed-use building than for a single-family residential house. Considering the surrounding uses and properties, it seems a bit odd that this parcel is zoned single-family.

Therefore, Derenzo asks that the parcel be rezoned, from Single Residence B to Center Business District, and that the Center Business Overlay also be extended to cover this parcel. This would extend the Center Business District to a more natural end; namely, the two large church buildings, and would be more consistent with the overall area than the current zoning. He also

¹ At the time the nursery began to operate, it was allowed as of right. But the Zoning By-Law was subsequently amended to require a minimum of two and one-half acres for such use, making the use lawful, pre-existing, non-conforming.

² See Exhibit A and Exhibit B, excerpts from the Needham GIS and Assessor's Map.

asks that the side-yard setback applicable to commercial uses and buildings adjacent to residential district be amended, to allow for a setback of ten (10) feet, either by right or by special permit.

To help the Board visualize what a mixed-use building could look like, with a ten foot side yard setback, and to show what Derenzo has in mind, provided herewith please find a conceptual design set by Design Resource Team, LLC, dated August 27, 2021. Note that this design features a three-story building with underground parking, commercial and residential uses on the first floor (there are two residential units in the back) and residential use on the second and third floors. This design complies with the Center Business Overlay requirements, taking into account the special permit provisions, except with respect to the ten foot side yard setback.

Given the nature of the requested zoning change, how it fits into the downtown, and the need to address the side yard setback requirement, Derenzo would prefer if the Board would sponsor the necessary warrant article(s) if the memers agree that this rezoning makes sense and would be beneficial to the Town. To that end, we would like to discuss the request with the Board at the next available meeting.

Sincerely,

George Giunta, Jr

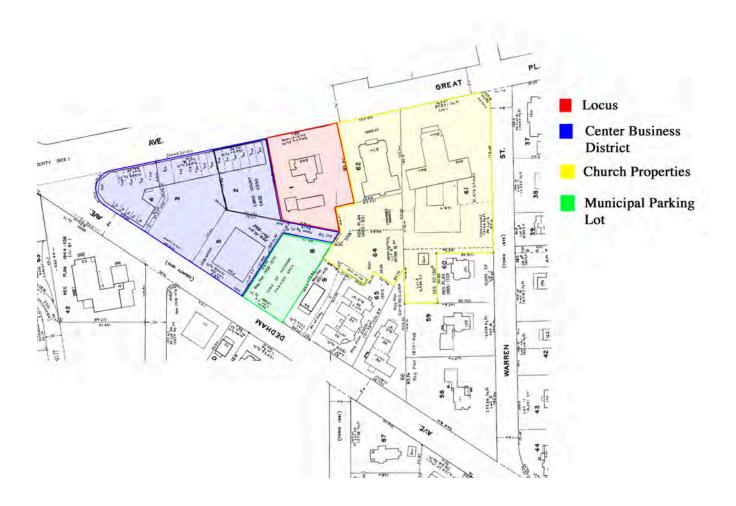
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EXHIBIT A GIS Excerpt



- Locus 888 Great Plain Avenue
- Outline of Adjacent Center Business District
- Commercial Building / Use C
- I
- Church / Religious Building / Use Mixed Commercial / Residential Building / Use M
- Y **YMCA**

EXHIBIT B Assessor's Map Excerpt



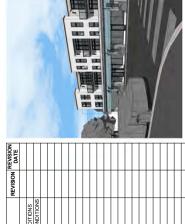
888 GREAT PLAIN AVE

Needham, MA 02492

CONCEPTUAL DESING 08.27.2021

Client
J. Derenzo Properties
J. Derenzo Properties
St. Needham Heights, MA 02494
www.jderenzoproperties.com

beign Resource Team, LLC 546 East Broadway Boston, MA 02127 617,804,6117 info@d+stoo www.d+stoo







XXXXXX	GOVERNING COGE: MA 780 CMF RESIDENTIAL - 9TH EDITION, INC. 2015 D. CONSTRUCTION	CLASSFICATION XXXXX E. FULLY SPRINKLERED F. HEIGHT AND AREA: PER XXXXX ZONING ORDINANCES
AREA A PROJEC	XX GOVE RESIDEN	XX E. FULLY XX F. HEIGH XX GSF ZONING
LEVEL BASEMENT FIRST	SECOND THIRD FOURTH	TOTAL GSF =

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888 GREAT PLAIN AVE ZONING SUMMARY PROPOSED Center Business SUBDISTRICT	IDE SUIING SOI	SUBDISTRICT		
NEEDHAM NEIGHBORHOOD, CB ZONING SUBDISTRICT	PERMITTED	EXISTING	PROPOSED DIMENSION	REQUIRED
LOT AREA (SF) MINIMUM	10,000	23,111	23,111	z
LOT FRONTAGE (FEET) MINIMUM	08	135	135	z
FLOOR AREA RATIO (FAR) MAXIMUM	1.0		~2.0	>
BUILDING HEIGHT (STORIES) MAXIMUM	2.5		е	>
BUILDING HEIGHT (FEET) MAXIMUM	32		38	z
MAX BUILDING COVERAGE				
FRONT YARD MIN. DEPTH (FEET - SOUTH SIDE)	3 (OR STREET LINE)		0' STREET LINE	z
SIDE YARD DEPTH (FEET - WEST SIDE)	14*		10	>
SIDE YARD DEPTH (FEET - EAST SIDE)	14*		2	>
REAR YARD DEPTH (FEET - NORTH SIDE)	20		82	z
# OF PARKING SPACES REQ'D	30 RETAIL 33 RESIDENTIAL	N/A	88	>
FOOTNOTES TO TABLE 	DF THE BUILDING N	MAY BE BUILT AT	MINIMUM SETBAC	王 元
2. ** - 5.N - Existing Nonconforming		TO HE		
	•	2		

ALL SUBCONTRACTORS SHALL INSPECT THE SITE AND CONVEY ANY QUESTONS REGARDING DESIGNINTENT AND SCOPE OF WORK TO GENERAL CONTRACTOR WHO WILL CONVEY THESE TO THE ARCHITECT PRIOR TO SUBMITTING A BID AND PRIOR TO COMMENCING WOM

ALL WORK SHALL BE IN COMPLANCE WITH ALL APPLICABLE LOCALS BUILDING CODES AND REGULATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR PERMITS APPLICABLE TO SPECIFIC TRADES OR SUBCONTRACTORS.

CONTRACTOR SHALL COORDINATE THE WORK OF ALL TRADES AND SUBCONTRACTORS AND SHALL BE RESPONSIBLE FOR AMY ACT OMISSIONS, OR ERRORS OF THE SUBCONTRACTORS AND OR PERSON DIRECTLY OR INDIRECTLY EMPLOYED BY THEM.

CONTRACTOR SHALL CONFORM TO ALL NEIGHBORHOOD ASSOCIATION RULES AND GUIDELINES.

CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR JOB SITE CONDIT THE DURATION OF THE PROJECT. CONTRACTOR SHALL NOTIFY ARCHITECT IMMEDIATELY AND PRIOR TO ORE DELIVERY DATES. WHEN SPECIFIC FEATURES OF CONSTRUCTION ARE NOT FULLY SHOWN ON THE DRAWINGS OR CALLED FOR IN THE GENERAL NOTES, CONSTRUCTION SHALL BE OF THE SAME CHARACTER AS SMILAR CONDITIONS. THE ER NOTES ARE TO APRY TO ALL DRAMMIGS AND GOVERN UILLESS MORE SPECIFIC REQUIREMENTS ARE ADICATED THAT ARE THE APPENDAGE TO AND WASHINGTOUND AND SOFTE MONEY. SEE SPECIFICATIONS AND GENERAL NOTES IN THE INDIVIDUAL SUBSECTIONS COMPIRATIDOCARRINS FOR ADDITIONAL RICHMANTON.

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ROVDE WEATHERSTRIPPING AT ALL DOORS LEADING FROM HEATED TO UNHEATED AREAS. PROVIDE VIN'T BEAD TYPE TEATHERING AT THESE DOORS AND WINDOWS. ALL SIDES OF NEW DOORS ARE TO BE WEATHERS TRIPPED INCLUDING THE TRESHOLD.

AULK AND SEAL OPENINGS IN BUILDING EXTERIOR TO A THICKNESS OF 1/8" OR GRE

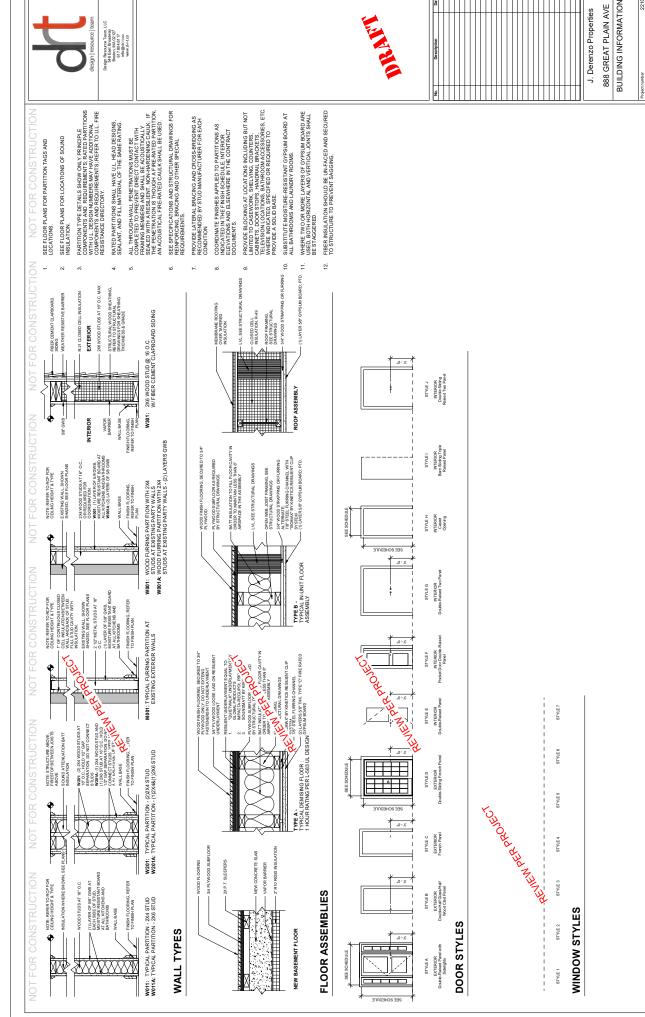
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F ERRORS OR OMISSIONS ARE FOLIND IN THE CONTRACT DOCUMENTS, THEY SHALL BE BROUGHT TO THE ATTENTION OF THE ARC) BEFORE PROCEEDING WITH THE WORK. ALL CONSTRUCTION MATERIALS AND SUPPLIES ARE TO BE STORED, HANDLED, AND INSTALLED ACCORDING TO MANUFACTURER RECOMMENDATIONS.

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888 GREAT PLAIN AVE J. Derenzo Properties A000 COVER



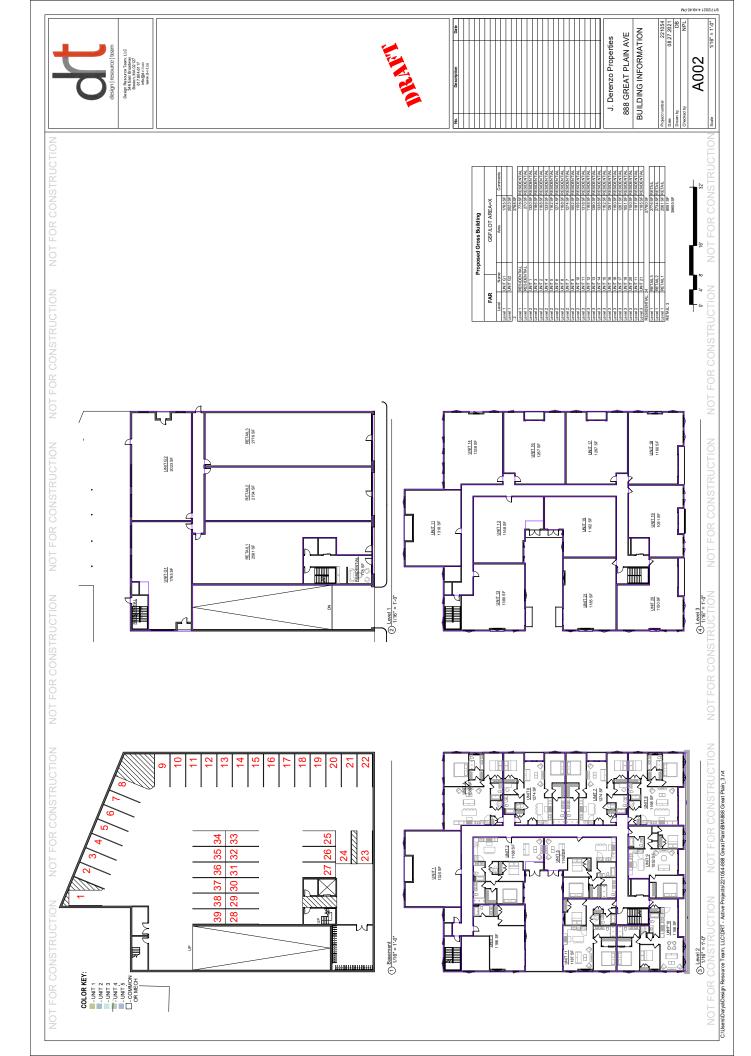
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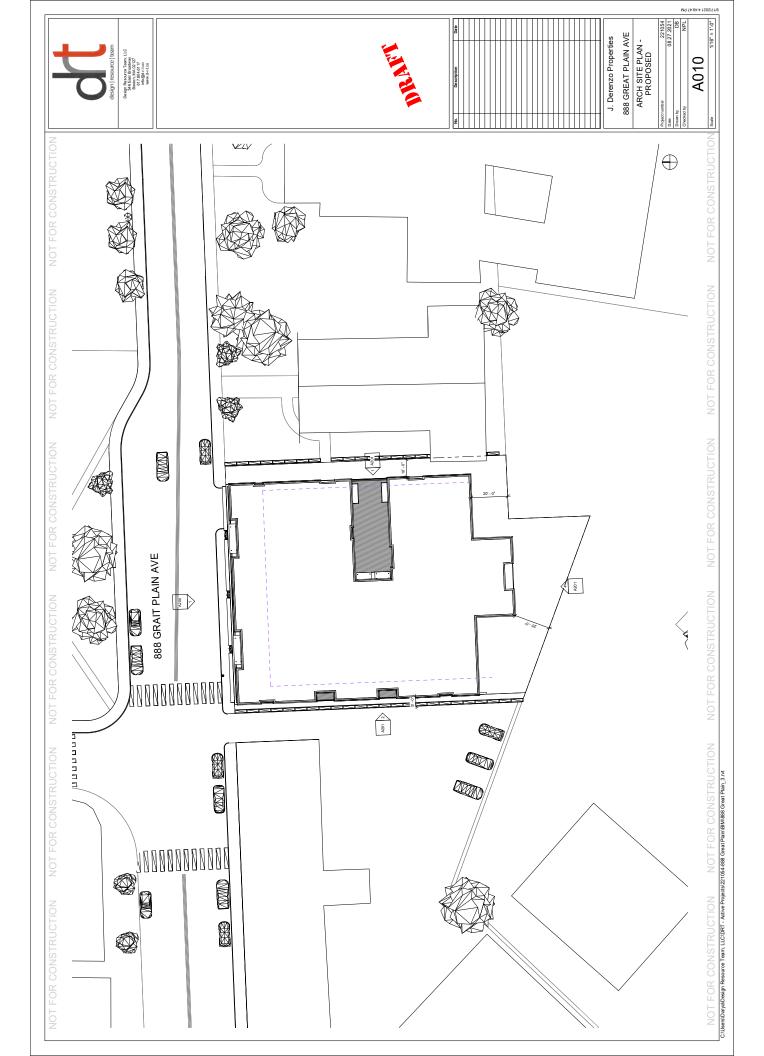
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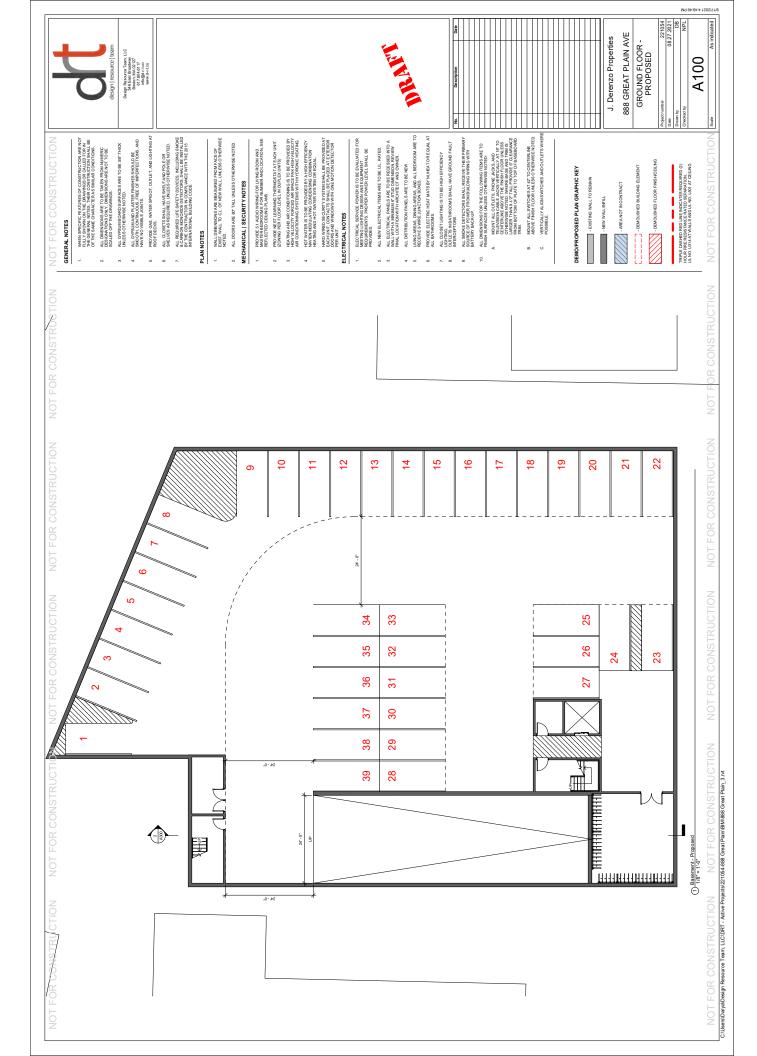
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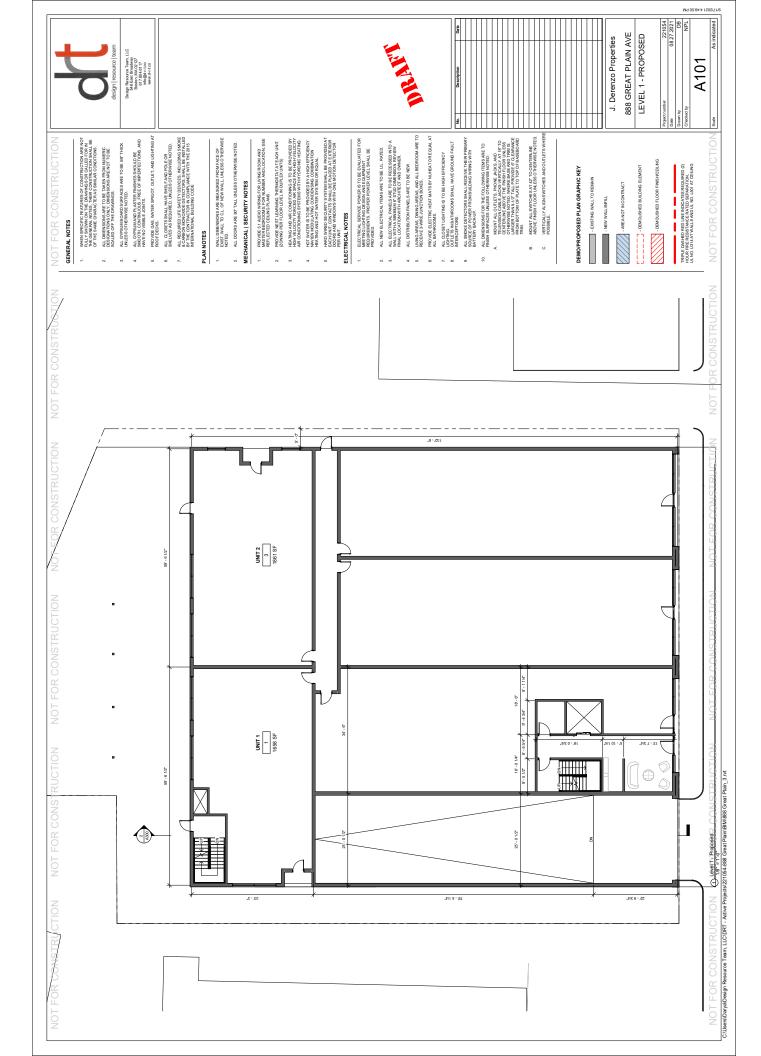
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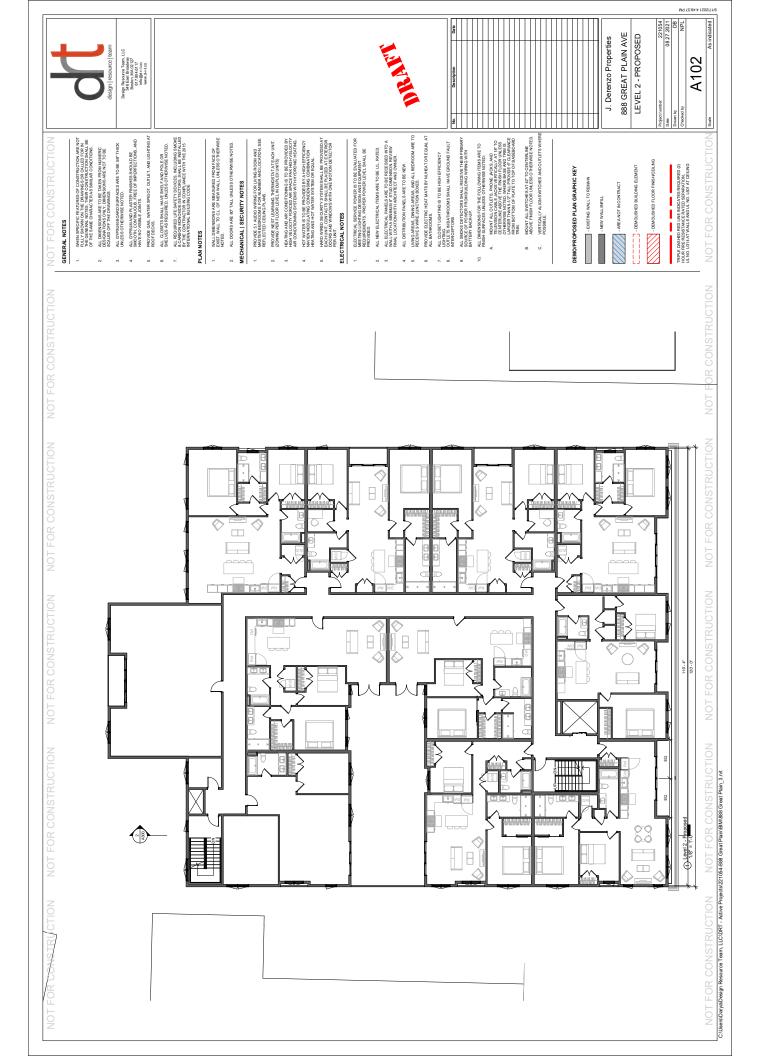
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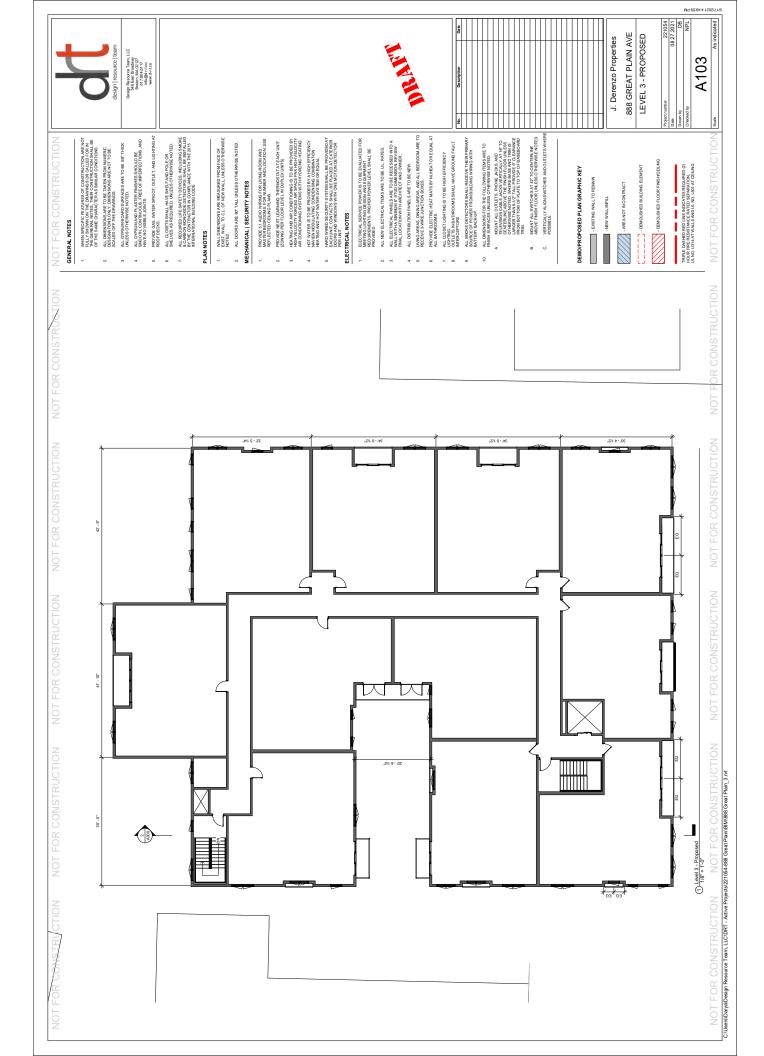


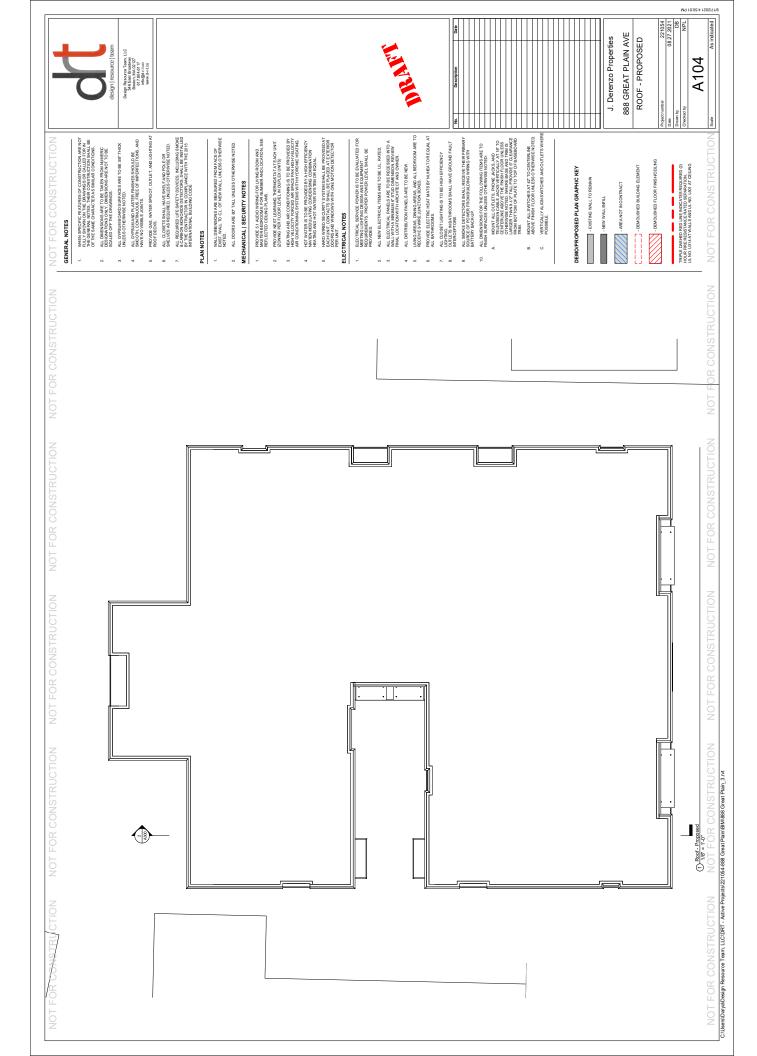














******* E00000

South Elevation - Proposed 1/8" = 1*0"



Design Resource Team, LLC 546 East Broadway Boston, MA 02127 617 8046117 info@d+s.t.co www.d+st.co

NOT FOR CONSTRUCTION

221054 A200

ELEVATIONS - PROPOSED 888 GREAT PLAIN AVE J. Derenzo Properties

Scale

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CUbers/Daryal Design Resource Team. LLC/DRT. Active Projects/22/1054-988 Great Plain/BIM/888 Great Plain/BIM

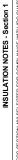
M9 62:03:4 1202/71/6 1/8" = 1"-0"

ELEVATIONS - PROPOSED 888 GREAT PLAIN AVE J. Derenzo Properties S46 East Broadway Boston MA 02127 617,2046117 info@d+1co www.d++tco A201 Basement -8 -8 Top of Parapet ⊕ 35 - 0" ⊕ Roof ⊕ 32 - 0" ⊕ Level 2 12' - 0" = LGrade Level 2 12 - 0" Sasement -8.-8. Roof 32' - 0" MN MMMW MMMMMX **M** ΔM MM MW $\Delta \Delta$ MM(4) North Elevation- Proposed 1/8" = 1'-0" MWMM(1) West Elevation - Proposed 1/8" = 1'-0" (2) East Elevation - Proposed 1/8" = 1'-0"

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Top of Parapet 35'-0" Second 32'-0" 32'-0" - Top of Parapet 35' - 0" Roof 32' - 0" Level 2 12' - 0" Grade 0 8asement -8'-8" 22' - 0" Level 2 12" - 0" Grade 0 മ Á R-49 12 INCH INSULATION IN RAFTER CAVITY -(1) Section 1 1/8" = 1'-0'

beign Resource Team, LLC 546 East Broadway Boston MA 02 127 617 204 6117 info@d+ctoo www.d+ctoo



, PRESCRIPTIVE CONFORMANCE TO IECC SECTION 402 SELECTED FOR COMPLIANCE WITH IRC CHAPTER 11 N1101.2

2. MINIMUM WINDOW PERFORMANCE: U-0.30 OR BETTER

3. MINIMUM SKYLIGHT PERFORMANCE: U-0.55 OR BETTER

CRAWL SPACE (c) WALL R-VALUE

SLAB (d) R-VALUE & DEPTH 10, 2 ft

BASEMENT (c) WALL R-VALUE 15/19

> FLOOR R-VALUE 30(g)

MASS WALL R-VALUE (I)

WOOD FRAME WALL R-VALUE 20 or 13+5(h)

FENESTRATIO SKYLIGHT(b) FENESTRATION U-FACTOR (b) U-FACTOR (b) ENESTRATION R-VALUE

13/17

49

Ä

0.55

0.30

5 and Marine 4 CLIMATE

IR - Not Required; For SI: 1 foot = 304.8 mm

TABLE R402.1.2 INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT (a) ENERGY CODE REQUIREMENTS (IECC 2018 EDITION)

2 Section 2 1/8" = 1"-0

15/19

4. ROOF AND CEILING INSULATION: PERFORMANCE R-49 OR BETTER. EXTEND FULL DEPTH INSULATION TO EXTERIOR WALL SHEATHING TO ELIMINATE COLD CORNERS AND PREVENTICE DAM FORMATIONS.

WOOD FRAME EXTERIOR WALLS: HICH PERFORMANCE R-21 WALL INSULATION IN 2-6 WD STUD WALLS OR FLASH AND BATT WITH SPRAY FOAM AND FIBERGLAS ATT INSULATION TO METIMINIMAL MECUIREMENT IN TABLE 4/22.11

6. MASS WALLS R-17 MINIMUM PERFORMANCE IF INSTALLED INSIDE OF WALL CENTERLINE, R-13 MINIMUM IF INSTALLED ON THE OUTSIDE AS MEASURED FROM THE WALL CENTERLINE 7. FLOOR INSULATION: R-30 INSULATION BETWEEN JOSTS, INSULATION MUST BE INSTALLED FOR PERMANENT DIRECT CONTACT BETWEEN SUB-FLOOR AND INSULATION INSTALLATIONS THAT ALLOW FUTURE SAGGING OF INSULATION AMAY FROM FLOOR DECK NOT PERMITTED

8. FOUNDATION AND SLAB INSULATION AT BASEMENT: R-30 INSULATION UNDER SLAB

The fensitation Ustactor column excluses skylights. The SHGC column applies to all glazed fenestration. Exception: Skylights may be excluded from glazed fenestrator SHGC yuternents in climate zones it through 3 where the SHGC for such skylights does not exceed 0.30. 1. "15/19" means R-15 confinuous insulation on the intentor or exterior of the home or R-16 cutly insulation at the intentor of the busement wall. "15/19" shall be permitted to be meaningly to confinuous insulation on the intentor or exterior of the home. "10/15" means R-10 confinuous insulation on the intentor or exterior of the home or R-13 can'd mailtain at the intentor or exterior of the home or R-13 can'd mailtain at the intentor of the home or R-13 can'd mailtain at the intentor of exterior of the home or R-13 can'd mailtain at the intentor of the home or R-13 can'd mailtain at the intentor of exterior of the home or R-13 can'd mailtain at the sulation of the footing or 2 ket, whichever is less in Climate Z-ness 1 through of the added to the required slab edge R-values for headed slabs.

R-values are minimums. Utactors and SHGC are maximums. When insulation is nistalled in a cavity which is less than the label or design thickness of the insulation, the stalled R-value specified in the table.

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The second R-value applies when more than half the insulation is on the interior of the mass wall.

The first value is cavity insulation, the second value is continuous insulation, so "13+5" means R-13 cavity insulation plus R-5 continuous insulation

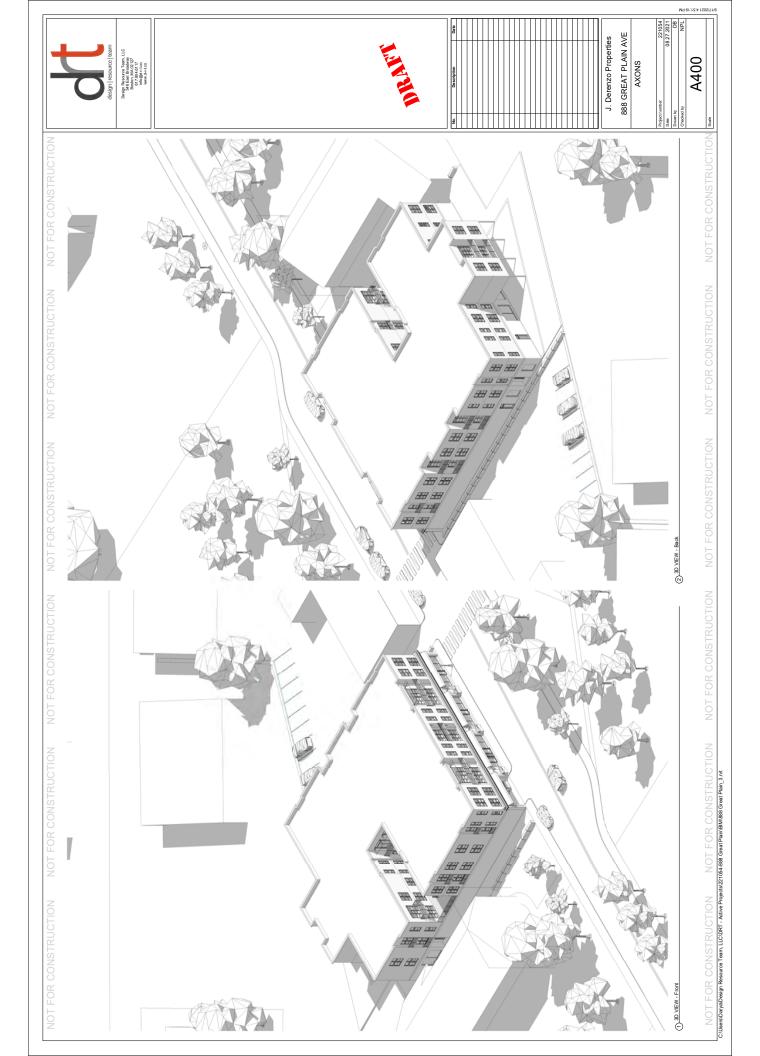
Basement wall insulation is not required in warm-humid locations as defined by Figure R301.1 and Table R301.

There are no SHGC requirements in the Marine Zone.

Or insulation sufficient to fill the framing cavity, R-19 minimum.

221054 1/8" = 1'-0" A300

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(1) 3D View 1

(4) 3D View 4

3 3D View 3

221054 A500

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PERSPECTIVES

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NOT FOR CONSTRUCTION NOT FOR CONSTRUCTION CUbers/Days/Design Resource Team, LLCDRT - Active Project/20154-386 Great Plain IBIN 689 Great Plain 3 Art

NEEDHAM HOUSING PLAN WORK PLAN REVISED

The Town of Needham has not had an approved Housing Plan in place since 2007, although it has made considerable progress in producing affordable housing since then, adding 894 new affordable units¹ and surpassing the state affordability goal of 10%. Despite reaching this threshold, the Town recognizes that significant unmet housing needs remain in the community, particularly in the context of unprecedented housing prices and the pandemic. Consequently, the Town has determined that it should revisit its housing agenda by obtaining updated documentation on the local housing dynamic and preparing a Housing Plan to strategically address identified priority housing needs.

The preparation of this Housing Plan would use a similar process established for the 2007 Affordable Housing Plan. First, the Planning Board would appoint a Working Group of representatives from appropriate boards and committees to work with staff from the Planning and Community Development Department in overseeing community outreach and preparing the document. The composition of the Working Group will largely resemble what was established for the 2007 Plan and include 2 representatives of the Planning Board, 2 from the Select Board, 3 at-large members, as well as a representative from the Housing Authority, Board of Health, School Committee, Community Preservation Committee, Council on Aging, and Finance Committee.

Second, the planning process would incorporate an inclusive public process to engage local leaders and residents in the process of establishing local housing priorities. This process would include the following major components:

- A Public Education and Listening meeting to present basic information on affordable housing including progress made to date in producing such housing and modifying zoning. Attendees will be asked to provide input on key concerns and the Town's future housing agenda.
- A community workshop that will include small breakout group activities that engage participants in a local visioning process on housing, allowing residents to weigh-in on key questions related to housing challenges, goals, and priority actions.
- A community housing survey to obtain input on local needs and key approaches to address
 these needs. This activity was not incorporated in the 2007 planning process, however, might be
 considered as part of this initiative with support from the Town's Public Information Officer and
 the Information Technology Department.
- A final community-wide meeting to present the Plan and obtain further input.

Key components of the Plan would include the following:

- An Executive Summary that highlights the key takeaways from the Plan.
- A list of community housing goals that would include the results of the visioning process as part of the first community housing workshop.
- A Housing Needs Assessment that provides documentation on ky indicators of need.

¹ A total of 894 units were added to the Subsidized Housing Inventory (SHI) although 238 were actually affordable to those with incomes at or below 80% of area median income.

- A Strategic Action Plan that includes the actions that the Town will pursue to promote greater housing diversity and affordability including the timeline for implementation and responsible entities.
- A list of local and regional housing organizations and entities.
- A glossary of housing terms.
- A summary of housing-related regulations and resources.

The following section lists the various tasks involved in the project accompanied by a projected timetable:

Task 1: Hold Initial Meeting

Conduct an initial meeting of the Working Group to discuss the planning process and timetable.

Timeframe for Completion: Within 1 month of the appointment of the Working Group.

Task 2: Conduct Background Research and Information Gathering

Collect and analyze information from a wide variety of data sources, including but not limited to the following:

- Updated demographic, economic and housing data from the U.S. Census including the American Community Survey Five-Year estimates, 2015-2019 (hopefully the 2020 census figures might be available in time for this project).
- Updated population figures from Town Clerk records.
- Population projections from several sources.
- Information from the Town Assessor on the current value of residential property by type of property to analyze the range of housing values by housing type.
- Building permit information on the numbers of new dwellings by type.
- Updated school enrollment data and capacity issues.
- Current work force and wage information.
- Data regarding wait lists and wait times for affordable units in town.
- Types of housing inquiries and issues from the Council on Aging.
- Data on foreclosures.
- Multiple Listing Service data for properties that have sold within the last year and whether they
 involved teardown activity.
- More recent median house and condo prices.
- Home and apartment listings in local and regional papers and Internet (such as Craigslist, Zillow.com, trulia.com, apartments.com, etc.) as well as Chapter 40B market rents.
- Data on cost burdens by tenure, income, and type of household from HUD.

The task will also involve a public meeting to create greater awareness of the planning process and to offer more options for people to become involved in the work. Input from this meeting will be summarized and referenced in the draft Housing Plan. The agenda will include some brief background information on affordable housing, efforts to preserve and produce affordable housing to date, and a history of zoning. The focus is on what the Town has done in the past with respect to the issue of affordable housing, also providing a context for moving forward on the preparation of an updated housing agenda for the community.

Timeframe for Completion: Within 4 months following the start date.

Task 3: Draft Housing Needs Assessment

Analyze and summarize key demographic, economic and housing trends and characteristics to identify priority housing needs. The Working Group will convene to discuss the draft. It will also be able to review a draft PowerPoint presentation, agenda, and breakout group instructions for the upcoming community workshop.

Timeframe for Completion: Within 4 months of the start date.

Task 4: Conduct Community Housing Workshop

Conduct a community workshop that highlights the key takeaways from the Housing Needs Assessment followed by breakout group discussions to engage participants in a local housing visioning process and enable local leaders, housing stakeholders, and residents to weigh-in on key questions related to housing challenges, goals, and priority actions. This input would provide important guidance in the preparation of the Strategic Action Plan.

Timeframe for Completion: Within 6 months of the start date.

Task 5: Conduct a Community Housing Survey

A Community Housing Survey will be issued to obtain additional community input on the priority actions that were recommended as part of the Community Housing Workshop.

Timeframe for Completion: Within 8 months of the start date.

Task 6: Draft Strategic Action Plan

Prepare the Strategic Action Plan which summarizes the key short-term and longer-term strategies that the Town will consider implementing to promote greater housing diversity and affordability. Each strategy will include an estimated timeframe for implementation, next steps, required resources, and responsible entities. The Working Group will meet to discuss the draft as well as the PowerPoint presentation and other materials for the community-wide meeting under Task 6.

Timeframe for Completion: Within 8 months of the start date.

Task 7: Conduct Community-wide Meeting

Conduct a community-wide meeting to present the draft Plan and obtain feedback. The Working Group will reconvene to discuss the results of the community meeting and determine what changes should be made in the final Plan.

Timeframe for Completion: Within 9 months of the start date.

Task 8: Finalize Plan

Finalize the Housing Plan based on comments.

Timeframe for Completion: Within 12 months of the start date.

A RACIAL EQUITY STATEMENT FOR THE TOWN OF NEEDHAM...

Needham will be a community free of racism, racial bias, prejudice and discrimination. Our residents, schools, businesses, organizations and government will work together to identify barriers to racial equity and create solutions, opportunities, resources and support for removing them.

- We will work collaboratively and democratically toward a just, equitable, antiracist community.
- We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities because of race.
- We will create opportunities for the community to confront unpleasant truths and seek solutions that always amplify values of racial equity.
- We will intentionally create spaces for respectful dialogue and difficult conversations toward racial amity.
- We will actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of their experience.
- We will commit as individuals to be intentional in our efforts to learn and practice anti-bias and antiracism, transforming our thinking, attitudes and behaviors.

GUIDING PRINCIPLES...

- 1. Racial equity in Needham means that the experiences of people of color are the same as those of the white majority from day to day interactions, housing opportunities, interactions with the police and other first responders, employment, and educational opportunities, etc. On the path to racial equity...
 - a. People of color will see others of color in leadership roles in government, business, the school system, and civic groups.
 - b. Our community will have opportunities to learn a more complete version of American history and its relevance to today's challenges.
 - c. Students in schools will experience equity with regard to all aspects of their education (e.g. placement. acknowledgement, recognition, engagement, discipline, curriculum and co-curricular involvement).
 - d. People of color will feel safe, validated and treated equitably with respect to public safety (e.g. arrests, use of force, motor vehicle stops, traffic infractions, handcuffing, and criminal applications).
 - e. People of color will feel safe, validated, included and treated equitably in all Town-related activities (e.g. town meeting/government, services and events).
 - f. In the decision making process, the voices and experiences of people of color will be honored and respected as valid (e.g. equity in hiring, engagement and promotion, programs and events are inclusive and equity minded, intentional anti-bias efforts are employed in all considerations).
 - g. All races will want to live here Needham will be a desirable community for everyone. The town will take proactive measures to support a more racially and economically diverse and inclusive population (e.g. housing access, mixed income and diversity of housing stock).
- 2. A healthy and equitable community recognizes the harm created by implicit bias, intolerance and racism and strives to embrace diversity and inclusion by using a racial equity lens to promote anti-racist behaviors and attitudes in all aspects of civic and inter-personal living.
- 3. We value lifelong/ongoing self and group learning and critical social analysis to acknowledge and to further understand the dominance of white culture and privilege throughout US history, and the importance of disrupting racial structures that perpetuate it.
- 4. Becoming anti-racist means that we must tackle our own implicit bias, intolerance and discriminatory lenses thus, bringing about restorative justice, healing and reconciliation to truly bring together the community we live in.
- 5. All members of the community commit to engaging with good will and respect in order to repair and build healthy relationships.

SUPPORTING THE FOLLOWING INTENTIONAL PRACTICES WILL HELP NEEDHAM REALIZE THE VISION FOR RACIAL EQUITY...

- Seek to increase interactions and create/cultivate friendships across and among the various groups
- Commit to self-education to have a better understanding of and be more informed about race, racism, racial equity, race amity, and race relations.
- Foster safe environments for, and listen to residents who are, directly affected by racism and racial inequities.
- Engage in meaningful and productive conversations on racial issues with town/community members.
- Support those services, materials, expertise, scholarships, and organizations that advocate for racial equity.
- Stand up, speak out, and act against racism and racial injustice.
- Encourage vision, transformation and advocacy anchored in democratic action.
- Encourage and build public understanding of the need to eliminate racial injustice.