



CITY OF WATERTOWN AFFORDABLE HOUSING TRUST

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Minutes of Watertown Affordable Housing Trust Meeting January 17, 2023 6:00PM, Remote Participation Only

Members in Attendance

Cliff Cook, Jill Hyde, David Leon, Helen Oliver, Leo Patterson, George Proakis, Zoe Weinrobe.
Non-members present: Larry Field (staff), Alisa Gardner-Todreas, Mark Krackiewicz, Michael Lara, Jacky Van Leeuwen, Allen Gallagher, Erica Schechter, Eric Busch, Kendra Halliwell, Radhika Gandhe, Olivia Fields, Kirsten Monti, Bev Gallo, Liz Cremens, and Austin Davis.

I. Minutes of December 20, 2022 meeting

The minutes of the December 20, 2022 meeting were unanimously accepted as written.

II. Presentation by Watertown Housing Authority on its portfolio/capital planning

Michael Lara, executive director, led a presentation by WHA staff and consultants on its portfolio, resident services, and planning for modernization/redevelopment projects. Most of the presentation centered on the options for Willow Park: 1) comprehensive modernization, 2) full redevelopment that replaced the public housing units and added units for households at higher incomes, and 3) an alternative redevelopment with fewer units and more parking. A copy of the presentation is attached.

Several trustees commented about the Willow Park options. George noted that the two redevelopment options were complex but offered substantial benefits to public housing families and others who could live in the additional units. Zoe said this was an exciting opportunity but urged the WHA to think about Chapter 149 sub-bid requirements early in the process because a full public bidding process would add 30-40% to construction costs. The WHA team said that they were already thinking about this issue. Further questions were about the likely income levels for the non-public housing units (around 80% AMI was being considered), current parking utilization (about 75%), the relocation plan (most would need to be relocated temporarily outside of Watertown) and whether a long-term ground lease was going to be used (yes).

III. Affordable housing linkage fee

Larry briefly summarized the draft linkage fee ordinance shared earlier in the day. George said the fee level was still being considered and that the administration was inclined to propose a number in the \$9-11 range recommended by Karl F. Seidman Consulting Services. George noted that raising money for affordable housing had to be balanced with the other community benefits asked of developers, as well as the current

market. He hopes to submit the draft to the City Council for a first reading on January 24, with a referral to the Planning Board for public hearing and recommendations.

Cliff opened the floor for questions and/or comments from trustees but noted that written comments could also be sent to Larry. Jill asked about the language concerning temporary certificates of occupancy. George explained that the city does not want to give developers any incentive to slow down on the building punch list and, therefore, wants to require the fee paid once any part of the building was in use by workers. Cliff said a significant reason to use the range suggested by Seidman was because it reflected the nexus between new commercial development and the local funds necessary for affordable housing. He also raised questions about the definition of “new development” and “non-residential uses.”

IV. Site identification

Cliff introduced Austin Davis, an MIT graduate student who is working as an intern on the site inventory project. Austin shared his preliminary model, which allows sites to be filtered according to specific criteria and displayed in an interactive map. He has already cut the universe of sites down to around 300 based on zoning district and lot size. The next step is to use the ratio between building value and land size/value as a filter.

Larry said that the city’s procurement officer confirmed that the Trust could enter into “on call” contracts with professionals for up to 3 years. There can be contracts with multiple professionals in the same field, with a written understanding that if the city needs the defined services, the product can be delivered within an agreed time period. Cliff said this can be an agenda item for the next meeting.

V. Updates

A. ARPA funding process

Larry reported that the Budget & Fiscal Oversight Committee is scheduling a presentation in early February on ARPA eligible uses and examples of ARPA allocations in nearby communities.

B. MBTA Communities

The city will be submitting its MBTA Communities Action Plan by the January 31 deadline. The plan will inform the state that a compliant multifamily zoning district will be centered around Watertown Square and that the process will start with a planning initiative after the Comprehensive Plan is completed.

C. HOME Action Plan

The HOME Action Plan for next fiscal year needs to be prepared this winter (Watertown inserts its information into the WestMetro HOME Consortium’s plan).

VI. Other Business

There being no other business, the trustees voted unanimously to adjourn the meeting at 7:36 pm.

Watertown Housing Authority

January 2023

WHA Operations

276 Elderly/ Disabled

23 Special Needs

240 Family/ Scattered Sites

210 Leased Housing (including WHDC's 50 PBVs)

State Public Housing Waitlist: over 30,000 people for
WHA's 526 state units (27,000 families)

Programs funded by State and Federal government

Resident Services Overview



Department consists of

- Director of Resident Services, who is an LCSW
- MSW intern from Boston College
- Proposing to add part-time resident service coordinator in FY23 budget

Primary goal is to preserve tenancies through clinical mental health supports, case management and supportive programming

Director is focused on cultivating long-term community partnerships:

- Boys and Girls Club
- Watertown Free Public Library
- Watertown Public Schools
- Watertown Police/ Clinicians- Advocates
- Senior Center/ Council on Aging
- Veterans' Affairs
- SSRS/ Wayside – Town Resource Specialists
- Community Mental Health Agencies
- Watertown Community Foundation*

Obtained over \$40,000 in rental assistance for public housing residents in 2022

Distributed \$450K of CDBG funds to address food insecurities (see supplemental hand outs)

Repositioning of federal portfolio

Section 18 disposition

- Chronically underfunded federal public housing property located at 100 Warren St.
- Via the disposition, the WHA went from a 2021 public housing subsidy totaling \$353,824 to a 2022 HAP contract that covers FMR/rent reasonableness figures for the 50 units

WHDC – Watertown Housing Development Corporation

- Benefits: proper financing to maintain property
- Risks: WHDC is responsible for its own capital plan and maintenance without HUD oversight

Capital Program



2022 ARPA awards:

\$704,461 to address wet basements
\$681,532.00 to address Warren St. fire prevention needs
\$1,000,000.00 for accessibility project at McSherry Gardens



Mass LEAN Program

WHA receives \$704,461 / year for 589 units of state public housing
Mass LEAN provided savings in excess of \$4million to upgrade all major heating systems across the portfolio



Special Project

Brand new Learning Center focused on family self sufficiency, overall economic mobility, and financial literacy for adult household members



Harvard study shows that state public housing properties receive 10% on the dollar for capital needs

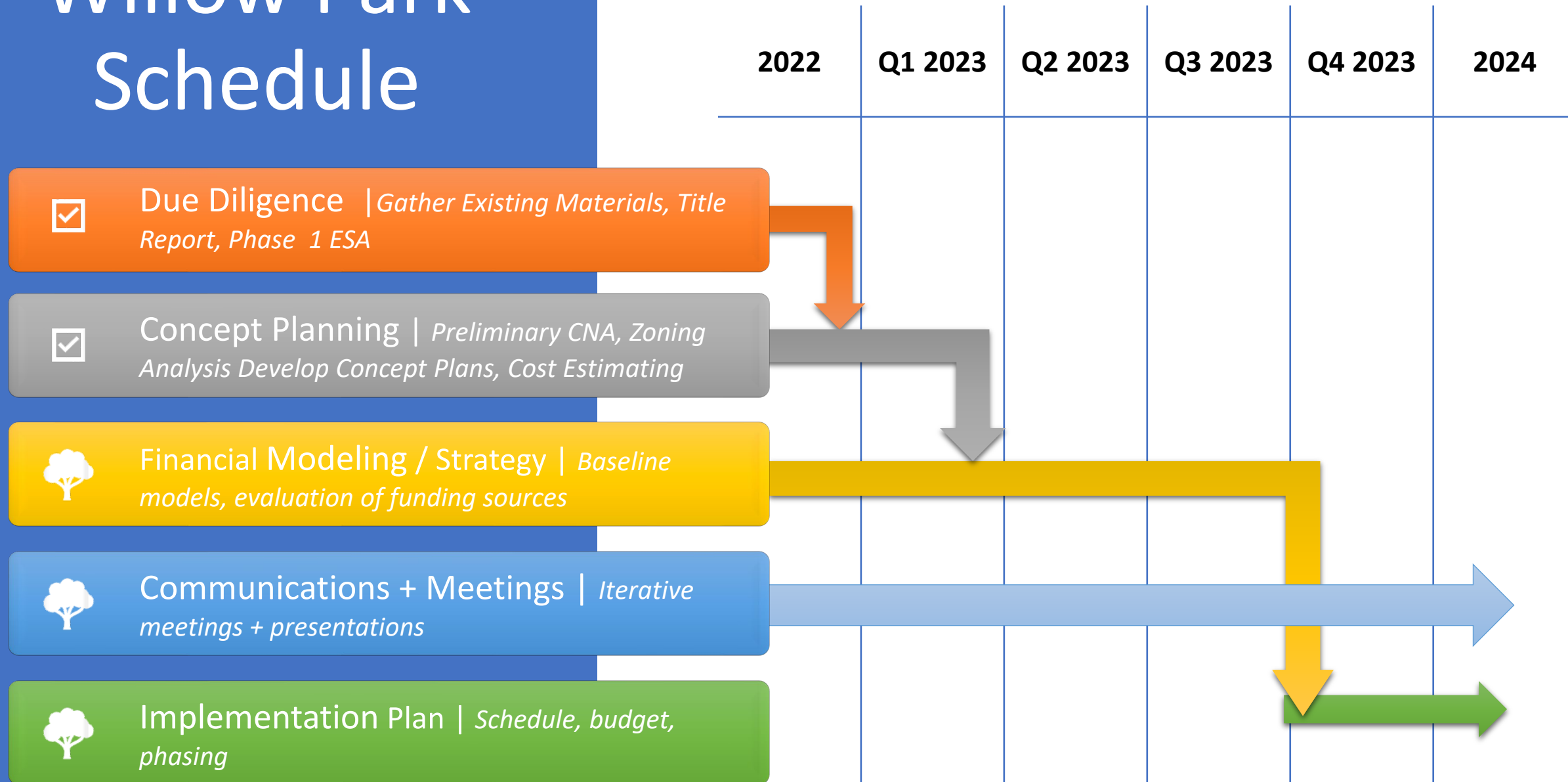
The current backlog of state public housing capital projects is in excess of \$3billion for 42,000 state units



Willow Park – development identified as most in need of significant rehab or complete redevelopment. A true investment by the community would be required to salvage the 60 family units

Willow Park Schedule

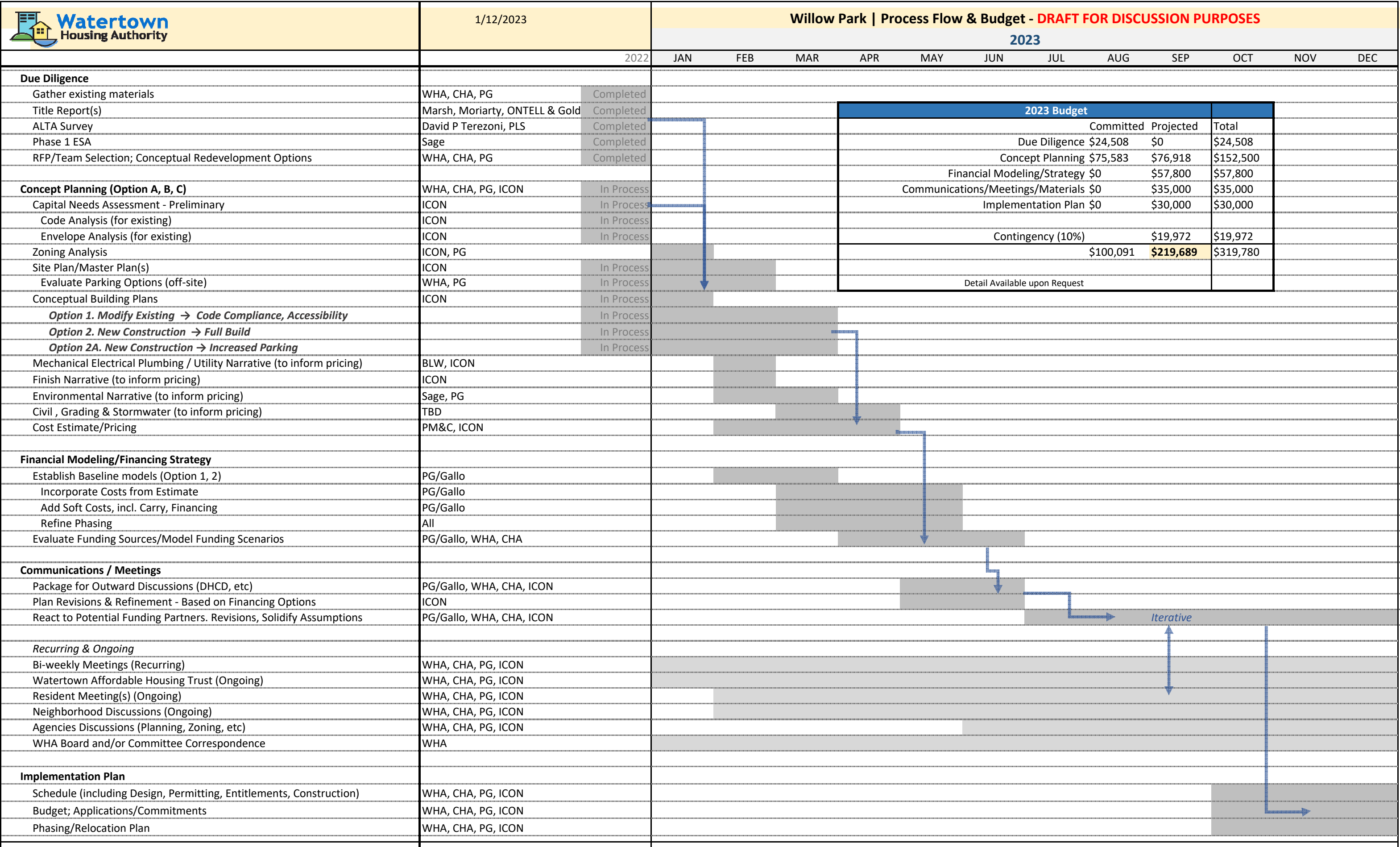
Draft schedule is for discussion purposes and subject to change. Please refer to Process Flow & Budget for detailed information



Willow Park Conceptual Budget



Task	Committed	Projected	Total
Due Diligence	\$24,508	\$0	\$24,508
Concept Planning	\$75,538	\$76,918	\$152,500
Financial Modeling/Strategy	\$0	\$57,800	\$57,800
Communications	\$0	\$35,000	\$35,000
Implementation Plan	\$0	\$30,000	\$30,000
Contingency (10%)	\$0	\$19,972	\$19,972
	\$100,091	\$219,689	\$319,780





1. NICHOLS STREET



4. QUIMBY STREET



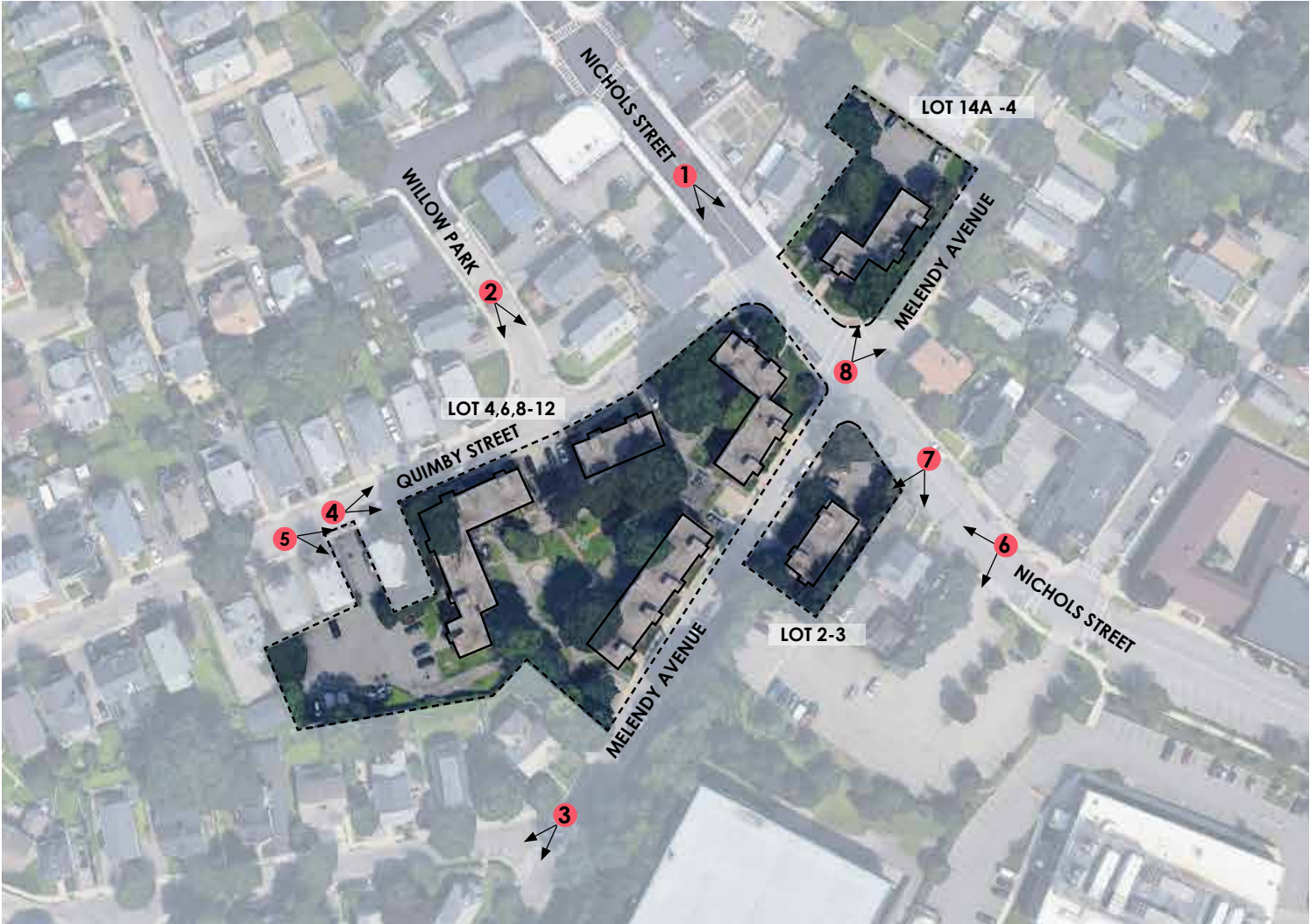
5. QUIMBY STREET - DRIVEWAY



6. NICHOLS STREET



2. WILLOW PARK



7. NICHOLS STREET



3. MELENDY AVENUE



8. NICHOLS STREET & MELENDY AVENUE



1. BUILDING 3,4 - 5 COURTYARD



4. FROM NICHOLS STREET - BUILDING 2



5. FROM MELENDY AVENUE - BUILDING 1



6. FROM QUIMBY STREET - BUILDING 2



2. BUILDING 2 COURTYARD



7. NICHOLS STREET & MELENDY AVENUE



3. FROM MELENDY AVENUE - BUILDING 5-2



8. NICHOLS & QUIMBY STREET - BUILDING 2

WILLOW PARK

LEGEND

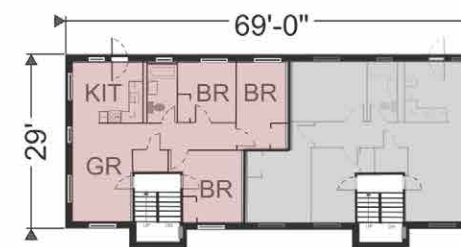
-  ACCESSIBLE RAMP
-  BUILDING ADDITION
-  PROPOSED STAIR
-  LEARNING CENTER
-  GROUND FLR ENTRY
-  UPPER FLR ENTRY



EXISTING 3BR UNIT FLAT



PROPOSED 2 BEDROOM GROUP 2 UNIT



EXISTING 3BR UNIT FLAT



PROPOSED 3 BEDROOM GROUP 2 UNIT

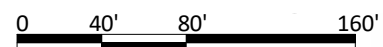
GROUP 2 UNIT LAYOUTS

1/32" = 1'-0"

OPTION 1 KEY POINTS -

- 60 UNITS
- MODERNIZED INTERIORS
- FULLY ACCESSIBLE LEARNING CENTER
- 3 GROUP 2 UNITS (2X 2BR, 1X3BR)
- IMPROVED PLAY AREA
- REPLACEMENT EGRESS STAIRS

SITE PLAN



WILLOW PARK

	Lot 14A-4, Building 1							Total Unit Count	Measured Building GSF	Parking	
			Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
	Building 1	Common Space								0	13
		Basement							2,671		
		First							2,671		
		Second							2,671		
		Third							2,671		
		Total	0	0	9	0		9	10,684		
Barrier Free 5%			0	0	0.45	0	0	0.45	Units - 9		

	Lots 4, 6, 8-12, Buildings 2 - 5							Total Unit Count	Measured Building GSF	Parking	
			Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
	Building 2	Common Space								0	2
		Basement							3,750		
		First							3,750		
		Second							3,750		
		Third							3,750		
		Total	0	0	8	4		12	15,000		
Barrier Free 5%		0	0	0.4	0.2	0	0.6	Units - 12			

	Lots 4, 6, 8-12, Buildings 2 - 5 (3-Learning Cntr)							Total Unit Count	Measured Building GSF	Parking	
			Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
Building 3	Learning Cntr								1,650	0	4
	Basement								2,043		
	First								2,043		
	Second								2,043		
	Third								2,043		
	Total	0	0	3	3		6	9,822	Units - 06		
	Barrier Free 5%		0	0	0.15	0.15	0	0.3			

Lots 4, 6, 8-12, Buildings 2 - 5							Total Unit Count	Measured Building GSF	Parking	
		Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
Building 4	Common Space							0	0	23
	Basement							5,049		
	First							5,049		
	Second							5,049		
	Third							5,049		
	Total	0	0	8	7		15	20,196	Units - 15	
	Barrier Free 5%		0	0	0.4	0.35	0	0.75		

Lots 4, 6, 8-12, Buildings 2 - 5	85% efficiency	400	640	925	1,250		Total Unit Count	Measured Building GSF	Parking	
		Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
Building 5	Common Space							0	2	Units - 12
	Basement							3,880		
	First							3,880		
	Second							3,880		
	Third							3,880		
	Total	0	0	4	8		12	15,520		
Barrier Free 5%		0	0	0	0	0	0			

Lot 2-3, Buildings 6	85% efficiency	400	640	925	1,250		Total Unit Count	Measured Building GSF	Parking	
		Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
Building 6	Common Space							0	7	Units - 6
	Basement							1,992		
	First							1,992		
	Second							1,992		
	Fourth							1,992		
	Total	0	0	2	4		6	7,968		
	Barrier Free 5%	0	0	0	0	0	0			

	Studio	1BR	2BR	3BR	5BR	Total Units	GSF	Parking
Redevelopment Totals	0	0	34	26	0	60	79,190	51
Barrier Free 5%	0	0	1.7	1.3	0	3		0.85
Barrier Free Proposed	0	0	2	1	0	3.00		.75 Goal
	0%	0%	57%	43%	0%	100%		
			100%					

LEGEND

- 3 BEDROOM
- 2 BEDROOM
- 1 BEDROOM
- STUDIO
- STAIR
- LEARNING CNTR
- ELEVATORS
- LOBBY
- BIKE STORAGE
- TRASH
- MECH./ELECT.RM
- LAUNDRY (L)



SITE/GROUND FLOOR PLAN

POTENTIAL TREES TO BE PRESERVED



EXISTING TREES 1,2



EXISTING TREES 3,4,5,6



EXISTING TREES 7,8

OPTION 2 KEY POINTS -

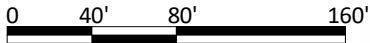
- 136 UNITS
- 4 NEW BUILDINGS (4 AND 5 STORY)
- LEARNING CENTER ON NICHOLS STREET
- MANAGEMENT + LEASING SPACE
- ALL UNITS ARE ADAPTABLE (GROUP 1 AND GROUP 2)
- IMPROVED PLAY AREA

LEGEND

- 3 BEDROOM
- 2 BEDROOM
- 1BEDROOM
- STUDIO
- STAIR
- LEARNING CNTR
- ELEVATORS
- LOBBY
- BIKE STORAGE
- TRASH
- MECH./ELECT.RM
- LAUNDRY (L)



TYP 2-5 FLOOR PLAN



Phase 1	LOT 2-3	85% efficiency	400	640	925	1,250	Total Unit Count	Building GSF	Measured Building GSF	Parking	
			Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
	Building A	Common Space (Lobby + Laundry)						2,000	1,234	5,831	8 PODIUM
		Ground	0	0	0	0	0	4,468	5,886		
		Second	1	1	2	2	6	6,468	6,733		
		Third	1	1	2	2	6	6,468	6,733		
		Fourth	1	1	2	2	6	6,468	6,733		
		Fifth	1	1	2	2	6	6,468	6,733		
		Sixth	0	0	0	0	0	0	0		
		Total	4	4	8	8	24	32,340	34,052		
Barrier Free 5%		0.2	0.2	0.4	0.4	1.2	not incl pkg				
Barrier Free Proposed		0	0	1	1	2.00	38,171				

Phase 2	LOT 14A-4	85% efficiency	400	640	925	1,250	Total Unit Count	Estimated Building GSF	Measured Building GSF	Parking	
			Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
	Building B	Common Space (Lobby + Laundry)						3,000	2,540	6,479	16 PODIUM
		Ground	0	0	0	0	0	5,976	6,479		
		Second	0	2	4	2	8	8,976	9,019		
		Third	0	2	4	2	8	8,976	9,019		
		Fourth	0	2	4	2	8	8,976	9,019		
		Fifth	0	0	0	0	0	0	0		
		Sixth	0	0	0	0	0	0	0		
		Total	0	6	12	6	24	35,904	36,076		
	Barrier Free 5%		0	0.3	0.6	0.3	1.2	not incl pkg			
	Barrier Free Proposed		0	0	1	1	2.00	42,383			

	Lots 4, 6, 8-12	85% efficiency	400	640	925	1,250	Total Unit Count	Estimated Building GSF	Measured Building GSF	Parking	
			Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
Building C	Common Space (L.Cntr + Laundry)							3,000	3,187	0	16 SURFACE PARKING
	Ground	0	1	1	2	4	4,756	6,257			
	Second	0	2	1	4	7	8,646	9,444			
	Third	0	2	1	4	7	8,646	9,444			
	Fourth	0	2	1	4	7	8,646	9,444			
	Fifth	0	0	0	0	0	0	0			
	Sixth	0	0	0	0	0	0	0			
	Total	0	7	4	14	25	33,694	37,776			
	Barrier Free 5%	0	0	0.2	0.7	1.25					
	Barrier Free Proposed	0	0	1	1	2.00	33,694				
		0%	28%	16%	56%	100%					

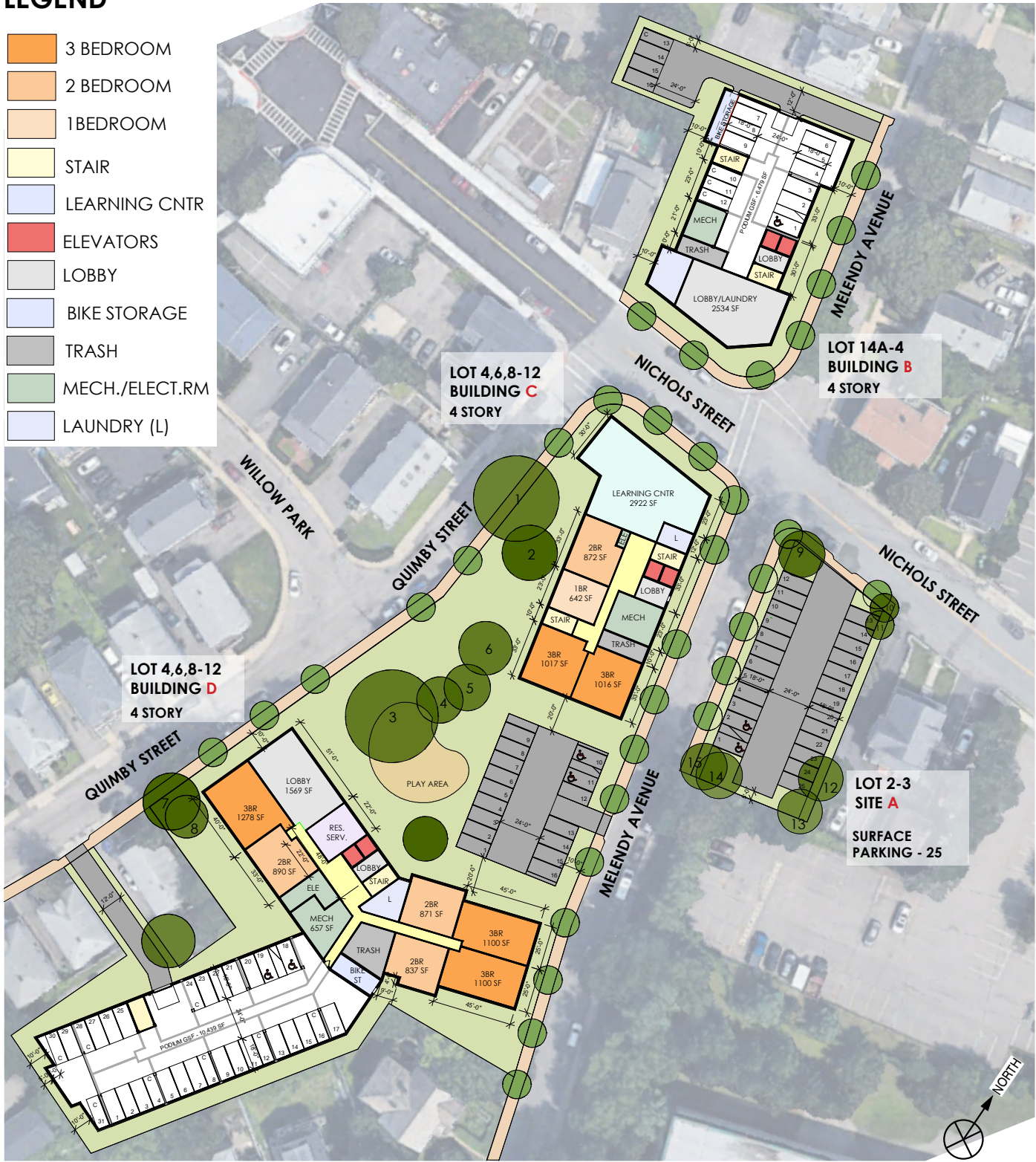
Phase	Lots 4, 6, 8-12,	85% efficiency	400	640	925	1,250	Total Unit Count	Estimated Building GSF	Measured Building GSF	Parking	
			Studio	1BR	2BR	3BR				Podium GSF	Parking Spaces
	Building D	Common Space (Lobby, Laundry, Res. Serv)						3,000	2,653	9,376	31 PODIUM
		Ground	0	0	3	3	6	18,624	19,232		
		Second	0	3	12	4	19	21,624	21,885		
		Third	0	3	12	4	19	21,624	21,885		
		Fourth	0	3	12	4	19	21,624	21,885		
		Fifth	0	0	0	0	0	0	0		
		Sixth	0	0	0	0	0	0	0		
		Total	0	9	39	15	63	86,496	87,540		

Building C,D Totals		0	16	43	29	88	129,566	125,363	Total GSF Buildings C + D	
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Redevelopment Totals		4	26	63	43	136	195,444	Parking	
Barrier Free 5%		0	0	3.15	2.15	6.8		71	0.52
Barrier Free Proposed		0	0	5	4	9.00			.75 Goal

LEGEND

- 3 BEDROOM
- 2 BEDROOM
- 1BEDROOM
- STAIR
- LEARNING CNTR
- ELEVATORS
- LOBBY
- BIKE STORAGE
- TRASH
- MECH./ELECT.RM
- LAUNDRY (L)



SITE/ GROUND FLOOR PLAN

POTENTIAL TREES TO BE PRESERVED



EXISTING TREES 1,2



EXISTING TREES 3,4,5,6



EXISTING TREES 7,8



EXISTING TREES 9-15

OPTION 2A KEY POINTS -

- 112 UNITS
- 3 NEW BUILDINGS (4 STORY)
- LEARNING CENTER ON NICHOLS STREET
- MANAGEMENT + LEASING SPACE
- ALL UNITS ARE ADAPTABLE (GROUP 1 AND GROUP 2)
- IMPROVED PLAY AREA

Phase 1	LOT 2-3																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																</
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OPTION 1 - COMPREHENSIVE MODERNIZATION



Total Units - 60

GSF - 79,190 SF

TOTAL PARKING SPACES - 51
(RATIO = 0.85)

OPTION 2 - NC : FULL BUILD

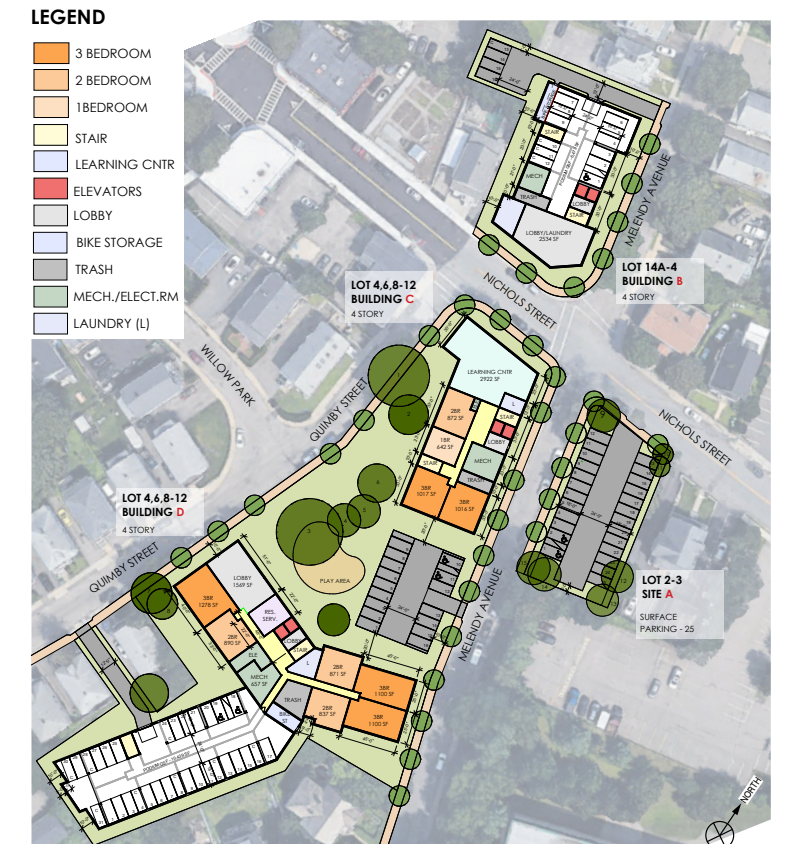


Total Units - 136

GSF - 195,444 SF

TOTAL PARKING SPACES - 71
(RATIO = 0.52)

OPTION 2A- NC : INCREASED PARKING



Total Units - 112

GSF - 156,094 SF

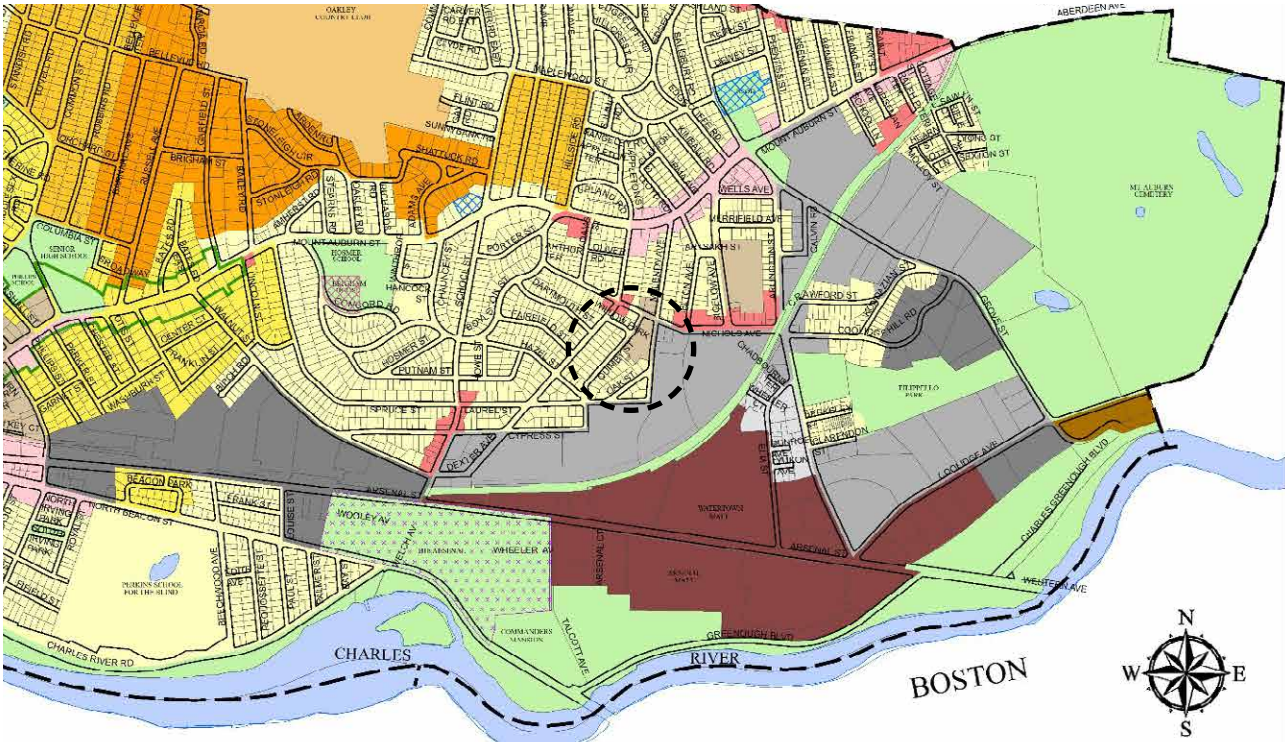
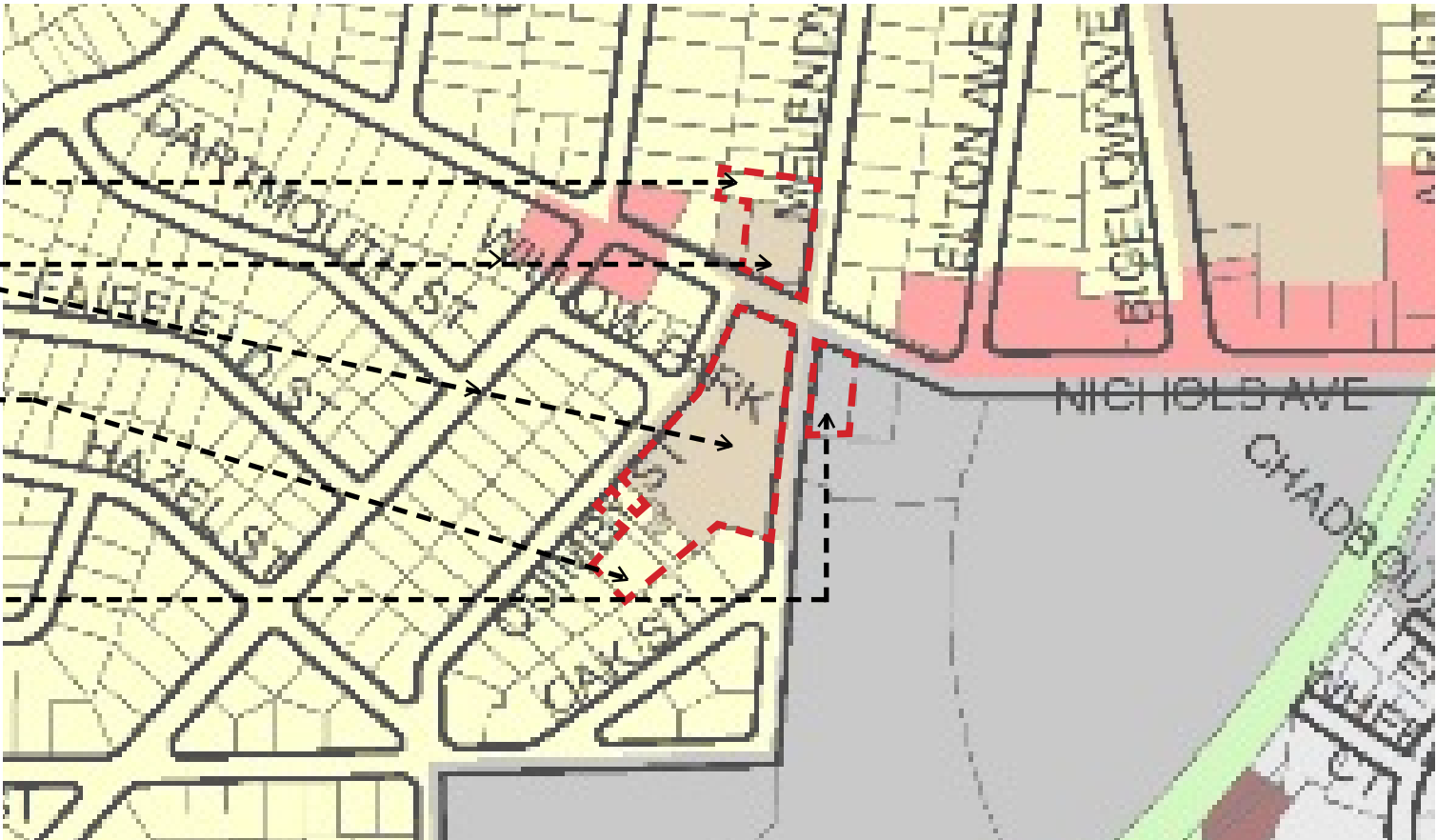
TOTAL PARKING SPACES - 88
(RATIO = 0.79)

2-family
Lots 1 & 2
Map 1226 Lot 14A-4

Res .75
Lots 4,6,8-12
Map 1219 Lot 1-4

2-family
Lots 4,6,8-12
Map 1219 Lot 1-4

Industrial
Lot 3
Map 1219 Lot 2-3



PRELIMINARY ZONING CHART		Lot 3 Map 1219 Lot 2-3	Lots 1 & 2 Map 1226 Lot 14A-4	Lots 4,6,8-12 Map 1219 Lot 1-4	Map 1219 Lot 22-12	Combined Large Parcel
		Existing Building 6	Existing Building 1	Existing Buildings 2, 3, 4, 5	Parking Lot	Buildings 2, 3, 4, 5 + Parking Lot
* APPLIED RES .75		Building A	Building B *	Building C	Building D	Buildings C + D *
Zoning District		Industrial 2	2-Family + Res .75	Res .75	2-Family	2-Family + Res .75
Option 2 Redevelopment	Proposed Unit Count	24	24	25	63	88
Building Footprint (SF Area)	Proposed by Building	6,750	9,020	9,500	22,000	31,500
Building Gross Floor Area	Proposed by Building	34,000	36,100	38,000	88,000	126,000
Minimum Lot Size	Required	NA	5,000	5,000	5,000	10,000
	Proposed	9,587	17,834	60,128	13,734	73,862
Minimum Lot Frontage	Required	50' (f)	50' (f)	50' (f)	50' (f)	50' (f)
	Proposed	Approx. 66'	Approx. 65'	Approx. 328'	Approx. 20'	Approx. 348'
Minimum Front Yard	Required	10' Max. 30' (s)	15'	15'	15'	15'
	Proposed	10'	10'	10'	10'	10'
Minimum Side Yard	Required	25' (d)	20'(d)	20'(d)	25'(d)	20'(d)
	Proposed	10'	10'	10'	10'	10'
Minimum Rear Yard	Required	30'	25'	25'	30'	25'
	Proposed	10'	10'	10'	10'	10'
Max. Building Coverage	Required	50%	35%	35%	50%	35%
	Proposed	70%	51%	16%	NA	43%
Max. Impervious Coverage	Required	90%	80%	80%	80%	80%
	Proposed	76%	66%	52%	50%	52%
Maximum Building Height	Required	55' (k)(n)	35' (k)(n)	35' (k)(n)	45' (k)(n)	35' (k)(n)
	Proposed	55' - 5 Stories	44' - 4 stories	44' - 4 stories	44' - 4 stories	44'/building
Lot Area per Dwelling Unit	Required	NA	1,500	1,500	1,000	2,500
	Proposed	399	743	2,405	1,397	3,802
Maximum FAR	Required	2.0 (i)	0.75 (g)	0.75 (g)	1.2 (h)	0.75 (g)
	Proposed	3.55	2.02	0.63	6.41	1.71
Minimum Usable Open Space (%)	Required	10%	20%	20%	20%	40%
	Proposed	Approx. 22%	Approx. 32%	Approx. 48%	NA	Approx. 51%



Yellow highlight denotes relief requested

Assuming X zoning

RELIEF REQUESTED FOR-

- MINIMUM YARD - FRONT, SIDE, REAR
- BUILDING D - LOT FRONTAGE
- BUILDING COVERAGE
- BUILDING HEIGHT
- BUILDING B - LOT AREA PER DWELLING UNIT
- FAR

DRAFT LINKAGE ORDINANCE

Note: Proposed as amendment to Section 5.07 (Affordable Housing Requirements) of the Zoning Ordinance with the section re-named “Affordable Housing” and restructured so there are four sub-sections: (a) Intent and Purpose; (b) Inclusionary Zoning (new title); (c) Affordable Housing Linkage Fee (new); and (d) Severability (same). Sub-section (a) needs to incorporate why linkage is needed. Also: minor tweaks are needed in (a) and (b) to reflect name changes and possible changes in terminology and there may be need to add a footnote to the Table of Uses that refers to this new sub-section. Below is the draft text for (a) and (c) only.

(a) Intent and Purpose. The purposes of this Section are to encourage the expansion and improvement of the City of Watertown's housing stock; to provide for housing choices for households of all incomes, ages, and sizes; to prevent the displacement of low- and moderate-income residents; to produce affordable housing units in order to meet existing and anticipated employment needs within the City; to mitigate the impact of the increased demand for housing generated by employees of new commercial development wanting to live in Watertown; to provide opportunities for conventional residential and mixed-use development to contribute to increasing the supply of affordable housing; and to establish standards and guidelines in order to implement the foregoing.

(c) Affordable Housing Linkage Fee

(1) Definitions

New Development. For purposes of §5.07 (c), New Development shall mean construction of new buildings or additions to existing buildings to accommodate Non-Residential Uses, or substantial rehabilitation of buildings to accommodate Non-Residential Uses for which the buildings were not previously used, or Gross Floor Area whose use is changed to a Non-Residential Use.

Non-Residential Uses. For purposes of §5.07 (c), the following uses listed in the Table of Uses (§5.01) are Non-Residential Uses: Hotel and Motel Use; Institutional, Transportation, Utility and Agricultural Uses (except for nursing home, rest home, convalescent home or assisted living); Business, Office and Consumer Service Uses; Open-Air Drive-in Retail and Service; Light Industry, Wholesale, Laboratory; Heavy Industry; and Accessory Uses q (scientific research, development and production) and r (games of chance). Any Non-Residential portion of a Mixed Use Development shall be considered a Non-Residential Use.

Commented [FL1]: The alternative approach, which Gideon has suggested, is to define non-residential as all uses except for those enumerated. So: "Non-residential uses shall include all uses within Section 5.01 other than that portion of a project dedicated to residential, or defined by local or state law as residential (e.g., Assisted Living and Nursing Home). Hotel and Motel Use shall be considered as non-residential."

(2) §5.07 (c) applies to any New Development that consists of 30,000 square feet or more of Gross Floor Area devoted to Non-Residential Uses. The following are exempt: real property owned by the City of Watertown, Gross Floor Area devoted to governmental uses, and religious and educational uses protected by M.G.L. 40A Section A.

(3) Any New Development subject to §5.07 (c) must pay an affordable housing linkage fee of \$_____ per square foot of Gross Floor Area devoted to Non-Residential Uses plus the inflation adjustment applicable when the fee is paid. The inflation adjustment shall be made annually in January, based on the Consumer Price Index for all Urban Consumers, CPI-U, compiled by the Bureau of Labor Statistics, and shall be cumulative from the date of a final decision by the permit-granting authority allowing the New Development. The Department of Community Development and Planning shall publish and annually update the adjusted affordable housing linkage fee on the City's website. The payment shall be made to the Watertown Affordable Housing Trust.

(4) The affordable housing linkage payment must be made before any Non-Residential Use that is part of the New Development receives an Occupancy Permit that would allow it to be occupied by workers. In the case of a multi-building New Development, the timing of each payment shall be based on the building that is being occupied. No certificate of occupancy or additional building permits shall be issued until the payment has been made.

(5) The permit-issuing authority for a New Development shall require as a condition of any approval for zoning relief (including site plan review) that Applicants execute and record a covenant or deed restriction agreeing to pay the affordable housing linkage fee. No building permit shall be issued until such a covenant or deed restriction has been recorded or filed.

(6) Where a New Development consists of multiple buildings/phases, the 30,000 square feet threshold is based on the overall development proposed. Applicants may not use segmentation or surrogate or subsidiary entities to avoid compliance with §5.07 (c). In the case of a multi-building development, the obligation to pay the affordable housing linkage fee attaches as each building receives zoning relief from the permit-issuing authority that allows construction to proceed.

(7) The Department of Community Development and Planning shall request a Nexus Study every five (5) years from the effective date of a linkage fee to assess the linkage between New Development devoted to Non-Residential Uses and demand for affordable housing and to assess any other factor relevant to the linkage fee and the rate charged. Based upon the Nexus Study, the fee may be reset as required based on recommendation of the city manager and approval of the city council.