

CITY OF CAMBRIDGE
Community Development Department

IRAM FAROOQ

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Affordable Housing Trust

November 17, 2022, 4:00 p.m.

To participate in this meeting hosted on the Zoom video meeting platform, please register using this [link](#) in advance of the meeting.

[Webinar Registration - Zoom](#)

AGENDA

- Review of Meeting Minutes
- Update from the Community Development Department
- 116 Norfolk Street: transmitting the Planning Board's Final Report of Affordable Housing Overlay (AHO) Design Consultation
- Adjournment

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Members of the public can provide written comments to the Affordable Housing Trust by email sent to ccotter@cambridgema.gov, or by delivery to the CDD office, by 5:00 P.M. the day before the meeting.

CAMBRIDGE AFFORDABLE HOUSING TRUST
MEETING MINUTES
October 27, 2022 at 4:00 p.m.

Conducted virtually via Zoom

Trustees Present via Zoom: Yi-An Huang, Chair, Peter Daly, Elaine DeRosa, Florrie Darwin, Susan Schlesinger, Jim Stockard, Elaine Thorne, Bill Tibbs

Trustees Absent: Gwen Noyes

Staff Present via Zoom: Iram Farooq, Assistant City Manager for Community Development; Chris Cotter, Housing Director; Cassie Arnaud, Senior Housing Planner; Janet Haines, Housing Planner; Linda Prosnitz, Housing Planner

Others Present via Zoom:

Chris Cotter called the meeting to order at 4:04 p.m. Mr. Cotter explained that this meeting of the Affordable Housing Trust would be held virtually pursuant to the temporary emergency orders currently in place, that all votes would be taken by roll call, and that there would be no public comment. Mr. Cotter coordinated to confirm that each participant was audible to each of the other Trust members.

MEETING MINUTES

Upon a motion moved and seconded, by roll call of seven in favor and one absent (Ms. Noyes) to approve the minutes for the meeting of Thursday, September 22, 2022.

UPDATE FROM CDD

HomeBridge: Three units closed in September and one home is under agreement.

Homeownership Resale Program: Two units are under agreement.

2072 Mass Ave.: The Capstone/Hope team withdrew their request for a comprehensive permit at the September 2021 BZA hearing but remain committed to creating affordable housing at this site. The developers are assessing their next steps and options.

Park View Cooperative: Closing process is underway.

Fresh Pond Apartments: Staff are in the final phase of implementing the preservation of Fresh Pond Apartments. The Cambridge Housing Authority has notified residents about creating new project-based voucher units, which would lower rents for currently cost-burdened households.

Rindge Commons Phase 1: Groundbreaking was held last week. Construction of Phase 1 is underway and will include 24 new rental units, JAS program space and space for City-sponsored pre-kindergarten classrooms.

Broadway Park: No update. JAS has had several community meetings to review its development proposal and is assessing financing and permitting options for this development.

35 Harvey Street: HRI is preparing to renovate this property from SROs to studio apartments. DHCD funding award was announced in July, and HRI is in the process of assembling the remaining financing needed with a goal of beginning construction in coming months.

1627 Mass Ave.: HRI purchased this property from Lesley University to create affordable housing in August. In September, they hosted their first meeting to formally introduce project as an overlay proposal.

35 Cherry St.: In March 2022, the City Council approved the disposition of this property to the Trust to initiate the creation of affordable homeownership housing. The City is planning the process of selecting an affordable housing developer through an RFP process.

AFFORDABLE HOUSING OVERLAY (AHO) UPDATES

52 New St: The Affordable Housing Overlay process is complete. JAS completed its second advisory design consultation with the Planning Board in January 2021. The Planning Board issued the final Planning Board advisory design review report. DHCD awarded funding for this project in July, and JAS is assembling the final pieces of funding needed to begin construction.

Jefferson Park Federal. The Affordable Housing Overlay process is complete. The Cambridge Housing Authority completed its second advisory design consultation with the Planning Board in February. The Planning Board issued the final Planning Board advisory design review report. The CHA is now in the process of assembling the remaining funding needed, with a goal of beginning construction prior to the end of 2022.

116 Norfolk Street: In August 2022, the Trust approved funding to assist CHA in the renovation and expansion of an existing 38-unit SRO to create 62 studio apartments for individuals moving beyond homelessness. CHA has completed AHO advisory design review and is completing financing.

Walden Square II: Winn Development is proposing a new infill AHO project on a portion of their existing Walden Square Apartments site. They held three AHO community meetings and had been scheduled to present their plans to the Planning Board in late 2021 but requested a delay to allow them time to revise their design. The developers held a community AHO meeting in March to present their revised plan to the public and will restart the advisory design review process at the Planning Board. A request for Trust funding is anticipated in the coming months.

49 Sixth Street/Sacred Heart conversion: Staff are reviewing a funding request from POAH & Urban Spaces for the proposed adaptive re-use of a portion of the Sacred Heart property into 46 units of affordable rental housing. The Affordable Housing Overlay process is complete, and the Planning Board issued the final Planning Board advisory design review report. Staff have a recommendation for discussion at this meeting.

Inclusionary Housing: Staff are continuing to work with homebuyers to complete purchase of new inclusionary homeownership units at St. James Place and Inman Crossing.

Staff are continuing work on leasing up 165 Main Street, which has 63 affordable units with 9 of the units designated for middle-income residents. Staff are making their way tenant select of units at other new buildings.

OTHER UPDATES

INCENTIVE ZONING

The City Council passed the amended petition to the incentive zoning ordinance which raised the incentive zoning housing contribution rate to \$33.34 per square foot. The adopted amendments include provisions to deduct 30,000 square feet from projects under 60,000 square feet, and also exempt floor area that is demolished and if it is rebuilt in the same use within 3 years of demolition. A second petition remains active to change the timing of the next study. Previously the ordinance required a new evaluation occur three years after the City Council last amended the incentive zoning rate. The ordinance was amended to reevaluate the rate and other incentive zoning provisions no less than three years from the last evaluation. The second petition has been recommended by both the Ordinance Committee and Planning Board.

49 SIXTH STREET/SACRED HEART

Preservation of Affordable Housing (POAH) is requesting \$7,750,000 in Trust financing to assist in the conversion of a portion of the Sacred Heart Archdiocese into 46 affordable housing units.

The project includes a good mix of family sized units with a lot of 2- (20) and 3- (11) bedroom units, and one 4-bedroom unit. All units will be affordable to households earning up to 80% AMI, with a good mix of income levels, including some deeply affordable units for households with incomes up to 30% AMI.

The costs of the project are in line with other projects. Other financing POAH expects includes 4% tax credit equity, historic tax credits, and Federal Home Loan Bank (received). POAH is also submitting for DHCD financing which POAH is prepared to bridge or replace.

The proposed design was well received by the Planning Board.

Trust members added that the project has evolved and complimented staff on their success in getting the project to this point, particularly around the acquisition terms and costs. The Archdiocese and POAH will enter a ground lease. The lease was originally to be a 99 year lease but was shortened to 50 years as the payments for the 99 year lease were too high. Trust members asked what would happen at the end of 50-year lease term. Staff pointed out that the project would likely be recapitalized at the end of the lease term to maintain affordability.

Upon a motion moved, seconded and approved by a roll call of seven in favor with one absent (Ms. Noyes) to approve the funding request of \$7,750,000 with the conditions outlined in the Community Development Department Memo of October 27.

ADJOURNMENT

Upon a motion moved, seconded, and approved by a roll call of seven in favor with one absent (Ms. Noyes) to adjourn the meeting.

The meeting adjourned at 4:45 p.m.

The next meeting is scheduled for November 17, 2022, at 4:00 p.m.

Meeting Materials:

- Agenda
- Meeting Minutes from the Trust's September 22, 2022, meeting
- Project update: Status of Active Commitments
- Community Development Department Memo, October 27, 2022, 49 Sixth Street/Sacred Heart loan request from NOAH

Cambridge Affordable Housing Trust

November 17, 2022

Status of Active Commitments

	Active Projects	Sponsor	Rental Units	Ownership Units	Status	Total Cost	Trust Commitment	Loan Amount Per Unit	Trust Approval Date
1.	HomeBridge program	CDD	currently approved buyers:	6	82 scattered site units purchased by first time buyers to-date. Program expansion up to 120% AMI now active. 3 units closed in September; 1 under agreement.	N/A	\$18,200,000	1-br: 40% sale 2-br: 45% sale 3-br: 50% sale	May 2011
2.	Homeownership Resale Program	CDD	currently active units:	16	Re-purchase, rehab and re-sale of affordable homeownership units to new homebuyers. 1 unit under agreement.	N/A	\$7,500,000		December 2011
3.	Vail Court (139 Bishop Allen)	TBD	TBD	TBD	Trust and City hosted public meeting in 2017 to hear from the community on affordable housing needs and ideas for the redevelopment of Vail Court. Additional public meetings will be scheduled but are currently on hold pending the legal action taken by former owner.	TBD	TBD	TBD	N/A
5.	2072 Mass. Ave.	Capstone Hope	TBD	TBD	Capstone/Hope purchased site in April 2018 and sought a comprehensive permit to enable the construction of a new 48 unit affordable housing building but withdrew their request at the September 2021 BZA hearing; they remain committed to creating affordable housing at this site and are assessing next steps and options.	TBD	\$5,071,000	TBD	February 2018 and June 2021
6.	52 New Street	JAS	107		JAS purchased the site in early 2020 and is permitting the project through the Affordable Housing Overlay. After JAS held 3 AHO community meetings, the proposal was reviewed by the Planning Board at the two advisory design review meetings required by the AHO, first on 10/16/21, and again on 1/4/22. A final Planning Board report has since been issued. The Trust increased its predevelopment loan for the project in January 2022. DHCD funding award was announced in July, and JAS is assembling the final pieces of funding needed to begin construction.	TBD	\$18,025,390	\$168,462	October 2019, June 2021, January 2022
7.	Park View Coop (24-26 Corporal McTernan Street)	Park View Coop		12	Funds committed May 2021; closing completed October 2022; preparing to begin renovations.	\$4,986,321	\$4,199,215	\$349,935	March 2019 and May 2021
8.	Fresh Pond Apartments (362 and 364 Rindge Ave)	Schochet	504		In March 2020, the Trust committed funding for the preservation of Fresh Pond Apartments. This commitment was combined with \$15 million in City funding which was appropriated by the Council. After many months of preparation, the Fresh Pond Apartments funding closed on October 6, 2021 and a new 50 year affordable restriction was recorded. The owner has been working with the CHA, City and tenants to transition tenants to the new program including offering PBVs to cost-burdened EV tenants.	\$34,533,179	\$34,533,179	\$68,518	March 2020
9.	Rindge Commons - Phase 1 (site of 402 Rindge Ave)	JAS	24		In June 2020, the Trust approved funding for the first phase of Rindge Commons. Project received a comprehensive permit in August 2020 and began construction in June 2022. The CAHT loan at closing was \$3,706,358 or \$154,444 per unit. This is a \$543,342 reduction from the original loan commitment. Construction underway.	\$17,307,771	\$4,250,000	\$177,083	June 2020
10.	Broadway Park (240 Broadway)	JAS		15	In March 2021, the Trust approved funding to create 15 affordable homeownership units. JAS has had several community meetings to review its proposal and expects to seek a comprehensive permit for this development. JAS also will be seeking to assemble remaining funding needed for this development.	TBD	\$3,600,000	\$240,000	March 2021
11.	Jefferson Park Federal (45-60; 61-75; 77-92; 93-108; Jackson Circle; 1; 2-19, 21-42; 109-124; 1000 Jackson Place)	CHA	278		In September 2021, the Trust approved funding to assist with the comprehensive modernization of Jefferson Park Federal. After the CHA held 3 AHO community meetings, the proposal was reviewed by the Planning Board at the two advisory design review meetings required by the AHO, first on 11/9/21, and again on 2/15/22. A final Planning Board report has since been issued. The CHA is now in the process of assembling the remaining financing needed, with a goal of beginning construction in early 2023.	TBD	\$43,611,615	\$156,876	September 2021
12.	35 Harvey Street	HRI / Cascap	12		In November 2021, the Trust approved funding to assist with the renovation and reconfiguration of Harvey Street from SROs to studio apartments. DHCD funding award was announced in July, and HRI is in the process of assembling the remaining financing needed, with a goal of beginning construction in the coming months.	TBD	\$2,917,664	\$243,139	November 2021
13.	1627 Mass. Ave.	HRI	TBD	TBD	In January 2022, the Trust approved funding to assist with the purchase of this property from Lesley University to create affordable housing. The Trust approved additional predevelopment funding in August 2022. HRI acquired the site in August 2022 and held first AHO Community meeting on 9/15/22.	TBD	\$7,925,000	TBD	January 2022 and August 2022
14.	116 Norfolk Street	CHA	62		In August 2022, the Trust approved funding to assist in the renovation and expansion of an existing 38-unit SRO to create 62 studio apartments for individuals moving beyond homelessness. CHA has completed AHO advisory design review and has begun the closing process in advance of a December 2022 closing. The final Planning Board advisory design review report was issued on 10/28/22 and will be transmitted to the Trust at its next meeting.	TBD	\$10,161,150	\$163,890	August 2022
15.	35 Cherry Street	TBD	TBD	TBD	In March 2022, the City Council approved the disposition of this property to the Trust to initiate the creation of affordable homeownership housing. Transfer from MIT complete, planning for RFP to select affordable housing developer and process underway.	TBD	TBD	TBD	March 2022
16.	49 Sixth Street	POAH	46		In October 2022, the Trust approved funding to assist in the conversion of a portion of the Sacred Heart church property to affordable housing. POAH has completed the AHO process	TBD	\$7,750,000	\$168,478	October 2022

Total Units 1036

Cambridge Affordable Housing Trust

Status of Affordable Housing Overlay (AHO) Developments

	AHO Development	Developer	AHO Status & Activity	Rental Units	Ownership Units	Development Status
1.	52 New Street	Just-A-Start Corporation	AHO Community meetings held on 2/25/21, 3/25/21, and 4/15/21. Planning Board design consultation held on 10/26/21 and 1/4/22. Design consultation completed January 2022; Final Planning Board report issued 1/20/22 and was transmitted to the Trust in its 1/27/22 briefing materials.	107		Design Consultation Complete; see above

2.	Jefferson Park Federal (45-60, 61-75, 77-92; 93-108; Jackson Circle; 1; 2-19, 21-42; 109-124; 1000 Jackson Place)	Cambridge Housing Authority	AHO Community meetings held on 3/2/21, 4/1/21, and 10/19/21. Planning Board design consultation held 11/9/21 and 2/15/22. Final Planning Board report issued 3/9/22 transmitted to the Trust in its 3/24/22 briefing materials.	278		Design Consultation Complete; see above
3.	Walden Square II (102 Sherman Street)	WinnDevelopment Companies	AHO Community meetings held on 3/23/21, 4/13/21 and 5/27/21. Submission for first Planning Board advisory design consultation was withdrawn by developer on 11/16/21. Design revised based on community comments. Community meeting held 2/23/22.	~102		Original submission withdrawn; community meetings underway
4.	49 6th Street	POAH & Urban Spaces	AHO Community meetings held on 7/27/21 and 11/3/21. First Planning Board advisory design consultation meeting held 4/5/22. Second design consultation meeting was held on 6/28/22; Planning Board report issued 7/14/22 and transmitted to the Trust on 8/4/2022.	46		Design Consultation Complete; see above
5.	116 Norfolk Street	Cambridge Housing Authority	First AHO community meeting held 2/10/22. Second community meeting held 4/26/22. First Planning Board advisory design consultation meeting was held on 7/5/22. Second advisory design consultation held 9/13/22. Planning Board report issued on 10/28/22 and will be transmitted to the Trust at its next meeting.	~62		Design Consultation Complete; report to be issued
6.	1627 Mass. Ave.	Homeowner's Rehab Inc	First AHO community meeting held 9/15/22.	TBD		Community meetings underway.

Status of Active Inclusionary Housing Developments

	Approved Active Projects	Developer	Status	Rental Units	Ownership Units	Applicable zoning
1.	305 Webster Ave.	305 Webster Ave. Condominiums L	Covenant Recorded 8/11/17. Construction is complete. Lotteries complete. Closings underway.		4	Ordinance prior to revision
2.	St. James (1991 & 2013 Mass. Ave.)	Oak Tree	Converted to ownership. Construction is complete. Lotteries complete. Closings underway.		5	Ordinance prior to revision
3.	50 Cambridgepark Drive	Hanover	Covenant recorded 8/6/19. Building Permit issued 12-5-19. Construction nearing completion. First group of units complete.	55		Revised ordinance at 20% sf requirement
4.	165 Main Street	Mitimco	IHP Covenant recorded 12/17/19. Building Permit issued 12-20-19. Complete. Tenant selection underway.	63		Zoning for MIT
5.	95-99 Elmwood	95-99 Realty	Covenant recorded. Building Permit issued 7-2-20. Under construction.		4	Ordinance prior to revision
6.	Cambridge Crossing, Building I	DivcoWest	Covenant recorded; Building Permit issued 8-24-20 Under construction. First phase complete. Completion expected of the entire building fall 2022.	54		Ordinance prior to revision
7.	212 Hampshire Street	212 Hampshire LLC, Binoj Pradhan	Covenant recorded. Construction complete. Tenant selection underway	1		BZA requirement of affordable unit
8.	55 Wheeler Street	Toll Brothers	Covenant recorded 3/12/21. Building Permit issued 3/16/21. Under Construction. Completion of first phase of units expected in early 2023.	99		Revised ordinance at 20% sf requirement
9.	40 Thorndike Street, Court House	Leggat/McCall	Covenant recorded. Building Permit issued. Under construction	48		All units are affordable
10.	605 Concord Ave.	Abodez Acorn	Covenant recorded; Building Permit issued 12/9/21. Under Construction.	7		Revised ordinance at 15% sf requirement
11.	3-5 Linnaean	Willow Land Corp.	Covenant recorded; Building Permit issued.	1		Zoning for basement housing overlay
12.	1043-1059 Cambridge St.	418 Real Estate	Covenant recorded. Building permit issued 7/11/22. Under construction		3	Revised ordinance at 20% sf requirement

Under Development:

328 16

Completed Units:

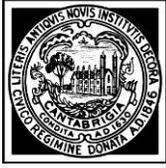
951 202

All Units:

1279 218

1497

	Active Pipeline Projects	Developer	Status	Rental Units	Ownership Units	Applicable zoning
1.	600 Massachusetts Ave.	418 Real Estate	IHP plan was submitted but is on hold as developer is exploring other options to create affordable units.			Revised ordinance at 20% sf requirement



CITY OF CAMBRIDGE

Community Development Department

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MEMORANDUM

To: Cambridge Affordable Housing Trust
From: Christopher Cotter, Housing Director
Cassie Arnaud, Senior Housing Planner
Date: November 17, 2022
Re: Planning Board review of Renovation and Expansion of 116 Norfolk Street

Cambridge Housing Authority (CHA) has continued its progress with plans to convert of renovate and expand its 116 Norfolk property to create 62 new affordable rental units. CHA has worked with both CDD and DHSP to develop its plan. CHA has held several community meetings, and recently completed the advisory design review process with the Planning Board under the Affordable Housing Overlay (AHO).

The Planning Board held its second advisory design consultation meeting on September 13th to review and comment on the updated designs for CHA's proposed redevelopment. This was the second of the two advisory design consultation meetings required under the AHO, and the Board had provided initial comments on the proposal in July.

The proposed design with revision made in response to the first design consultation meeting was favorably received by the Board which noted in its report that CHA had addressed several of the concerns raised at the initial review. The Planning Board made some additional suggestions for further refinement as outlined in the attached report which included further study of floor plans for corner units, design of the first-floor entry, and the proposed cornice.

The AHO provides for the results of the design review process to be shared with the Affordable Housing Trust. The Planning Board report is attached and includes:

- Planning Board Final Report of Affordable Housing Overlay (AHO) Design Consultation (10/26/22), including:
 - Cambridge Historical Commission Memo (6/27/22);
 - CDD Memo (9/6/22);
- Planning Board Initial Report of Affordable Housing Overlay (AHO) Design Consultation (7/20/22), including:
 - CDD Memo 6/29/22
 - Department of Public Works memo (6/27/22).

Project Overview:

CHA is planning to expand and historically renovate their existing property at 116 Norfolk Street. The current building, a former convent, contains 37 single-room occupancy (SRO) units. The CHA is proposing to reconfigure those units into studio apartments and to build a rear addition to create up to a total of 62 studio apartments.

Affordable units will house current residents who want to return after construction as well as new residents selected from the City's Cambridge Coordinated Access Network (C-CAN) list maintained by the City's Department of Human Services (DHSP) for the Cambridge Continuum of Care. CHA has worked closely with DHSP and CDD to develop a program that will house homeless individuals prioritized through the City's C-CAN list and provide them with a comprehensive services program in addition to affordable housing.

In August the Trust committed \$10,161,150 to CHA to assist in this effort. CHA has assembled additional funding needed, and preparation is underway for construction loan closing in December and subsequent construction start.

More information on CHA's proposed redevelopment, including material CHA submitted to the Planning Board and presentation materials, can be seen on CDD's 116 Norfolk Street project page at:

[116 Norfolk Street - CDD - City of Cambridge, Massachusetts \(cambridgema.gov\)](https://www.cambridgema.gov/cdd/116-norfolk-street)



CITY OF CAMBRIDGE, MASSACHUSETTS

PLANNING BOARD

CITY HALL ANNEX, 344 BROADWAY, CAMBRIDGE, MA 02139

Date:	October 26, 2022
Subject:	Final Report of Affordable Housing Overlay (AHO) Design Consultation Procedure
Project Location:	116 Norfolk Street
Date of Planning Board Meeting:	September 13, 2022

Project Overview

The Planning Board (the “Board”) met on Tuesday, September 13th to review and comment on the revised designs for 116 Norfolk Street, a residential building being developed by the Cambridge Housing Authority (CHA) and 116 Norfolk Apartments LLC under the Affordable Housing Overlay (Section 11.207 of the Zoning Ordinance). The Board reviewed a revised submission and plan sets submitted by CHA dated August 16, 2022 and August 26, 2022. They also reviewed a memo from Community Development Department (CDD) staff, which is attached. The Board held its first design consultation on July 5, 2022 and issued an initial report dated July 20, 2022, which is also attached.

Board Comments

The Board was generally pleased with the design refinements proposed by CHA. Several of the Board’s initial comments were addressed by the revised proposal, including changes to the overall site landscaping, revised building colors, improved connector, realignment of the overhanging second floor, and the addition of windows and improved proportions to existing windows. For more details, the staff memo from CDD is attached hereto.

As the proposal moves forward, the Board makes the following suggestions for further study:

- Evaluation of the design of the former entryway which is to be closed off;
- Floor plan of the corner units to be more logically arranged;
- Making the first floor entry area less “fortress-like” in design, such as by removing vertical bars from the doors;
- Redesigning the glass frit pattern on the upper floors so it will not block views;
- Redesign of the mail room;
- Closer evaluation of the proposed cornice design;
- Further refinement of the wall art concept near the main entry.

In addition to these suggestions, the Board agreed with the recommendations of the CDD staff memo on further design considerations.

AHO Compliance Summary

This report certifies that the CHA has completed the Advisory Design Consultation Procedure in order to comply with the procedures for development under the Affordable Housing Overlay set forth in Section 11.207.8 of the Cambridge Zoning Ordinance.

Submitted for the Planning Board,

Swaathi Joseph

Representative to the Planning Board, authorized by Catherine Preston Connolly, Chair.



CITY OF CAMBRIDGE

Community Development Department

To: Planning Board

From: CDD Staff

Date: September 6, 2022

Re: **AHO-5, 116 Norfolk Street – Advisory Design Consultation Meeting #2**

IRAM FAROOQ
Assistant City Manager for
Community Development

SANDRA CLARKE
Deputy Director
Chief of Administration

KHALIL MOGASSABI
Deputy Director
Chief of Planning

Overview

Submission Type: Affordable Housing Overlay (AHO) Advisory Design Review

Applicant: Cambridge Housing Authority (CHA) and 116 Norfolk
Apartments LLC

Zoning District(s): Residence C-1

Proposal Summary: Rehabilitation, conversion, and expansion of an existing building with 38 single-room occupancy (SRO) apartments into 62 affordable studio apartments. The total Gross Floor Area (GFA) of the development is 43,100 square feet. The rehabilitated existing building height will remain at approximately 54 feet and the proposed addition height will be approximately 45 feet. The development will include no off-street parking spaces, 36 long-term bicycle parking spaces, and 4 short-term bicycle parking spaces. The building proposes additional space for resident amenities, as well as office space for CHA administrative staff and resident services program staff. It will also include renovations to an existing courtyard, open space, outdoor porch, and perimeter brick wall.

Planning Board Action: Review revised materials and provide final comments on conformance with AHO Development Standards, City Development Guidelines for the proposal area, Design Guidelines for AHO, and Citywide Urban Design Objectives. This is the second of two required advisory review sessions under the AHO.

Memo Contents: CDD Zoning Report & Urban Design Report

11.207.5 – 11.207.7 AHO Development Standards

Development Standard	Requirements for AHO Project in Residence C-1
Building Height & Stories Above Grade	<ul style="list-style-type: none"> • 4 Stories Above Grade or 45 feet for new construction. • Existing building height is allowed for preservation/reuse.
Density	<ul style="list-style-type: none"> • Maximum FAR of 2.00, except in the case of a preservation/reuse project. • There is no minimum lot area per dwelling unit for an AHO Development.
Yard Setbacks	<ul style="list-style-type: none"> • For new construction: 10' Front Yard, 7.5' Side Yard, and 20' Rear Yard. • Front yards may be reduced to the average of the four (4) nearest pre-existing principal buildings on the same side of the street. • Existing building setbacks are allowed for preservation/reuse.
Open Space	<ul style="list-style-type: none"> • Generally 30% of lot area. • Existing open space is allowed for preservation/reuse; minor reductions are permitted in order to adapt building to meet accessibility standards.
Existing Buildings	<ul style="list-style-type: none"> • The required dimensional characteristics of the existing building and site shall be those existing at the time of conversion to an AHO Development. • Certain modifications may be permitted as-of-right to an existing building for an AHO Development.
Parking and Bicycle Parking	<ul style="list-style-type: none"> • There is no minimum off-street parking required for an AHO Development. • For AHO Developments of twenty (20) or more units, if less than 0.4 spaces per dwelling unit are provided, specific Transportation Demand Management (TDM) measures are required, including complimentary annual Bluebikes memberships or 50% discounted MBTA passes for six months, and providing transit information to each household within the AHO Development. • Bicycle parking is generally required per Article 6.100; in an existing building, bicycle parking spaces meeting zoning standards are not required but are encouraged to be provided to the extent practical given the limitations of the existing structure.
Site Design and Arrangement	<ul style="list-style-type: none"> • Front yards may be landscaped or hardscaped but cannot be used for off-street parking.

Development Standard	Requirements for AHO Project in Residence C-1
	<ul style="list-style-type: none"> • Pedestrian entrances shall be visible from the street. • Buildings with front facades in excess of 250’ in length shall provide forecourts to break up massing. • Existing buildings may maintain existing conditions; alterations are allowed if they do not increase nonconformance with standards.
Building Facades	<ul style="list-style-type: none"> • Building facades facing public streets shall have a minimum percentage of glazing. • Building facades shall incorporate projections/recesses at regular intervals to promote visual interest. • Facades of ground stories shall have expanses of no more than 25’ with no windows or pedestrian entryways. • Existing buildings may maintain existing conditions; alterations are allowed if they do not increase nonconformance with standards.
Ground Stories and Below Grade	<ul style="list-style-type: none"> • Ground stories with non-residential uses must have a height of at least 15’ and a depth of 35’. • Existing buildings may maintain existing conditions; alterations are allowed if they do not increase nonconformance with standards.
Mechanical Equipment, Refuse Storage and Loading Areas	<ul style="list-style-type: none"> • New mechanical equipment shall be generally screened from view. Rooftop mechanical equipment must be set back from the roof line equal to its height.
Environmental Design Standards	<ul style="list-style-type: none"> • Green Building Requirements as set forth in Article 22 shall generally apply to AHO Developments. • AHO Developments are exempt from the Green Roofs Ordinance.

AHO Design Guidelines

Site Design Objectives	
Response to Context	<ul style="list-style-type: none"> • Design site layouts to harmonize with the neighborhood context.
Open Space & Landscape Design	<ul style="list-style-type: none"> • Design open space to enhance the lives of residents and the broader community by offering aesthetic and environmental benefits. • Offer useful amenities to residents, provide opportunities to minimize the impact of new development on neighbors' privacy and quality of life, and contribute to the beauty of the city.
Circulation	<ul style="list-style-type: none"> • Promote non-motorized mobility by prioritizing pedestrian-friendly and bike-accessible site design.
Parking	<ul style="list-style-type: none"> • Minimize the impact of parking and driveway.

Utilities	<ul style="list-style-type: none"> Minimize the visual, acoustical, and environmental impacts of essential utilities and services.
Outdoor Lighting	<ul style="list-style-type: none"> Provide lighting for safety and functionality while minimizing energy use, light pollution, and other negative impacts.
Public Art	<ul style="list-style-type: none"> Enrich the visual environment and strengthen the sense of place by incorporating art.
Building Design Objectives	
Massing	<ul style="list-style-type: none"> Configure massing for compatibility with the prevailing or desired pattern of neighboring buildings and open spaces. In established neighborhoods, relate to the existing pattern of streets and other open spaces, and prioritize compatibility with existing buildings. In evolving areas, configure new developments to help realize the City’s vision for urban form.
Facades	<ul style="list-style-type: none"> Design facades to enhance and enliven the public realm. In established areas, emphasize compatibility and reinforce sense of place. In evolving residential and commercial districts, contribute to the transformation of urban form by setting precedents for design excellence. Where appropriate, incorporate ground level retail spaces and common areas to foster a lively enliven the urban environment. Provide daylight to interior spaces, avoid excessive energy use, and protect the privacy of residents of neighboring buildings. Design facades to relate to the residential scales and patterns of Cambridge's diverse and historic neighborhoods. Design street facades to offer a sense of civic presence and human scale, and visual interest as appropriate to their role in defining public space.
Architectural Details, Materials, Color, and Finishes	<ul style="list-style-type: none"> Use materials that are warm, inviting, and compatible with surrounding existing buildings and the neighborhood context. Develop building facades of high-quality, durable materials and with colors, finishes, and textures appropriate to building contexts.
Building Interiors	<ul style="list-style-type: none"> Affordable housing, like all housing, should serve the needs of its residents while contributing to the residential character and sense of neighborhood within the area at large.
Sustainable Design Objective	
Site and Building Design	<ul style="list-style-type: none"> Achieve resilience measures to the maximum extent possible, including energy efficiency and measures to promote the health and wellness of residents.

The complete set of Design Guidelines for Affordable Housing (28 July 2020) can be found at:

https://www.cambridgema.gov/-/media/Files/CDD/Housing/Overlay/zngamend_aho_designguidelines_20200728v2.pdf

19.30 Citywide Urban Design Objectives [SUMMARIZED]

Objective	Indicators
New projects should be responsive to the existing or anticipated pattern of development.	<ul style="list-style-type: none"> • Transition to lower-scale neighborhoods • Consistency with established streetscape • Compatibility with adjacent uses • Consideration of nearby historic buildings
Development should be pedestrian and bicycle-friendly, with a positive relationship to its surroundings.	<ul style="list-style-type: none"> • Inhabited ground floor spaces • Discouraged ground-floor parking • Windows on ground floor • Orienting entries to pedestrian pathways • Safe and convenient bicycle and pedestrian access
The building and site design should mitigate adverse environmental impacts of a development upon its neighbors.	<ul style="list-style-type: none"> • Location/impact of mechanical equipment • Location/impact of loading and trash handling • Stormwater management • Shadow impacts • Retaining walls, if provided • Building scale and wall treatment • Outdoor lighting • Tree protection (requires plan approved by City Arborist)
Projects should not overburden the City infrastructure services, including neighborhood roads, city water supply system, and sewer system.	<ul style="list-style-type: none"> • Water-conserving plumbing, stormwater management • Capacity/condition of water and wastewater service • Efficient design (LEED standards)
New construction should reinforce and enhance the complex urban aspects of Cambridge as it has developed historically.	<ul style="list-style-type: none"> • Institutional use focused on existing campuses • Mixed-use development (including retail) encouraged where allowed • Preservation of historic structures and environment • Provision of space for start-up companies, manufacturing activities
Expansion of the inventory of housing in the city is encouraged.	<ul style="list-style-type: none"> • Housing as a component of large, multi-building development • Affordable units exceeding zoning requirements, targeting units for middle-income families
Enhancement and expansion of open space amenities in the city should be incorporated into new development in the city.	<ul style="list-style-type: none"> • Publicly beneficial open space provided in large-parcel commercial development • Enhance/expand existing open space, complement existing pedestrian/bicycle networks • Provide wider range of activities

Zoning & Development Staff Report

Overview

The Cambridge Housing Authority (CHA) is proposing to expand and renovate their existing historic property at 116 Norfolk Street. The current building, a former convent, contains 38 single-room occupancy (SRO) units. The CHA is proposing to reconfigure those units into studio apartments and to build a rear addition to create up to a total of 62 studio apartments under the provisions of the [Affordable Housing Overlay](#) (AHO). The project is pursuing Enterprise Green Communities (EGC) certification by seeking a total of 96 optional points on top of mandatory requirements.

The total Gross Floor Area (GFA) of the development is 43,100 square feet. The rehabilitated existing building height will remain at approximately 54 feet and the proposed addition height will be approximately 45 feet. The development will include no off-street parking spaces, 36 long-term bicycle parking spaces, and 4 short-term bicycle parking spaces. The building proposes additional space for resident amenities, as well as office space for CHA administrative staff and resident services program staff. It will also include renovations to an existing courtyard, open space, outdoor porch, and perimeter brick wall.

Planning Board Comments from Initial Consultation Meeting

The Planning Board (the “Board”) met on Tuesday, July 5, 2022 to review and comment on the design for this project. The Board reviewed a plan set submitted by CHA dated May 27, 2022 and a presentation dated July 5, 2022, as well as memos from the Community Development Department (CDD) and the Department of Public Works (DPW).

Board members were generally supportive of the proposed development, including the building and site design. The Board members were particularly supportive of the increase in affordable units. Among suggestions for further refinement, the Board identified minor building design and material improvements, accessibility questions, and parking and loading questions. The report from the initial meeting is attached.

Staff Comments on Revised Submission

Since the initial Planning Board consultation, the Applicant has met several times with City staff to further refine the proposed design of the site. The revised submission from the Developer is responsive to staff and the Planning Board’s initial comments and remains consistent with the AHO zoning standards. The cover letter outlines the full extent of revisions. It provides additional information on how Planning Board’s and Staff’s feedback has been incorporated into the updated design.

The following additional information was provided about the project’s conformance with AHO zoning requirements. Comments related to the building design, façade materials, accessibility, and site design are provided in a separate memo from Urban Design staff.

- Parking, Loading, and Bike Parking. The Planning Board’s Initial Report requested additional information on how motor vehicle parking demands would be managed for visitors and staff to

the site, as well as consideration for providing expanded TDM measures for residents. In its response, CHA noted that non-resident building visitors, such as full-time staff, service providers, and nurses, will be eligible to park at the Pisani Center, a CHA property less than a half mile from 116 Norfolk. CHA will pay for residents' choice of 50% discounted MTBA passes for 6 months or a free BlueBikes subscription for 1 year, and the service partner, Eliot Community Human Services, will help residents apply for an ongoing 50% discounted MBTA pass.

- Rooftop Mechanicals. CDD's staff memo dated June 29, 2022 noted that a small portion of the rooftop mechanicals appear visible above the roof line from 105 Norfolk Street, which would violate an AHO requirement that all rooftop mechanical equipment be set back from roof edges and screened from ground-level view on public streets and abutting residential lots. Revised rooftop mechanical renderings were not provided in the updated submission from the Applicant, but they were discussed in a follow-up staff meeting and the Applicant will provide updated drawings prior to application for a building permit.
- Sustainability. CDD's initial review of the proposal against the City's Green Building Requirements yielded a request for further exploration of the proposal's impact on embodied carbon. Enterprise Green Communities (EGC) points regarding embodied carbon reduction are optional and promote steel, concrete, and insulation with a low global warming potential, roofing and paving with a high solar reflective index, and FSC or salvaged wood. The initial Green Building submission did not show any optional points being sought under "Environmentally Responsible Material Selection" criteria, but the developer's response to the Planning Board notes that the structural materials being used will be primarily existing (in the case of the existing building) and wood framing instead of steel. The developer anticipates that the materials used in the project will meet EGC criteria. This item can be reviewed again at the building permit stage of Green Building Review.

Urban Design Staff Report

Overview

The Affordable Housing Overlay project at 116 Norfolk Street consists of the renovation of the historically significant building facing Norfolk Street and the construction of an addition to it. Together, the proposed renovation and addition will provide 62 studio apartment units, plus an administrative office suite, four lounges, a laundry, and a fitness room.

The revised design incorporates several improvements on the design presented in the first hearing on July 5, 2022. It remains in general conformance with the Design Guidelines for the Affordable Housing Overlay (2020).. The addition is distinguished from the existing historic structure by materials, details, and form and separated from it by a new glazed entry element. The addition's facades are compatible with those of the neighborhood in materials and color. Its massing is articulated for scale compatibility with the nearby two- and three-story buildings.

In the project's first hearing, the Planning Board strongly supported the project for its provision of additional housing, its preservation of the existing south lawn and a portion of the existing porch, and for the quality of its design.

The Board's comments on the design included:

- A suggestion that the new entrance, in the nook between the existing and new buildings, should be more prominent.
- A suggestion that the projecting portion of the west façade be reduced so as to give the building entrance more prominence.
- A suggestion that the cornice have a constant projection beyond the different planes of the facades below.
- It would be preferable to provide the rooftop solar PV panels when the project is constructed rather than at some point in the future.
- Concern that the project does not provide parking for residents and only a small amount for service providers and other workers.

Urban Design Comments on Design Revisions

The revised design addresses several of the Planning Board's and staff's comments and makes other improvements:

Site Design

- The grading of the south garden has been adjusted to integrate the slope up to the new entrance with the general site topography.
- The deteriorating wooden fence at the top of the brick wall along Suffolk Street will be replaced with a metal fence.
- Plantings have been added on the north side of the north terrace.
- Instead of a single mural on the west side of the addition, there are now three of them located on the brick garden walls around the complex.
- The design of the gates and metal fences at the site perimeter have been improved.

Building Design

- The addition's color is now a somewhat purer, less greyish, blue, which seems fine.
- The façade of the proposed glazed connector between the existing building and the addition has been improved with a double door and canopy to emphasize the building's new main entrance.
- The building entrance façade has been given a more hierarchically clear arrangement of transparent glazing, fritted glazing, opaque panels, and mullions, which gives the entrance additional emphasis.
- The level of the overhanging second floor on the west side of the new building has been adjusted to align with the bottom of the existing porch's entablature, helping relate the addition to the existing building and also giving the entrance more prominence.
- Windows have been added to the west façade of the addition, below the overhanging second floor
- The tall window heads of the addition's first and second floors have been slightly reduced in height and given relief detail, improving their proportions.

Sustainability

- The roof will be solar ready. Photovoltaic panels are indicated on the roof of the southern portion of the addition. Consideration could be given to also providing them on the northern portion of the addition and also on the roof of the existing building.

Suggestions for further study

Because the Planning Board's review of this project is advisory, there are no conditions for continuing design review. However, as the developer further refines the design through the building permit and construction process, staff would encourage the developer to review the following topics. Staff will continue to consult with the developer as appropriate.

1. While the appearance of the glazed link between the existing building and the addition has been improved, the horizontal grain of its facades - stretched between the existing and new buildings - downplays its significance as the main entrance to the existing building and to the addition. To strengthen the sense of entry, the link could be given a stronger identity as a third element of the composition. Potential means to achieve this could include vertical reveals separating the link's north and south facades from the adjoining building masses, and a more vertical façade expression, continuing the mullion and glazing pattern through the link's floor levels.
2. Consider reconfiguring the new building's cornice to maintain a constant projection as it goes around the projecting and recessed portions of the façade.
3. To relate the windows of the addition to those of the existing building, and to help absorb the tall first and second floor window heads into the overall pattern of the facades, consider using light colored mullions instead of dark ones in the addition's windows.
4. Large portions of the existing brick garden wall are indicated as being replaced by new construction. Verify that this replacement is necessary.
5. Proposed tree species and locations.
6. Provide a hedge along the eastern portion of the Suffolk Street frontage – the portion in front of the addition's south wing.
7. Coordinate with city staff on potential future revisions to Suffolk Street.
8. Coordinate as appropriate with city staff on brick restoration on the existing building.
9. Dimensions and clearances in the bicycle storage rooms and the routes to them.
10. The designs of the art installations and their means of attachment to the brick garden wall.
11. Investigate whether additional PV panels could be provided on the roofs.
12. Additional information regarding embodied carbon.



CITY OF CAMBRIDGE, MASSACHUSETTS

PLANNING BOARD

CITY HALL ANNEX, 344 BROADWAY, CAMBRIDGE, MA 02139

Date:	July 20, 2022
Subject:	Initial Report of Affordable Housing Overlay (AHO) Design Consultation
Project Location:	116 Norfolk Street
Date of Planning Board Meeting:	July 5, 2022

Overview

The Planning Board (the “Board”) met on Tuesday, July 5, 2022 to review and comment on the design for 116 Norfolk Street, a residential building being developed by the Cambridge Housing Authority (CHA) and 116 Norfolk Apartments LLC under the Affordable Housing Overlay ([Section 11.207](#) of the Zoning Ordinance). The Board reviewed a plan set submitted by CHA dated May 27, 2022. They also reviewed memos from the Community Development Department (CDD) and the Department of Public Works (DPW), which are attached.

Proposal Description

The proposal includes the renovation of an existing building and a rear addition to accommodate up to 62 permanently affordable studio apartments. The redevelopment includes no off-street parking spaces, 36 long-term bicycle parking spaces, and 4 short-term bicycle parking spaces. In addition to new residential units, the proposal will include additional space for resident amenities, as well as office space for CHA administrative staff and resident services program staff. Renovations will include modifications to an existing courtyard and open space area, outdoor porch, and perimeter brick wall.

Board Comments

Board members were generally supportive of the proposed development, including the building and site design. The Board members were particularly supportive of the increase in affordable units. Several Board members noted minor design elements that they said could be improved, and made the following suggestions for further refinement as the design progresses:

- **Building Design**
 - Consideration could be given to maintaining a cornice with a consistent projection that matches the walls below.
 - Consideration could be given to increasing the visibility of the new entrance, and to reducing the intrusion of the addition's second floor into the entry area.

- Consideration could be given to adding a porch on the new entry that relates to the design of the existing porch, thereby signaling the location of the new building entry. Another suggestion for the entry area was to pull back a portion of units 217 and 317 to create a three-window projection that provides additional visual space.
- **Materials**
 - Board members requested additional product information on the proposed windows with fly ash frames to ensure they are appropriate for the local climate.
- **Accessibility**
 - Clarification on whether a handrail will be required for the proposed entrance walkway.
- **Parking, Loading & Bike Parking**
 - Additional information about the planned management of motor vehicle parking for non-resident building visitors, such as full-time site staff, service providers, and nurses.
 - Consideration for providing expanded TDM measures.

In addition to these topic areas, the Board supported comments made in the staff memos for this proposal and asked that they be considered in refining the design of the development.

Submitted for the Planning Board,

Swathi Joseph

Representative to the Planning Board, authorized by Hugh Russell, Acting Chair.



CITY OF CAMBRIDGE

Community Development Department

To: Planning Board

From: CDD Staff

Date: June 29, 2022

Re: Affordable Housing Overlay Design Consultation **AHO-5, 116 Norfolk Street**

IRAM FAROOQ
Assistant City Manager for
Community Development

SANDRA CLARKE
Deputy Director
Chief of Administration

KHALIL MOGASSABI
Deputy Director
Chief of Planning

Overview

Submission Type: Affordable Housing Overlay (AHO) Advisory Design Review

Applicant: Cambridge Housing Authority (CHA) and 116 Norfolk
Apartments LLC

Zoning District(s): Residence C-1

Proposal Summary: Rehabilitation, conversion, and expansion of an existing building with 38 single-room occupancy (SRO) apartments into 62 affordable studio apartments. The total Gross Floor Area (GFA) of the development is 43,100 square feet. The rehabilitated existing building height will remain at approximately 54 feet and the proposed addition height will be approximately 45 feet. The development will include no off-street parking spaces, 36 long-term bicycle parking spaces, and 4 short-term bicycle parking spaces. The building proposes additional space for resident amenities, as well as office space for CHA administrative staff and resident services program staff. It will also include renovations to an existing courtyard, open space, outdoor porch, and perimeter brick wall.

Planning Board Review and comment on conformance with AHO

Action: Development Standards, City Development Guidelines for the proposal area, Design Guidelines for AHO, and Citywide Urban Design Objectives.

Memo Contents: CDD Zoning Report & Urban Design Report

Other Staff Reports: Department of Public Works (DPW), in separate document.

11.207.5 – 11.207.7 AHO Development Standards

Development Standard	Requirements for AHO Project in Residence C-1
Building Height & Stories Above Grade	<ul style="list-style-type: none"> • 4 Stories Above Grade or 45 feet for new construction. • Existing building height is allowed for preservation/reuse.
Density	<ul style="list-style-type: none"> • Maximum FAR of 2.00, except in the case of a preservation/reuse project. • There is no minimum lot area per dwelling unit for an AHO Development.
Yard Setbacks	<ul style="list-style-type: none"> • For new construction: 10' Front Yard, 7.5' Side Yard, and 20' Rear Yard. • Front yards may be reduced to the average of the four (4) nearest pre-existing principal buildings on the same side of the street. • Existing building setbacks are allowed for preservation/reuse.
Open Space	<ul style="list-style-type: none"> • Generally 30% of lot area. • Existing open space is allowed for preservation/reuse; minor reductions are permitted in order to adapt building to meet accessibility standards.
Existing Buildings	<ul style="list-style-type: none"> • The required dimensional characteristics of the existing building and site shall be those existing at the time of conversion to an AHO Development. • Certain modifications may be permitted as-of-right to an existing building for an AHO Development.
Parking and Bicycle Parking	<ul style="list-style-type: none"> • There is no minimum off-street parking required for an AHO Development. • For AHO Developments of twenty (20) or more units, if less than 0.4 spaces per dwelling unit are provided, specific Transportation Demand Management (TDM) measures are required, including complimentary annual Bluebikes memberships or 50% discounted MBTA passes for six months, and providing transit information to each household within the AHO Development. • Bicycle parking is generally required per Article 6.100; in an existing building, bicycle parking spaces meeting zoning standards are not required but are encouraged to be provided to the extent practical given the limitations of the existing structure.
Site Design and Arrangement	<ul style="list-style-type: none"> • Front yards may be landscaped or hardscaped but cannot be used for off-street parking.

Development Standard	Requirements for AHO Project in Residence C-1
	<ul style="list-style-type: none"> • Pedestrian entrances shall be visible from the street. • Buildings with front facades in excess of 250' in length shall provide forecourts to break up massing. • Existing buildings may maintain existing conditions; alterations are allowed if they do not increase nonconformance with standards.
Building Facades	<ul style="list-style-type: none"> • Building facades facing public streets shall have a minimum percentage of glazing. • Building facades shall incorporate projections/recesses at regular intervals to promote visual interest. • Facades of ground stories shall have expanses of no more than 25' with no windows or pedestrian entryways. • Existing buildings may maintain existing conditions; alterations are allowed if they do not increase nonconformance with standards.
Ground Stories and Below Grade	<ul style="list-style-type: none"> • Ground stories with non-residential uses must have a height of at least 15' and a depth of 35'. • Existing buildings may maintain existing conditions; alterations are allowed if they do not increase nonconformance with standards.
Mechanical Equipment, Refuse Storage and Loading Areas	<ul style="list-style-type: none"> • New mechanical equipment shall be generally screened from view. Rooftop mechanical equipment must be set back from the roof line equal to its height.
Environmental Design Standards	<ul style="list-style-type: none"> • Green Building Requirements as set forth in Article 22 shall generally apply to AHO Developments. • AHO Developments are exempt from the Green Roofs Ordinance.

AHO Design Guidelines

Site Design Objectives	
Response to Context	<ul style="list-style-type: none"> • Design site layouts to harmonize with the neighborhood context.
Open Space & Landscape Design	<ul style="list-style-type: none"> • Design open space to enhance the lives of residents and the broader community by offering aesthetic and environmental benefits. • Offer useful amenities to residents, provide opportunities to minimize the impact of new development on neighbors' privacy and quality of life, and contribute to the beauty of the city.
Circulation	<ul style="list-style-type: none"> • Promote non-motorized mobility by prioritizing pedestrian-friendly and bike-accessible site design.
Parking	<ul style="list-style-type: none"> • Minimize the impact of parking and driveway.

Utilities	<ul style="list-style-type: none"> Minimize the visual, acoustical, and environmental impacts of essential utilities and services.
Outdoor Lighting	<ul style="list-style-type: none"> Provide lighting for safety and functionality while minimizing energy use, light pollution, and other negative impacts.
Public Art	<ul style="list-style-type: none"> Enrich the visual environment and strengthen the sense of place by incorporating art.
Building Design Objectives	
Massing	<ul style="list-style-type: none"> Configure massing for compatibility with the prevailing or desired pattern of neighboring buildings and open spaces. In established neighborhoods, relate to the existing pattern of streets and other open spaces, and prioritize compatibility with existing buildings. In evolving areas, configure new developments to help realize the City’s vision for urban form.
Facades	<ul style="list-style-type: none"> Design facades to enhance and enliven the public realm. In established areas, emphasize compatibility and reinforce sense of place. In evolving residential and commercial districts, contribute to the transformation of urban form by setting precedents for design excellence. Where appropriate, incorporate ground level retail spaces and common areas to foster a lively enliven the urban environment. Provide daylight to interior spaces, avoid excessive energy use, and protect the privacy of residents of neighboring buildings. Design facades to relate to the residential scales and patterns of Cambridge's diverse and historic neighborhoods. Design street facades to offer a sense of civic presence and human scale, and visual interest as appropriate to their role in defining public space.
Architectural Details, Materials, Color, and Finishes	<ul style="list-style-type: none"> Use materials that are warm, inviting, and compatible with surrounding existing buildings and the neighborhood context. Develop building facades of high-quality, durable materials and with colors, finishes, and textures appropriate to building contexts.
Building Interiors	<ul style="list-style-type: none"> Affordable housing, like all housing, should serve the needs of its residents while contributing to the residential character and sense of neighborhood within the area at large.
Sustainable Design Objective	
Site and Building Design	<ul style="list-style-type: none"> Achieve resilience measures to the maximum extent possible, including energy efficiency and measures to promote the health and wellness of residents.

The complete set of Design Guidelines for Affordable Housing (28 July 2020) can be found at:

https://www.cambridgema.gov/-/media/Files/CDD/Housing/Overlay/zngamend_aho_designguidelines_20200728v2.pdf

19.30 Citywide Urban Design Objectives [SUMMARIZED]

Objective	Indicators
New projects should be responsive to the existing or anticipated pattern of development.	<ul style="list-style-type: none"> • Transition to lower-scale neighborhoods • Consistency with established streetscape • Compatibility with adjacent uses • Consideration of nearby historic buildings
Development should be pedestrian and bicycle-friendly, with a positive relationship to its surroundings.	<ul style="list-style-type: none"> • Inhabited ground floor spaces • Discouraged ground-floor parking • Windows on ground floor • Orienting entries to pedestrian pathways • Safe and convenient bicycle and pedestrian access
The building and site design should mitigate adverse environmental impacts of a development upon its neighbors.	<ul style="list-style-type: none"> • Location/impact of mechanical equipment • Location/impact of loading and trash handling • Stormwater management • Shadow impacts • Retaining walls, if provided • Building scale and wall treatment • Outdoor lighting • Tree protection (requires plan approved by City Arborist)
Projects should not overburden the City infrastructure services, including neighborhood roads, city water supply system, and sewer system.	<ul style="list-style-type: none"> • Water-conserving plumbing, stormwater management • Capacity/condition of water and wastewater service • Efficient design (LEED standards)
New construction should reinforce and enhance the complex urban aspects of Cambridge as it has developed historically.	<ul style="list-style-type: none"> • Institutional use focused on existing campuses • Mixed-use development (including retail) encouraged where allowed • Preservation of historic structures and environment • Provision of space for start-up companies, manufacturing activities
Expansion of the inventory of housing in the city is encouraged.	<ul style="list-style-type: none"> • Housing as a component of large, multi-building development • Affordable units exceeding zoning requirements, targeting units for middle-income families
Enhancement and expansion of open space amenities in the city should be incorporated into new development in the city.	<ul style="list-style-type: none"> • Publicly beneficial open space provided in large-parcel commercial development • Enhance/expand existing open space, complement existing pedestrian/bicycle networks • Provide wider range of activities

Zoning & Development Staff Report

Affordable Housing Overlay (AHO) Zoning

This development is proposed to be consistent with the AHO standards set forth in Section 11.207 of the Zoning Ordinance. The AHO provides for an as-of-right approval pathway, meaning that if it complies with the requirements in Section 11.207, including requirements for all units to have permanent affordability restrictions, it does not need to obtain a special permit or other discretionary zoning approval. The AHO provides some relaxed zoning requirements and additional flexibility compared to the base zoning, as summarized in the introductory section of this memo.

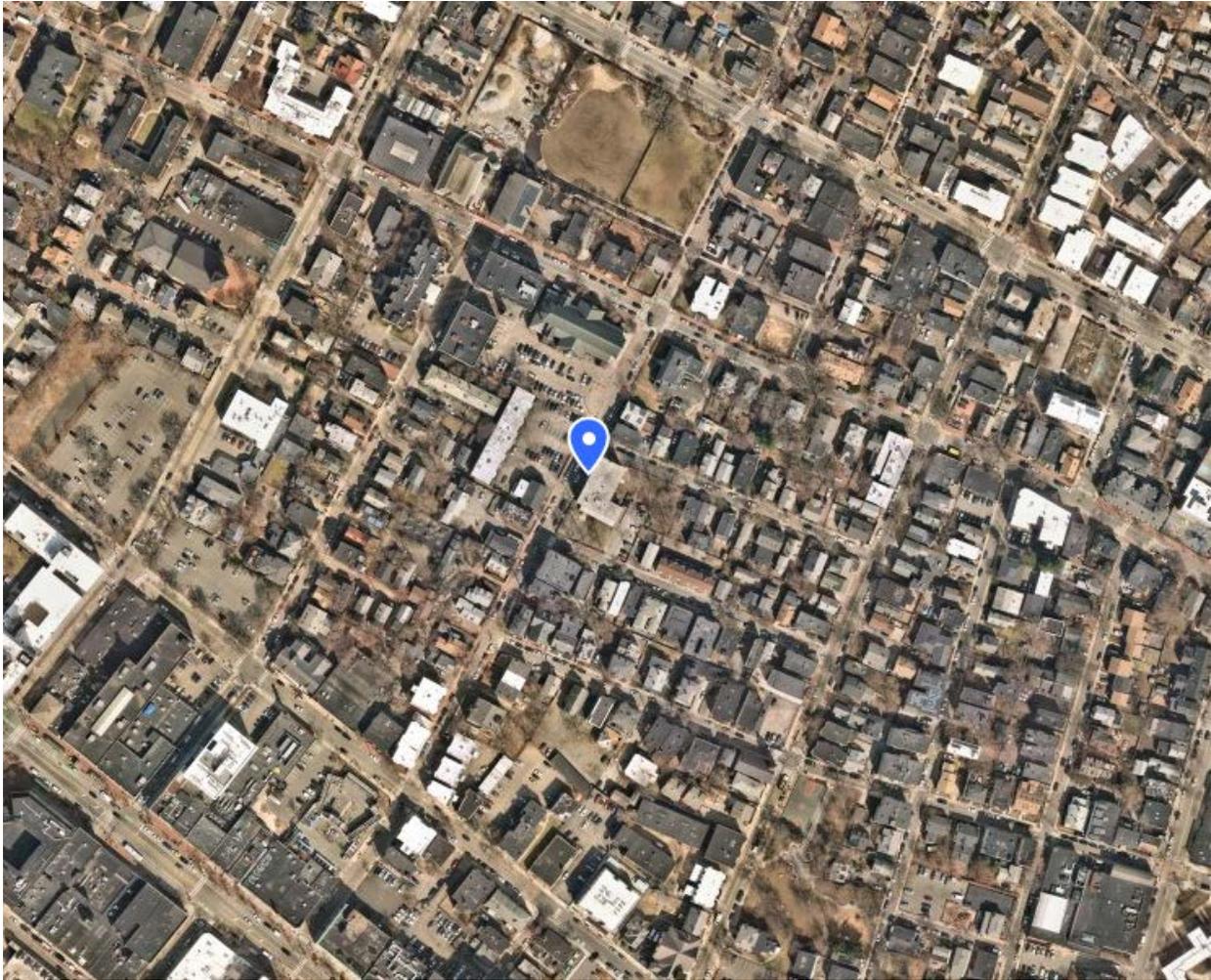
The purpose of the advisory design consultation process by the Planning Board is to review the proposal and comment on its general conformance with the City's urban design objectives, including design guidelines created specifically for the AHO, and make suggestions for improvement. After the first design review session, the developer will make a revised submission responding to the Planning Board's comments, and the Planning Board will make a final advisory report. Upon completion of the Planning Board's advisory design consultation process, the developer may apply for a building permit.

Site & Zoning Context

Site Context

The site is located on Norfolk Street in the center of the Port neighborhood. It is close to Central Square (approximately 1,000 feet to the MBTA Red Line Station) and to smaller commercial areas along Prospect Street and Broadway. Most of the surrounding area is residential in character and made up of a mix of single-, two-, and multifamily houses with three stories above grade, typically built to front and side lot lines.

Notable neighborhood features include: Central Square; Fletcher Maynard Academy and Cambridgeport School; and Sennott Park, Greene Rose Heritage Park, Clement G. Morgan Park, and Squirrel Brand Park.

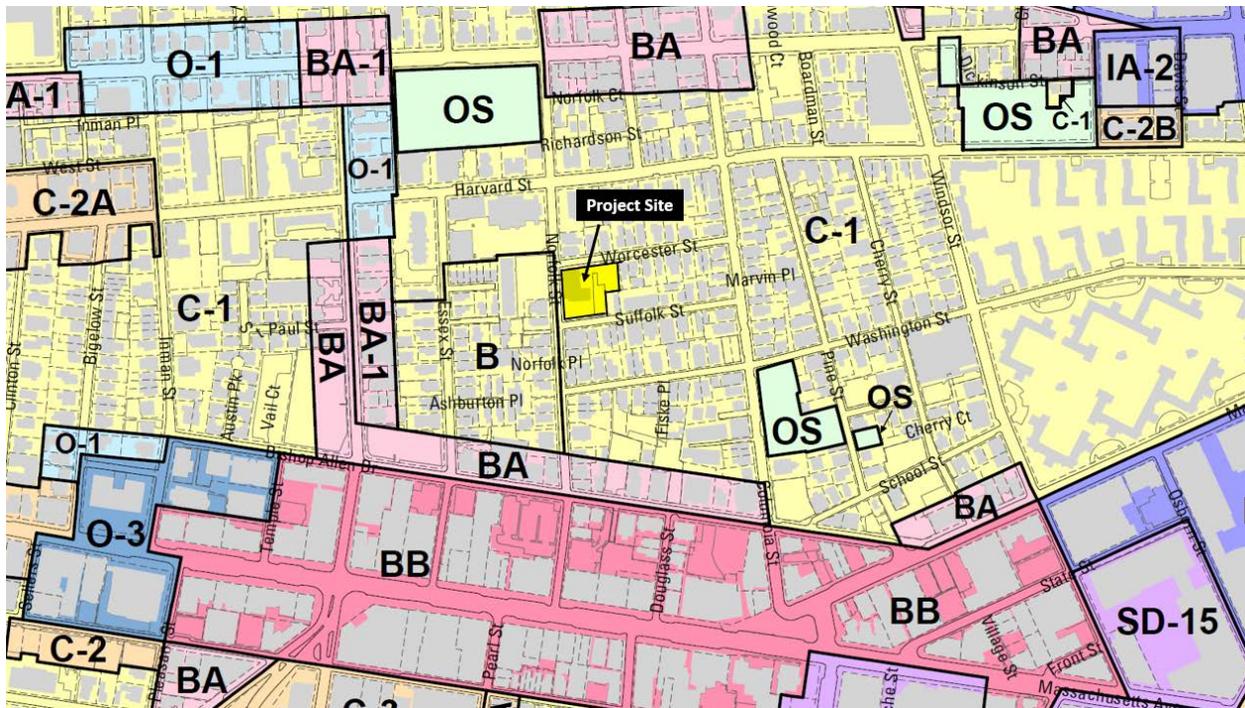


Aerial image showing development patterns and land use context of 116 Norfolk Street (Nearmap March 23, 2022)

Site Zoning

The site is zoned Residence C-1 and is across the street from a Residence B district. The Residence C-1 district permits detached single-family, two-family, townhouse, and multifamily dwellings as-of-right. Limited institutional uses for public parks, municipal libraries, educational uses on property owned or leased by the Commonwealth, and other governmental facilities may be permissible either as-of-right or by special permit under the Institutional Use Regulations (IURs) in Section 4.50 of the Zoning Ordinance.

Residence C-1 is a moderately permissive residence zoning district in Cambridge, with a 35-foot height limit and with requirements for FAR, lot area per dwelling unit, and open space that allow low-moderate density buildings.



Section of the Zoning Map showing the Residence C-1 zoning district and surrounding zoning districts (City of Cambridge January 26, 2021)

Comments on Proposal

Project Description

The Cambridge Housing Authority (CHA) is proposing to expand and renovate their existing historic property at 116 Norfolk Street. The current building, a former convent, contains 38 single-room occupancy (SRO) units. The CHA is proposing to reconfigure those units into studio apartments and to build a rear addition to create up to a total of 62 studio apartments under the provisions of the [Affordable Housing Overlay](#) (AHO).

The total Gross Floor Area (GFA) of the development is 43,100 square feet. The rehabilitated existing building height will remain at approximately 54 feet and the proposed addition height will be approximately 45 feet. The development will include no off-street parking spaces, 36 long-term bicycle parking spaces, and 4 short-term bicycle parking spaces. The building proposes additional space for resident amenities, as well as office space for CHA administrative staff and resident services program staff. It will also include renovations to an existing courtyard, open space, outdoor porch, and perimeter brick wall.

The smaller 3 ½ story East Wing of the existing building will be demolished to accommodate the new addition with a linking structure to act as a bridge between the existing building and the addition. The existing main building entrance will be relocated to this link and will be accessed via an up-sloped pathway through the existing private courtyard at the southwest corner of the site. The northern side of the link will provide interior access to a raised exterior terrace that is not accessible from the northern courtyard.

All current residents will have the right to return after construction, and new residents will be accepted from the City's Coordinated Access Network (C-CAN) for people experiencing homelessness in Cambridge. The conversion from a Single Room Occupancy model to studio apartments with private kitchen and bathroom facilities is to be supported by a broader expansion of onsite social services for residents. Staffing will change from one part-time case manager to four full-time case managers with services to be provided by Eliot Community Human Services. These services include individual plans for each resident, that may aid with addiction, education, health, vocational training, money management or other skills that support long-term housing.

Consistency with AHO Development Standards

The AHO development standards applicable to this project are summarized in the table in the introductory section of the memo. The following commentary provides a high-level overview of how the AHO standards compare to this development proposal:

- Use
 - Per the AHO regulations, the proposal for a multifamily dwelling with attendant accessory uses is allowed as-of-right. Furthermore, under AHO regulations the typical procedures for a Multifamily Special Permit do not apply as they otherwise would for a multifamily project in a Residential C-1 district with 12 or more units.
- Dimensional Standards
 - The AHO allows the existing building to remain at a non-conforming height of 54' and may be considered 5 stories above grade under Cambridge zoning because portions of the lowest story extend more than 4 feet above grade. The proposed addition will be built to the 45' height and 4 story above grade limits established by the AHO in this district. Submitted plans show that the highest point of the lowest floor in the addition is exactly 4 feet above grade, making it a story below grade.
 - The AHO sets an FAR limit of 2.00 in this district, and the proposal is below that limit with an FAR of 1.71. The AHO does not limit the number of affordable dwelling units that can be built.
 - The AHO allows for a reduced front yard setback of 10 feet in the case of a project on a corner lot. The existing structure will maintain non-conforming front yard setbacks of 5 feet along Norfolk Street and 3 feet along Worcester Street. The façade of the new addition will maintain a compliant 12-foot front yard setback along Suffolk Street.
 - The AHO allows for a 7.5-foot side yard setback. The western side of the site is defined as the side yard and maintains a compliant 9-foot setback from the neighboring lot line.
 - The proposed private open space will cover 44% of the lot area, which exceeds the minimum requirement of 30% in the AHO. 40% of the lot area is permeable open space at grade and the remaining 4% is located above grade.
- Design Standards

- The AHO establishes a number of design standards for facades facing public streets, such as minimum glazing requirements, façade recess/projection requirements, and landscaping requirements. These standards do not apply to existing buildings, so for this proposal, they are required only for the building additions along Worcester Street and Suffolk Street. By providing a fenestration that is twenty-two percent (22%) of the façade area facing a public street or open space, the developer satisfies the AHO standards that require a minimum twenty percent (20%) of these façade portions to consist of clear glass windows. The applicant's Green Building Report notes a window-to-wall ratio for the entire project of fifteen percent (15%).
- Per AHO requirements, private living spaces within dwelling units may only be in Stories Above Grade for new construction or additions to existing structures. As noted above, the proposed addition will have a story below grade containing common facilities for residents of the building but no dwelling units. The applicant proposes to maintain residential units in the lowest level of the existing building, which has a finished floor partially below grade as noted above. Occupied stories with finished floors below grade would be discouraged in new construction, but are permitted by the AHO as maintenance of an existing condition. A memo from DPW is attached.
- The AHO design standards also require rooftop mechanical equipment to be set back from roof edges and screened from ground-level view on public streets and abutting residential lots. The developer has stated their intent to locate the rooftop mechanicals so as not to be visible from the street without the use of screening. Staff note that the submitted view of equipment from 105 Norfolk Street exposes a small portion of the rooftop mechanical equipment. Staff additionally note that it is not uncommon for the final rooftop mechanical equipment to be larger than initially anticipated at this early design stage. The applicant might consider slight revisions to the mechanical layout and/or considering screening treatments to share with the Planning Board at the second advisory design consultation session in case it is required to comply with the AHO.
- Parking and Short-Term Drop Off Loading Areas
 - No off-street parking is required or provided. Given the conditions of the site and decisions to position the building in a way that minimizes the loss of street trees along Worcester Street, there is not much space left on the site to locate AHO-compliant parking. The AHO requires that any developments over twenty (20) units providing less than 0.4 off-street parking spaces per dwelling unit implement prescribed TDM measures. This development is therefore required to provide a TDM plan including measures to offer either a free annual BlueBikes membership or a 50% discounted MBTA pass for six months and to provide transit information on site and at the start of occupancy. Submission and approval of a TDM plan is still pending.
 - If no off-street parking is provided for an AHO project of at least 20 units, the Cambridge Traffic, Parking, and Transportation Department shall certify to the Superintendent of Buildings that the Project has access to either on-street or off-street facilities that can reasonably accommodate passenger pick-up and drop-off by motor vehicles and short-term

- loading by moving vans or small delivery trucks. Such certification would be made at the building permit stage. TP+T staff have reviewed this project with the developer and believes these activities can reasonably be accommodated on-street.
- No loading bays are shown on the site plans, but the Zoning dimensional form notes 1 loading bay. A loading bay is not specifically required and the dimensional form should be amended to reflect the site plan.
 - The AHO generally requires bicycle parking for new construction but allows for some flexibility in the required quantity (e.g., allowing a Bluebikes station to count towards long-term bike parking requirements) and location (AHO developments may place bicycle parking anywhere on the lot or an adjacent lot under common control). The proposal for 35 long-term spaces and 4 short-term spaces meets the minimum requirements for the 35 new units to be constructed in the addition. No additional bicycle parking is proposed for the existing building; the AHO does not require bicycle parking in existing buildings but encourages it to the extent feasible given the existing conditions. The bicycle parking that is provided still needs to meet the location, access, and layout standards of Section 6.100.
- Environmental Design Standards
 - This proposal is subject to the City’s Green Building Requirements as set forth in Section 22.20 of the Zoning Ordinance. The proposal is meeting this requirement by targeting Enterprise Green Communities 2020 certification, which is encouraged in the City’s climate planning goals. A Green Building Report has been submitted to the City. Prior to obtaining a building permit for the project, the City must verify that the necessary documentation has been submitted to certify compliance with the standards in Section 22.20.
 - The recently adopted Green Roofs Requirement is not applicable to an AHO project, but the proposal does include a “PV-ready” roof to accommodate solar panels to be procured during construction. The building will additionally use all-electric energy systems.

Urban Design Staff Report

Overview

This Affordable Housing Overlay project consists of the renovation of the historically significant building at 116 Norfolk Street and the construction of an addition to it. Originally constructed in 1907 as the Notre Dame Convent for the nearby St. Mary's Roman Catholic Church, it was designed by architect Edward T.P. Graham, notable for several beautifully designed ecclesiastical buildings in Cambridge. The building was converted to housing for the elderly in 1975 and currently provides 38 single room occupancy affordable units.

Together, the proposed renovation and addition will provide 62 studio apartment units, plus an administrative office suite, four lounges, a laundry, and a fitness room. As part of the project, the rear ell of the existing building will be demolished. The Cambridge Historical Commission does not consider the rear ell significant under the Demolition Delay Ordinance.

The existing building is 54 feet tall. While it is larger than most of the buildings in the neighborhood, its gracious facades, presence on the street, and its south lawn with canopy trees overlooked by the building's large porch and framed by a brick perimeter wall all contribute to the neighborhood's urban fabric. At 45 feet tall, the proposed addition steps down toward the neighboring residential buildings. The addition's massing is also stepped in plan, breaking down its bulk to further increase its compatibility in scale. The addition is sited to preserve the south lawn and to minimize removal of the site's large trees. Thirty-six long-term bicycle parking spaces are provided in the building's basement level; four short term spaces are provided on site. No on-site vehicular parking is proposed.

The applicant met with staff as the design was being developed; the current design reflects staff suggestions.

Consistency with AHO Design Guidelines

The project is generally compatible with the AHO guidelines. The addition is distinguished from the existing historic structure by materials, details, and form. A glazed element containing the new lobby separates the addition from the existing building. The addition's facades are unremarkable but compatible with those of the neighborhood: clad with a combination of siding and shingles, with vertical format punched windows at a fairly low window-to-wall ratio, and with a brick base that relates to the high brick foundation walls typical in the area. Its massing is articulated to increase its compatibility in scale with the typical two- and three-story buildings of the context.

The addition is sited to preserve the site's most significant open space - the south lawn - and in fact, by occupying the existing parking lot, has the potential to enhance the lawn by defining and activating its eastern edge. Most of the site's large trees will be preserved. Seating areas are provided in the south lawn, and sidewalk-facing benches are provided in the existing brick perimeter wall.

The landscape of the currently underutilized north yard will be improved. The large north and east setbacks of the addition's north wing will preserve significant existing trees. Site lighting will be no more than needed for safety and functionality. Public art is proposed in the form of a mosaic mural.

While the guidelines recommend that entrances be located wherever possible to address public streets, The project proposes to relocate the building entry from its current location on Norfolk Street to the new glazed lobby between the existing building and the addition. This seems a logical response to the overall arrangement of the complex, but in its proposed location, the entrance seems understated and more obscure than would be ideal, see the discussion below.

Urban Design Comments

Site Design

The existing building adjoins the Norfolk Street sidewalk at the western end of the site, with its main entrance in the center of the Norfolk Street façade. The addition will be located in the eastern portion of the site, set back from the site boundaries, and consists of a northern and southern wing. It will replace an existing surface parking lot. The existing building and the addition will be linked by a new glazed element that accommodates the first-floor lobby and upper-floor lounges.

The existing south lawn on the Suffolk Street frontage can be looked into by pedestrians on the sidewalk, yet is given a sense of privacy by the brick garden wall along its perimeter. The large and gracious south-facing porch connects the building mass and the open space and is a wonderful amenity for the building's residents. Together, the lawn, the building, and the porch linking them gives the facility a grand and accommodating character, elevating the quality of life for residents and creating a landmark in the neighborhood.

Site Circulation, the South Lawn, and Building Entry

The existing arched building entrance in the center of the Norfolk Street façade will be decommissioned and a new lobby created in the glazed link between the existing building and the addition, accessed via paths through the south lawn. By locating the addition at the eastern portion of the site, the proposed design preserves the south lawn and most of its trees, but shortens the existing porch to about half its current length. While the location of the lobby and entrance between the new and existing portions of the facility seems appropriate, the new entrance seems unduly obscure: its façade is unassuming and recessed into the nook between the existing and new buildings, the actual doorway seems under-scaled, more like a side door than the new main entrance. Consideration could be given to giving the entry more emphasis by:

1. Raising the grade of the lawn adjoining the path to blend the path's slope into the general slope of the lawn as the path ascends to first floor level.
2. Providing a more direct path to the entry from Suffolk Street.
3. Revisions to the design of the glazed link's facades, see below for suggestions.

The existing flight of steps up to the south porch is removed, allowing the new entry path to curve closer to the porch, but eliminating the direct connection between the porch and the south lawn.

4. To maintain a sense of connection between the existing porch and the south lawn, consider retaining the existing steps, or introducing a set of steps at the porch's east end, descending to the level of the new building entry.

Perimeter Site Wall

The existing brick wall at the perimeter of the site is one of its most appealing features. It is tight to the sidewalk line, ranges from above head-height to about four feet tall on different parts of the site, and is provided with wrought iron gates. It transforms what would otherwise be fairly ordinary yards into accessible, yet slightly mysterious, special places. The proposed design preserves the wall and modifies it with a new gated entrance to the south lawn from Norfolk Street, the installation of a street-facing bench in the existing opening in that wall, another bench on Worcester Street, and a gate for access to a new transformer on the north side of the site. These changes all seem fine.

5. The deteriorated existing wooden fence atop the south brick wall is proposed to be removed. To make the benches in the south lawn that back onto the south wall (which is approximately four feet tall in that location) more inviting to use, consideration could be given to replacing the wooden fence with a lattice that vines could grow on.

North Terrace

A north facing terrace is provided off the lobby/link, overlooking the north yard.

6. To enhance the north lawn's presence as a useful open space for residents, consideration could be given to creating steps down from the terrace to the site's north yard. The perimeter wall and gate may be sufficient to obviate potential security concerns about creating a second door to the lobby.

Setbacks

At 12', the addition's south setback is atypically large compared to other buildings on Suffolk Street.

7. Consideration could be given to reducing it to the zoning minimum.

Trees

The existing street trees on Norfolk Street are at a fairly large spacing; there are none on the adjoining portions of Worcester and Suffolk Streets. New trees are proposed within the site.

8. Staff is available to review species, locations, and planting standards.
9. While the sidewalk on Suffolk Street appears to be too narrow to accommodate street trees, additional trees could be considered on Norfolk Street and the western part of Worcester Street. The city is studying the possibility of transforming Suffolk Street into a shared street, which may create additional possibilities for street trees.

Building Design

Massing

The addition's massing is stepped in plan, articulating its south, east, and north facades into recessed siding-clad elements and projecting shingle-clad projecting elements whose dimensions are roughly compatible in scale with nearby residential buildings. The cladding materials relate to typical materials in the context.

10. The cornice, however, runs in a straight line, flush with the projecting shingle clad elements, and overhanging the recessed siding-clad elements. Consideration could be given to giving the cornice a consistent projection above the walls below.

South Porch

The building's long south-facing porch is one of its most appealing features, connecting the building's interior to the south lawn. The proposed design removes the existing steps between the lawn and the porch.

11. Consideration could be given to retaining the existing steps.

Building Entrance

The new lobby, glazed on both its north and south sides, links the existing building and the proposed addition. The entrance is recessed into a nook between the existing building and the addition, behind the plane of existing building's south façade. A tile mosaic mural is proposed on the west side of the new addition to help lead one to the entrance. The overhanging second floor of the addition projects into the south approach to the entrance and seems to diminish its significance. The link's façade is treated as glazed curtainwall. Its strong horizontal zones of aluminum panels and fritted glass reflect interior floor levels and give the appearance that the link is stretched between the existing building and the addition. The actual door seems small, more of a side door to the building than the main entrance.

12. To give the entrance more emphasis, consideration could be given to a more inventive or playful treatment of the lobby's glazed facades: revising the arrangement of mullions, glazed panels, and solid panels to treat the glazed link as a more significant element in its own right.
13. If the floor of the second- or third-floor lounge was held back from the façade, creating a double height slot of space, the more vertical façade expression thereby allowed would give the link more presence as a significant element between the existing building and the addition.
14. To reduce the sense of crowding created by the second- and third-floor projecting element on the west side of the addition, consideration could be given to raising the soffit on its underside to correspond with that of the existing south porch.
15. Consideration could be given to providing a larger canopy above the entry door, and to aligning it with the roof of the existing porch or the overhang on the west façade of the addition.
16. Consideration could be given to creating a vertical reveal where the lobby/lounge facades meet the existing building and the addition, slightly separating the glazed link from them to give it its own identity.
17. To collaborate with the existing south porch in framing and activating the south lawn, to offer additional amenity to residents, and to incorporate steps and a ramp up to the first-floor entry level, consideration could be given to providing a porch along the west side of the addition.

Windows

The windows of the existing building are fairly new and are proposed to remain, except at the ground level units where new larger windows are proposed. The addition will have energy efficient tilt-turn windows with blank panels above them to match the overall height of the windows in the existing building.

18. Consideration should be given to using taller windows, or to giving the blank panels above them a three-dimensional relief treatment.

The Facility's Programmatic Spaces

The project provides a community room with kitchen on the first floor, lounges on the first, second, and third floors, a fitness room on the fourth floor, plus administrative suites that appear to be suitable for the facility's supportive services program, CHA offices, and the property manager. While small, the unit plans seem well laid out.

Mechanical and Service

Rooftop mechanical is set back and seems to be out of view. The transformer is located in the north part of the site, but within the brick perimeter wall. The building's trash/recycling room will be accessed via a path along the east edge of the site.

19. An evaluation could be done of whether acoustical screening for the rooftop mechanical would be beneficial.

Parking

No on-site vehicular parking is provided. 36 spaces of long-term bicycle parking are provided in two ground floor bike storage rooms. 4 short-term spaces are located by Suffolk Street.

Environmental Impacts

Shadow impacts are limited, mostly affecting the property immediately to the east of the site. The building's setback from the intervening property line has been increased to 9 feet from the AHO minimum of 7.5 feet. The proposed site lighting is limited to that needed for safety and functionality, and for subtly accenting the building entrance.

Sustainability

At 15%, the window-to-wall ratio is fairly low. Triple pane tilt-turn windows are proposed for the addition. Alternatives to PVC clad windows are being reviewed. The roof will be "solar ready". The building is designed to accommodate future electric domestic hot water. Underground stormwater storage tanks will be constructed.

20. Consideration could be given to using a high-SRI roof system, and to providing rooftop photovoltaic panels or a green roof as part of the initial construction.

Staff appreciates that the project incorporates the rehabilitation of an existing building. It is important to demonstrate commitment in reducing environmental impacts of building materials and products i.e., reducing embodied carbon in addition to operational carbon at the early stages of design, and staff would also recommend the following:

21. Estimate embodied carbon and recycled contents from products and construction materials involved in the rehab work and make the information available during the design development and/or construction document phases.

22. To address embodied carbon, staff suggests that the design team use the LEED v.4 or v.4.1 materials and resources credit options and framework and procuring products/materials with a third-party verified environmental product declaration (EPDs).

Consistency with Citywide Urban Design Objectives

The project will be compatible with the City Urban Design Objectives. It preserves the elegant and substantial historical building on the site. While the addition is taller and bulkier than many of the nearby residential buildings, it mediates in scale between them and the existing building. Its materials are appropriate for the context. It preserves the site's south lawn and most of the large existing trees in the site. Mechanical equipment will be mounted on the roof and mostly or entirely hidden from view. The transformer will be site mounted, but inside the existing perimeter site wall. Most importantly, the project will increase the city's inventory of affordable housing.

Recommendations

The following are recommendations for further study:

1. Materials and colors.
2. Configuration of paths and other paved areas.
3. Plant list and planting standards.
4. Possible street trees.
5. Coordination of any work on the sidewalk along Suffolk Street with the city's on-going study of options to create a shared street.
6. Details of changes to the existing perimeter site wall.
7. Design of the link between the existing building and the addition, typical windows, and the cornice.
8. Review dimensions and clearances for bicycle parking.
9. Involve the Cambridge Arts Council with planning for public art.

Green Building Requirements

116 Norfolk Street Green Building Report – Certification for Affordable Housing Overlay (AHO) Review Stage

Status: The Community Development Department (CDD) received the Green Building Report (GBR) for the AHO review stage for 116 Norfolk Street Pursuant to Section 22.25.1 of the Zoning Ordinance, CDD staff have reviewed the project’s GBR and provide the following Determination, Summary of Compliance, and Comments.

CDD Determination: The documentation provided by the Applicant is adequate and demonstrates compliance with the Green Building Requirements applicable to the AHO review stage. A revised submission, with additional documentation will be required at the Building Permit and Certificate of Occupancy stages.

Project Summary: This project is subject to the City’s Green Building requirements, which mandate that projects meet the standards of one of the authorized Green Building Rating Systems listed in Section 22.23. The applicant is using the Enterprise Green Communities Rating criteria checklist and is required to achieve the minimum criteria for certification. Based on the documents submitted, the project is expected to achieve the mandatory and optional credit points required for certification.

Summary of Compliance:

Green Building Professional Affidavit Certification

Robert Baker, of New Ecology, Inc., has been identified as the Green Building Professional for the project. The affidavit states that this professional has reviewed all relevant documents for this project and confirm to the best of their knowledge that those documents indicate that the project has been planned and designed to meet the Green Building Rating Program requirements of Section 22.24 under Article 22.20 of the Cambridge Zoning Ordinance by pursuing the Enterprise Green Communities. The Enterprise Green Communities certification does not offer credentialing. Therefore, per the definition of “Green Building Professional” in Article 2.000, the Green Building Professional has demonstrated experience as a consultant providing third-party review on at least three (3) projects that have been certified using the Enterprise Green Communities Building Rating Program.

Rating System Checklist, Rating System Narrative, and Net Zero Narrative

- Rating System: Enterprise Green Communities – Version: 2020; New Construction and Substantial Rehab Project.
- ASHRAE Version (Stretch Code standards): 90.1-2013 w/ MA Amendments
- Improved energy performance of baseline standard used compared to ASHRAE standard 90.1-2013: 10%
- Energy Cost Savings (LEED project - compared to baseline reported in EA): - 83.4%
- Energy Use Savings (LEED project - reduction compared to baseline reported in EA): 16.3%
- Total energy cost/year: \$118,593
- Site EUI (Stretch Code standards): 40.79 kBtu/SF-yr

- Source EUI (Stretch Code standards): 92.48 kBTU/SF-yr
- GHG Intensity: 2.79 kg CO2/sf
- GHG emissions reduction proposed: 7.6%
- GHG emissions total: 147.6 mtCO2e
- Solar Ready: Yes
- Solar Capacity: 28.8 kW
- Solar Ready (Roof area): 5,800 sf
- Assuming the PV is installed at the site and the building performs based on modeling, the estimated onsite renewable energy production would be 8.4%.
- Building Envelope:
 - Window-to-Wall Ratio: 15%
 - Triple-glazing used: No
 - Window U-value Renovation: 0.416
 - Window U-value Addition: 0.27
- To achieve Enterprise Green Communities Certification, all projects must achieve compliance with the Criteria mandatory measures applicable to that construction type (New Construction and Substantial and Moderate Rehab). New Construction projects must also achieve at least 40 optional points, and Substantial and Moderate Rehab projects must also achieve at least 35 optional points:
 - Integrative Design – 0 points
 - Location + Neighborhood Fabric – 22 points
 - Site Improvement – 10 points
 - Water – 0 points
 - Operating Energy – 18 points
 - Materials – 33 points
 - Healthy Living Environment – 13 points
 - Operations, Maintenance + Resident Engagement – 0 points
 - **Total optional credit points = 96 points**
 - **35 of 40 Mandatory Criteria met**
- Based on the credit points, the Project is considered substantial rehab and has met the criteria for Enterprise Green Communities certification.

Advisory Comments:

1. Staff applaud the design team on using electricity for heating, cooling, and cooking, but would suggest the team explore extending its electric service to heat DHW, and to reach out to Eversource and/or Mass Save for potential subsidies or grants available for energy efficiency.
2. Staff believes it is important to demonstrate commitment in reducing environmental impacts of building materials and products i.e., reducing embodied carbon in addition to operational carbon at the early stages of design. Staff appreciate that the project incorporates the rehab of an existing building. This is a positive aspect in reducing environmental impacts and especially reducing embodied carbon and staff would also recommend the following:

- Staff recommends that the design team to estimate embodied carbon from products and construction materials and processes involved in the rehab work and to make the information available during the design development and/or construction document phase.
 - To address embodied carbon, staff suggests that the design team use the LEED v.4 or v.4.1 materials and resources credit options and framework and procuring products/materials with a third-party verified environmental product declaration (EPDs).
 - Provide the specification section on sustainable development requirements including sections VOC content restrictions, product requirements, sustainable design reporting etc.
3. Staff suggests that the design team use historically appropriate windows that maximize thermal performance in aluminum frames with thermal-break system for energy efficiency.
 4. CDD staff highly recommend maximizing the EGC rating optional points for building materials and resources. Specifically, pursue recycled content and ingredient transparency in building products, using responsible sourcing of materials, and using regional materials.
 5. Staff highly recommend pursuing several criteria in the EGC rating related to healthy living, including universal design, promoting physical activity, and healing.
 6. There are several criteria in the EGC rating related to healthy living, including universal design, promoting physical activity, and healing. Staff highly recommend for pursuing these criteria and the applicant has noted there are possible opportunities to gain additional points in these topic areas.
 7. Provide an update on the anticipated energy loads, greenhouse gas emissions, and energy cost savings at the Building Permit and Certificate of Occupancy stages.



City of Cambridge
Department of Public Works

Owen O'Riordan, Commissioner

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Voice: 617 349 4800
TDD: 617 499 9924

June 27, 2022

TO: Planning Board

FROM: Katherine F. Watkins, PE
City Engineer

RE: 116 Norfolk Street; AHO Planning Board Submission

We are in receipt of the Modernization of 116 Norfolk Street, AHO Planning Board Submission, dated May 27, 2022.

The DPW supports the project and acknowledges that CHA and their consultant team have demonstrated a general understanding our Department's requirements for development projects and have indicated a willingness to work with the DPW to meet the requirements and to address our concerns. With the understanding that the project will be subject to a thorough and complete engineering review at the time of the Building Permit Application, we anticipate continuing to work with the CHA and their team.

Stormwater Management:

The development will be required to obtain a Stormwater Control Permit prior to the issuance of a Building Permit which will include a detailed review of the proposed stormwater management system, plans for erosion and sedimentation control during construction and the plans for long term operation and maintenance of the system.

The materials did include depiction of a Stormwater Management system. Review of the permit will confirm the details and sizing of the design. We do respectfully request that the project team review the layout of the system for conflicts with existing and proposed vegetation.

Climate Change / Resiliency:

The City's Floodviewer Map indicates that the project parcel sits just outside the areas impacted by the 2070 projected flood events, but is adjacent to areas of mapped flooding. DPW would recommend that the CHA and their team review opportunities to protect the building and its occupants from future flood events. When feasible, Critical infrastructure, like the emergency generator, should be located out of the basement level and above adjacent flooding elevation.

Urban Forestry:

Consistent with all development in the City, the DPW will be looking for the project to contribute to expanding the tree canopy to help combat heat island concerns and to provide shade for comfort of the residents of the development. CHA has indicated that the project was considerate of existing trees as they worked to establish this critical housing type on the parcel. As some existing trees will be lost

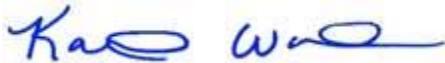
because of the addition, the DPW will work with CHA to provide for as many replacement trees and canopy as can be accommodated on the parcel and adjacent to the site.

Public Right of Way:

DPW will review and evaluate all proposed work and impacts in the public right of way, as the design is developed. Connections to both public and private utilities as well as all proposed disruption in the public right of way shall be reviewed as part of the Building Permit and construction permit processes.

We look forward to working with the CHA and other City Departments on this project. Please feel free to contact me with any questions or concerns related to the comments or information provided above.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katherine F. Watkins". The signature is fluid and cursive, with a large initial "K" and "W".

Katherine F. Watkins, P.E.
City Engineer