


CITY OF CAMBRIDGE
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MEMORANDUM

To: Cambridge Planning Board
From: Joseph E. Barr, Director 
Date: December 5, 2016
Re: 110 Fawcett Street Project (PB# 322)

The Cambridge Traffic, Parking, and Transportation Department (TP&T) has reviewed the Planning Board Special Permit Application for a Registered Marijuana Dispensary project at 110 Fawcett Street, and we held a productive meeting with the Applicant on November 30, 2016 on the proposed project, site plan, trip generation, automobile and bicycle parking, and delivery services. TP&T offers the Planning Board the following comments.

Parking: Parking space demand is difficult to know since this is a new use in Cambridge. A transportation analysis completed by Howard Stein Hudson on behalf of the Applicant, estimated that patient parking demand will be about five to eight spaces and that 13 spaces would be sufficient to accommodate patient parking, the home delivery van, employee parking, and building service requirements. Subsequent to the Howard Stein Hudson analysis, the Applicant indicated to TP&T that home deliveries will take place from their Somerville site and not from this site, so space is not needed for the delivery van.

The Planning Board Special Permit Application proposes 8 on-site parking spaces at 110 Fawcett Street and leasing 5 parking spaces at 115/125 Fawcett Street, which is located across the street. However, there are a number of issues to be aware of regarding this initial proposal:

- 110 Fawcett Street has no parking spaces registered, therefore 8 new non-residential parking spaces will trigger the City's PTDM Ordinance (Chapter 10.18).
- 115/125 Fawcett Street has no parking spaces registered. Therefore, leasing parking spaces at 115/125 Fawcett Street could have zoning and PTDM impacts for that site.
- Currently, there are unrestricted on-street parking spaces on Fawcett Street. Because the Quadrangle area is developing and in transition, TP&T does not know at this time what the future regulations might be for these on-street parking spaces, so the applicant should not count on these being available for short-term or customer parking.

TP&T offers the Planning Board the following parking recommendations for your consideration:

1. The Applicant needs an approved small PTDM plan to create 8 new non-residential parking spaces at 110 Fawcett Street.

2. The Applicant should not lease parking spaces at 115/125 Fawcett Street unless it is demonstrated that a parking lease agreement meets City zoning and parking regulations.
3. The Planning Board may want to consider a Special Permit condition that requires the Applicant to convert 4 of the 8 on-site parking spaces into green space if in the future it is determined, and mutually agreed upon between the City and the Applicant, that 4 on-site parking spaces are sufficient for the Project because a) only 4 total parking spaces are needed to meet demand and/or b) because the Project has legal parking spaces available elsewhere to support the Project's parking needs. The goal of this condition would be to not require the Project to provide parking spaces that ultimately may not be needed or used instead of a more sustainable use of the site, such as green space. Given the lack of experience with the trip and parking generation associated with this land use, we believe that it would be wise to preserve some flexibility in the parking supply moving forward.

Site plan: TP&T is concerned about the proposed two curb cuts for the site because they add additional points of conflict between cars, trucks, bikes and pedestrians. It is particularly not desirable to create a curb cut for access to only 4 parking spaces. However, because of the narrowness and configuration of the site TP&T would not oppose two curb cuts, which would need to go through the standard city curb cut approval process. As suggested above, if in the future it is determined that 4 on-site parking spaces is sufficient, the Applicant should be provided with the flexibility to convert 4 of the 8 spaces into additional green space on the site and remove one of the curb cuts.

Loading/Service: The Application stated that deliveries will be by passenger vehicles once per day and trash will be wheeled to curbside for collection on trash day. TP&T does not expect any significant traffic impacts from this Project's loading or service needs.

Trip Generation and Transportation Mitigation: The Project is expected to have 40 full-time equivalent (FTE) staff, with up to 11 employees on-site throughout the day, with up to 7 during peak demand periods. The Project expects a total of about 280 vehicle trips per day (140 entering/140 exiting), including about 30-40 vehicle trips during peak hours.

TP&T believes that the best way to mitigate the Project's traffic and parking impacts is for the Applicant to contribute to the City's ongoing bicycle, pedestrian and transit investments and provide robust **Transportation Demand Management (TDM) Measures** to support non-single occupancy vehicle travel for staff, patients, as well as a transportation **monitoring program**. TP&T recommends the Planning Board consider adding the following conditions to any special permit that may be granted for the project.

Overall Mitigation

1. The applicant should contribute \$35,000 to the City toward funding a Hubway station to be located in the Quadrangle area and/or the continued feasibility studies and designs for the Alewife bicycle and pedestrian bridge and commuter rail station. The final location of the Hubway station will be determined by the City and will provide another mobility option for employees, and visitors. The Alewife bicycle and pedestrian bridge and commuter rail station will provide an improved connection between the project site and Alewife MBTA station. The contribution should be made prior to the issuance of the project's Building Permit and the final allocation of the funds will be determined by the City.

Transportation Demand Management

2. The project should Join the Alewife TMA and provide employees and patient's access to the shuttle buses to/from the Alewife MBTA station, as provided by the TMA or a comparable shuttle service.
3. The applicant should provide 65% MBTA T-Pass subsidies, up to the federal fringe benefit limit, to all employees (this incentive may be pro-rated for part-time employees).
4. Offer all employees Gold Level Hubway membership.
5. Designate an employee of the facility as a Transportation Coordinator (TC) to manage the implementation of Transportation Demand Management (TDM) measures and a Transportation Monitoring program. The TC will:
6. Post in a central and visible location information on available non-automobile services in the area, including, but not limited to:
 - i. Available pedestrian and bicycle facilities in the vicinity of the Project site.
 - ii. MBTA maps, schedules and fares.
 - iii. "Getting Around in Cambridge" map (available at the Cambridge Community Development office).
 - iv. Locations of bicycle parking.
 - v. Carsharing/ridematching programs.
 - vi. Hubway regional bikesharing system.
 - vii. Carpooling/vanpooling programs.
 - viii. Other pertinent transportation information.
 - Instead or in addition to posting paper MBTA schedules, provide a real-time transit and Hubway display screen or tablet in a central location to help people decide which mode to choose for each trip.
7. Compile and provide to all employees up-to date transportation information explaining all commuter options. This information should also be distributed to all new employees as part of their orientation.
8. Provide or describe to customers information on transportation options to access the site.
9. Provide and maintain information on the projects website, newsletters, social media, etc. on how to access the site by all modes, with emphasis on non-automobile modes.
10. The TC will participate in any TC training offered by the City of Cambridge or a local Transportation Management Association.

Bicycle Parking

11. The applicant should provide a minimum of 4 long-term bicycle parking spaces and 6 short-term bicycle parking spaces that meet the City's bicycle parking guidelines.
12. Provide showers and lockers for employees that walk or bike to work.
13. Have available an air pump and bicycle repair tools for employee and customers to use when needed.

Transportation Monitoring and Reporting Program

14. The TC will implement an annual transportation monitoring program which will involve surveying employees and customers on their travel modes and where they customarily park (cars and bikes). The annual monitoring program shall be for 10 years following the issuance of the project's Occupancy Permit at which time TP&T will work with the applicant to determine if it would be beneficial to continue the monitoring program. This monitoring will be critical to better understanding the transportation demand associated with this land use.
15. All surveys shall be designed and conducted in a manner approved by the Community Development Department and TP&T..

16. Approval of the form of any survey instrument or monitoring method should be approved before issuance of the Certificate of Occupancy.
17. Surveying shall begin one year from the date of the first Certificate of Occupancy. If the Certificate of Occupancy is issued between September 1st and February 29th, the monitoring should take place during the months of September or October and be reported to the City no later than November 30. If the Certificate of Occupancy is issued between March 1st and August 31st, monitoring should take place during the months of April or May and be reported to the City no later than June 30.