



Cambridge Housing Authority

**MODERNIZATION OF 116 NORFOLK STREET
2ND SUBMISSION: VOLUME 1 NARRATIVE & FORMS**

Affordable Housing Overlay Submission
August 16, 2022

HMFH ARCHITECTS



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1.1 Cover Letter



August 16, 2022

Community Development Department, City of Cambridge
244 Broadway, Cambridge, Massachusetts

Dear Planning Board Members,

Thank you for your thoughtful comments received during our initial presentation to the Planning Board for the proposed Revitalization of 116 Norfolk Street on June 23, 2022 and the corresponding Initial Report dated on July 20, 2022.

In the intervening time, the CHA and our design team, HMFH Architects, have been carefully considering each comment received by Planning Board Members, City Staff, and members of the public, and working hard to update the design accordingly. This has included meeting with the Community Development Department (CDD) staff for their review and input on our design progress. At our first Planning Board meeting, we heard general support for the building and site design and particular support for the provision and expansion of service-rich affordable housing on site. We also heard relatively minor design recommendations, such as the need to increase the visibility of the new entrance and ensure the entrance isn't crowded by the proposed projection on the addition. We also received a request for more information about the proposed fly ash trim and window frames, and clarification on accessibility questions like whether a handrail will be required for the proposed entrance walkway and whether the path from the street to the site entrance is accessible. Lastly, we received numerous questions and comments on the parking plan, including where service providers such as nurses would park when visiting residents at 116 Norfolk and whether we could expand Transportation Demand Management (TDM) measures offered.

The materials contained in this second AHO submission have all been provided to highlight design changes and updates made in direct response to the comments received. We've included a matrix with specific responses to every comment received by the Planning Board and corresponding comments received from CDD, and visuals to highlight relevant design changes and supplemental information.

Building Design

One of the largest recommendations we received was to increase the visibility of the new entrance. As a result, we have increased the size of the main entrance door, increased the size of the canopy above that door to 6 feet wide by 4 feet deep, and added the address ("116 Norfolk") above the canopy in large letters. We also looked at the full process of entering the site on the Norfolk side and walking to the entrance, in order to better announce the entrance and ensure the route from the street to the front door is accessible. We increased the width of the entrance to the site on Norfolk Street to create a double wide opening, added ornamental toppers to the masonry

pillars at the entrance, removed a second opening in the site wall on Norfolk Street to draw attention to the main opening, and added an illuminated “116” on the masonry site wall next to the entrance. We also moved the location of the proposed public art from adjacent to the connector to the exterior site wall near the primary and secondary entrances to the site on Norfolk and Suffolk Streets, both making the public art more visible to passersby and drawing people’s eyes to the entrances to the site.

To reduce the sense of crowding created by the second and third floor projecting element on the west side of the addition, we raised the soffit so that its underside aligns with the underside of the porch. We also relocated the proposed public art from below the projection to the street and are now treating the façade under the projection similarly to the area above, which helps to blend the projection into the rest of the addition. We looked at reducing the projection from 4-windows-wide to 3-windows-wide but decided against it given that it would shrink units 217 and 317 to 335 square feet and would make the layouts of these apartments more difficult to furnish.

Site Design and Accessibility

We are replacing the deteriorated wooden fence atop the south brick wall with a metal fence in order to allow visual connection to the building from the sidewalk, making the entrance more visible from Norfolk and Suffolk Streets. Before, we had proposed having no fence above this portion of the brick wall. Adding a metal fence atop the wall will make the yard feel slightly more enclosed and private.

In response to accessibility questions, we determined the slope from the street to the main entrance is less than 1:20 feet and thus does not require a handrail. This sloping path is a major improvement over the current 116 Norfolk accessible entrance, which is separate from the main entrance and accessed by a long ramp. After construction, all residents—both those who use mobility aids and those who do not—will be able to access the same main entrance via the same path. We also looked into the accessibility of the sidewalk on Norfolk Street, to make sure the sidewalk is accessible so that residents and visitors can enter the property. We found the overall width of the sidewalk to be accessible and MAAB-compliant.

Parking and Transportation Demand Management

CHA investigated renting parking spaces elsewhere in the neighborhood. CHA reached out to a nearby church, St. Bartholomew’s, and were told the church does not have any spaces available to rent as they already share parking with the City. A second church, St. Mary’s, did not respond to requests for information on potential parking space rentals. Lastly, CHA was informed by First Cambridge Realty, the owners of the apartment building across Norfolk Street from 116 Norfolk, that they are not able to rent out parking after 6 PM. As a result, we are not proposing to rent any nearby parking spaces to residents. We expect 116 Norfolk to add roughly 5 cars to the neighborhood. Currently, only 3 residents have cars in the existing 38-unit building.

Since our previous meeting, CHA has worked internally to find parking for full-time case managers, part-time services providers and nurses, and CHA staff. People providing services at Cambridge residences qualify for Business Permits from the City that cost \$50 a year for nonprofits and \$200 a year for for-profit organizations. A service provider with this Business Permit can park for 2 hours in permit-only spaces during business hours only. In addition, all

service providers and staff will also be eligible to register with CHA for parking passes for the Pisani Center. The Pisani Center is a CHA-owned site located between Newtowne Court and Washington Elms in the Port Neighborhood, less than a half-mile from 116 Norfolk. The Pisani Center has ample parking during business hours to absorb visitor parking.

While we will not expand parking options for residents, we will expand TDM measures to help improve transportation options for residents. As previously proposed, we will offer a screen in the lobby to display live transit information, and the choice of a year's free BlueBikes subscription or 6 months of a 50% discounted MBTA pass. In addition, people with disabilities and people over 65 are eligible for a 50% discounted MBTA pass. We spoke with our service provider, Eliot Community Health Services, which is experienced in helping clients apply for and secure this benefit. Eliot expects most residents at 116 Norfolk to qualify for this benefit and will help residents apply for the ongoing discounted pass as part of their regular case load for residents to ensure the MBTA benefit does not lapse.

Materials and Sustainability

We have updated our renderings to show the solar panels on the roof. We are proposing sloped solar panels, as they will be easier to clean and access for maintenance. Though sloped, the panels are being designed to be hidden from view from the street. We also included details on TruExterior Siding & Trim, the fly ash product to be used around the windows, at the cornice, above the brick base, and on the underside of the projection at 116 Norfolk. This product is U.S. Green Building Council endorsed and contains a minimum of 70% recycled material.

Next Steps

We send our thanks to the City and the Planning Board for your thoughtful comments and continued support through the design and permitting process. We are excited to enhance the quality of housing offered at 116 Norfolk by converting the Single Room Occupancy apartments to studio apartments, replacing failing building systems, and introducing central cooling and improved ventilation. We are also excited to be increasing the number of deeply affordable apartments on site from 38 to 62 and partnering with Eliot Community Human Services to provide current and future residents with supportive services. This Permanent Supportive Housing project will help the City reach its goals of reducing homelessness.

Sincerely,



Michael J. Johnston
Executive Director

cc. Clara Fraden, Maura Barry-Garland, and Margaret Donnelly Moran, CHA

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1.2 Updated Dimensional Forms

City of Cambridge, MA • Affordable Housing Overlay Design Review Submission Forms

These forms are intended to demonstrate compliance with the provisions of the Affordable Housing Overlay (AHO), Section 11.207 of the Cambridge Zoning Ordinance (CZO). Refer to the CZO for detailed provisions.

Project Address: 116 Norfolk Street
Applicant: Cambridge Housing Authority and 116 Norfolk Apartments LLC
Contact Name: Clara Fraden
Contact Phone: 617-520-6346
Contact Email: cfraden@cambridge-housing.org

FOR STAFF USE

Complete Submission Received on Date:

Design Review Submission

Note: Review Section 11.207 of the CZO carefully before submitting a design review package for an AHO project. This checklist and accompanying forms are intended only to assist in assembling and organizing application materials.

Narrative Volume (8.5"x11" portrait orientation)

Provided Forms:

- ☒ Design Review Submission Checklist (this form)
- ☒ Parcel Dimensional Form [Section 11.207.8(d)(xiii.)]
- ☒ Building Dimensional Form for each existing or proposed building on the site [Section 11.207.8(d)(xiii.)]
- ☒ Tenure and Affordability Summary [Section 11.207.3]
- ☒ Initial Development Budget [Section 11.207.8(d)(v.)]

Written Sections:

- ☒ Project Narrative [Section 11.207.8(d)(xiv.)]
- ☒ Design Statement [Section 11.207.8(d)(v.)]
- ☒ Description of Transportation Demand Management programs offered, if applicable [Section 11.207.6.5]
- ☒ Summary of Community Engagement Process [Section 11.207.8]

Graphics Volume (11"x17" landscape orientation)

- ☒ Context map [Section 11.207.8(d)(i.)]
- ☒ Context analysis [Section 11.207.8(d)(ii.)]
- ☒ Existing conditions site plan [Section 11.207.8(d)(iii.)]
- ☒ Proposed conditions site plan [Section 11.207.8(d)(iv.)]
- ☒ Floor plans of all new buildings and existing buildings to remain [Section 11.207.8(d)(vi.)]
- ☒ Elevations and cross-section drawings of all new buildings and existing buildings to remain [Section 11.207.8(d)(vii.)]
- ☒ Landscape plan [Section 11.207.8(d)(viii.)]
- ☒ Plans of parking and bicycle parking facilities [Section 11.207.8(d)(ix.)]
- ☒ Materials palette of proposed façade and landscape materials [Section 11.207.8(d)(x.)]
- ☒ Photographs of existing conditions [Section 11.207.8(d)(xi.)]
- ☒ Perspective views and renderings of proposed conditions [Section 11.207.8(d)(xii.)]
- ☒ Viewshed analysis and shadow studies [Section 11.207.8(d)(xv.)]

Note: Use attached "Graphics Checklist" to ensure that all necessary information is provided.

Other Submissions (as applicable)

- ☒ Green Building Requirements submission (if Section 22.20 of the CZO is applicable)
- ☐ Flood Plain submission (if Section 20.70 of the CZO is applicable)

Version Date: August 2021

City of Cambridge, MA • Affordable Housing Overlay Design Review Submission Forms

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Project Address: 116 Norfolk Street

Applicant: Cambridge Housing Authority

Parcel Information – Provide one form for the entire parcel

	Existing	District Zoning Standards	AHO Zoning Standards	Proposed
Base Zoning District(s)	C-1			
Overlay Zoning District(s)	Affordable Housing Overlay			
Uses on Adjacent Lots	Residential			
Lot Area, in sq. ft.	25,230 SF	1,500 SF	n/a	25,230 SF
Lot Width, in feet		50'-0"	n/a	
East-West	174'-2"	-	-	174'-2"
North-South	160'-6"	-	-	160'-6"
Number of Buildings	1	n/a	n/a	1
Existing to be demolished	-	-	-	0
Existing retained/moved/enlarged	-	-	-	1
New construction	-	-	-	0
Gross Floor Area (GFA), in sq. ft.	24,530 SF	18,922 SF	50,460 SF	43,100 SF
Floor Area Ratio (FAR)	0.97	0.75	2.00	1.71
Dwelling Units	38	-	-	62
Affordable Dwelling Units	38	-	-	62
Total Open Space, in sq. ft.¹	12,876 SF	-	-	11,130 SF
Private Open Space	51%	30%	30%	44%
Permeable Open Space	48%	30%	30%	42%
Open Space above Ground Story	3%	n/a	25% of Total Open Space max	4%
Total Off-Street Parking Spaces	9	62	0	0
Provided on-site	9	62	0	0
Provided off-site ²	0	-	0	0
Long-Term Bicycle Parking Spaces	0	65	36	36
Short-Term Bicycle Parking Spaces	4	7	4	4
Provided on-site	4	7	4	4
Fund contribution ³	0	-	-	0
Public Bicycle Sharing Stations⁴	0	-	-	0
Provided on-site	0	-	-	0
Provided off-site	0	-	-	0
Loading Bays	0	0	0	0

¹ Refer to Open Space provisions in Section 11.207.5.2.4 of the CZO.

² Refer to off-site parking provisions in 11.207.6.2 of the CZO.

³ Refer to Public Bicycle Parking Fund provisions in Section 6.104.2(b.) of the CZO.

⁴ Refer to Public Bicycle Sharing Station provisions in Section 11.207.6.4(d) of the CZO.

Attach additional calculations as necessary to explain any figures above.

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Back up calculations for Bicycle Parking

	Cambridge Zoning Ordinance	Affordable Housing Overlay	Proposed Design
Short-Term Bicycle Parking	0.10 spaces per unit on a lot	0.10 spaces per unit on a lot In existing buildings, bike parking spaces are not required to meet AHO standards	35 units in new addition $35 \times 0.10 = 3.5$ 4 short-term bike spaces
Long-Term Bicycle Parking	1.00 spaces per unit for first 20 units in a building. 1.05 spaces per unit for additional units beyond 20.	1.00 spaces per unit for first 20 units in a building. 1.05 spaces per unit for additional units beyond 20. Up to 20 long-term bike parking spots may be designed to meet short-term bike requirements, as long as they are still covered In existing buildings, bike parking spaces are not required to meet AHO standards	35 units in new addition $20 + (1.05 \times 15) = 35.75$ 36 long-term bike spaces

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Project Address: 116 Norfolk Street

Applicant: Cambridge Housing Authority

Building Information – Provide *one form for each* existing or proposed building

	Existing	District Zoning Standards	AHO Zoning Standards	Proposed
Building Designation (per plans)	Building			
Type of Alteration Proposed	Enlargement			
Building Use(s)	Multifamily	1-2 family, multi, limited institutional	1-2 family, multi, limited institutional	Multifamily
Ground Story Use(s)	Multifamily	Multifamily, limited institutional	Multifamily, limited institutional	Multifamily
Gross Floor Area (GFA), in sq. ft.	24,530 SF	(calculated for lot)	(calculated for lot)	43,100 SF
Dwelling Units	38	(calculated for lot)	(calculated for lot)	62
Affordable Dwelling Units	38	(calculated for lot)	(calculated for lot)	62
Stories Above Grade¹	4	3	4	4
Building Height, in ft.	54 ft	35FT	45 FT	54 FT*
Ground Story – floor-to-floor, in ft.	13'-1"	n/a	n/a	13'-1 (at existing) /15'-5" (at addition)
Building Setbacks, in ft.²	-	-	-	-
Front Yard, Norfolk St.	5 ft	10 ft	10 ft (corner lot)	5 ft*
Front Yard, Worcester St.	3 ft	10 ft	10 ft (corner lot)	3 ft*
Front Yard, Suffolk St.	57 ft	10 ft	10 ft (corner lot)	12 ft
Side Yard	40 ft	7.5 ft	7.5 ft	9 ft
Rear Yard	n/a	20 ft	n/a	n/a
Distance to nearest building, in ft.	n/a	-	No min	34'-6"
Building length along street, in ft.	-	-	-	-
Norfolk St.	88'-9"	n/a	n/a	88'-9"
Worcester St.	47'-8"	n/a	n/a	125'-6"
Suffolk St.	77'-9"	n/a	n/a	113'-7"
Fenestration, as % of façade area facing public street or open space	16%	n/a	n/a	22%
Ground Story only	n/a	n/a	n/a	n/a
Where Ground-Story non-residential uses are proposed in a Business district:³				
Frontage, as % of total façade length	n/a	n/a	n/a	n/a
Depth from facade, in feet	n/a	n/a	n/a	n/a

¹ Refer to Definitions in Article 2.000 of the CZO.

² Where the proposal is applying front yard setback standards per Section 11.207.5.2.3(b) of the CZO, attach an area plan identifying the four nearest pre-existing principal buildings that contain at least two Stories Above Grade and directly front the same side of the street as the AHO Project, and a table providing the front yard setbacks for each building and calculating the average of the four.

³ See Section 11.207.7.4(e) of the CZO.

*Existing, non-conforming condition.

Attach additional calculations as necessary to explain any figures above.

City of Cambridge, MA • Affordable Housing Overlay Design Review Submission Forms

These forms are intended to demonstrate compliance with the provisions of the Affordable Housing Overlay (AHO), Section 11.207 of the Cambridge Zoning Ordinance (CZO). Refer to the CZO for detailed provisions.

Project Address: 116 Norfolk Street

Applicant: Cambridge Housing Authority

Tenure:

- ☒ Rental housing
☐ Homeownership housing

Unit Affordability Summary ¹

	Units at or Below 80% AMI	Units 80% to 100 %AMI	Total
# of Units:	62		62
% of Units:	100%		100%

¹ Refer to Section 11.207.3 in Article 2.000 of the CZO

Unit Size Summary:

	0-bedrooms	1-bedrooms	2-bedrooms	3-bedrooms	4+bedrooms	Total
# of Units:	62					62
Average size range (sf):	350 sf					

Please describe other anticipated affordability limitations, if applicable (voluntary):

All units are for residents under 60% AMI, and 9 are reserved for residents under 30% AMI.

City of Cambridge, MA • Affordable Housing Overlay Design Review Submission Forms

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Project Address: 116 Norfolk Street

Applicant: Cambridge Housing Authority

Initial Development Budget (see Section 11.207.8 of CZO):

Anticipated Uses/Costs:	
Acquisition:	\$1,142,508
Construction/Hard Costs:	\$31,126,250
Other Costs/Soft Costs:	\$9,097,167
Developer Fee:	\$3,059,136
Total Uses/Costs:	\$44,425,061

Anticipated Sources:	
LIHTC Equity	\$17,440,563
Permanent Loan	\$5,351,000
Cambridge Affordable Housing Trust	\$10,161,150
CHA Sponsor Equity	\$10,972,348
Deferred Developer fee	\$500,000
Total Sources:	\$44,425,061

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These forms are intended to demonstrate compliance with the provisions of the Affordable Housing Overlay (AHO), Section 11.207 of the Cambridge Zoning Ordinance (CZO). Refer to the CZO for detailed provisions.

Project Address: 116 Norfolk Street

Applicant: Cambridge Housing Authority

Graphics Checklist

Review Section 11.207 of the CZO for all submission requirements.

Make sure that submitted graphic materials include the following information, at a minimum, to verify compliance with applicable sections of the AHO:

All maps, plans and elevation drawings should include:

- ☒ Graphic scale
- ☒ North arrow / orientation

Context maps should include:

- ☒ Streets and pedestrian/bicycle routes leading to and from the site
- ☒ Distance to public facilities in vicinity, including transit
- ☒ Buildings and uses on adjacent sites
- ☐ Distance to off-site parking, where proposed

Site plans or landscape plans should include:

- ☒ Lot boundaries
- ☒ Adjacent streets (labeled) and dimensions of adjacent public sidewalks
- ☒ Building footprints with locations of entrances/exits, labeled areas of ground story uses, dimensioned façade lengths, setbacks, and distances to nearest buildings
- ☒ Natural and other landscape features including trees and plantings
- ☒ Open space, dimensioned and labeled by type (private, green area, permeable, publicly beneficial)
- ☒ Proposed locations of light fixtures, specifying type
- ☒ Locations, dimensions, and screening of all mechanical equipment located on-site, including all screening (*Section 11.207.7.5 of the CZO*)
- ☒ Pedestrian and bicycle travel routes, dimensioned
- ☒ Curb cuts, vehicular drives, off-street parking, loading and service facilities, dimensioned (*Section 6.50 of the CZO*)
- ☒ Pick-up/drop-off area(s), if project contains 20 units or more and no off-street parking spaces (*Section 11.207.6.1(b) of the CZO*)
- ☒ Features of adjacent lots and buildings that abut the project site

Building floor plans, elevations, and cross-sections should include:

- ☒ Dimensioned floor plans labeling the uses in each portion of the building
- ☒ Dimensions (length and depth) of articulation and breaks in the façade plane (*Sections 11.207.7.2(c) and 11.207.7.3(b) of the CZO*)
- ☒ Dimensions of fenestration on façades facing public streets and open spaces (*Section 11.207.7.3(a) of the CZO*)
- ☒ Length of separation between windows and entrances on the ground story (*Section 11.207.7.4(c) of the CZO*)
- ☒ Dimensions (length, height, and depth from façade) of non-residential uses and parking proposed on the ground story (*Section 11.207.7.4 of the CZO*)
- ☒ Rooftop plans, elevations, and perspective views showing the locations, dimensions, and screening of all mechanical equipment (*Section 11.207.7.5 of the CZO*)

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1.3 Parking

Pisani Center Parking Passes

CHA Staff, Eliot Community Human Services coordinators, and other resident service providers can register with 116 Norfolk Management for a parking pass at the CHA's Pisani Center. The Pisani Center is located at the CHA's Newtowne Court and Washington Elms developments, 0.4 miles away from the site, and has ample parking available during business hours.

Business Permits

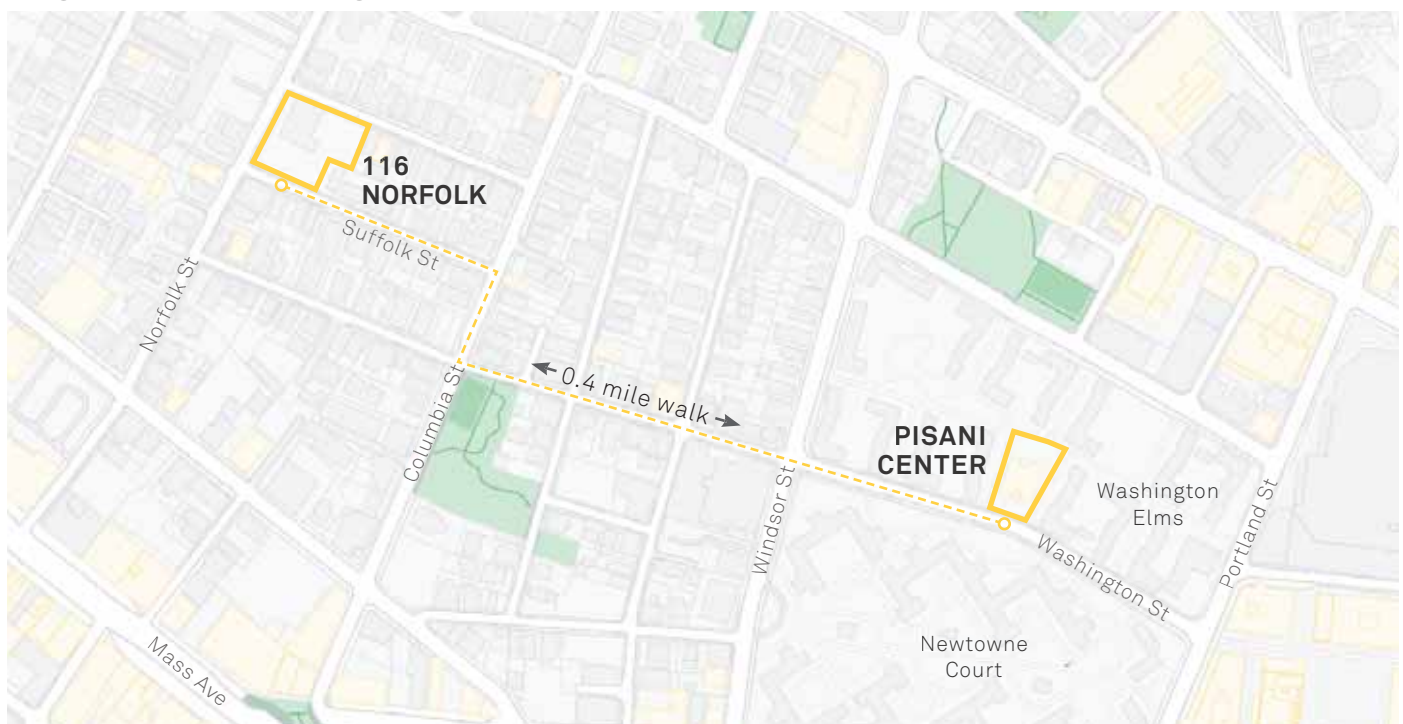
People providing services at Cambridge residences qualify for Business Permits, administered by the City, that cost \$50 a year for nonprofits and \$200 a year for for-profit organizations. A service provider with this Business Permit can park for 2 hours in permit-only spaces.

Transportation Demand Management

People with disabilities and people over 65 are eligible for a 50% discounted MBTA pass. Eliot Community Human Services is experienced in helping clients apply for this benefit. CHA will pay for residents' choice of 50% discounted MBTA passes for 6 months or a free BlueBikes subscription for 1 year, and Eliot Community Human Services will help residents apply for an ongoing 50% discounted MBTA pass to ensure the MBTA benefit doesn't lapse after 6 months. The CHA will provide a screen in the 116 Norfolk lobby with live transit updates.

Renting Parking Spaces

We contacted St. Bartholomew's (a nearby church) as well as the apartment building across from 116 Norfolk. Bartholomew's does not have extra spaces to rent out. The apartment building management (First Cambridge Realty) said they were not able to rent any spaces overnight after 6pm. Because these spaces are not available overnight, they would not be useful for residents. As a result, we are not proposing to provide any rental parking spaces to residents. We expect 116 Norfolk to add roughly 5 cars to the neighborhood. Currently, only 3 residents have cars.



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