

AGENDA

Lexington Planning Board

Wednesday, May 28, 2025

Remote on Zoom: [https://www.lexingtonma.gov/377/Access-](https://www.lexingtonma.gov/377/Access-Virtual-Meetings)

Virtual-Meetings

6:00 PM

Development Administration

1. **287 & 295 Waltham Street - Special Residential Development**
Continued public hearing for site plan review for a special residential development (continued from April 10) *Applicant requested continuance to 6/11 meeting.*
2. **1-3-5 Hartwell Place (formerly 91 Hartwell Ave.)**
Request for an extension of the 2020 Site Plan Review approval

Board Administration

1. **Review summer work plan and priorities for 2025**
Board to discuss, but not limited to, the following:
 - Update Planning Board Zoning Regulations §176 and Subdivision Regulations §175
 - 20 Definitive Subdivision Plans expected to complete zoning freeze process
 - Complete Board's current review of development applications and oversee the 11 recently approved multi-family development projects
 - Housing Inventory
 - Potential Zoning Amendments: bicycle parking requirements, gross floor area calculations, accessory dwelling units
2. **Board Member & Staff Updates**
3. **Review of Draft Meeting Minutes: 5/7**
4. **Upcoming Meetings**
Meetings: Wednesdays June 11, June 25, July 16, August 13, August 27.

Adjourn

1. **Adjourn** – The meeting will continue until all items are finished. The estimated adjournment time is 7:00 pm.

Zoom Details

1. **Zoom Details** - <https://www.lexingtonma.gov/377/Access-Virtual-Meetings>

Topic: Planning's Zoom Meeting

Time: May 28, 2025 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://lexingtonma.zoom.us/j/88122732567?>

pwd=TOfxtovUXuNQJRHjbwdZKQYFq6tubS.1

Meeting ID: 881 2273 2567

Passcode: 283366



Meeting broadcast by LexMedia

AGENDA ITEM SUMMARY

LEXINGTON PLANNING BOARD

AGENDA ITEM TITLE:

287 & 295 Waltham Street - Special Residential Development

PRESENTER:

Staff and Board Discussion

ITEM NUMBER:

SUMMARY:

The applicant is still working on submitting new material and requested this hearing be further continued without discussion to the June 11 meeting.

SUGGESTED MOTION:

Move to continue the public hearing for the site plan review application at 287 and 295 Waltham Street to Wednesday, June 11, 2025 at or after 6:00 p.m. on Zoom.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

5/28/2025

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Continuance request - 287 Waltham St.	Cover Memo

LAW OFFICES OF
NICHOLSON, SRETER & GILGUN, P.C.
33 BEDFORD STREET, SUITE 4
LEXINGTON, MASSACHUSETTS 02420
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(5/29/14-8/12/14)

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OF COUNSEL
EDMUND C. GRANT
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JOSEPH C. ABATE

May 12, 2025

VIA FIRST CLASS MAIL AND EMAIL
mmcnamara@lexingtonma.org

Meghan McNamara
Assistant Planning Director
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

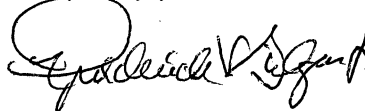
Re: 287-295 Waltham Street
Site Plan Review of Special Residential Development

Dear Ms. McNammara:

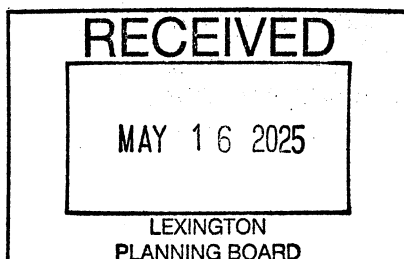
As you know I represent Iqbal Quadir in connection with his application for Site Plan Review of a Special Residential Development project at 287-295 Waltham Street which is scheduled for a public hearing on May 28, 2025. Request is hereby made that the public hearing be continued to June 11, 2025.

Thank you for your consideration.

Very truly yours,



Frederick V. Gilgun, Jr.



AGENDA ITEM SUMMARY

LEXINGTON PLANNING BOARD

AGENDA ITEM TITLE:

1-3-5 Hartwell Place (formerly 91 Hartwell Ave.)

PRESENTER:

Applicant: NRL 91 Hartwell, LLC

ITEM NUMBER:

SUMMARY:

In August 2020, the Planning Board granted a site plan review and special permit approval to NRL 91 Hartwell LLC for property located on Map 80, Lot 10C for a new lab building and parking garage at 91 Hartwell Ave. now known as 1, 3, & 5 Hartwell Place.

The approval expires in August if building permits have not been issued. Applicant has a building permit for the parking garage but not the new building. In June 2023, the Planning Board granted a two year extension to August 2025. Applicant requests an extension for an additional two-years from August 26, 2025 to August 26, 2027.

Staff supports this request for an extension.

SUGGESTED MOTION:

Move to approve the site plan review and special permit approval extension request for 1-3-5 Hartwell Place (91 Hartwell Ave.) to August 26, 2027.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

5/28/2025

ATTACHMENTS:

Description	Type
 Extension Request	Cover Memo

2020 Site Plan Approval Decision

2023 Extension Approval

Cover Memo

Exhibit

NRL 91 Hartwell, LLC

610 West 26th Street, Suite 910
New York, NY 10001
Phone: (212) 695-8090
Fax: (212) 629-8768

April 23, 2025

Jim Kelly
Building Commissioner
Town of Lexington
1625 Massachusetts Ave
Lexington, MA 02420

Dear Mr. Kelly,

I am writing on behalf of NRL 91 Hartwell, LLC, owner of 1-3-5 Hartwell Place to request an extension for our 5 Hartwell Garage Building Permit (Permit # B-21-1671) due to good cause. We have paused development due to significant increases in construction costs and a slowing demand for space within the life science industry. We fully expect this demand to return and will be prepared to execute on developing this site when the market timing is right. Per Mass building code, section 105.5, Expiration, the permit may be extended one or more times, for periods not to exceed 180 days each. We are requesting a 180 day extension on the existing permit. On June 28th, 2023 the Lexington Planning Board voted unanimously in favor of extending our existing Major Site Plan Review and Special Permit Approval for a 2 year extension.

We have been in communication with Abby McCabe, Sheila Page and Sandhya Iyer regarding this extension request and are happy to discuss further if need be. We appreciate your consideration on this matter and look forward to working with you in the future.

Best regards,

Ben Dulac

Ben Dulac

NRL 91 Hartwell Ave, LLC



LEXINGTON PLANNING BOARD
1625 MASSACHUSETTS AVENUE, LEXINGTON, MA

MEMBERS OF THE PLANNING BOARD:
ROBERT CREECH, CHAIR – ROBERT PETERS, VICE-CHAIR – GINNA JOHNSON, CLERK
RICHARD CANALE – CHARLES HORNIG – MICHAEL LEON, ASSOCIATE

**DECISION OF THE LEXINGTON PLANNING BOARD
ON MAJOR SITE PLAN REVIEW AND SPECIAL PERMIT APPLICATIONS
FOR THE PROPERTY LOCATED AT 91 HARTWELL AVENUE
DECISION DATED AUGUST 26, 2020**

General Property Information

Property Address: 91 Hartwell Avenue
Assessor's Information: Map 80, Lot 10C (Parcel ID: 80-10C)
Zoning District: CM – Manufacturing

Application Information

Application(s): Major Site Plan Review §135-9.5 & §176-9.0, and Special Permit §135-9.4
Date application(s) were filed with the Town Clerk: February 13, 2020

General Project Contact Information

Property Owner and Applicant Name and Address: Meridian Lexington Owner, LLC, c/o John Cappellano, Lincoln Property Company, 53 State Street, Floor 3, Boston, MA
Project Contact and Landscape Architect: Paul Finger (#969), Paul Finger Associates, Inc.
Civil Engineer: Josh Soares (#52305), Nitsch Engineering
Project Attorney: Edmund Grant, ESQ., Nicholson, Streter, Gilgun, P.C.
Land Surveyor: Michael Pustizzi (#46505), Precision Land Surveying, Inc.

Public Hearing Information

Date legal ad was published in the Minuteman Newspaper: March 12, 2020, and March 19, 2020
Date of opening public hearing: March 26, 2020
Dates of continued public hearings: April 22, May 27, June 24 (continued without testimony), July 8, July 29 (continued without testimony), August 12, 2020, and August 26, 2020

Project Site Plan Information

Date of Plan: February 7, 2020, revised through August 17, 2020

Peer Review Consultants:

After a 5-0-0 vote on May 22, 2020, the Planning Board engaged World Tech as the Town's Traffic Peer Review Consultant.

Project Description

The Project, located at 91 Hartwell Avenue, is approximately 14.97 acres (652,093sf). The Property is presently improved with a 123,300gsf office structure with associated surface off-street parking. The Applicant proposes to construct an additional 93,250gsf lab/office structure that has a 46,600sf footprint, with a 4-level structured parking garage that has a 42,750sf footprint. The Project will further include access drives and loading docks, stormwater

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management infrastructure, landscaping, wetland replication areas, and associated site improvements.

Public Hearing

The Lexington Planning Board held its opening public hearing for the Project located at 91 Hartwell Avenue on March 26, 2020. Continued public hearings were held on April 22, May 27, June 24 (continued without testimony), July 8, July 29 (continued without testimony), August 12, 2020, and August 26, 2020. Planning Board members present throughout the public hearing were: Robert Creech, Chair; Charles Hornig; Robert Peters; Richard Canale; and Ginna Johnson. Also, present on behalf of the Planning Board were traffic peer review consultant Alan Cloutier, World Tech Engineering, and Rodney Emory, World Tech Engineering. Present for the Applicant: Attorney Ed Grant; Eric Joseph, Paul Finger Associates Inc.; David Godfroy, Dimella Shaffer; Shaun Kelly, Vanasse & Associates, Inc.; John Cappellano, Lincoln Property Company; Michael Foster, Lincoln Property Company; Paul Finger, Paul Finger Associates Inc.; Joshua Soares, Nitsch Engineering; and Matthew Brassard, Nitsch Engineering.

Summary of Minutes

On March 26, 2020, the Planning Board opened the public hearing, read the legal ad into the record, and then requested a presentation from the Applicant.

Attorney Grant provided a brief overview of the Project. The overview included a review of past permitting activities and uses of the Site, history of ownership of the Property, and a review of the existing conditions. Attorney Grant further discussed several meetings that took place with the Town before the submittal of the Application to the Planning Board. It was noted that such discussions commenced in February of 2019. Additionally, Attorney Grant further discussed the challenges with the Property and how the Project would improve overall conditions for the Property. It was noted that the Project requires review by the Conservation Commission and that a peer reviewer had been retained by the Conservation Commission.

Mr. Joseph provided a review of the Site, which included an in-depth look at the Site's existing conditions, the location of the Property, wetlands, and flood plan boundaries, site circulation, traffic, and uses of the Property. Mr. Joseph discussed several meetings with various municipal departments, which included the Fire Department, Conservation Commission, and Department of Public Works. Mr. Joseph stated that the Project was designed to have a campus look and feel. Mr. Joseph provided an in-depth review of the proposed stormwater system, in addition to how the Project will manage waters from flooding.

Mr. Godfroy provided a review of the proposed conditions, which supports the proposed design of the Project. Mr. Godfroy provided an in-depth study of the proposed off-street parking garage and office building.

Mr. Joseph provided a recap of the presentation, which included a list of benefits the Project will provide. Such benefits include improved circulation, streetscape improvements, increased buffer areas between existing wetlands and existing off-street parking, stormwater quality improvements, greater floodwater storage on-site.

On March 26, 2020, members of the Planning Board provided the following comments.

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Richard Canale stated his confusion about the proposed Project and where it is in the review process, whether the Planning Board missed a sketch plan. Mr. Canale requested clarification as to who the users that would occupy the new structure would be. Mr. Canale asked for clarification on traffic and access to the Property. Mr. Canale questioned how the Project would be able to control traffic. Mr. Canale stated that surface parking should be further evaluated to reduce such off-street parking. Mr. Canale said the submitted Parking and Transportation Demand Management Plan did not meet the requirements of the TMO District for this district. Mr. Canale expected that the PTDM plan would be modified to meet the requirements, especially as this Project requires a Special Permit.

Charles Hornig requested clarification as to what relief the Project was being requested.

Ginna Johnson stated her appreciation for the interdisciplinary actions taken by the project team. Ms. Johnson complimented the project team on the proposed architecture, in addition to the choices of materials utilized throughout the Project. Ms. Johnson requested clarification regarding several plan notes near the roadways on the site plans. Ms. Johnson questioned if the Applicant could incorporate a shared trail, along with a boardwalk feature, if allowed by the Conservation Commission. Ms. Johnson asked if the Applicant could review and potentially revise the dead-end driveway.

Robert Peters requested clarification regarding the buildout and phasing of the Project. Mr. Peters questioned if the Project would be incorporating or considering solar as part of the Project, understanding that the Project could potentially be under the aviation easement. Mr. Peters stated that he had read the transportation plan, noting that the plan proposed significant considerations for bicycles. However, the Project did not include measures to encourage people to use public transportation. Mr. Peters requested clarification for this and how much off-street parking would be used and managed.

Robert Creech said that the design was much more interesting than a rectangular building would be. Further, he agreed that it looked and felt like a campus and that he thought that the proposed traffic circulation would work with the campus layout. He also asked about covering the garage with solar panels. The response was that the height restriction dictated by the Hanscom aviation would not permit solar panels on the garage. Mr. Creech said he would still like to see solar panels on a roof on the campus and asked the Applicant not to give up on solar.

On April 22, 2020, the Planning Board opened the public hearing and requested a presentation from the Applicant.

Attorney Grant reviewed the status of the Project since the last public hearing was held on March 26, 2020.

Mr. Kelly provided a review of the Project relative to transportation and site circulation, in addition to mitigation measures to aid in the alleviation of traffic concerns associated with the Project. Mr. Kelly stated that employees would be provided with an MBTA pass and that the Applicant is working to implement various trip reduction programs, which include rideshare and carpool programs for employees.

Mr. Finger provided a review of the site design and engineering services that his firm conducted for the Project. Mr. Finger provided a review of the updated plans dated April 21, 2020, and April 22, 2020, in addition to a letter of comment dated April 16, 2020.

On April 22, 2020, members of the Planning Board provided the following comments.

Charles Hornig stated that the Planning Board is waiting for information from the wetlands and traffic peer reviews. Therefore, the Planning Board will not be in a position to vote on this Project tonight. Mr. Hornig requested a timeline from the project team relative to the completion of the Project.

Ginna Johnson requested that the project team review with the Planning Board the site plan that showed the courtyard and highlighted that an accessible pathway is provided from the available off-street parking spaces. Ms. Johnson stated her concerns relative to accessibility, in addition to potential conflicts relative to site circulation. Ms. Johnson requested clarification regarding waiver requests from the Sign Bylaw. Ms. Johnson noted that she does not support waivers from the Sign Bylaw.

Richard Canale requested clarification from Ms. Loomis regarding the need to vote for the use of a traffic peer review consultant. Mr. Canale requested clarification regarding the off-street parking lot and the demand required for the Project. Mr. Canale requested clarification regarding the proposed traffic contributions that the Project will provide. Mr. Canale asked clarification regarding the parking garage, which, as proposed, is not attached to the building. Mr. Canale questioned if there could be a covered walkway to get between the parking garage and the structure.

Robert Peters requested clarification regarding space to the right of the accessible off-street parking spaces, previously reviewed during Ms. Johnson's comments. Mr. Peters requested clarification as to what space is intended to be utilized for? Mr. Peters further questioned the ability for emergency vehicles to circulate within said area.

Robert Creech requested information regarding the size of the largest truck that would visit the Site to ensure adequate site circulation. Mr. Creech further asked for clarification on the potential of installing solar panels on the Property.

Richard Canale moved that the Planning Board require a transportation peer review to provide an analysis and a review of the Parking and Transportation Demand Management (PTDM) plan. Ginna Johnson seconded the motion. The Planning Board voted in favor of the motion 5-0-0 (roll call Richard Canale – yes; Ginna Johnson – yes; Charles Hornig – yes; Robert Peters – yes; and Richard Creech – yes). MOTION PASSED

On May 27, 2020, the Planning Board opened the public hearing and requested a presentation from the Applicant.

Attorney Grant provided a brief review of the Project and amendments made since the public hearing was held on April 22, 2020.

Mr. Kelly provided a brief review of the traffic plan, in addition to his responses to comments made in the World Tech letter (Reference: Proposed Development – (91 Hartwell Avenue) – Peer Review of Traffic Impact Assessment and Supplementary Materials, dated May 7, 2020).

On May 27, 2020, members of the Planning Board provided the following comments.

Richard Canale requested clarification regarding the bicycle lanes. Mr. Canale stated that he was surprised that the Planning Board had not seen a Parking and Transportation Demand Management (PTDM) plan. Mr. Canale shared his screen to present four points relative to the Project, which included a discussion about the TMO district plan and the regulation, in addition to the requirements for a special permit. Mr. Canale requested clarification regarding the signage for the driveway from Hartwell Avenue.

Robert Creech requested clarification of benefits on those not coming to work each day relative to traffic.

Ginna Johnson stated that she had questions regarding stormwater management and capacity. Ms. Johnson questioned if there was not an accessible crosswalk. Such accessible crosswalks would need to be accessible from Hartwell Avenue. Ms. Johnson stated that she agreed with Mr. Canale. Ms. Johnson expressed her concerns regarding the truck dock and associated site circulation. Ms. Johnson requested information relative to the groundwater on the Site, and such height of the groundwater.

Robert Peters stated that he agreed with Mr. Canale regarding equity for all modes of transportation. Mr. Peters provided information relative to the complication associated with deliveries and site circulation, which may increase traffic.

Sheila Page, Assistant Director of Planning, requested clarification regarding the turning radius and associated movements. Ms. Johnson requested clarification as to whether the Project would be receiving large truck deliveries throughout the day. Ms. Page requested clarification regarding deliveries to the new building vs. the old building.

Mr. Cloutier, the Town's Traffic Peer Review Consultant, requested clarification as to whether the truck run was an AASHTO WB50 utilized for the template model, and what was expected for the building.

Ms. Page requested a turning radius for the loading dock closer to Hartwell Avenue. Ms. Pages requested clarification regarding site circulation for the respective loading dock.

On July 8, 2020, the Planning Board opened the public hearing and requested a presentation from the Applicant.

Attorney Grant provided a brief update for the Project regarding the amendments made since the May 27, 2020, public meeting.

Mr. Kelly provided a brief update regarding the draft PTDM plan for the Project.

Mr. Finger reviewed several updated site plans, which included plan sheets for the Truck Docks and WB-40 Truck Movement. Mr. Finger further reviewed a memo from Paul Finger Associates, RE: Site Plan Review and Special Permit Application, 91 Hartwell, dated July 1, 2020; and Hartwell Ave Entry/Exit (Layout & Materials); Hartwell Place/Hartwell Ave Intersection (Layout & Material).

It was noted that the site plans have not changed since the June 10th Planning Board meeting except for the area of the proposed parking structure within Conservation Commission jurisdiction. Mr. Finger noted the regrading and amendments to the design

of the first floor for the ten-year storm and associated improvements. Mr. Finger further noted a conservation restriction and an invasive species inventory in the Operations and Management (O&M) Plan. Mr. Finger concluded with a list of benefits of the Project.

On July 8, 2020, members of the Planning Board provided the following comments.

Ginna Johnson stated her concern about the turning radii for truck movements associated with the use of Truck Dock #2, which circulates the Site from Hartwell Avenue. Ms. Johnson expressed her concerns regarding the Site being over-programmed and requested the Applicant to review and reconsider the design of the Project. Ms. Johnson provided a review of the project relative to the Zoning Bylaw, in addition to the potential trail connection. Ms. Johnson requested clarification on the waivers that were being asked. Ms. Johnson stated that she was not comfortable with voting on this Project until after the Conservation Commission makes a decision. Ms. Johnson concurred with Mr. Canale regarding the PTDM plan. Ms. Johnson strongly encouraged the Applicant to ensure the Project was designed with Complete Streets concepts.

Richard Canale reviewed the crosswalk proposed on Hartwell Avenue. Mr. Canale requested clarification regarding bicycle circulation, in addition to pedestrian amenities such as showers. Mr. Canale reviewed the PTDM plan, which can serve as a model for future uses. Mr. Canale requested clarification regarding the distribution of the mitigation funds and would like to see some of the funds allocated to this area. Mr. Canale asked a review of the PTDM plan with staff to ensure it can be used as a model for future projects.

Mr. Creech requested clarification as to whether the existing building, 93 Hartwell Ave, has a basement. The answer was no. Mr. Creech asked for further clarification regarding the location of the bicycle parking spaces, i.e., the report states in error that the bicycle spaces are at 93 Hartwell Ave. It should say 91 Hartwell Ave. Mr. Creech requested clarification on several of the stormwater management features, in addition to the Transportation Demand Management Plan.

On March 26, April 22, May 27, July 8, August 12, 2020, and August 26, 2020, the Planning Board opened the floor for public comments. Public comments were received on April 22, 2020. All comments can be reviewed on the video stream capture of the public hearing and the associated meeting minutes.

FINDINGS

During the public hearing process, the Planning Board took under advisement all information received from various municipal departments, comments from the Planning Board, comments made by members of the public, and information submitted by the Applicant. The Planning Board arrived at this Decision based on the Zoning Bylaw provisions and made the following findings specifically for the Project at 91 Hartwell Avenue.

A. Property and Neighborhood Characteristics

1. The Property is entirely located within the recorded U.S. Government Avigation Easement, which limits the height of structures allowed on the Site. The proposed structures will be no greater than 52' high.

2. The Property has several easements within the front yard of the Property, including the Tennessee Gas and Boston Edison Easements. In the rear of the Property, there is a sizeable Conservation Easement.
3. The Property is approximately 14.965 acres (651,894 sf, with a developable area of 6.148 acres (267,671sf).
4. The Property is presently improved with a 3-story, 121,500gsf office structure that was permitted from 1981-1983. The Property is further enhanced with approximately 388 off-street surface parking spaces.
5. The Property has several previously granted permits that are associated with the existing office structure and off-street parking lots. Such permits include a Special Permit with Site Plan Review for the construction of the three-story office building and research park; variances for the number of compact vehicle parking spaces; a special permit according to the Flood Insurance District; and a special permit for 406 off-street parking spaces.
6. The Applicant proposes to construct a 93,250gsf lab/office structure, with a 4-level structured parking garage with a 42,750sf footprint.
7. The new lab/office structure will be constructed on the existing surface parking lot, which will require all vehicles associated with the Site to parking within the structured parking garage.
8. The landscaping within the frontage of the Property will remain post-construction. The new lab/office and parking structure are located within the north-western portion of the Property.

B. Traffic and Parking

1. The Property has frontage on Hartwell Avenue and Hartwell Place.
2. The Transportation Management Overlay (TMO-1) District allows the Applicant to utilize its provisions, including payment of a mitigation fee, rather than complying with other requirements of the Lexington Zoning Bylaw.
3. The new parking structure will park approximately 499 vehicles, of which approximately 116 are for compact cars. The Project also includes three surface off-street parking spaces on-site and 11 street parking spaces on Hartwell Place. This parking falls short of the Town of Lexington's zoning requirement of 589 spaces for the projected split of office and research and development space, representing approximately 85 percent of the Town's zoning requirement.
4. The Applicant prepared a Parking and Transportation Demand Management Plan (PTDMP), which is Appendix A of this Decision. The PTDMP includes:
 - incentives for bicyclists (bicycle parking, showers, and changing facilities, and the use of on-site bicycles along with helmets);
 - car share services;
 - public transportation services, including subsidized bus passes, continued support of the 128 Business Council, and assigning a Transportation Coordinator for the Site; and
 - payment of \$373,000 as a transportation mitigation fee.
5. The Applicant conducted a parking demand analysis. The parking demand analysis included two elements:

- a. A survey of the parking demand of the existing office use was undertaken. According to the parking survey taken in August 2018, less than 40 percent of the available parking spaces were occupied during the peak parking demand period on a typical Wednesday. During the survey period, the existing office building was reported to be at 93% utilization. The total number of cars parked totaled 148, with 18 additional cars parked on Hartwell Place at 10 AM. This time period represents the peak parking demand for office uses.
 - b. An estimate of parking demand that could be expected from the construction of new laboratory office space. Based on data derived from ITE's latest parking generation report, the expected 85th percentile parking demand for the proposed laboratory/office space would be 293 spaces. The combined demand for parking based on observed parking usage for the existing office space plus a projected demand for new laboratory space would yield 441 vehicles.
 - c. The data was collected in August, which indicates a lower parking demand than published sources, such as ITE would expect. By using ITE data for office uses, the Project would yield a demand of 289 vehicles requiring parking and an 85 percent demand of 410 parkers compared to the 148 vehicles parked in August.
 6. Based on the TIA, the Applicant has agreed to work with the Department of Public Works to develop a restriping plan for Hartwell Avenue, which would show the elimination of the left turn lane into the existing site drive and new pavement markings for the Hartwell Place approach to the intersection. The Applicant has agreed to provide new regulatory signing, supplementing the proposed pavement marking plan.
 7. The on-street parking for Hartwell Place should be reviewed in terms of the potential to prohibit parking adjacent to the intersection with Hartwell Avenue in order to provide additional turn lanes on the Hartwell Place approach. The Applicant will take into consideration designing the parking on Hartwell Place as "short term" parking for visitors to the Site. The Select Board controls parking regulations on public roadways.
 8. The Applicant has committed to a monitoring report to determine the effectiveness of the PDTM plan and allow for refinement of the program, as necessary, to meet the target SOV goal of 85 percent or less. The Applicant agrees to provide a Traffic Monitoring and Reporting Plan for the Project.
 9. The Applicant proposes to construct or repair a sidewalk as part of the Project along the property frontage of Hartwell Avenue and Hartwell Place. The sidewalk proposed is permeable. The building owner will be required in the Conservation commission's Order of Conditions to maintain the sidewalks along their frontage.
- C. Stormwater and Environmental Impact
1. The Property is surrounded by wetlands, which extend along the front yard, the northerly side yard through the rear yard, and continuing along Hartwell Place.

2. The Property is located partially within the 100-year Flood Plain, which is located in the front yard and adjoins the existing building, as well as the Hartwell Place cul de sac.
3. The Project has been designed to significantly reduce the impacts to the nearby wetlands and associated buffer areas. Such improvements include a reduction in the impervious area throughout the Property, a decrease in pollutant discharge, improving stormwater management through the use of Best Management Practices, and replacement of low functioning landscape center islands with high-functioning 6,750sf Wetland Replication Areas.
4. The Applicant has agreed to maintain all of the impervious pavement and sidewalks for the full life of the Project. Such agreement includes site improvements associated with the Project on Town land and public right-of-ways.
5. The Applicant has prepared a Long-term Pollution Prevention and Stormwater Operation and Maintenance Plan.

D. Utilities

1. According to record drawings and topographic survey, there appears to be a 12-inch cast-iron cement lined (CICL) water main in Hartwell Avenue and a 10-inch CICL water main in Hartwell Place. It should be noted that the 12-inch water main in Hartwell Avenue has been recently replaced by a new 16-inch water main, which has good water pressure and should have sufficient capacity to meet the new structure's demands.
2. A domestic water and fire protection service will connect to the existing 16-inch water main in Hartwell Avenue.
3. The 10-inch water main in Hartwell Place provides domestic water and fire protection services to the existing office structure and numerous hydrants located around Hartwell Place and the Site.
4. An existing 10-inch asbestos concrete (A.C.) sewer main is located in Hartwell Place, and an existing 12-inch A.C. sewer main is located in Hartwell Avenue. The 10-inch sewer flows by gravity in Hartwell Place to the sewer main in Hartwell Avenue, where the flow is then conveyed from north to south and ultimately to the Massachusetts Water Resource Authority (MWRA) owned Deer Island Sewage Treatment Plant.
5. The Project will be connected to an existing sewer utility hole in Hartwell Place.

E. Special Permit - Landscaping

1. The Applicant has requested a special permit according to §135-5.3.15 to waive 5.3.4 Transition Areas. The Property contains wetlands along Hartwell Avenue. The 10ft transition area with a 6ft wide landscaping area will be provided along Hartwell Place, which is intended as the primary access for the Site.

F. Special Permit – Floor Area Ratio (FAR)

1. The allowed Floor Area Ratio (FAR) within the CM District is 0.35 by right and greater than .35 by special permit.
2. The increase in FAR to 0.65, as requested by the Applicant, is consistent with the Town's policy for the expanded development of Hartwell Avenue.

G. Special Permit – Off-street Parking

1. The Applicant requests a reduction in the required number of off-street parking spaces, which is consistent with the Town's goals of reducing Single Occupancy Vehicle (SOV) trips to the Site.
2. The Property is presently improved with 395 off-street parking spaces. The Project will result in a new structured parking garage that will hold 499 vehicles, three surface off-street parking spaces, and 11 on-street (Hartwell Place) parking spaces.
3. The Applicant utilized a mixed parking factor, due to the mixed nature of the structure, which would be 70 percent Lab/Research and 30 percent Office, to calculate the number of additional off-street spaces requested.
4. The Applicant proposes 72 fewer spaces or 122 spaces. The Applicant's proposal of 72 fewer spaces is consistent with the Policy of the Town Transportation Management Overlay District (TMO-1) Plan. Said Policy promotes "a greater use of alternative (non-automobile) travel modes too, from and within Hartwell Avenue Corridor."
5. The reduction in the required number of off-street parking spaces allows for a reduction in impervious area, which is associated with a significant reduction in pollution.

CONDITIONS OF APPROVAL

The Planning Board finds that the Application and Site Plans submitted by the Applicant comply with all applicable provisions of Lexington's Zoning Bylaw and applicable regulations, relevant to this review, except those waived by the Planning Board during the public review of the Project. Accordingly, the Planning Board votes to approve the plan subject to the following conditions:

A. General Provisions.

1. The Applicant shall record this Decision with the Middlesex South Registry of Deeds before the commencement of authorized site activity and shall submit proof of recording to the Planning Board. Failure to record this Decision before the commencement of authorized site activity shall result in the rescission of this Decision.
2. The Applicant shall comply with the approved site plan dated February 7, 2020, as amended during the public hearing process on August 17, 2020.
3. If the permit is not exercised nor substantial use thereof has not commenced from three (3) years of the date of recording, except for good cause as determined by the Planning Board, the permit shall be deemed null and void.
4. A copy of this Decision shall be kept on the Site in a location that is highly visible and accessible during construction.
5. All construction activities relative to this Decision shall comply in all respects to all applicable Zoning Bylaw, Planning Board Zoning Regulations, and other municipal requirements.
6. No material corrections, additions, substitutions, alterations, or any changes shall be made in any plans, proposals, and supporting documents approved by the Planning Board without the written approval of the Planning Board or their designee. Any request for a

material modification of this approval shall be made in writing to the Planning Office for review and approval by the Planning Board or their designee and shall include a description of the proposed modification, reasons for the modification, and any supporting documentation. Upon receipt of such a request, the Planning Office may, in the first instance, make a determination in writing authorizing a minor modification to the site plans. Alternatively, the Planning Director may refer the matter to the Planning Board, which may consider and approve minor modifications at a regularly scheduled Planning Board meeting. In the event, the Planning Board determines the change is major in nature (e.g., resulting in material changes, newly identified impacts, etc.), the Planning Board shall consider the modification at a future, noticed public hearing.

7. Any work in a public right-of-way and utility work is subject to the Department of Public Works Rules and Regulations.
8. Members or agents of the Planning Board shall have the right, with prior notice to Applicant, to enter the Site and to gather all information, measurements, photographs, or other materials needed to ensure compliance with this approval. Members or agents of the Planning Board entering onto the Site for these purposes shall comply with all safety rules, regulations, and directives of the Applicant and the Applicant's contractors.
9. Hours of Construction shall be as outlined in Chapter 80 - Noise by-law Chapter 80- of the Lexington Code as amended. No equipment on-site shall be started and allowed to warm up before the start of the allowed construction hours or hours outlined in the Lexington Noise Control Bylaw. No vehicles are to arrive at the construction Site before the designated construction hours, which includes no vehicle parking, standing, or idling on adjacent public streets. Oversized deliveries of construction materials shall occur before or after peak traffic hours.

B. Site Preparation and Pre-Construction

10. A minimum of fourteen (14) days before the commencing construction, the Applicant or designee shall contact the Planning Office to schedule a pre-construction meeting. Also, the Applicant shall submit a construction schedule.
11. At the pre-construction meeting, the project team shall provide the name, address, and emergency contact telephone number of the individual or individuals who shall be responsible for all activities on the Site and who can be reached twenty-four (24) hours a day, seven days a week. In the event project management changes, all new contact information shall be submitted to the Planning Office within (24) twenty-four hours.

C. Construction and Site Development

12. The limits of clearing of land or grading for the installation of any improvements relative to the Project, including, but not limited to, the driveways, stormwater management system, and utilities, shall be the limits of the grading shown on the site plans. Before any clearing of the land, the limits of such clearing and grading, as shown on the approved plan, shall be clearly marked in the field and shall remain in place until the completion of the project construction.

13. The Applicant shall perform a daily cleanup of construction debris, including soil on municipal streets within two hundred (200) yards from the entrance of the site driveways caused by construction relative to the Project.

D. Environment & Stormwater

14. All stormwater and erosion control management shall be checked before the start and finish of each workday.
15. The Applicant shall check all stormwater features before and at the end of each construction day. In the event a multiple-day storm event occurs, the project manager shall check on the stormwater features to ensure they are functioning correctly and have not exceeded their capacity. Any repairs, adjustments, or deficiencies shall be made immediately.
16. The Applicant shall provide appropriate erosion control methods as approved in the Stormwater Permit. Silt fences and straw wattle shall be placed around the stockpiles in case of a storm event, in addition to the temporary dust control requirements.
17. The use of hay bales shall be prohibited on-site.
18. The Applicant shall provide straw wattle and other erosion control methods at the base of the driveway during off-construction hours to prevent runoff and erosion from getting onto the public way.
19. Construction of the Project requires the issuance of an Order of Conditions by the Conservation Commission. All requirements, terms, and conditions of the Order of Conditions are incorporated herein.
20. The Applicant shall maintain all of the impervious pavement and sidewalks for the full life of the Project. Such agreement includes site improvements associated with the Project on Town land and public right-of-ways.
21. The Applicant has prepared a Long-term Pollution Prevention and Stormwater Operation and Maintenance Plan, which shall be complied with.

E. Snow Storage

22. Snow storage shall not be located within off-street parking spaces for a duration greater than twenty-four (24) hour post-weather event.
23. Snow storage shall not obstruct sightlines to preserve public safety or interfere with site circulation. Snow storage shall be on the Applicant's Property and not within the Hartwell Avenue or Hartwell Place rights of way.

F. Request for a Certificate of Occupancy

24. A minimum of fourteen (14) days before a request for a Certificate of Occupancy, the Applicant and/or designee shall contact the Planning Office to schedule a conformance review meeting. Delay in such action may result in the delay of the Planning Office signing off on a Certificate of Occupancy.

G. Departmental Comments

25. The Applicant shall comply with all applicable State Building and Fire Codes.
26. The Applicant shall comply with DPW regulations, policies, and standards.

I. Traffic/Transportation

27. The Applicant shall provide a "Stop" sign at the exit drive intersection with Hartwell Avenue and the Project. A sign shall be located appropriately to allow for vehicles exiting the Site to stop and see vehicles from all directions.
28. The Applicant shall conduct a traffic monitoring study and review of the traffic associated with the Project at 90 percent occupancy of both lab/office buildings and not during summer months to ensure a realistic report.
29. The Applicant shall follow the provisions laid out in the PTDM Plan prepared by VIA, Inc. dated July 1.
30. The Applicant shall place a sign at Hartwell Avenue near the loading dock stating "Emergency/Delivery Access ONLY."
31. The Applicant shall provide and improve existing public transportation services, which include subsidized bus passes and continued support of the 128 Business Council.
32. The Applicant shall assign a Transportation Coordinator for the Property. Furthermore, the Applicant shall be responsible for providing the Transportation Coordinator's contact information to the Planning Office. Tenants will have online access to Bus/Shuttle Schedules, real-time bus/shuttle location, ride-sharing opportunities.
33. The Applicant shall contribute \$373,000 according to the payment plan outlined in Chapter 176 – Section 10.2.3 as a transportation mitigation fee based on a value of \$5.00 per square foot of the net floor area. The net floor area was determined by applying an 80 percent reduction in size, according to the Lexington Zoning Bylaws.
34. The Applicant shall work with the Department of Public Works to develop a restriping plan for Hartwell Avenue, which would show the elimination of the left turn lane into the existing site drive and new pavement markings for the Hartwell Place approach to the intersection. New regulatory signing, supplementing the proposed pavement marking plan, shall be provided.
35. The Applicant shall design on-street parking on Hartwell Place as "short term" parking for visitors to the Site.
36. The Applicant shall install accessible crosswalks, which shall include accessible rumble mats at the entrance of 91 Hartwell Avenue, across Hartwell Place that the intersection of Hartwell Avenue, on Hartwell Avenue on the north side of the intersection with Hartwell Place, at the driveway on Hartwell Place. If the Applicant cannot construct the crosswalk on Hartwell Avenue before the occupancy of the structured garage or the new lab/office, whichever comes first, the Applicant shall provide a \$10,000 payment to the Planning Office for the Department of Public Works to construct said crosswalk along with associated accessibility features.

37. The Applicant shall construct or repair a sidewalk as part of the Project along the property frontage of Hartwell Avenue and Hartwell Place.

J. Off-street Parking Lot

38. Pole mounted light fixtures shall be installed with light shields to prevent light from spilling over the property line.
39. Lighting associated with the commercial area of the Project shall be dimmed or turned off one (1) hour after the closure of the last business, except for security lighting.
40. The accessible parking spaces shall be constructed per 521 CMR Universal Design (to prevent people from parking in the hatched area).
41. The dumpster shall be enclosed in an enclosure that has doors with a latching mechanism and shall be screened from pedestrian views.

K. Landscaping and Streetscape

42. All ground utility equipment shall be screened with landscaping, fencing, and other visually appealing materials. Such screening shall be made to buffer noise and decrease the visual impacts of such infrastructure.
43. Approved plant selection shall be subject to availability at the time of planting; plant substitutions shall be submitted and approved by the Planning Office before substitution of a planting. Any amendments to the landscape plan shall be shown on the as-built plan.
44. The Applicant shall make best efforts to collaborate with the owner of 81 Hartwell Avenue to obtain all necessary permits and to renovate or reconstruct the existing trail bridge to make it accessible, complying with 521 CMR Architectural Access Board Regulations.

L. Special Provisions/Periodic Conformance Reporting and Review

45. The Applicant shall provide the following performance guarantees for the Project.
 - a. Upon completion of the Project and before the request for a Certificate of Occupancy, the Applicant shall provide the Planning Board with an "As-Built Plan" stamped by a Professional Engineer registered in the Commonwealth of Massachusetts, certifying that all improvements are completed in accordance with the approved Site Plans in a form acceptable to the Lexington Engineering Division.
 - b. The as-built plan shall be submitted in both hard copy and electronic formats (PDF and AutoCAD) to the Planning Office for review. The AutoCAD file must conform to the current form of the Mass GIS Standard for Digital Plan Submission to Municipalities or other standard requested by the Lexington Engineering Division. The plan shall include, but not be limited to, site utility improvements and tie-in dimensions to all pipes and connection points. The as-built information shall be delivered to Planning Division a minimum of five (5) business days in advance of the Applicant seeking a Certificate of Occupancy sign-off to allow time for the Town Engineer or designee to review and approve the submitted information. The

Applicant shall also submit a statement certifying that all conditions of approval of this Decision have been met and site improvements are complete.

46. All utilities shall employ energy-efficient devices and techniques in accordance with the State Building Code, which may include but are not limited to Energy Star, LED lighting, etc.
47. All utilities will be located underground. Overhead electric and telecommunications services will be extended underground to service the Project.
48. Signage associated with the Project shall comply with the Zoning Bylaw. The Applicant shall submit a sign package for review and approval by the Planning Board during a public meeting before the issuance of an occupancy permit.

VOTE

The Planning Board voted five (5) in favor, zero (0) in opposition, and zero (1) in abstention to approve the project at 91 Hartwell Street, as amended.

Major Site Plan Review


Robert Creech yes
Robert Peters..... yes
Ginna Johnson..... yes
Richard Canale yes
Charles Hornig yes

RECORD OF VOTE

On May 13, 2020, made the following motion and voted to allow the Planning Board Chair to sign the Decision.

Charles Hornig moved that the Planning Board vote to allow the Chair of the Planning Board to sign all documents for the Planning Board during the COVID State of Emergency. Robert Peters seconded the motion. The Planning Board voted in favor of the motion 5-0-0 (Roll Call: Robert Peters - yes; Charles Hornig - yes; Richard Canale - yes; Ginna Johnson - yes; and Robert Creech - yes). MOTION PASSED

Signature of the Chair: _____



Date: 2 September 2020

EXHIBITS

Not attached unless indicated

The Applicant has filed with the Planning Board various plans and reports required under the requirements of the Lexington Zoning Bylaws and Planning Board Zoning Regulations. During the review process, the Applicant and its professional consultants also submitted revisions to plans in response to requests by the Planning Board and by the various municipal departments that reviewed the Project. All of these plans, reports, and correspondence are contained in the Planning Board's files and are hereby incorporated into this Decision by reference.

1. Site Plans for 91 Hartwell Avenue, Lexington, Massachusetts, Lexington Planning Board: Site Plan Review & Special Permit Application, Lexington Conservation Commission: Notice of Intent, dated February 7, 2020, revised through August 17, 2020.
2. Site Plan Sheet, Drainage Utility Plan & Details at Hartwell Place, dates August 17, 2020
3. Architectural Plans for 91 Hartwell Avenue, dated February 7, 2020, revised through June 17, 2020
4. Letter from Paul Finger Associates RE: Special Permit, 91 Hartwell Avenue, Lexington, Massachusetts, PFA Project No. 201-1001.00, dated August 25, 2020
5. 91 Hartwell Avenue, Lexington, Massachusetts, Hartwell Ave Entry/Exit and Intersection (Layout & Materials), Grading Sketch I (Lab/Office), and Grading Sketch II (Parking Garage) plan sheets, dated August 3, 2020
6. Letter from Vanasse & Associates, Inc., Re: Proposed Research & Development Building, 91 Hartwell Avenue – Lexington, MA, dated July 1, 2020
7. Letter from Paul Finger Associates, Reference: Peer Review Comments, 91 Hartwell Avenue, Lexington, Massachusetts, PFA Project No. 201-1004.00, dated May 20, 2020
8. Letter from Paul Finger Associates, Reference: Supplemental Information, 91 Hartwell Avenue, Lexington, Massachusetts, PFA Project No. 201-1004.00, dated May 11, 2020
9. 91 Hartwell Avenue, Turning Movements, dated May 20, 2020
10. Site Plans, Parking Garage – Elevations and Main Building – Exterior Elevations, dated January 20, 2019, revised through February 7, 2020
11. Site Plan, Snow Storage Map for 91 Hartwell Avenue, dated October 29, 2019, revised through May 19, 2020
12. Main Building Roof Plan, Blue Roof Sketch, prepared by Dimella Shaffer, dated April 8, 2020
13. Letter from Vanasse & Associates, Inc., Subject: Response to traffic Impact Assessment Peer Review, Proposed Research & Development Facility, 91 Hartwell Avenue, Lexington, Massachusetts, dated May 18, 2020
14. Stormwater Report for 91 Hartwell Avenue, prepared by Nitsch Engineering, dated October 29, 2019, revised through May 20, 2020

15. Precision Data Industries, LLC, Traffic Count for 91 Hartwell Avenue, PDI Job Number; 186391, Client: Vanasse & Associates, dated August 1, 2018
16. Vehicle Speed Data – Hartwell Avenue at Hartwell Place, dated May 12, 2020 at 10:00am
17. Pavement Marking and Signing Plan, prepared by Vanasse & Associates, Inc.
18. Letter from Nitsch Engineering, RE: 91 Hartwell Place – Stormwater Compliance Summary, dated May 14, 2020
19. Letter from Nitsch Engineering, RE: Nitsch Project #13067, Civil Engineering Services, 91 Hartwell Avenue, Lexington, MA, dated May 20, 2020
20. Letter from Paul Finger Associates, Reference: Supplemental Information, 91 Hartwell Avenue, Lexington, Massachusetts, PFA Project No. 201-1004.00, dated May 11, 2020
21. Paul Finger Associates, Reference: Site Plan Review Planning Board Questions, 91 Hartwell Avenue, Lexington, Massachusetts, PFA Project No. 201-1004.00, dated April 16, 2020
22. Updated Parking and Transportation Demand Management Plan, Proposed Research and Development Facility, 91 Hartwell Avenue, Lexington, Massachusetts, prepared by Vanasse & Associates, dated April 2020
23. Email from Attorney Ed Grant, Subject: 91 Hartwell Avenue, dated April 14, 2020
24. Special Permit (SP) Requests, 91 Hartwell Avenue, Lexington, Massachusetts (total of 5 requests)
25. The Woonerf Concept “Rethinking a Residential Street in Somerville,” prepared by Natalia Collarte, dated December 7, 2012
26. PowerPoint Presentation entitled 91 Hartwell Avenue, Lexington, MA, dated March 23, 2020, presented on March 26, 2020
27. Grant of Easement, Drainage Easement (478048, 479841)
28. Application for a Site Plan Review & Special Permits for 91 Hartwell Avenue, submitted by Meridian Lexington, LLC, dated February 7, 2020
29. Site Plan for Wetland Replication Area for 91 Hartwell Avenue, prepared by Paul Finger Associates, dated April 20, 2020
30. Commonwealth of Massachusetts, Form 11 – Soil Suitability Assessment for On-Site Sewage Disposal for the property at 91 Hartwell Avenue, signed by Chris Hodney, PE, 13687 on April 16, 2020
31. Federal Emergency Management Agency, Middlesex County, MA, Floor Profiles, North Lexington Brook
32. Site Plan for Test Pit Location Plan for 91 Hartwell Avenue, dated February 7, 2020
33. Paul Finger Associates, Reference: Peer Review Completeness and Technical Compliance Letter, 91 Hartwell Avenue, Lexington, Massachusetts, PFA Project No. 201-1004.00, dated April 20, 2020

The Planning Board received correspondence from various municipal Departments who reviewed the Project, and such has been incorporated herein by reference.

1. Town of Lexington, Planning Office, Form B General Application for Approval of a Plan for Development for the property at 91 Hartwell Avenue, which was stamped in with the Town Clerk on February 13, 2020
2. Legal ad for the opening public hearing on March 26, 2020, which was run in the Minuteman Newspaper on March 12, 2020 and March 19, 2020
3. Letter from Environmental Partners, RE: Technical Review, 91 Hartwell Avenue, Lexington, Massachusetts, dated May 15, 2020
4. Letter from World Tech Engineering, Reference: Proposed Development – (91 Hartwell Avenue) – Peer Review of Traffic Impact Assessment and Supplementary Materials, dated May 12, 2020

Attachment A

UPDATED PARKING AND TRANSPORTATION DEMAND MANAGEMENT PLAN

PROPOSED RESEARCH AND DEVELOPMENT FACILITY
91 HARTWELL AVENUE
LEXINGTON, MASSACHUSETTS

Prepared for:

Meridian Lexington Owner, LLC
Boston, MA

July 2020

Prepared by:

VANASSE & ASSOCIATES, INC.
35 New England Business Center Drive
Suite 140
Andover, MA 01810

INTRODUCTION

Vanasse & Associates, Inc. (VAI) has been retained by Meridian Lexington Owner, LLC (hereinafter referred to as the "Proponent") to prepare this Parking and Transportation Demand Management Plan (PTDM) in support of the development of a new Research and Development (R&D) building (the "Project"), to be located at 91 Hartwell Avenue, in Lexington, Massachusetts. This PTDM plan was prepared in accordance with Town of Lexington Planning Board Zoning Regulations in an effort to reduce the number of single-occupancy vehicles (SOVs) arriving to and from the Project and promote the use of alternative modes of transportation to and from the site. This PTDM plan supersedes a prior February 2020 PTDM plan and updated April 2020 PTDM plan submitted for the Project and includes additional commitments by the proponent to reduce the number of SOVs traveling to and from the site, as well as a commitment to a future annual traffic monitoring program in order to evaluate the effectiveness of the program and allow for refinement of the program as needed to attain the desired SOV rate. Additionally, in response to comments received from the Town of Lexington Planning Department and Planning Board, this updated PTDM also provides a detailed cost equity analysis to identify the financial commitments of LPC towards the promotion of non-SOV modes of travel to and from the site.

PROJECT DESCRIPTION

The Project site is situated on an approximate 15± acre parcel of land located on the western side of Hartwell Avenue, south of Maguire Road, north of Hartwell Place, and east of the Bedford/Lexington Municipal boundary, within the northwestern portion of Lexington, Massachusetts. Commercial development associated with Hartwell Avenue, Hartwell Place, and Maguire Road generally surrounds the Project site to the north, east, and south, with Hanscom Air Force Base located to the west.

Under existing conditions, approximately half of the site, within the eastern portion is developed and contains a three-story, brick office building surrounded by lawn and landscaped areas, and paved parking proving a total of 388 spaces, paved site access aisles extending from Hartwell Avenue and Hartwell Place and internal paved parking access.

The applicant proposes to construct a two-story laboratory office building providing a 46,370± square-foot footprint for a total of approximately 93,250± square feet of space. Additionally a four-story parking garage, providing a total of 499 spaces is proposed, as well as 3 handicap accessible surface spaces for a total of 502 parking spaces. The site redevelopment will result in the elimination of the existing surface parking that is utilized by the operational office building. Parking for the existing use will instead be provided within the proposed parking garage. Additionally, the site redevelopment will result in the

consolidation of site-generated traffic to Hartwell Place, with the existing 91 Hartwell Avenue driveway serving as an emergency vehicle only egress driveway.

The location of the Project site relative to the surrounding roadway network is displayed in Figure 1

PARKING AND TRANSPORTATION

It is expected that the majority of employees of the proposed research and development facility will be drawn from Lexington, Boston, Cambridge and surrounding communities. Furthermore, the primary commuter route to the site is Bedford Street (Route 4) to Hartwell Avenue. Bedford Street provides connection to the Interstate 95 (I-95) corridor approximately a half mile east of Hartwell Avenue, which accommodates regional commuter traffic from more distant areas including the North Shore, Metro West, the South Shore and southern New Hampshire.

PUBLIC TRANSPORTATION SERVICES

Public transportation services are provided within the study area by the Massachusetts Bay Transportation Authority (MBTA) for area bus services and by the 128 Business Council for shuttle service between Hartwell Avenue and Alewife Station.

Within the study area, the MBTA operates the following bus services:

- ***Route 62: Bedford VA Hospital – Alewife Station*** – Bus service along Route 62 is provided between 5:47 AM and 10:39 PM with service provided to the VA hospital, Civil Air Terminal, Lexington Center and Alewife Station, including stops along Hartwell Avenue. More limited service is provided on Saturdays with no Sunday service provided.
- ***Route 76: Lincoln Lab – Alewife Station*** – Bus service along Route 62 is provided between 5:47 AM and 10:39 PM with service provided to the VA hospital, Civil Air Terminal, Lexington Center and Alewife Station, including stops along Hartwell Avenue. More limited service is provided on Saturdays with no Sunday service provided.

The closest MBTA bus stop is located at the intersection of Hartwell Avenue with Wood Street, approximately 0.3 miles south of Hartwell Place.

Within the study area, 128 Business Council operates the following shuttle services:

Alewife Shuttle Route REV – Hartwell Area Shuttle – This shuttle currently provides service between Alewife Station and a number of properties along the Hartwell Avenue and Maguire Road corridors, including 91 Hartwell Avenue. Travel times between Alewife Station and the site are approximately 30 minutes during peak hours.

PROPOSED PARKING AND TRANSPORTATION DEMAND MANAGEMENT PLAN

In order to reduce the number of single occupancy vehicles (SOVs) arriving and departing the Project, Meridian Lexington Owner, LLC is committed to designing and implementing a comprehensive parking and transportation demand management plan. The goal of the plan will be to reduce the number of SOV trips to account for a maximum of 85 percent of all Project-related trips.



Figure 1

Site Location Map

Meridian Lexington Owner, LLC will actively work with the Town of Lexington towards measures to mitigate and reduce the amount of traffic volume along the Hartwell Avenue corridor. To this end, Meridian Lexington Owner, LLC is committed to joining a local transportation management association (TMA) and promoting alternative transportation options including ridesharing, public transportation and bicycle/pedestrian trips.

Meridian Lexington Owner, LLC will work collaboratively with tenants of the existing office building and proposed research and development center to encourage their active participation in the PTDM plan. Incentives and prizes will be offered to employees who chose to participate in the programs offered by the PTDM.

The following provides a summary of the components of the PTDM plan and other incentives that will be implemented to encourage the use of carpooling and other alternative modes of transportation by employees of the Project.

Bicycle/Pedestrian Trips

Meridian Lexington Owner, LLC will implement a number of measures to promote bicycling and walking trips to and from the Project. The Project is ideally situated only a third of a mile south of the Minuteman Commuter Bikeway, which travels in an east-west orientation, serving the communities of Bedford, Lexington, Arlington and Cambridge. The bikeway provides connections to the Massachusetts Bay Transit Authority's Alewife station as well as a number of nearby public bikeways that serve the nearby communities of North Billerica, Concord, Lincoln, Belmont, Somerville and Boston.

In order to ensure safe and secure bicycle parking, Meridian Lexington Owner, LLC will provide parking for a total of 60 bicycles including a combination of bicycle racks located in a secure and weather protected areas within the building and proposed parking garage structure as well as additional surface bicycle racks on site, more proximate to the cafeteria use, to promote off-peak bicycle trips to this amenity. Specifically, 28 bicycle spaces will be provided within the existing 93 Hartwell building with 22 additional spaces provided in the proposed garage and 10 surface bicycle spaces provided on site. Meridian Lexington Owner, LLC will actively monitor the utilization of the bicycle spaces, including utilization rates observed as part of a future monitoring program for the Project, and is committed to providing additional bicycle racks should the demand reach or exceed the proposed supply.

To further promote the use of bicycles as a means of commuting to work, the 91 Hartwell Avenue property will provide on-site shower and changing facilities for use by employees of the office and research and development buildings. On-site lockers will also be provided for employees of the Project as a further means of encouraging bicycling and walking trips at the Project. The proponent will provide all tenants with shampoo/conditioner and shower gel at no cost. The on-site shower, changing and locker facilities will be provided at either the existing office and/or proposed research and development building.

Meridian Lexington Owner, LLC will also purchase bicycles for use of tenants of the facility free of charge. Multiple sized helmets will also be made available for employees. While it is recognized that some commuter distances may disallow the use of bicycles as their regular travel mode, provision of free bicycles for use by employees will allow these employees to make bicycle trips during the day for off-peak trips such as picking up lunch or traveling to the bank or post office.

The site redevelopment will result in a significant improvement to pedestrian accommodations in the vicinity of the 91 Hartwell Avenue property. The Project proposes the elimination of parking along the southern side of Hartwell Place, in order to provide a continuous pedestrian crosswalk along the northern side of the corridor, linking to internal pedestrian connections that serve the 91 Hartwell Avenue property.

Currently no pedestrian accommodations are provided along Hartwell Place. Additionally, sidewalk is also proposed along the site's Hartwell Avenue frontage that would provide a continuous pedestrian route along the eastern and southern edges of the Project.

The proposed parking garage entrance and loading areas for the new research and development building have been designed and located to minimize potential conflicts between pedestrian and vehicular traffic. The existing 91 Hartwell Avenue driveway will be converted to an emergency vehicle access route, with only minimal truck activity expected on this route. As such the concourse area in the vicinity of the new building's entrance will experience minimal traffic flows and associated conflicts.

The use of bicycle and walking trips as a means of commuting and other time of day trips will provide a number of benefits to both the individual commuter and area traffic in general, including but not limited to:

Reducing the number of automobile trips and associated traffic congestion

- Consumption of less fuel
- Improvement to area air quality
- Reduced commuter costs for employees that chose to bike to work
- Health and fitness benefits to the cyclist

Public Transportation Services

The Hartwell Avenue corridor is served by both public transportation services offered by the MBTA as well as private shuttle services offered by the 128 Business Council via the Alewife Shuttle Route REV – Hartwell Area Shuttle. It is recognized that at this time, the most proximate MBTA bus stop is located at the intersection of Wood Street with Hartwell Avenue, approximately 0.3 miles south of Hartwell Place. The applicant is committed to providing transportation mitigation fees to the Town of Lexington, in accordance with the Town's Transportation Management Overlay District Plan, to assist in the design and upgrade of Hartwell Avenue, including pedestrian accommodations along the corridor.

The Hartwell Area Shuttle provides convenient service between the MBTA's Alewife Station in Cambridge and a number of private entities that are member companies along the Hartwell Avenue corridor. Inbound service from Alewife is provided during the weekday morning commuter peak with outbound service to Alewife provided during the weekday evening commuter peak.

From Alewife Station, commuters can utilize the Red Line subway system to reach connections to other available transit services offered by the MBTA, including connections to the MBTA commuter rail, Green Line subway, Orange Line subway and Silver Line, as well as a number of MBTA bus routes that serve these stops.

As a means to incentivize the use of public transportation and area shuttle services, Meridian Lexington Owner, LLC will provide a subsidy towards public transportation costs incurred by employees of the Project, including both the existing 91 Hartwell Avenue office building and the proposed research and development Center. Specifically, Meridian Lexington Owner, LLC will offer to subsidize 50 percent of the total cost for monthly MBTA or Hartwell Area Shuttle passes for qualified full-time employees of the Project, with a maximum monthly total subsidy of \$5,000. As part of this arrangement, employees who utilize the transit pass subsidy program will not be eligible for a regular parking spot in the proposed garage to further promote public transportation use. Provision of the transit subsidy will be beneficial to achieving the 8 percent public transportation mode share target of the PTDM plan.

Additionally, Meridian Lexington Owner, LLC will maintain its current membership in the 128 Business Council and require as part of all lease arrangements that new tenants in either building also become members of the 128 Business Council. As a member of the 128 Business Council employees benefit from mobile-friendly, route-specific shuttle pages where they can view maps and schedules, buy tickets and utilize real-time shuttle tracking with web-based alerts. The proponent will also provide information relative to area transit and shuttle services, including information related to the partial subsidy, to all new employees of the Project and maintain public transportation maps and schedules in conspicuous areas within the property.

The use of public transportation and local area shuttle service is expected to provide a number of benefits including, but not limited to:

- Reducing the number of automobile trips and associated traffic congestion
- Consumption of less fuel
- Improvement to area air quality
- Reduced commuter costs for employees
- Connectivity to an extended area through multiple connections provided by the MBTA
- Allowing employees to work or relax during their commute

Ridesharing

Meridian Lexington Owner, LLC will promote ridesharing by employees of the existing office and proposed research and development facility. As part of this effort, the proponent will designate a Transportation Coordinator that will be responsible for maintaining an electronic place of residence database and message board where employees of the property can post information related to potential ridesharing opportunities and communicate with other commuters to arrange for transportation. While the initial ridesharing program will focus on matching commuters with other employees working in in the 91 Hartwell Avenue property, the proponent will also work with the 128 Business Council towards the expansion of the ride-matching program to target other commuters that work along Hartwell Avenue and surrounding areas. Membership in the 128 Business Council provides access to Bay State Commute, the Commonwealth's ridematching and rewards program.

As a member of the 128 Business Council the proponent will also provide commuters with an Emergency Ride Home (ERH) option for employees that carpool but are required to leave work in an emergency. This measure will help in promoting ridesharing by ensuring rideshare commuters have a guaranteed free ride from work in the case of emergencies.

In accordance with Town of Lexington By-Laws Section 135-5.1.7, the proponent is required to provide 1 space per 150 spaces for carpool or vanpool users, or a total of 4 parking spaces within the garage. These spaces may also be used by vehicles whose EPA combined mileage rating meets or exceeds 40 miles per gallon. To promote the use of both carpooling/ vanpooling, as well as the use of high mileage rating and electric vehicles, the proponent will designate 5 percent of the parking spaces within the proposed garage, a total of 25 spaces, as rideshare/high mileage rating or electric vehicle spaces, well exceeding the zoning bylaw requirement. These parking spaces will also be located in preferred, convenient areas in the parking garage to further promote their use. Within these 25 designated spaces, a minimum of 2 percent of the total spaces in the garage, or 10 spaces, will provide electric charging stations, with wiring provided to allow for 10 additional electric charging spaces in the future.

The use of ridesharing services is expected to provide a number of benefits including, but not limited to:

- Reducing the number of automobile trips and associated traffic congestion
- Consumption of less fuel
- Improvement to area air quality
- Reduced commuter costs than SOV use through shared commuting costs
- Less travel time if carpool/HOV travel lanes can be utilized
- Allowing employees to work or relax due to shared driving responsibilities

On-Site Amenities

The project will provide a number of on-site amenities aimed at reducing the need for tenants to leave the site during a typical workday. This will include an on-site cafeteria that will provide coffee, breakfast and lunch. An on-site automated teller machine (ATM) will also be provided within the property. The Project will improve pedestrian accommodations including new sidewalk connections to the on-site cafeteria.

The provision of on-site amenities will assist in the encouragement of employees to utilize public transportation, shuttle services and ridesharing as tenants will not be dependent on the use of an SOV to access these conveniences.

ONGOING MANAGEMENT

In order to ensure success of the PTDM program, the proponent will actively manage the various elements through the appointment of a Transportation Coordinator. The management techniques and role of the Transportation Coordinator are described in more detail as follows.

Transportation Coordinator

The Transportation Coordinator will serve as the key point of contact between the Project, the Town of Lexington, the 128 Business Council and the MBTA. Management activities will include:

- Coordinate Rideshare activity including the rideshare board postings
- Create a 91 Hartwell Avenue Facebook page (or similar online web site) that tenants can utilize to coordinate rideshare activities
- Provide tenants with updated information on alternative modes of transportation
- Promote transportation options through promotional events such as bicycle tune-up day or free car wash for carpoolers
- Assist employees with the place of residence database to assist in ridesharing efforts
- Provide tenant and employee surveys to evaluate the effectiveness of the PTDM plan

- Ensure specific language is provided in tenant leases requiring membership in the 128 Business Council
- Work with the transportation coordinators or appropriate staff at other area businesses towards the encouragement and promotion of alternate transportation options
- Actively participate in area transportation groups focused on the Hartwell Avenue corridor

Alternative Mode Promotions/Incentives

As outlined in the PTDM plan, the ultimate goal is to reduce the number of SOVs traveling to and from the site while promoting the use of alternative modes of transportation. Meridian Lexington Owner, LLC plans to offer the following incentives in an effort to make the use of alternative modes of travel more attractive to tenants of the Project:

Bicycle/Pedestrian Trips

- Create bicycle-friendly areas and ensure that adequate sight lines are provided at the site access point onto Hartwell Avenue to allow for safe bicycle travel
- Provide bicycle racks in a weather protected secure location within the building, parking garage structure as well as surface bike racks
- Provide shower and changing facilities on-site including free shampoo/conditioner and shower gel for employees of the project
- Provide on-site lockers for employees of the Project to promote walking and bicycle trips
- Create a financial incentive program and prizes, likely based on most bicycle miles traveled per year
- Offer a free bicycle tune-up day each spring
- Provide free bicycles and helmets for use by employees of the project to make trips during the workday
- Provide free sneakers to the employee that walks to work the greatest number of days each year

Rideshare Program

- Designate preferential parking for ridesharing vehicles in the garage, proximate to tenant entries
- Organize a ride matching program for employees of the Project
- Provide access to other ridesharing programs serving the Hartwell Avenue corridor and surrounding areas including Bay State Commute
- Provide a financial incentive to employees that rideshare such as “Gas Bucks for Groups” where employees who participate in ridesharing are eligible to win a gift card towards future gas purchases
- Provide a free car wash for carpoolers through a once per year “Car Wash for Carpoolers” event

Parking Management/SOV Disincentives

In an effort to discourage the use of SOVs as a means of commuting to and from the site, the proposed parking ratio has been designed in order to constrain the amount of parking provided within the proposed garage. The proposed number of parking spaces for the project as a whole, including the existing office building and proposed research and development building, will be 502 spaces. This parking falls short of the Town of Lexington's zoning requirement of 589 spaces for the projected split of office and research and development space, representing approximately 85 percent of the Town's zoning requirement.

Additionally, it is recommended that 5 percent of the spaces provided in the garage be dedicated to ridesharing vehicles or high mileage rated vehicles only. This represents a significantly higher percentage than the 5 spaces required per zoning requirements. Lastly, any tenants that chose to regularly commute by way of a SOV will not be eligible for any of the incentive programs previously identified.

Marketing Programs

Meridian Lexington Owner, LLC will employ a comprehensive marketing plan aimed at promoting the use of alternative modes of transportation. The marketing plan will focus on the following core messages aimed at changing the commuter patterns of employees that currently utilized SOV as their primary commuter option.

- ***Cost Savings*** – Ridesharing and/or the use of available public transportation and private shuttles will reduce transportation costs for employees. The provision of a partial subsidy towards public transportation passes will provide additional cost savings to qualified employees.
- ***Health Benefits*** – Introducing bicycle and/or walking trips, either as a primary means of commuting or for workday errands will inject exercise into employees' daily routines
- ***Enhanced Convenience*** – Provision of bicycle racks as well as shower, locker and changing facilities will facilitate the transition from vehicular traffic
- ***Environmental Impacts*** – Use of alternative modes of transportation reduces fuel consumption and is environmentally friendly. For motorists that drive to work via high mileage rated vehicles, preferential parking will be provided.

Meridian Lexington Owner, LLC will utilize a variety of methods to market the benefits of alternative transportation options to tenants of the Project. It is expected that all tenants will receive an initial orientation package that provides details of the PTDM plan, with email notifications sent to all tenants of the Project alerting them of any upcoming promotional events.

Transportation Mitigation Fee

In accordance with Section 10.3 of the TMO-1 plan, the proponent is committed to paying a transportation mitigation fee to the Town of \$5 per square foot increase of net floor area, amounting to a total impact fee of \$373,000. In accordance with Town requirements, 25 percent of this fee, or approximately \$93,250 will be due within five days of the issuance of the building permit.

OBTAINING THE GOAL

As previously noted, the goal of the PTDM plan is to reduce the number of SOVs arriving and departing the site until SOV trips account for no greater than 85 percent of the total number of trips to the site. The

following summarizes the target percentages of trips that would be shifted to each alternative mode of transportation due in part to the implementation of the PTDM plan.

Ride Share – 2%

Bicycle/Walking Trip – 5%

Public Transportation/Shuttle Trips – 8%

Total – 15%

Cost Equity Analysis

In order to ensure that the safety and mobility of all users of the circulation and transportation systems, serving the site, including vehicles, public transit, pedestrians and cyclist, are considered equally, a cost equity analysis was prepared to identify the financial contribution commitments previously outlined in this PTDM. The goal of the PTDM is to ensure that the proposed transportation mitigation measures create equity between modes of travel,

As part of this analysis, the anticipated costs for measures intended to support single-occupancy vehicle use (proposed parking garage and anticipated annual maintenance costs) were compared with the financial commitments to support alternative modes of travel, including but not limited to membership in the 128 Business Council, subsidies towards MBTA and Alewife shuttle passes, capital improvements to provide the necessary infrastructure to support and enhance bicycle and pedestrian connectivity to the site and electric charging stations. The cost per employee were based on that target travel mode percentages previously indicated in this report.

The following summarizes the projected financial contributions on a monthly basis for each mode of travel, with detailed cost estimates provided as an attachment to this document.

Monthly Financial Contribution

- Single Occupancy Vehicle – \$59.84
- Transit Use – \$111.29
- Carpool/Electric Vehicle - \$118.40
- Bicycle/Walk – \$165.28

As summarized, the robust measures included as part of the PTDM plan result in a higher financial contribution per employee for non-SOV modes of travel than the use of SOV to access the site, thereby resulting in financial equity between the travel modes. As part of the annual monitoring report, actual incurred subsidy costs per mode, based on appropriate surveys and documentation, and provisions will be provided to the Town to resolve any inequities that exist each year.

In order to evaluate the effectiveness of the PTDM plan, the proponent is committed to conducting an annual PTDM monitoring report as described below.

PTDM Monitoring Report

The proponent is committed to providing an annual PTDM monitoring report that will identify the status, participation level and summary of the effectiveness of the components of the PTDM program. Specifically the PTDM Monitoring Report will include the following elements:

- A summary of the property for each building based on leasing area, percent occupancy at the time of the PTDM Monitoring Report's preparation and status of current employment levels at the Project.
- A comprehensive parking inventory that identifies existing parking supply by location at all facilities that serve the project, including the proposed parking garage, surface parking and parking along Hartwell Place.
- As part of the parking inventory, identification of all parking spaces by category, including regular space, carpool spaces, car sharing spaces, visitor parking spaces and handicap accessible spaces.
- An inventory of all bicycle accommodations within the Project, specifically the location and number of bicycle racks within the Project.
- Collection of daily counts for a minimum of 48-hours at the driveway locations serving the Project, including the intersection of Hartwell Avenue with Hartwell Place and the existing 91 Hartwell Avenue driveway. Peak period counts will also be conducted during commuter hours (7:00-9:00 AM) and (4:00 to 6:00 PM) at the driveway locations as well as the parking garage entrance to identify traffic patterns during peak commuter hours.
- Collection of peak period parking demand observations over 2 days during peak periods to identify existing parking demand and the use of preferential parking by carpools and/or high mileage rating vehicles.
- Preparation and collection of tenant employee surveys on a biennial basis that include a summary of typical commuting methods and preferences. The employee survey will be administered by the Transportation Coordinator and will serve to update the Town's Transportation Manager on current commuter distances and methods (drive alone, carpool/vanpool, public transportation and walk/bicycle).
- Status reporting on elements of the PTDM Plan including:
 - Transportation Coordinator Contact Information
 - Information related to tenant membership in the 128 Business Council
 - Information related to tenant ridership on the Hartwell Area Shuttle service
 - Summary information related to employee participation in the public transit subsidy program
 - Information related to the use of shared bicycle services by tenants of the Project
 - Links to public websites (Facebook page or other similar online website) assisting employees of the Project with rideshare matching
 - Summary of registered carpools at the property

- Summary of transportation management events held at the Project to promote alternative means of travel
- Summary of the current traffic generation and parking demand characteristics of the Project, including the observed modal split and level of ridesharing

The PTDM Plan will be submitted to and reviewed with the Town's Transportation Manager and will allow for an evaluation of the effectiveness of the plan and any potential refinements that may be warranted to increase the plans ability to meet the target SOV use.

Cost Equity Analysis - Proposed Research & Development Facility - 91 Hartwell Avenue - Lexington, MA

Building Size: 93,250 SF
Employee Equivalent^a 320

<u>Target Goals</u>	<u>Percentage</u>	<u>Employees</u>
Single Occupancy Vehicle	85%	272
Transit	8%	26
Bike/Walk	5%	16
Rideshare/Carpool	2%	6

Projected Costs by Mode

Single Occupancy Vehicle

Parking Garage Space	\$20,000.00
Expected Life Expectancy (yrs)	30
Annual Cost/Employee	\$666.67
Annual Maintenance Fee	\$ 14,000.00
Total Monthly SOV Cost/Employee	\$59.84

Bicycle/Walk

128 Business Council (Percentage) ^b	\$1,400.00
128 Business Council (Monthly %)	\$ 116.67

Bicycle Racks	\$10,000.00
Bike/Shower Facilities	\$500,000.00
Sidewalk/Bike Accessible Paths	\$400,000.00
Expected Life Expectancy (yrs)	30
Annual Cost	\$30,333.33
Annual Cost/Employee	\$1,895.83

Monthly Bike-Walk Cost/Employee \$165.28

Transit

128 Business Council (Percentage) ^b	\$ 2,275.00
128 Business Council (Monthly %)	\$ 189.58
MBTA Monthly Pass (per employee) ^c	\$ 168.00
128 Shuttle Monthly Cost (per employee) ^d	\$ 40.00
Total Transit Pass Cost	\$ 208.00
Subsidized Monthly Transit Cost	\$ 104.00

Total Monthly Transit Cost/Employee \$ 111.29

Carpool/Electric Charging

128 Business Council (Percentage) ^b	\$ 525.00
128 Business Council (Monthly %)	\$ 43.75
Electric Charging Stations ^e	\$ 50,000.00
Expected Life Expectancy	10
Total Annual Cost	\$ 5,000.00
Designated Carpool Garage Space	\$ 20,000.00
Expected Life Expectancy (yrs)	40
Annual Cost/Employee	\$ 500.00

Total Monthly Carpool-EC/Employee \$ 118.40

a - Based on ITE Weekday Daily Trip Generation ratio of SF v Employee

b - Based on anticipated Corporate/Retail Member annual cost for 1-400 employee level

c - Based on MBTA Monthly Outer Express Bus Pass

d - Based on historical one-way fare costs for 128 Business Council Employee Members

e - Based on \$5,000 per charging station



Town of Lexington

PLANNING BOARD

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Robert D. Peters, Chair
Michael Schanbacher, Vice Chair
Melanie Thompson, Clerk
Robert Creech, Member
Charles Hornig, Member
Michael Leon, Associate Member

LEXINGTON PLANNING BOARD MOTION

EXTENSION OF MAJOR SITE PLAN REVIEW AND SPECIAL PERMIT DECISION 1-3-5 Hartwell Place (FKA 91 Hartwell Avenue)

June 28, 2023

At a Planning Board meeting held on June 28, 2023, the Planning Board voted 5-0 to extended the Major Site Plan Review and Special Permit approval granted on August 26, 2020 to August 26, 2025 for 1-3-5 Hartwell Place (fka 91 Hartwell Avenue).

Condition #3 of the August 26, 2020 approval of the Lexington Planning Board for the lab/office structure and parking garage is hereby extended to August 26, 2025 as requested by NRL Hartwell, LLC in a letter dated June 21, 2023.

Record of the Vote:

Robert Creech – aye

Charles Hornig – aye

Robert D. Peters – aye

Melanie Thompson – aye

Michael Schanbacher – aye

AGENDA ITEM SUMMARY

LEXINGTON PLANNING BOARD

AGENDA ITEM TITLE:

Review summer work plan and priorities for 2025

PRESENTER:

Staff and Board Discussion

**ITEM
NUMBER:**

SUMMARY:

The board members will discuss upcoming summer work plan and other work items expected over the next year.

SUGGESTED MOTION:

No specific formal action required

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

5/28/2025

AGENDA ITEM SUMMARY

LEXINGTON PLANNING BOARD

AGENDA ITEM TITLE:

Board Member & Staff Updates

PRESENTER:

Board Discussion

**ITEM
NUMBER:**

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

5/28/2025

AGENDA ITEM SUMMARY

LEXINGTON PLANNING BOARD

AGENDA ITEM TITLE:

Review of Draft Meeting Minutes: 5/7

PRESENTER:

**ITEM
NUMBER:**

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

5/28/2025

AGENDA ITEM SUMMARY

LEXINGTON PLANNING BOARD

AGENDA ITEM TITLE:

Upcoming Meetings

PRESENTER:

**ITEM
NUMBER:**

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

5/28/2025

AGENDA ITEM SUMMARY

LEXINGTON PLANNING BOARD

AGENDA ITEM TITLE:

Adjourn – The meeting will continue until all items are finished. The estimated adjournment time is 7:00 pm.

PRESENTER:

**ITEM
NUMBER:**

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

5/28/2025

AGENDA ITEM SUMMARY

LEXINGTON PLANNING BOARD

AGENDA ITEM TITLE:

Zoom Details - <https://www.lexingtonma.gov/377/Access-Virtual-Meetings>

PRESENTER:

**ITEM
NUMBER:**

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

5/28/2025