



CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

PTDM Ordinance – FINAL DECISION

Project: 65 Bent Street

Project Number: F-43

Applicant: Bent Street Land Company

Contact: Stephen Senna

Address: One Post Office Square, Boston, MA 02109

Date of Application: February 20, 2008

Decision Deadline: April 28, 2008

Date of Issue: April 28, 2008

This form indicates the FINAL decision of the Parking and Transportation Demand Management Planning Officer with respect to the PTDM plan submitted for the project listed above. Please review the enclosed attachments, which include information about ongoing monitoring and reporting relative to this project.

Decision:

- Approve (attachment: approval letter and copy of plan)
- Approve with Conditions (attachment: letter of conditions and copy of plan)
- Deny (attachment: reason for denial and copy of plan)

Stephanie Groll
Parking and Transportation Demand Management Planning Officer



CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

April 28, 2008

Steve Senna
Bent Street Land Company
One Post Office Square
Boston, MA 02109

Dear Mr. Senna,

The attached form indicates the final decision on the Parking and Transportation Demand Management Plan for 65 Bent Street. The final decision is an **approval**. This letter spells out recommendations for additional TDM programs that might improve your non-SOV mode split. The last section lays out more details about implementation of the monitoring and reporting program that is required as part of your plan. This TDM plan will help reduce the impacts of your facility on traffic and parking in the surrounding area.

Encouraging people to change their commute modes from driving alone to walking, bicycling, taking transit and ride-sharing takes a multi-faceted approach. Extensive research has been conducted on changing commuter behaviors and indicates that both disincentives and incentives are necessary to achieve mode-shift success.

Restricting parking to 94 spaces is not sufficient to dissuade employees from driving alone to the site because there is an abundant oversupply of parking in East Cambridge, which is available at daily and monthly rates. There is also the commercial parking lot located at 29 Charles that will be in operation for up to 10 years. Because limiting on-site parking does not present a true disincentive to drive to East Cambridge, and tenants will not be required to charge employees directly for parking at market rates, employees will not be aware of the true cost of their mode choice. Therefore, the financial incentives to employees who do not drive alone to work included in the PTDM Plan for 65 Bent Street are critical. The City also believes that incentives for other commute modes are important to its effort to attract highly qualified workers, create an equitable transportation system and make real strides towards reversing current climate change trends.

Additional Recommendations

In addition to the measures described in the PTDM Plan, I am recommending the implementation of the following additional TDM measures. If the current Plan fails to reach the stated mode split goal, proponent will be required to implement these programs to achieve that goal:

- Require tenants to charge their employees market rates for parking

- Increase amount of employee transportation benefit to exceed the cost of an unlimited MBTA bus/subway pass
- Charge HOV employees a discounted rate to park

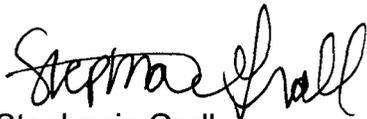
Monitoring and Reporting Plan

The owner has committed in the Plan to monitoring and reporting mode split information annually. Driveway counts and parking utilization shall be reported every two years. If the certificate of occupancy for the project is issued between September 1 and February 29, the monitoring shall take place during the months of September or October and be reported to the PTDM Planning Officer no later than November 30. If the certificate of occupancy for the project is issued between March 1 and August 31, monitoring shall take place during the months of April or May and be reported to the PTDM Planning Officer no later than June 30. This will ensure that the monitoring captures a realistic assessment of the performance of the project, while giving time to compile the results and report them to the City.

It is important to note that while approvals under the PTDM ordinance are transferable by and among private parties, this is contingent upon the new owner agreeing to continue to operate under the existing PTDM plan. Should the owner elect to transfer all or some portion of the project, Section 10.18.050 (g) of the PTDM ordinance would apply.

I look forward to working with you in the future as you implement this plan. If you have any questions, please feel free to contact me at (617) 349-4673 or sgroll@cambridgema.gov.

Sincerely,



Stephanie Groll
PTDM Planning Officer

cc: Susanne Rasmussen, Director of Environmental and Transportation Planning
Beth Rubenstein, Assistant City Manager for Community Development
Susan Clippinger, Director of Traffic, Parking, and Transportation
Liza Paden, Associate Planner, Community Development
Ranjit Singanayagam, Inspectional Services Department

FINAL PARKING AND TRANSPORTATION DEMAND MANAGEMENT PLAN

PROPOSED RESEARCH & DEVELOPMENT BUILDING
CAMBRIDGE, MASSACHUSETTS

Prepared for:

Bent Street Land Company LLC
Boston, Massachusetts

April 2008

Prepared by:

VANASSE & ASSOCIATES, INC.
10 New England Business Center Drive, Suite 314
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PROJECT DESCRIPTION

INTRODUCTION

Vanasse & Associates (VAI) has prepared this Parking and Transportation Demand Management (PTDM) Plan for the proposed Bent Street Land Company LLC Research & Development project to be located at 65 Bent Street in Cambridge, Massachusetts. The project consists of redeveloping approximately 50,000 square feet (sf) of light industrial/commercial retail and warehouse space to approximately 108,600 sf of commercial research and development space. Parking will be provided through a combination of surface and structured spaces with 94 spaces for the building tenants. The site currently provides 10 parking spaces. The site is shown in relation to area transportation facilities on Figure 1. Access paths for the various transportation modes expected to be used to visit the site are shown in Figure 2.

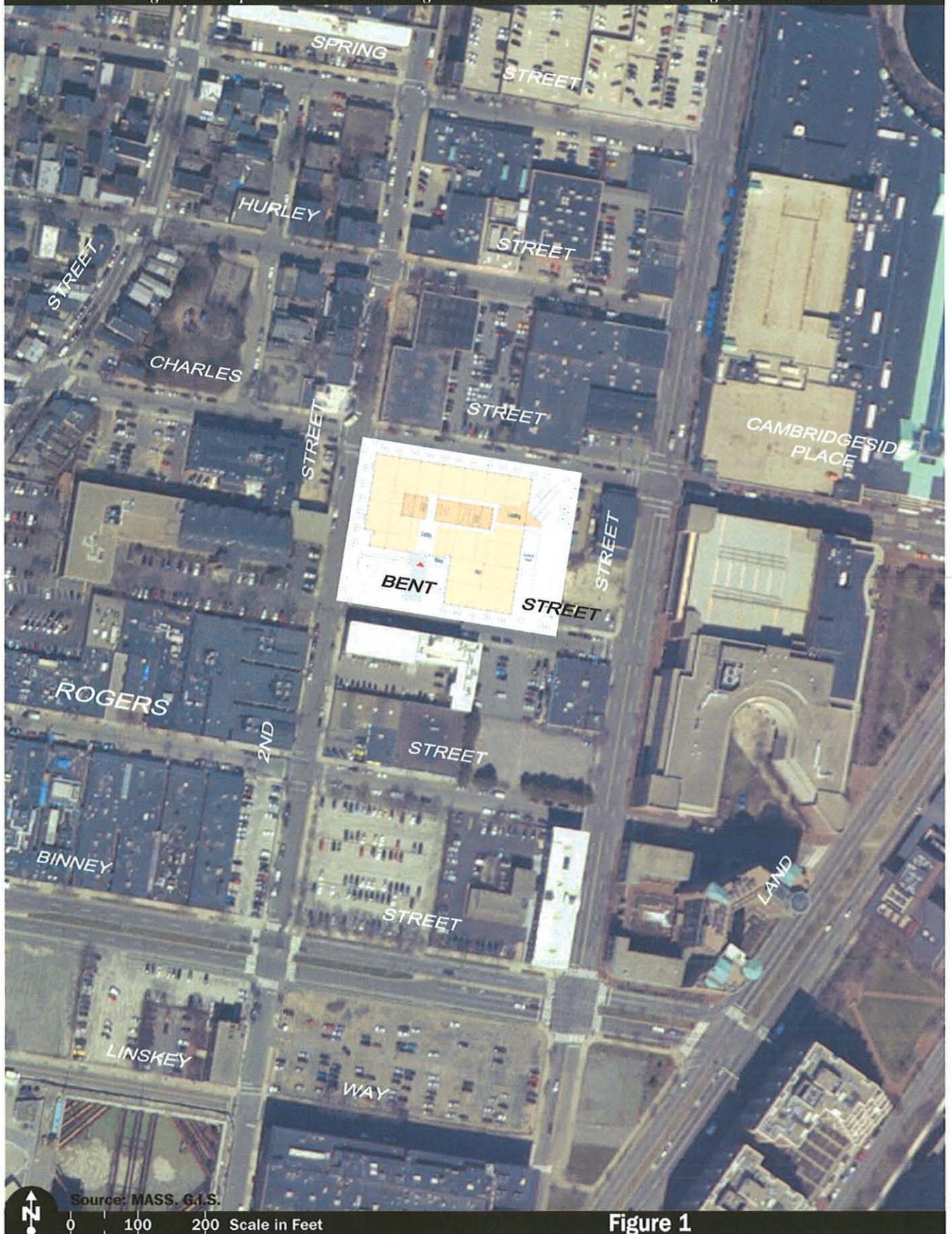
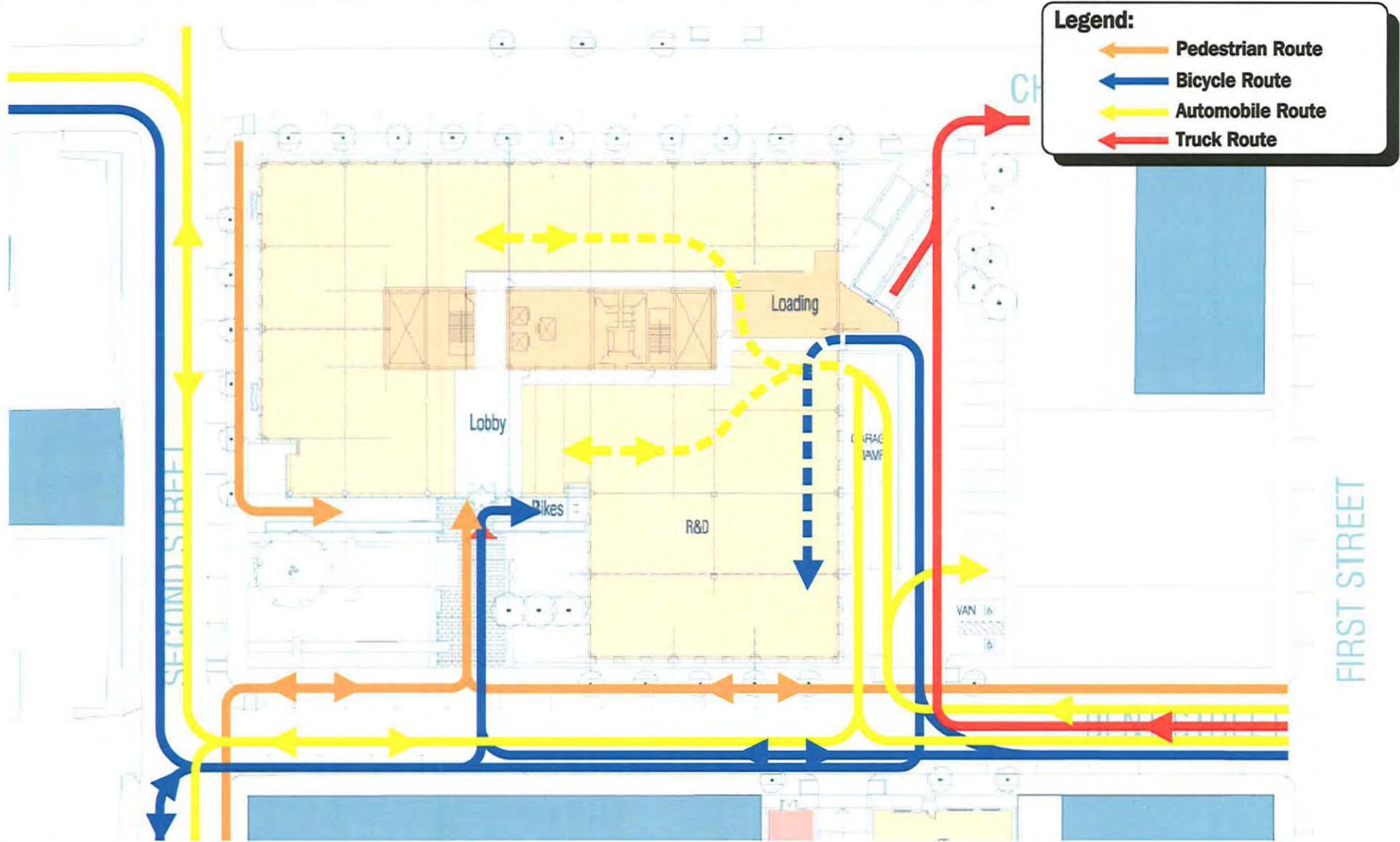


Figure 1
Site Location Map



Legend:

- ← Pedestrian Route
- ← Bicycle Route
- ← Automobile Route
- ← Truck Route

Source: Elkus Manfredi Architects
0 25 50 Scale in Feet

Figure 2
Site Access



PLAN OVERVIEW

This PTDM Plan was developed to satisfy the requirements of the Special Permit for the Planned Urban Development (PUD) project proposed by Bent Street Land Company LLC for the site located at 65 Bent Street. This Plan identifies a number of Travel Demand Management (TDM) measures and strategies to be undertaken by the project proponent. The following sections summarize the methodology proposed by Bent Street Land Company LLC and their efforts to comply with Ordinance Number 1252 of the Municipal Code of City of Cambridge governing parking regulations and the preparation of parking plans.

A description of current transit conditions, mode split commitments, and programs designed to increase the use of alternative transportation through raised awareness of options and deliberate efforts to reduce the need for personal vehicles on-site is provided on the following pages. In addition, a methodology for monitoring and reporting on the progress made towards these goals by Bent Street Land Company LLC and the tenants of the 65 Bent Street building is provided at the end of this Plan.

TRANSIT CONDITIONS

The site at 65 Bent Street will be well served by public transportation, considering its location one-half mile from the Kendall Square station and .35 mile from the current location of Lechmere Station. Each station provides service to a subway line and several bus lines. The Massachusetts Bay Transportation Authority (MBTA) currently operates the following bus routes from the two stations:

- Route 69 Harvard/Holyoke Gate – Lechmere Station via Cambridge Street
- Route 80 Arlington Center – Lechmere Station
- Route 87 Arlington Center or Clarendon Hill – Lechmere Station
- Route 88 Clarendon Hill – Lechmere Station via Highland Avenue
- Route 64 Oak Square – University Park or Kendall/MIT via N. Beacon Street
- Route 68 Harvard/Holyoke Gate – Kendall Square/MIT via Broadway
- Route 85 Spring Hill – Kendall Square/MIT via Summer Street and Union Square
- CT2 Sullivan Station – Ruggles Station via Kendall/MIT

The Lechmere Square Station on the Green Line is located across Cambridge Street at the First Street intersection. From the Green Line, connections to other lines and modes can be made via North Station, Haymarket, Government Center, Park Street, and Boylston Street Stations. The site is also located a ten-minute walk from the Red Line stop at Kendall Square, which provides connections to Alewife Station, commuter rail service at Porter Square and South Station, as well as other points along the South Shore. In addition, the EZRide Shuttle Bus operated by the Charles River Transportation Management Association (CRTMA) passes on First Street one block from the site and circulates between the Cambridgeport section of the City and North Station in Boston via Kendall Square and the Red Line Station. A map of current transit facilities is provided in Figure 3.

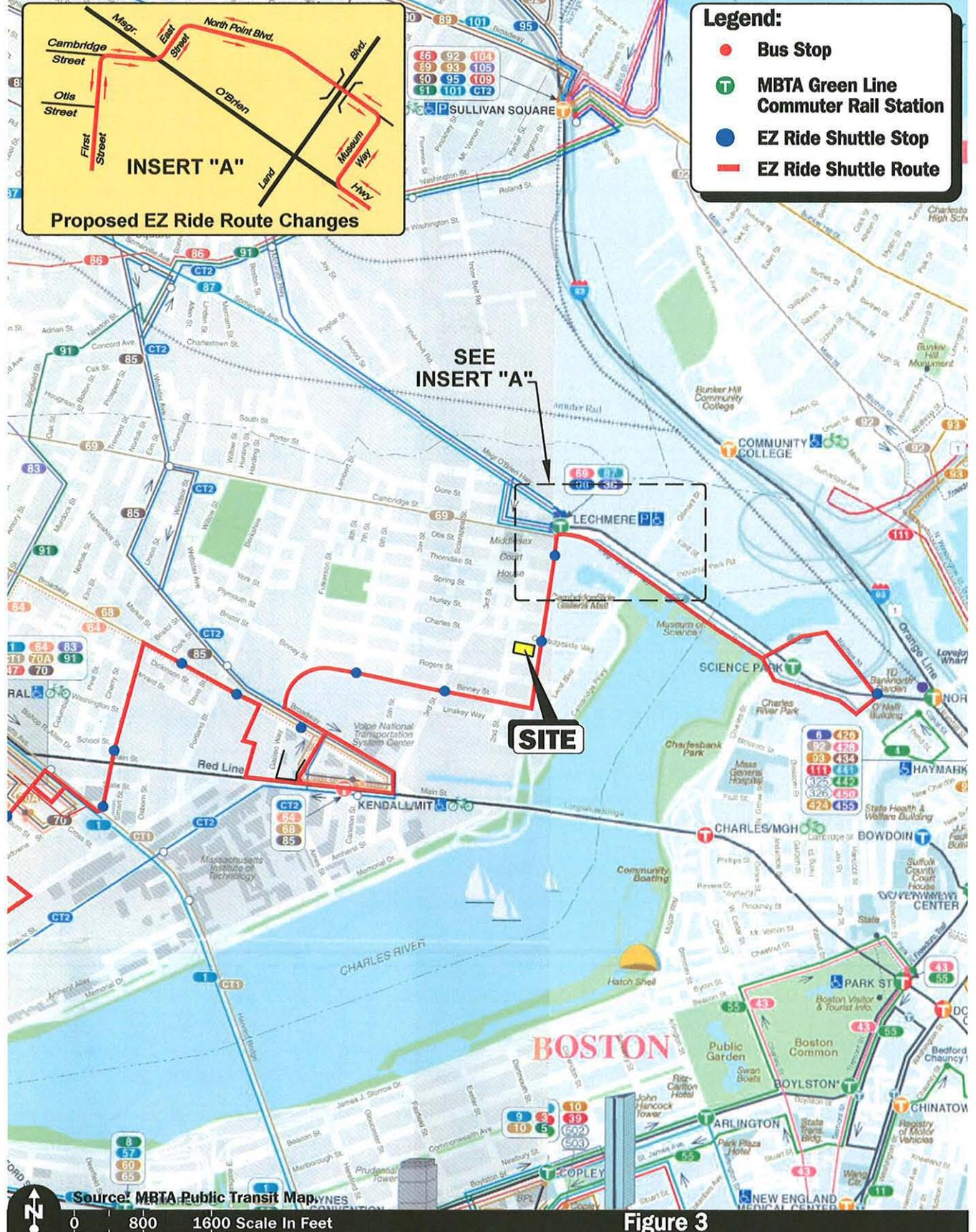


Figure 3

Map of Transit Facilities



PROJECT CHARACTERISTICS

A detailed Transportation Impact Study (TIS) was prepared for the overall PUD project, which includes a mix of residential and retail land uses located at 159 First Street and 29 Charles Street in addition to the 65 Bent Street site. A summary of the aspects of the total PUD are provided in Table 1 below.

Table 1
PUD SUMMARY TABLE^a

	<u>159 First Street</u>	<u>65 Bent Street</u>	<u>29 Charles Street</u>	<u>Total</u>
Commercial GFA	3,800 ^b	108,600	--	112,400
Residential GFA	<u>122,200^c</u>	<u>--</u>	<u>14,400^d</u>	<u>136,600</u>
Total GFA	126,000	108,600	14,400	249,000

^aAll quantities in square feet (sf).

^bGround floor retail.

^cApproximately 115 units.

^dApproximately 8 units.

The sites at 159 First Street and 29 Charles Street are exempt from PTDM requirements, since the PTDM ordinance applies to commercial uses only.

The 65 Bent Street site represents a redevelopment of an existing 50,000 sf commercial building. Approximately 10 mixed-use parking spaces are currently registered with the City for the site.

The TIS documented vehicle trips expected with the redevelopment of the site. As identified in the City of Cambridge Guidelines for TISs, the traffic volumes expected to be generated by the proposed project were determined by using the ITE *Trip Generation* manual LUC 760, Research and Development Center for 120,000 sf. The building area was reduced to the current total after the TIS was prepared and certified. A summary table outlining the project vehicle trips is provided in Table 2.

Table 2
65 BENT STREET TRAFFIC CHARACTERISTICS

Vehicle Trips/Direction	ITE Trips ^a	Vehicle Trips ^b
Weekday	1,172	694
<i>Weekday Morning Peak Hour:</i>		
Entering	143	85
Exiting	<u>20</u>	<u>12</u>
Total	163	97
<i>Weekday Evening Peak Hour:</i>		
Entering	26	15
Exiting	<u>127</u>	<u>75</u>
Total	153	90
Expected Employees ^c	150 to 250	
Parking Spaces	Existing	Proposed
<i>Parking Spaces:</i>		
Number	10	94 ^d
Use	Customer	Accessory (employee)

^aBased on ITE LUC 760 Research & Development Center; 120,000 sf (from TIS).

^bBased on Drive Alone and Rideshare percentages of 53.2 and 11.1 respectively for blended average of Census Tracts 3521 and 3523.

^cBased on ITE data of 1.5 to 2.5 employees per 1,000 sf.

^dFinal distribution between employee and visitor spaces to be determined.

As determined in conjunction with the Cambridge Traffic, Parking & Transportation (TPT) Department, a blended average of data from census tracts 3521 and 3523 were used to determine adjustments to the ITE data since the overall PUD sits on the border between these two tracts. This results in an expected drive-alone percentage of 53.2 percent of employees for the site. Measures to address and reduce the drive-alone percentage for the site employees are discussed on the following pages.

MODE SPLIT COMMITMENT

Single-occupant vehicle (SOV) Employee Mode-Split Commitment: 50.6%.

The following pages identify measures that the Bent Street Land Company LLC or subsequent owner will take to reduce the SOV percentage.

ONGOING MANAGEMENT

The Bent Street Land Company LLC (or subsequent owner) will develop and implement a comprehensive mitigation program designed to minimize the amount of single occupancy vehicles entering the site in conjunction with the project development. The Bent Street Land Company LLC (or subsequent owner) will join the Charles River Transportation Management Association (CRTMA) which works with property owners to help ensure the effective implementation of the PTDM measures.

The Bent Street Land Company LLC (or subsequent owner) will market the R&D facility with statements promoting the location and convenience of access to public transportation. This information will be available on any brochure, website, and other marketing materials. The Bent Street Land Company LLC (or subsequent owner) will hold an annual employee transportation information event, which may be combined with other events such as health fairs, appreciation days, or benefits fairs.

The Bent Street Land Company LLC (or subsequent owner) will also designate a Transportation Coordinator (TC) (an employee either of the developer/landlord, of the landlord's third-party property management company or of a tenant in the building – if such tenant occupies more than one-half of the building, or a third-party provider of TC services) to assist with marketing and promotion of transportation alternatives. The TC will be available to assist employees of any tenant during business hours. Email and phone information for the TC will be posted in a central location. The TC will compile and distribute up-to-date transportation packets explaining all commute options to all new employees as part of their orientation package. The packets will contain information on both the range of options available for the commute trip and the employer programs to support use of these options. The Transportation Coordinator will be the liaison between the employees and transportation organizations, such as the CRTMA, MBTA, and the City of Cambridge. The TC will develop and maintain a transportation information bulletin board located in a central area that will feature information on:

- MBTA maps, schedules, and fares
- EZRide shuttle map and schedule (or independently operated shuttle service)
- “Getting Around in Cambridge” map
- Bicycle parking and regional routes
- Pedestrian routes
- Ride-matching

- Car-sharing
- Other pertinent transportation information

The TC will also assist in the implementation of various survey instruments to identify transportation characteristics of the employees and monitor/evaluate results of the PTDM Plan Monitoring program. The TC will participate in any PTDM or TC trainings offered by the City of Cambridge or the CRTMA.

ALTERNATIVE MODE PROMOTION PROGRAMS

The primary alternative transportation modes to be encouraged pursuant to project completion will be public transportation, bicycle/pedestrian trips, and ridesharing. The Bent Street Land Company LLC (or subsequent owner) will actively promote the use of transportation options through promotional and public awareness programs that will focus on the following factors that will help change travel modes:

COST SAVINGS

For example: Ridesharing can reduce transportation costs; employees can typically deduct use of public transit from pre-tax or post-tax income; employers may have incentive programs that provide employees with rewards for non-use of SOVs. Rapid escalation in fuel prices can be avoided or minimized with increasing usage of non-motorized or public transit.

PUBLIC TRANSPORTATION

The following services will be provided to encourage the use of public transportation:

- Information on MBTA schedules will be provided at a centralized location by the on-site Transportation Coordinator.
- The Bent Street Land Company LLC (or subsequent owner) will include lease language requiring tenants to allow employees to set aside pre-tax funds as allowable under the Commuter Choice provision of the Federal Tax Code.

SHUTTLE BUS SERVICE

The need to provide shuttle bus service to site users has been carefully reviewed. This service would be an additional measure to encourage transit use by shuttling users between the nearest Green Line and Red Line stations.

The Bent Street Land Company, LLC (or subsequent owner) will provide free shuttle service to transport site users to and from the MBTA Kendall Red Line Station, the Lechmere Green Line Station and the North Station Green Line station, as long as there is a shared-property shuttle available. For at least a two-hour period during both the weekday morning and weekday evening peak periods, shuttle service will operate at no less than 10-minute intervals. During off-peak hours, the shuttle may operate on demand.

The Bent Street Land Company, LLC (or subsequent owner) may elect to operate its own shuttle or join a shared-property shuttle service such as the CRTMA EZRide shuttle service to fulfill this requirement. This requirement may be eliminated if there is no longer a shared-property shuttles available to serve the area. It may also be eliminated when the Urban Ring begins full-scale operations or introduces new transit service along First Street connecting 65 Bent Street to Kendall and Lechmere stations, whichever happens first.

TRANSPORTATION BENEFIT

All non-SOV employees will receive a monthly transportation benefit capped at the cost of an unlimited bus/subway pass. The cost of this pass is currently \$59, and this cap will increase with each fare increase initiated by the MBTA, to ensure that this benefit will always allow employees to purchase an unlimited bus/subway pass each month. Employees will have the freedom to spend the monthly transportation benefit in any way they prefer—on transit fares, bicycle maintenance, gas for carpools, vanpool fees, walking shoes, etc.

Employees who drive alone to work will not be eligible to receive this benefit since free parking represents a disproportionately large subsidy. If SOV employees pay market rate for on-site parking, they will become eligible to receive a monthly transportation benefit equal to the benefit received by non-SOV employees.

RIDESHARING

The Bent Street Land Company LLC (or subsequent owner) will market MassRIDES and ridematching services as provided by the CRTMA and private organizations to all employees. The information will be posted in a central location and included in any Bent Street Land Company LLC and tenant newsletters.

BICYCLE/PEDESTRIAN OPTIONS

To encourage the use of bicycle and walking modes of transportation, The Bent Street Land Company LLC (or subsequent owner) will commit to the following measures:

- The Bent Street Land Company LLC (or subsequent owner) will distribute bicycle and pedestrian information in up-to-date transportation packets explaining all commute options to all new employees as part of their orientation package. The Transportation Coordinator will be responsible for distribution of this information to employees and compilation in a centralized, visible location for all.
- Sheltered bike parking for 22 bicycles will be provided in the garage level to accommodate 10% bicycle mode share of up to 220 employees.

- Four (4) visitor bicycle spaces will also be provided near the front entrance to the lobby.
- Indoor and outdoor bicycle parking will meet design requirements of Article 6 of the Cambridge Zoning Ordinance.
- All employees who ride or walk to work will have access to a shower within the building.

EMERGENCY RIDE HOME

To encourage the use of alternative transportation, the Bent Street Land Company LLC (or subsequent owner) will commit to the following measures:

- An Emergency Ride Home program (ERH) will be provided to all employees who commute by non-SOV mode at least 3 days per week.
- Details of the ERH program will be submitted to, and approved by, the PTDM Officer prior to approval of the first Certificate of Occupancy. The program will allow a minimum of one emergency ride home per six-month period. ERH services may be provided internally or through a third party administrator, such as the CRTMA.

ZIPCAR

The car-sharing service Zipcar has vehicles currently placed at three locations within a half mile of the project. There are three vehicles at the Cambridge First Street garage, located between Thorndike and Spring Streets, two vehicles on Spring Street north of Third Street, and four vehicles in the Kendall Square/Genzyme parking garage. All of these locations are within four blocks of the 65 Bent Street site. Information on Zipcar membership will be provided in a central location with the other information on alternative transportation. If desired by a local car-share company and permitted by the Cambridge Zoning Ordinance, Bent Street Land Company LLC will provide one on-site parking space in the surface lot dedicated to permanent car-share parking either free of charge or at a rate negotiated by the car-share company.

OFFICE OF WORKFORCE DEVELOPMENT

To encourage the use of alternative transportation, the Bent Street Land Company LLC (or subsequent owner or its tenants) will work with the Cambridge Office of Workforce Development to expand employment opportunities for Cambridge residents.

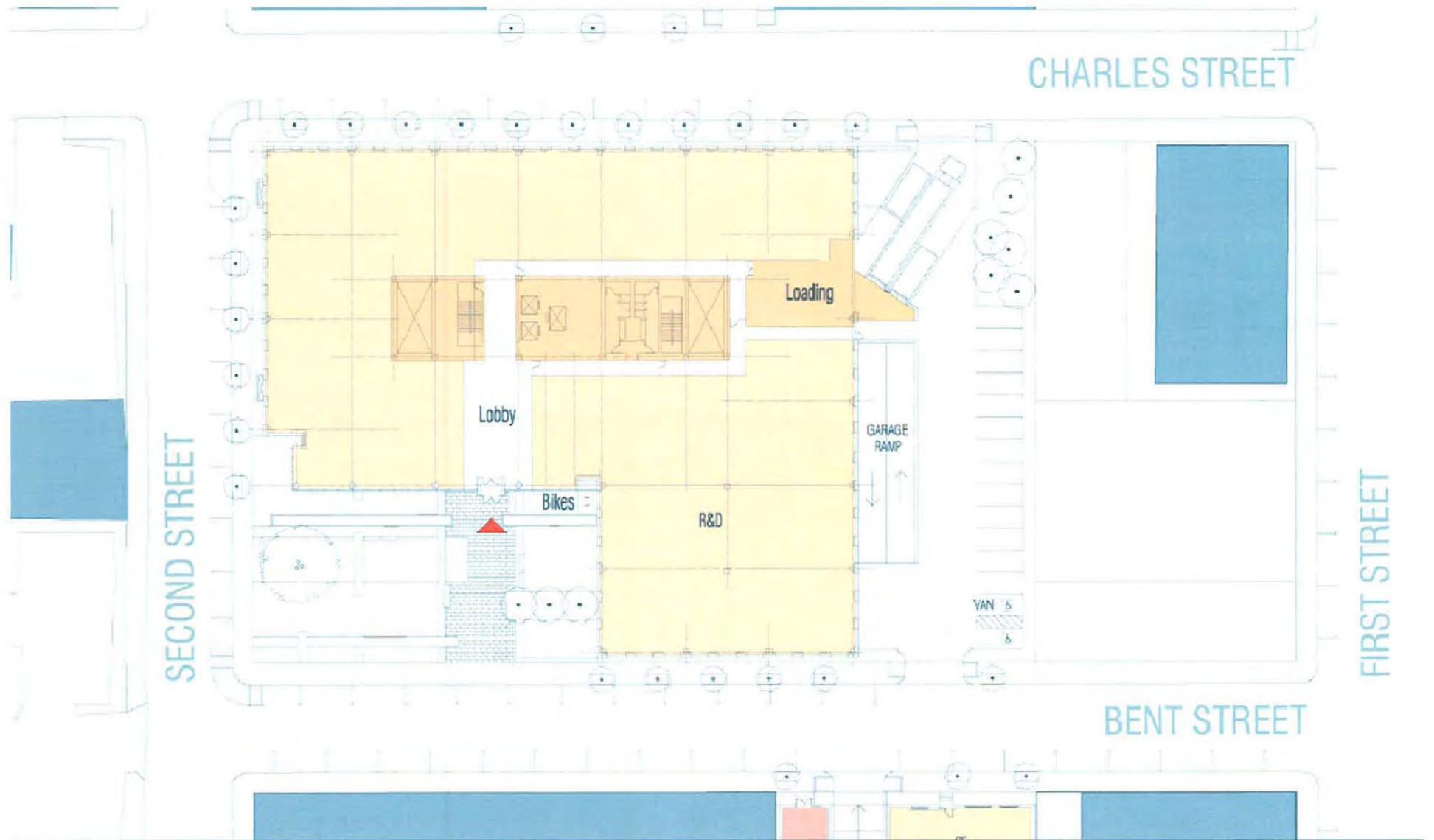
PARKING MANAGEMENT

PARKING SUPPLY/DEMAND

The development will provide a maximum of 94 parking spaces. The layout of parking spaces on site is depicted on Figure 4 for surface parking and Figure 5 for the basement level of parking. Figure 5 also depicts the location of bicycle parking in the garage.

All tenants will be charged market rates for parking. Tenants may or may not pass this cost along to employees.

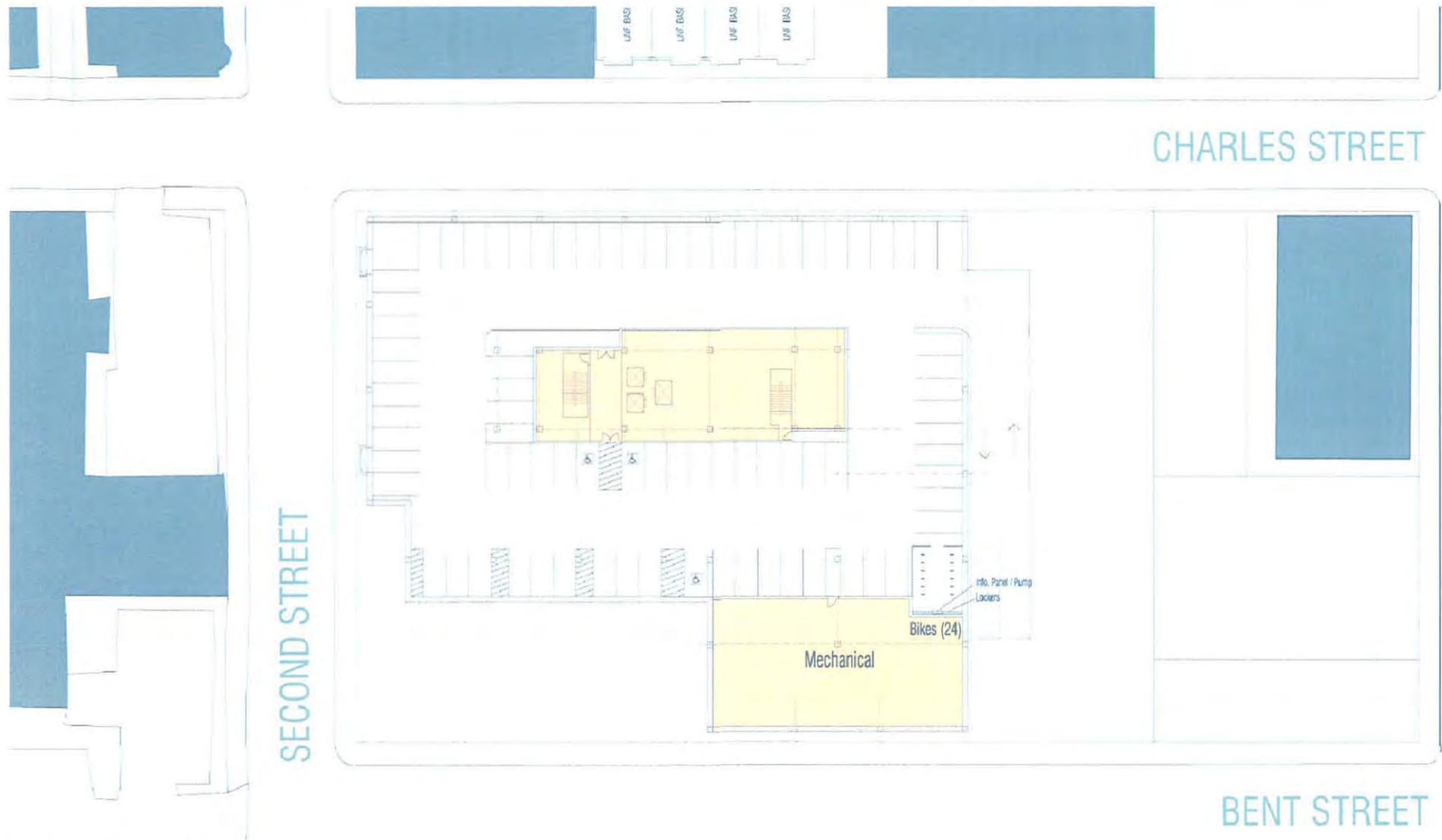
If demand warrants, as established in the annual monitoring survey, the Bent Street Land Company LLC (or subsequent owner) will reserve spaces for carpool and vanpool parking. These parking spaces will be preferentially located and signed as reserved for high-occupancy vehicle use only. Employees will be charged a discounted parking rate if they commute in a high-occupancy vehicle.



Source: Elkus Manfredi Architects
0 25 50 Scale in Feet



Figure 4
Surface Parking



Source: Elkus Manfredi Architects
0 25 50 Scale in Feet



Figure 5
Basement Level Parking

MONITORING AND REPORTING PLAN

To ensure compliance with the City of Cambridge Vehicle Trip Reduction Ordinance as well as utilization of the TDM programs, a traffic monitoring program will be conducted with the results forwarded to the Cambridge PTDM officer. As with other elements of this PTDM Plan, this portion of the plan will be implemented upon completion of the project. The details of the program are provided below.

MONITORING AND REPORTING

The Bent Street Land Company LLC (or subsequent owner) will conduct annual employee surveys to determine the mode share for the project, which will be used to determine if the mode split commitment is being met. The survey will be a pre-approved PTDM survey and be distributed to all tenant employees.

The mode-split survey will be configured to identify peak-hour commuting characteristics. Questions are asked regarding typical beginning and ending work times, duration of work day, and modal choice. Additional questions are asked regarding alternative transportation choices.

It is expected that the mode-split survey would be accomplished using an electronic format. Employees will be sent an e-mail containing an html link to a website where the survey can be taken online. Each employee would provide a unique identifier such as an employee number or email address to prevent duplication of entries for employees so that only one employee will be able to take the survey. A sample survey is included in the appendix.

The Bent Street Land Company LLC (or subsequent owner) will file an annual monitoring report, based on employee survey data, and in the format provided by the PTDM Officer. The property owner shall ensure a response rate of at least 60% from each tenants' employees. In the first year, and every two years thereafter, the report shall also include automobile and bicycle parking utilization reports and driveway counts. The monitoring program will include the following:

- Annual mode split surveys for all trips;
- Biennial entry and exit counts at the garage driveway, taken during weekday morning, weekday evening, and daily time periods;

- Biennial counts of parking space utilization;

Depending on when the first Certificate of Occupancy is issued, monitoring would take place for a one-week period during the months of April, May, September, or October, during a non-holiday week when schools are in session. Reports will be submitted to the PTDM Planning Officer by the stated deadline, usually June 30 or November 30, depending on date of Certificate of Occupancy.

CORPORATE OFFICER CERTIFICATION

I hereby certify that a commercial parking permit has been obtained for each space being used for commercial parking. None of the other existing or proposed parking spaces at this parking facility have been or will be available as commercial parking spaces until a commercial parking permit therefor has been obtained.

Signed Spaulding and Slye Holdings LLC - Manager
(Officer of Bent Street Land Company LLC)
By: Peter A. Bailey, Authorized Member 
Date: 4/1/08

TECHNICAL APPENDIX

INTERDEPARTMENTAL PARKING FACILITY REGISTRATION FORM
TRANSPORTATION SURVEY FORM

INTERDEPARTMENTAL PARKING FACILITY REGISTRATION FORM

INTERDEPARTMENTAL PARKING FACILITY REGISTRATION FORM

1.) Name and address of parking facility: 65 Bent Street Telephone: TBD

2.) Location of parking facility according to Assessing Department: Block No. 10 Lot No.(s) 16

Application must include a signed and dated scale layout of the parking facility with lot lines, driveways, curb cuts, parking stalls, loading zones, building entrances/exits, pedestrian walkways, bicycle storage, etc.

3.) Name and address of property owner: Bent Street Land Company LLC c/o Spaulding & Slye Investments, One Post Office Square, Boston, MA 02109 Telephone: 617-523-8000

4.) Name and address of parking facility operator: Jones Land LaSalle c/o Property Management Division, One Post Office Square, Boston, MA 02109 Telephone: 617-523-8000

5) Will any of the users be located off-site? [] Yes. [X] No. If "yes," indicate name and address of off-site user(s): (company, residence, individual, or "general public")

6.) Type of Request:

- [] New facility
[X] Modified facility

7.) Type of Facility:

- [] Lot
[X] Garage

8.) Type of Use:

- [] Commercial (general public for a fee)
[X] Accessory2 (with a fee? [] Yes [] No)
[] Principal3 (with a fee? [] Yes [] No)

9.) If a fee is charged, how will it be collected: At Entrance? [] Monthly/yearly? [X] In lease? [X]

10.) Number of Parking Spaces Required by Zoning4): Minimum 75 Maximum 217

11.) Number of Current and Proposed Parking Spaces by Type and User(s):

Table with columns: Type, Registered5, Proposed, Proposed User(s): (Name of company, residence, or individual). Rows include Commercial, Residential, Employee, Customer/Client, Visitor/Guest, Patient, Student.

I hereby certify that all information supplied on this form is true, accurate and complete. I also certify that this information meets the requirements of Article 6 of the Cambridge Zoning Ordinance.

Owner Signature & Title: Peter A. Bailey, Authorized Member of Spaulding & Slye Holdings LLC on behalf of Bent Street Land Company LLC

Date: 4/1/08 Operator Signature & Title: Robert Dickey, Authorized Member of Jones Lang LaSalle on behalf of Bent Street Land Company LLC Date: 3/31/08

Print Name (Owner) & Title: Peter A. Bailey - Authorized Member Print Name (Operator) & Title: ROBERT M. DICKEY MANAGING DIRECTOR

1For questions, contact the Assessing Department at 349-4343 or on the web at www2.ci.cambridge.ma.us/assessor/index.html. 2Accessory use parking only has non-commercial users who are located on-site. 3Principal use parking has a non-commercial user who is located off-site. 4Parking requirements are described in Article 6 of the Cambridge Zoning Ordinance. Call Inspectional Services at 349-6100. 5Pre-existing off-street parking spaces are registered in the City parking inventory. Call the Traffic Department at 349-4745.

Instructions: First department to receive application should confirm applicant has completed first page and understands that the required sign-offs may be conditional on others in order. After that department completes the top line of this page and any possible sign-off(s), application should be forwarded to next department for sign-off. Each signing department must indicate the approved # of spaces under "parking tally" plus any conditions. The Traffic Department can not sign-off on a building permit until parts 1), 2), and 4) below are signed. Zoning can not review a building permit application until Traffic has signed off. Licensing can not approve a parking license, if required, until parts 1), 2), 3), and 4) below are signed.

Regarding the application for _____ the following approvals must be received:	Parking Tally Proposed: _____
1) Number of spaces registered in the parking inventory (info: 349-4745): _____ Commercial _____ Residential _____ Other (employee, visitor, etc.) Signed _____ Department of Traffic, Parking & Transportation Date _____	Registered: _____ conditions: _____
2) Facility has approved Parking & Transportation Demand Management Plan (info: 349-4745): <input type="checkbox"/> Yes. <input type="checkbox"/> No, not required. Signed _____ Department of Traffic, Parking & Transportation Date _____	PTDM: _____ conditions: _____
3) Facility has permit from Board of Zoning Appeals (info: 349-6100): <input type="checkbox"/> Yes, _____ spaces valid until ____/____/____. <input type="checkbox"/> No, not required. Signed _____ Inspectional Services Department Date _____	BZA: _____ conditions: _____
4) Facility has received a commercial parking permit from the CPCC (info: 349-4745): <input type="checkbox"/> Yes, _____ spaces valid until ____/____/____. <input type="checkbox"/> No, not required. Signed _____ Department of Traffic, Parking & Transportation Date _____	CPCC: _____ conditions: _____
5) Facility has received a parking license from the License Commission (info: 349-6100): <input type="checkbox"/> Garage & gasoline storage permit required. <input type="checkbox"/> Yes, _____ spaces valid until ____/____/____. <input type="checkbox"/> No, not required. Signed _____ Cambridge License Commission Date _____	License: _____ conditions: _____

To be completed by Inspectional Service or License Commission:

Final Approved Number of Spaces _____

For use by the Traffic Department:

Final Parking Inventory Registration: _____ Commercial _____ Residential _____ Other _____ Exempt

FORWARD COPIES TO: DEPARTMENT OF TRAFFIC, PARKING & TRANSPORTATION; INSPECTIONAL SERVICES DEPARTMENT; LICENSE COMMISSION; AND PARKING & TRANSPORTATION DEMAND MANAGEMENT OFFICER.

TRANSPORTATION SURVEY FORM

Transportation Survey Form

Welcome xxxxx !

1) What time do you usually begin work in the morning?

- 1. Before 6AM
- 2. 6-7AM
- 3. 7-7:30AM
- 4. 7:30-8AM
- 5. 8-8:30AM
- 6. 8:30-9AM
- 7. 9-10AM
- 8. After 10AM

2) What time do you usually end work in the evening?

- 1. Before 4PM
- 2. 4:30-5PM
- 3. 5-5:30PM
- 4. 5:30-6PM
- 5. 6-6:30PM
- 6. 6:30-7PM
- 7. 7-7:30PM
- 8. 7:30-8PM
- 9. After 8PM

3) How often do you vary your hours by more than 30 minutes from these times?

- 1. Never
- 2. 1-2 days per month
- 3. 1-2 days per week
- 4. 3+days per week

4) How many hours are you scheduled to work each week?

- 1. Less than 17
- 2. 17-25
- 3. 26-30
- 4. 31-35
- 5. 36-40

6. More than 40

5) How long does it take you to travel to work on a typical day (minutes one way)?

1. 5 to 15
 2. 16-30
 3. 31-45
 4. 46-60
 5. 61-90
 6. More than 90

6) How many miles (one-way, approximately) do you travel from home to work on a typical day?

1. 1 to 10
 2. 11-20
 3. 21-40
 4. 41-60
 5. 61+

7) Please indicate how you commuted to work each day this week: (Please note primary mode only)

Monday

Drove alone the entire way

Tuesday

Drove alone, then took public transportation

Wednesday

Took public transportation the entire way

Thursday

Out of office (sick, vacation, jury duty, etc.)

Friday Bicycled

**8) If you took public transportation for all or part of your commute, which route(s) did you use?
(Please check no more than 3 options)**

1. Red Line

- 2. Green Line
- 3. Blue Line
- 4. Commuter Rail to Porter Sq
- 5. Commuter Rail to North Station
- 6. Commuter Rail to South Station
- 7. Bus Route #s

9) Why have you chosen your commute method? (Check all that apply)

- 1. Convenience
- 2. Cost
- 3. No Other Option
- 4. Other (describe)

10) How many times a month (on average) do you use your own vehicle for work-related business during the day?

- 1. None
- 2. 1 to 4
- 3. 5 or More

11) If you drive to work, where is the vehicle usually parked?

- 1. Parking lot/structure at worksite
- 2. Parking lot/structure offsite
- 3. On-street

12) If you drive only part of the way, where do you usually park?

- 1. Train Station
- 2. Park & Ride lot
- 3. Parking lot/structure offsite
- 4. On-street

13) What are your reasons for driving alone to work? (Mark all that apply)

- 1. Enjoy my privacy, prefer driving alone
- 2. Work hours are irregular

- 3. Need car for work-related trips
- 4. Need car for errands before/after work
- 5. Do not have any other option
- 6. Need a car in case of emergencies
- 7. Difficulty finding others to carpool with
- 8. Driving alone takes less time
- 9. Take children to school or daycare
- 10. Other modes/routes are not safe
- 11. Other modes cost too much
- 12. Transit schedule or routes do not work for me
- 13. Other (Please explain)

14) What concerns you most about your commute? (Mark all that apply)

- 1. Overall travel time from home to work
- 2. Cost of commute
- 3. Finding a convenient parking space
- 4. Congestion on streets and highways
- 5. Frustration of commuting
- 6. Concerned about bad weather
- 7. Other (Please explain)

15) How likely would you be to change to ridesharing, transit or other commuting alternatives

IF THE FOLLOWING INCENTIVES, SERVICES WERE IN PLACE?

15a) Guaranteed Ride home program in case of emergency or unscheduled overtime

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15b) On-site information on transit routes and schedules

1. Very Likely 2. Somewhat Likely 3. Not

Likely 4. Already Available

15c) Shuttle to train/bus station

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15d) Subsidy for transit/vanpool fares

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15e) Vans available for ridesharing

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15f) Preferential or reserved parking for employees who rideshare

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15g) Help finding someone with whom to carpool/vanpool

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15h) Company car made available for business use during the day

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15i) Bicycles storage made available

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15j) Showers and lockers made available

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15k) Financial incentives for biking and walking

1. Very Likely 2. Somewhat Likely 3. Not

Likely 4. Already Available

15l) On-site parking rates raised by 20% or more

1. Very Likely 2. Somewhat Likely 3. Not Likely 4. Already Available

15m) Other (Please explain)

16) Please rank, in order of preference, the TOP Three commute options you would consider using instead of driving alone:

16a) 1st Choice

1. Transit 2. Bicycle 3. Walk 4. Carpool 5. Vanpool

16b) 2nd Choice

1. Transit 2. Bicycle 3. Walk 4. Carpool 5. Vanpool

16c) 3rd Choice

1. Transit 2. Bicycle 3. Walk 4. Carpool 5. Vanpool

16d) Would not consider

1. Transit 2. Bicycle 3. Walk 4. Carpool 5. Vanpool

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