



## Wellfleet Selectboard Work Meeting

The Wellfleet Selectboard will hold a public meeting on **Tuesday, May 5, 2020 at 1PM**. This meeting will be held **virtually via Zoom Video Conference**, in accordance with the temporary suspension and enhancement of the Open Meeting Law requirements by Governor Baker. **Instructions for a Zoom video conference meeting, which also allows phone dial-in, are given below.** *It is anticipated that the meeting will be recorded by the Town. Anyone else desiring to record the meeting may do so only after notifying the chair and may not interfere with the conduct of the meeting in doing so.*

### Join Zoom Meeting

**<https://us02web.zoom.us/j/84628440256?pwd=Z0ZSbE1uZ0hlWm1EM0JCdDkvSThpQT09>**

**Meeting ID: 846 2844 0256**

**Password: 956328**

**Dial by your location**

**+1 929 205 6099 US**

### **I. Announcements, Open Session and Public Comments**

**Note:** Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

### **II. Review and Discussion of the Final Request for Proposals for the 95 Lawrence Road housing project.**

### **III. Review and Discussion of Design Guidelines for 95 Lawrence Road Development.**

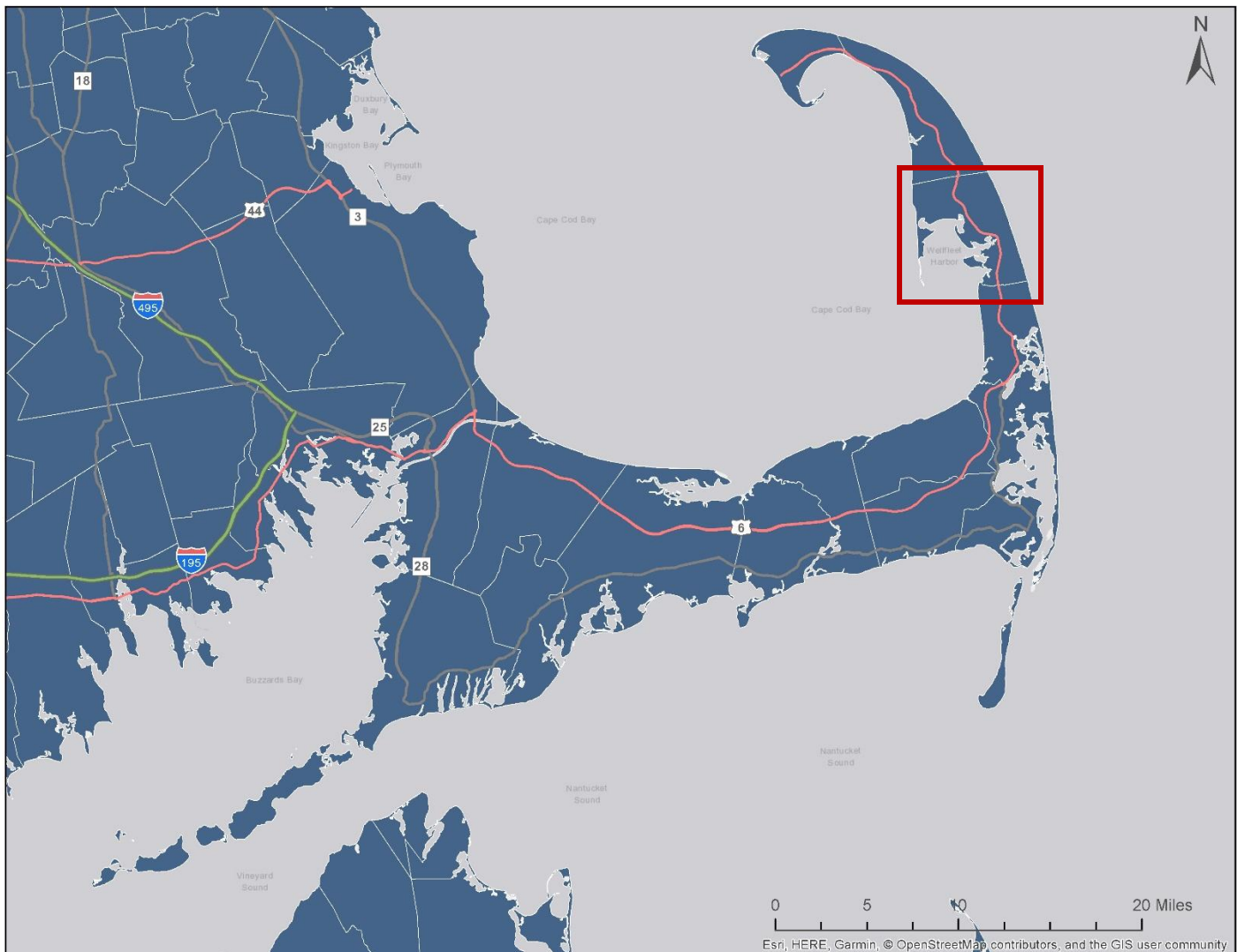
### **IV. Adjournment**

**Town of Welfleet**  
**300 Main Street**  
**Welfleet MA, 02667**



## Request for Proposals

To select a developer to construct and manage no more than 46 units of affordable rental units on 6 acres of land at 95 Lawrence Road.



### Important Dates

Pre-Proposal Meeting/Site Tour:

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

Proposal Submission Deadline:

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

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## **I. Invitation to Bid**

The Town of Wellfleet ("Town"), through its Chief Procurement Officer is seeking proposals from qualified developers for the development of not more than 46 units of affordable rental housing on 6 acres of an approximately 9.6 acre parcel of land owned by the Town.

The Town acquired the land through a tax taking in 1938, with a Treasurer's deed recorded in 1944. The Town had voted at the 2019 Annual Town Meeting (Article 42) to make the land available for affordable, community rental housing. (See Attachment B for deed and warrant article)

The Town intends to enter into a Land Disposition Agreement with the selected developer and convey the 6 acre portion of the property through a 99 year ground lease to the developer, with affordability restrictions.

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

## **II. Proposal Submission and Selection Process**

The Town has determined that the award of this contract is subject to Uniform Procurement Act. M.G.L c. 30B. Therefore, the provisions of M.G.L c. 30B are incorporated herein by reference.

Applicants shall submit on or before **██████ p.m., ██████ 2020**, a clearly marked original proposal plus seven copiers, including an electronic copy on a flash drive, to:

*Mike Trovato, Assistant Town Administrator*  
**Town of Wellfleet**  
**300 Main Street**  
**Wellfleet MA, 02667**

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

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



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

#### **Inquiries on RFP**

All inquiries should be made via e-mail and directed to: Mike Trovato, Assistant Town Administrator no later than [REDACTED], 2020. Inquiries should have a subject line entitled: *Lawrence Road Housing RFP Inquiry*. Any inquiries after such date will not be accepted. All inquiries for which a response is provided, together with the responses, will be shared with all proposers.

#### **Proposers' Responsibility for due diligence**

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

#### **Additional Notes**

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

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

### **III. Site Tour and Briefing**

Interested Proposers are encouraged to attend a voluntary on-site briefing session at [REDACTED] a.m. on [REDACTED], 2020, at 95 Lawrence Road.

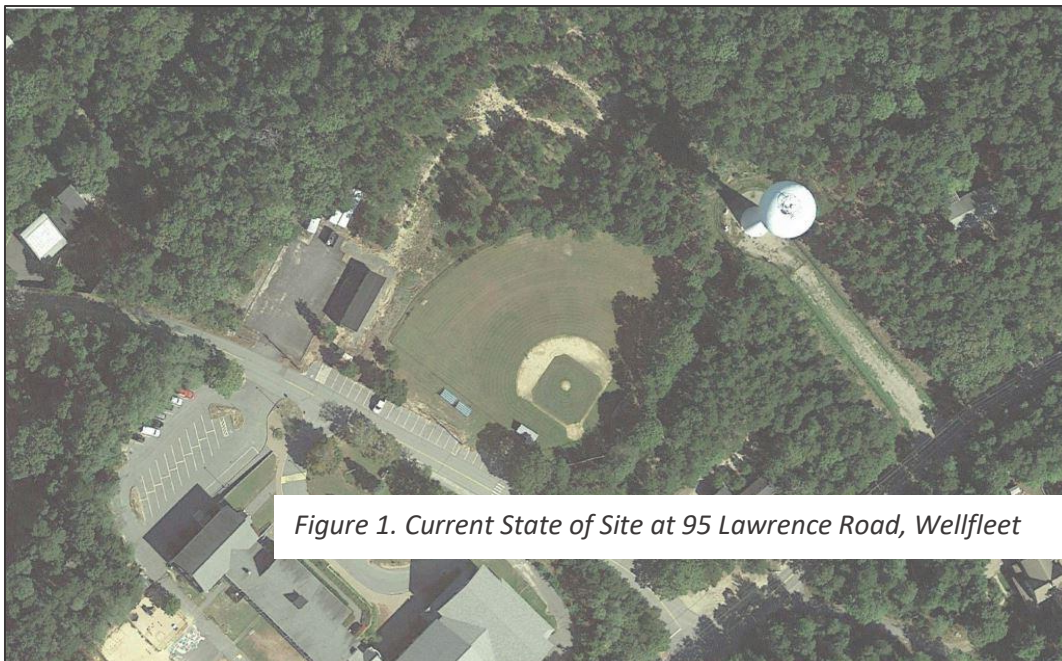


Figure 1. Current State of Site at 95 Lawrence Road, Wellfleet

#### **IV. Development Objectives**

The Town is seeking a developer to build no more than 46 community rental housing units on the site. The development should be designed for a variety of households (individuals of all ages, families with children, persons with disabilities, etc.) and reflect a mix of affordability levels. The Town of Wellfleet Housing Needs Assessment and Action Plan that were approved at the 2018 Annual Town Meeting can be found at Attachment C.

The Town would like to see a mix of residential building types. The bedroom mix should be based on the site's capacity, good site planning and landscaping considerations, and the market and financial feasibility of an affordable rental project at this location.

Ideally, the Town would like site access from Lawrence Road. Along Long Pond Road, the Town would like the natural vegetation maintained and enhanced to serve as a natural buffer.

The development will be subject to a 99 year Ground Lease and a Land Development Agreement (See examples of each in Attachment D) in forms that are acceptable to the Town.

##### **Affordability**

At a minimum, there shall be at least 50% of the units affordable to households at or below 80% AMI. The town prefers 85% of the units be affordable to households below 80% and that affordability ranges from 30% AMI to 120% AMI, assuming 120% is below market rate (See Evaluation Criteria at Attachment A for details). The proposer should include a clear analysis as to the levels of affordability proposed and the reasoning behind the proposed unit and income mix. The Town is seeking affordability by design (i.e. utilities and maintenance) in addition to affordability by restriction.

##### **Unit Types**

The development should reflect the needs of Wellfleet ( see Needs Assessment at Attachment \_\_\_\_ ) and provide housing for a range of household sizes as noted in the Town's Needs Assessment, Attachment \_\_\_\_\_. For this reason the Town is interested in a variety of residential building types as well as "universally accessible" design. At least 10% of the units shall contain three bedrooms or more to satisfy the State's family housing policy.

Unit layouts should emphasize functionality. Kitchens should be sized based on the bedroom composition of the unit.

##### **Building Design and Aesthetics**

The town has provided design guidelines found at Attachment \_\_\_\_\_. The development's architecture should reflect and be compatible with the existing architecture and style of the Wellfleet community. The goal is for the development to look like it "belongs in" Wellfleet. The Town of Wellfleet encourages the following:

- Multiple buildings, which can be of various sizes
- Landscaping in keeping with Wellfleet's character
- Outdoor common and recreation areas
- Ample storage for residents

- Onsite laundry facilities will be provided
- Parking should be scattered as much as possible
- Areas for outdoor trash and recycling receptacles
- Sensitivity to neighborhood and adjacent properties

### **Energy Efficiency**

The Town is looking for proposals that include building and site designs that reduce the tenants' energy and water usage and cost and limit the project's environmental impact.

Proposals that meet Passive House, LEED or other energy efficiency standards are preferred. Proposers are encouraged to reach out to Cape Light Compact regarding their Passive House and other energy efficiency rebate programs.

Details regarding sustainable design features should be incorporated into the proposal.

### **Site**

The site has Town water and would need private septic. The town expects the septic system proposed will reduce nitrogen to a level below 10mg/L, and prefers it be a so-called "Enhanced Innovative Alternative System". The septic system may be sited under the adjacent ball field, to provide ideal optimization of the land. The ball field is in good condition and the developer would be responsible for the restoration of the ball field after the septic is installed. The Town expects some vegetation to be left as a natural buffer to the development and ball field.

The town anticipates two access points both on Lawrence Road. One for the building(s) that would go behind the ball field and another access point for the small piece of land that directly abuts the ball field at the corner of Long Pond and Lawrence Road. (See conceptual site designs Attachment D)

The town prefers lower density buildings on the parcel at Long Pond Rd and Lawrence Rd. with the vegetation along Long Pond Rd enhanced to serve as a natural buffer. Although the water tower easement breaks up the two sites, as shown in Attachment E, a walkway connecting the two sites is expected to be included.

### **Project Permitting**

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

### **Rental Management**

The successful respondent's Development Team must include a qualified and experienced property management firm, or a description of the process for procuring such a firm. It is expected that there will be on-site management and 24-hour emergency maintenance service.

## **V. Property Description**

The site is relatively flat and, excluding the ballfield and water tower easement, covered in forest. It is bordered by residential and municipal neighbors including Wellfleet Elementary, Wellfleet Fire Department, and Wellfleet Police Department.

### **Deed**

Please see Attachment B for the Treasurer's Deed

### **Zoning**

The property is currently zoned Residential 1. It is expected that the development will be permitted through Chapter 40B.

### **Utilities**

- Water: Public : Hold for explanation of water service and status
- Wastewater: Private
- Electric: Eversource or Cape Light Compact



# Site Context



Figure 2. Ballfield on Lawrence Road side of the site.  
(Google Maps 2019)



Figure 3. Elementary School across from site on Lawrence Road  
(Google Maps 2019)

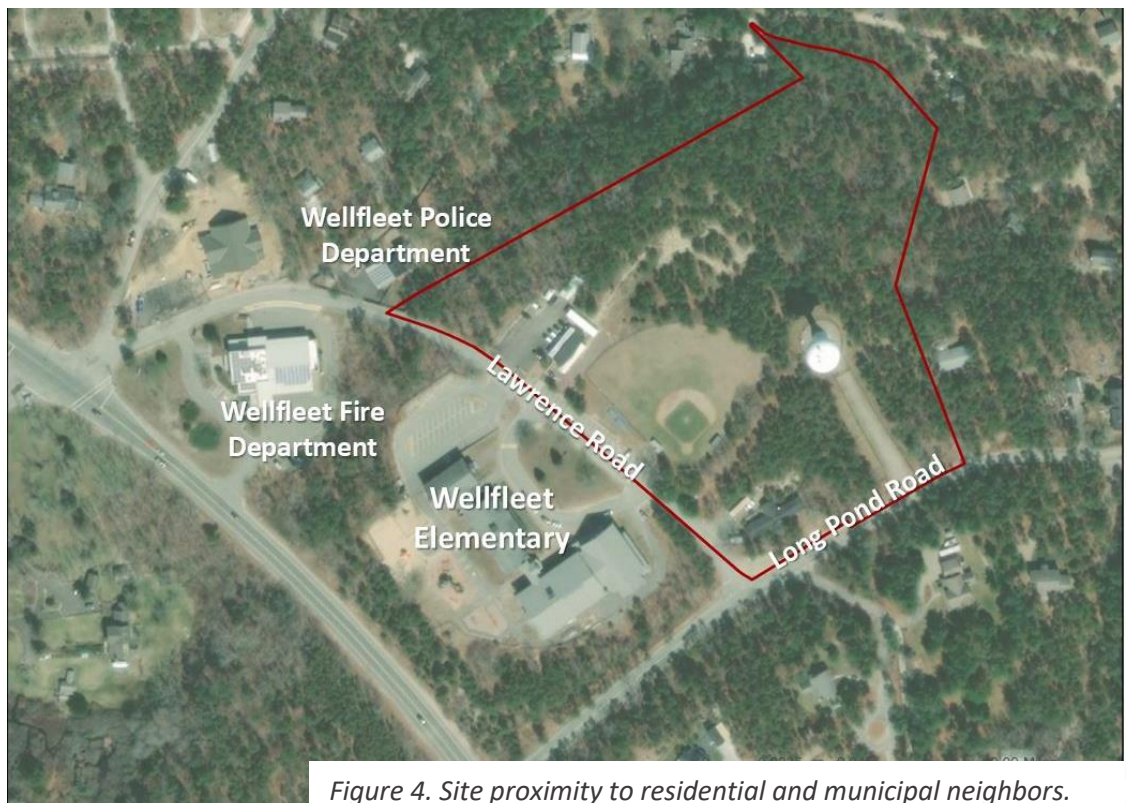


Figure 4. Site proximity to residential and municipal neighbors.

## VI. Proposal Submission Requirements

### The Development Team

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

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

### Format

- Proposers should use the following format to submit the information required (above):
- For references projects – project name, location, project type, number of residential units, project scope, start date, projected and actual completion date, total development costs, and key project people.
- Narrative on why your experience is relevant to the Lawrence Road Housing project
- Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the Town and the development team during all phases of the project.

- Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals or any affiliates.
- Confirmation that no local, state or federal taxes are due and outstanding for the development team or any constituent thereof.
- Provision of references for 3 completed projects including one affordable housing project. Provide contact names, title and current telephone numbers, who can provide information to the Town concerning the Proposer's experience with similar projects.

### **Development Concept**

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

- Number and size of units (square footage and number of bedrooms) and affordability levels. Include narrative as to why/how the mix of bedroom sizes and affordability was determined to ensure project financial feasibility and appropriateness for the marketplace.
- Preliminary site design.
- Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings/ green design elements of the building and site designs.
- Construction staging plan and discussion of construction impacts, including but not limited to how the project will be managed to limit impact on neighbors, in particular with respect to noise and traffic during the construction period.
- Project financing – provide a sources and uses pro forma (see comparative evaluation criteria), and detail previous success in securing such funding. Describe in detail what, if any, local, state or federal subsidy money will be sought to create affordability and the timeline for securing those sources.
- Projected 10 year operating budget
- Lender letters of interest from both construction and permanent (mentioned in the comparative evaluation criteria)

### **Conceptual Design Drawings**

The proposal must include 11 x 17 plans including:

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

### **Management Plan**

Please provide a management plan that includes the following:

- Description of the target market (e.g. pricing and the strategy for marketing and lottery process).
- In addition, if the Proposer is including a property manager as part of the team, all relevant information as outlined under 'The Development Team' above should be included as well as details of any projects where the Proposer and Manager have worked together before.
- Lottery for affordable units: To ensure a fair and equitable selection process for the affordable units, a lottery shall be conducted for all of the affordable units. Proposals may include a lottery agent as

part of the development team. A marketing/lottery plan shall be required as part of the approval of the units for inclusion on the Subsidized Housing Inventory, and prior to building permit issuance. For the proposal, the Proposer shall indicate any other lotteries they have been involved in, their role and the outcomes.

- Experience with Low Income Housing Tax Credits if proposed as a funding source
- Experience with Project-based rental assistance, Section 8, 811, and/or MRVP if proposing such subsidies

The Proposer and/or their property manager must demonstrate:

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

### **Implementation Plan and Timeline**

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

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

## **VII. Developer Selection Criteria**

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

### **Minimum threshold criteria**

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

- Complete conformance with all Submission Requirements (Sec. VI)
- Proposer must have a minimum of 5 years' experience in housing development



- A successful track record of similar projects with at least 3 references
- Availability to begin work towards permitting within 60 Days of executing the Land Disposition Agreement and show sufficient staff resources and availability to perform required services
- Complete required forms found in Attachments: Certificate of non-collusion, tax compliance, disclosure of beneficial interests form as required by M.G.L c. 7C, section 38 (formerly c. 7, section 40J)

## Comparative Evaluation Criteria

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

### VIII. Selection Process

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

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

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

### IX. Post Selection

#### Land Disposition Agreement

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

#### Chapter 30B Real Property Dispositions to Promote Public Purpose Requirements

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

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

- X. Attachments**
  - A. Comparative Evaluation Criteria**
  - B. Locus Map**
  - C. Quitclaim Deed & Town Meeting Votes**
  - D. Property Survey Plans**
  - E. Preliminary Site Feasibility report**
  - F. Draft Land Disposition Agreement**
  - G. Certificate of Non-Collusion**
  - H. Tax Compliance Certificate**
  - I. Disclosure of Beneficial Interest**
  - J. Community Characteristics.**

**ATTACHMENT A**  
**Comparative Evaluation Criteria: Lawrence Road, Wellfleet**

	<b>Unacceptable</b>	<b>Advantageous</b>	<b>Highly Advantageous</b>
<b>Developer Experience &amp; Capacity (Team)</b>			
<ul style="list-style-type: none"> <li>• Demonstrated experience in and capability for designing, permitting, developing and managing similar residential projects.</li> <li>• Outcome of comparable projects</li> <li>• Experience with site septic system issues</li> <li>• Property management experience with similar projects</li> <li>• The quality of the team's reputation and references, particularly in terms of its regulatory track record and ability to complete projects as proposed</li> <li>• Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements</li> <li>• Property management experience with similar projects</li> </ul>	Development team members have only minimal experience in the development of projects with similar scope – including legal, design, development, financing, and management experience with rental housing.	Development team Members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Significant experience (2 or more projects) private septic. Energy efficient buildings part of standard approach.	Development team Members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Extensive experience (4 or more projects) with private septic. Energy efficient design is their standard approach to design and development.
<b>Affordability</b>			
Proposal meets a range of incomes. At a minimum 50% units must be restricted to households at or below 80% AMI	Less than 50% affordable to 80% AMI.	At least 50% affordable to 80% AMI with some targeted at or below 50%.	At least 85% affordable to 80% AMI or below with the affordability ranging from 30% to 120% AMI.
<b>Site Design</b>			

<ul style="list-style-type: none"> <li>• Thoughtful and efficient site design using the natural topography of the site as much as feasible</li> <li>• Provides a walkway between the two areas of the development</li> <li>• </li> <li>• Efficient, safe internal traffic flow</li> <li>• Underground utilities</li> <li>• Exterior lighting – minimal impact to neighbors and night sky</li> <li>• Landscape plan including within parking area includes native plantings and, when feasible, enhances rather than replaces existing vegetation</li> <li>• Designated area for snow</li> <li>• Adequate parking for residents and visitors</li> <li>• Two access points on Lawrence Road</li> <li>• Keep natural buffer to surrounding residential neighbors</li> <li>• </li> <li>• Provides outdoor community gathering space</li> <li>• Include bike racks</li> </ul>	Proposal fails to meet the majority of the RFP criteria for site design.	The proposal meets some or all of the RFP site design criteria with thoughtful building siting, safe, efficient traffic flow, and natural buffers to surrounding neighborhoods.	Proposal meets or exceeds all of criteria and respects adjacent properties.
<b>Infrastructure and Green Design</b> <hr/> <ul style="list-style-type: none"> <li>• Denitrifying wastewater system, preferably an Enhanced Innovative Alternative system</li> <li>• Wastewater system to be located beneath school ballfield</li> <li>• Underground utilities</li> <li>• Storm water management uses standards of low impact development</li> <li>• Buildings are located for maximum passive solar</li> <li>• Roof construction is “solar ready” (designed to support solar panels)</li> <li>• Meets green design standards for LEED, Passive House, or other comparable programs</li> <li>• Provide charging station(s) for EVs</li> </ul>			
<b>Building Design</b>			
<ul style="list-style-type: none"> <li>• Reflects the design standards in Attachment X</li> <li>• Exterior is of high quality, while remaining compatible with local architectural design</li> <li>• Creative design that is cost effective and high quality</li> <li>• Interior layouts meet a variety of household types and mobility needs</li> <li>• Finishes support durability and low-maintenance for tenant</li> </ul>	Design appears incongruous with local designs, interior layout does not meet a variety of household types and mobility needs, and does not comply with a	Design reflects or complements local designs, layout provides for a variety of household types and mobility needs, Complies with a	Design proposal articulates a creative development vision that is a cost-effective, energy efficient, attractive design that reflects and/or

<ul style="list-style-type: none"> <li>• Height dimensions consistent with the Residential 1 District.</li> <li>• Provides community space for residents, preferably with kitchen facilities</li> <li>• Includes office space for management</li> <li>• Provides storage space, either in basements or sheds</li> <li>• Prefer individual exterior space (patios or balconies)</li> </ul>	majority of the RFP criteria..	majority of the RFP criteria and preferences	complements the local vernacular, and provides a variety of household types and mobility needs. Complies with all of the RFP criteria and preferences
<b>Financial Feasibility</b>			
<ul style="list-style-type: none"> <li>• Adequacy of proposed budgets (development and operating)</li> <li>• Appropriateness of rents in relation to the market</li> <li>• Track record of securing proposed financing</li> </ul>	Proposals does not demonstrate an understanding of development costs and operating budgets for affordable housing and/or does not have a successful record of securing financing.	Proposal contains realistic development and operating budgets and evidence of success in securing necessary financing.	Proposal contains realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding.
<b>References, Site Visits, and Interviews</b>			
<ul style="list-style-type: none"> <li>• A minimum of three references including references from all projects undertaken in the last 10 years</li> <li>• The evaluation committee may choose to visit proposers' completed projects</li> <li>• The evaluation committee may choose to have proposers present their proposals. Presentations will not be scored.</li> </ul>	Did not provide minimum of 3 references not met, or references were poor and/or inadequate. Properties visited were in poor condition. Residents were not pleased.	Strong references reflecting projects came in on time and within budget, good property management structure. Properties visited were in good condition, site layout was efficient, buildings were well designed, residents were mostly happy.	Strong references reflecting timely completion, excellent budget control, excellent property management structure and professionalism of developer. Properties visited were in great condition, site layout building design, and landscaping excellent, and use of energy efficient and durable materials.

			Residents were happy.
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# Wellfleet Design Guidelines



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

Drafted March 2020



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## I. ARCHITECTURE GUIDELINES

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

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

### MAINTAIN THE NEW ENGLAND FEELING

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



## **BUILDING TYPES**

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

## **BUILDING FORMS**

### **1. Roofs**

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

### **Gables**

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

### **Dormers**

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



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

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

## 2. Windows

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



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

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



## 3. Window Placement

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

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



#### 4. Doors

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

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





## 5. Porches

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



### Porch Columns

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







## **MATERIALS**

### 1. Siding

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

### 2. Roofs

Pitch roofs should be covered with asphalt or similar shingles

### 3. Color Palette

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

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

## CREATIVE MIX OF NEW ENGLAND AND MODERN DESIGN

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



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



## PORCH COLUMNS



## WINDOWS





## DORMERS



## PITCHED ROOFS



## II. SITE LANDSCAPE CHARACTER GUIDELINES

### PUBLIC OPEN SPACE

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

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



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

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

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

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



## SEMI-PRIVATE SPACE

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

## PRIVATE SPACE

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

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





## OTHER EXAMPLES OF SEMI-PRIVATE AND PRIVATE SPACE





## **PARKING AREAS**

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

## **BUFFER ZONES**

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

