



TOWN OF ORLEANS

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SELECT BOARD
TOWN
ADMINISTRATOR

GOVERNOR PRENCE PLANNING COMMITTEE CHARGE

A Governor Prence Planning Committee (“Planning Committee”) for the former Governor Prence Property is hereby charged to undertake studies and community engagement efforts and recommend to the Select Board how to proceed with redevelopment of the property.

BACKGROUND. The Town of Orleans will be acquiring two parcels (Governor Prence Motel and adjacent commercial lot) constituting approximately 5.5 acres located at 66 & 76 Route 6A. Article 23 of the May 22, 2021, Town Meeting Warrants authorized its acquisition for “general municipal purposes, including but not limited to affordable housing” and said that the purchase would “provide the time needed to reach consensus on the best possible re-use to meet the Town’s current and future needs.” Discussion at that time called for “a process for a robust and engaging comprehensive dialogue leading to a plan for development.” To implement this action, the Select Board is forming a Planning Committee to lead the planning process.

MEMBERSHIP and OPERATIONS. The Planning Committee will consist of 7 members:

- One (1) member of the Select Board,
- One (1) member appointed by the Affordable Housing Trust Board,
- One (1) member appointed by the Affordable Housing Committee,
- One (1) member appointed by the Planning Board, and
- Three (3) at-large members appointed by the Select Board.

The Planning Committee shall elect its own Chair and Vice-Chair and adopt procedures to guide its deliberations. The Affordable Housing Coordinator, Director of Planning & Community Development, and other staff assigned by the Town Administrator will be available to support the Committee as needed. It shall have resources made available by the Town to hire consultants to assist in its work.

All meetings of the Planning Committee will be held at the Town Hall and in accordance with the Open Meeting Law. Minutes of meetings will be filed with the Town Clerk’s Office within 30 days of each meeting.

Planning Committee members appointed by designated bodies shall keep their organizations informed of the progress and decisions of the Planning Committee throughout the planning process.

TASKS. The Committee is charged to complete the following:

1. Work with Town staff to develop and issue a Request for Proposals (RFP) for consultant services to complete a study consistent with Article 23 of the May 22, 2021, Annual Town Meeting. The Study will include the following components:
 - a. Collect and evaluate data relating to (1) site characteristics (topography, drainage, vegetation, surface and sub-surface conditions), climate and hazard exposure and risks, development constraints (zoning and developmental regulations, environmental, access and utilities), and relationship/interaction with abutting properties and uses; (2) market conditions for new uses (economic trends, housing market for homeownership/condominiums, rentals); and (3) current and projected needs for affordable/community/workforce housing;
 - b. Develop and implement a community engagement plan, including identifying key segments of the community to target, outreach to advisory and constituent groups and to the public, public workshops/meetings, community surveys, website and social media;
 - c. Develop and analyze options for re-use/development of the site, including mix (building and tenure types, income levels) of housing uses, compatible public/municipal uses, costs and financial strategies for 3-5 options, resulting in site plan options, prioritized recommendations for development options, and recommended implementation strategies;
 - d. Produce reports at key stages, including (1) initial work plan and timetable; (2) status reports to the Planning Committee; (3) preliminary report(s) on data collection and analysis; (4) report(s) on community engagement process; (5) report(s) on development options and recommendations; and (6) final report presented to the Select Board, all reports being made accessible to the public.
2. Work diligently with the selected consultant to complete the planning process, including attending meetings and participating in community engagement activities.
3. Make recommendations on development options and implementation strategies to the Select Board.

The Planning Committee will endeavor to complete its work by September 30, 2022.

Date Reviewed: September 1, 2021

Date Approved: September 1, 2021