****WORKFORCE HOUSING DESIGN CHARRETTE APPLICATION

**2019**

The Workforce Housing Coalition of the Greater Seacoast is a nonprofit organization located in Raymond, NH serving the greater seacoast region of NH and a portion of York County Maine. The mission of the WHC is to ensure the development of a range of housing types are available and affordable to the members of the region’s workforce.

**What is a Charrette?**

The Workforce Housing Coalition’s signature *Workforce Housing Design Charrettes* are hypothetical thought exercises that harness the talents and energies of volunteer architects, engineers, planners, and other housing industry professionals. The charrette process relies on the realistic challenges presented by a real site, but allows the community and the volunteers to ask, “what if?” We ask community members to describe their ideal community, and our volunteers to bring these ideas to life. The charrette process is intended to be a catalyst, helping host communities identify, and therefore change, regulations and practices that aren’t conducive to the development of financially feasible workforce housing. Volunteers are encouraged to push the host community’s existing land-use regulations and present a design that will inspire change.

Charrette Objectives:

1. Examine current land-use regulations, policies, practices, and attitudes that present barriers to the development of financially feasible workforce housing and recommend next steps.
2. Start or contribute to a community-wide conversation about the issue of housing affordability, providing education and engaging stakeholders.

For two days, volunteers donate their time and join forces to cooperatively discuss creative plans for solutions around workforce housing. After the two-day charrette, which includes a site walk, community listening session(s), and a presentation to the community, the Workforce Housing Coalition of the Greater Seacoast will deliver a final report to the host community, which includes architectural renderings, design options, and recommendations for next steps. Reports from previous charrettes can be found on our website: www.seacoastwhc.org/publications

If you have questions, please contact Sarah Wrightsman at [director@seacoastwhc.org](mailto:director@seacoastwhc.org) or (603) 842-5682.

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**Host Community Primary Contact**

Primary contact(s):

Primary contact(s) affiliation(s) and title(s):

Primary contact(s) email address(es):

Primary contact(s) preferred phone number(s):

**Proposed Location**

Proposed site of charrette and property owner:

Site description:

Describe your relationship with the property owner(s):

Do you have contact information for abutters?:

*\*Site is not a requirement of application submission.*

**Background**

Do you have a committee supporting this interest (if so, who)?

Describe the current process of community engagement in your community? For example, does your community have a local listens group?

Have you recently reviewed or amended land-use regulations, zoning, and other ordinances regarding the development of workforce hosing?

**The Charrette**

Why are you interested in hosting a charrette now?

What are the current opportunities?

What are the current challenges?

What are the charrette outcomes you hope for?

**Logistics**

Are you able to provide “hands-on” support to the WHC and its staff and volunteers?

Do you have preexisting positive relations with potential professional participants, like local architects, engineers, developers, investors, bankers, and other housing professionals?

Will you be able to provide necessary maps, scans, and other relevant support material?

Do you have access to potential sponsors?

Will you have access and support from potential in-kind supporters for food and supplies?

Are you able to market and promote the program to the community? Do you have a community cable channel?

Do you have a facility to hold a large community event?

Is there anything else you want us to know?

**Expectations and Division of Responsibilities**

The Workforce Housing Coalition will:

* Lead planning committee meetings and guide planning process
* Create all promotional and information materials, including flyers, press releases, charrette agendas, etc.
* Recruit and prepare charrette team members
* Solicit sponsorship or grant dollars
* Create final report following the charrette process and arrange to present the recommendations for next steps

The host community will:

* Recruit a group of stakeholders to sit on the planning committee, which will meet roughly once per month leading up to the charrette
* Secure a site, which will be used as the study area for the design charrette
* Secure a location where we will host the charrette team’s work session, the community listening session, and community reveal presentation and provide all technical equipment (projector, microphone, etc.)
* Provide breakfast, lunch, and snacks/beverages to the charrette team during the two-day charrette
* Become a Community Builder member of the Workforce Housing Coalition with a donation of $1,000
* Recruit volunteers for day-of logistics such as set up, clean up, check in, etc.
* Help promote the charrette via social media channels, town meetings, and provide press contacts for local news outlets
* Provide site maps and zoning information, as needed, to the charrette team
* Use the provided promotional materials