



CITY OF CAMBRIDGE
MASSACHUSETTS
BOARD OF ZONING APPEAL
831 MASSACHUSETTS AVENUE
CAMBRIDGE, MA 02139
617 349-6100

BZA APPLICATION FORM

Plan No: BZA-008968-2015

GENERAL INFORMATION

The undersigned hereby petitions the Board of Zoning Appeal for the following:

Special Permit : _____ Variance : Appeal : _____

PETITIONER : President & Fellows of Harvard College - C/O Carolee Hill, Harvard Real Esta

PETITIONER'S ADDRESS : 1350 Massachusetts Avenue, Suite 800 Cambridge, MA 02138

LOCATION OF PROPERTY : 2 Arrow St Cambridge, MA 02138

TYPE OF OCCUPANCY : Office ZONING DISTRICT : Office-3 Zone

REASON FOR PETITION :
Change in Use / Occupancy

DESCRIPTION OF PETITIONER'S PROPOSAL :
Petitioner proposes to convert an empty office meeting space to a retail establishment in an Office-3 district which is in the Harvard Square Overlay District to activate the space and contribute to the pedestrian environment.

SECTIONS OF ZONING ORDINANCE CITED :
Article 20.54 Section 3

Original Signature(s) : _____
(Petitioner(s) / Owner)

(Print Name)

Address : _____

Tel. No. : _____

E-Mail Address : _____

Date : _____

BZA APPLICATION FORM

DIMENSIONAL INFORMATION

APPLICANT: Harvard University PRESENT USE/OCCUPANCY: Office
 LOCATION: 2 Arrow St Cambridge, MA 02138 ZONE: Office-3 Zone
 PHONE: _____ REQUESTED USE/OCCUPANCY: Retail

	<u>EXISTING CONDITIONS</u>	<u>REQUESTED CONDITIONS</u>	<u>ORDINANCE REQUIREMENTS</u> ¹	
TOTAL GROSS FLOOR AREA:	N/A	N/A	N/A	(max.)
LOT AREA:	N/A	N/A	N/A	(min.)
RATIO OF GROSS FLOOR AREA TO LOT AREA: ²	N/A	N/A	N/A	(max.)
LOT AREA FOR EACH DWELLING UNIT:	N/A	N/A	N/A	(min.)
SIZE OF LOT:	WIDTH	N/A	N/A	(min.)
	DEPTH	N/A	N/A	(min.)
SETBACKS IN FEET:	FRONT	N/A	N/A	(min.)
	REAR	N/A	N/A	(min.)
	LEFT SIDE	N/A	N/A	(min.)
	RIGHT SIDE	N/A	N/A	(min.)
SIZE OF BLDG.:	HEIGHT	N/A	N/A	(max.)
	LENGTH	N/A	N/A	
	WIDTH	N/A	N/A	
RATIO OF USABLE OPEN SPACE TO LOT AREA:	N/A	N/A	N/A	(min.)
NO. OF DWELLING UNITS:	N/A	N/A	N/A	(max.)
NO. OF PARKING SPACES:	N/A	N/A	N/A	(min./max)
NO. OF LOADING AREAS:	N/A	N/A	N/A	(min.)
DISTANCE TO NEAREST BLDG. ON SAME LOT:	N/A	N/A	N/A	(min.)

Describe where applicable, other occupancies on same lot, the size of adjacent buildings on same lot, and type of construction proposed, e.g.; wood frame, concrete, brick, steel, etc.

The building at Two Arrow Street is a four story mixed use building constructed of primarily brick and cast stone, designed in a Classical Revival style.

- SEE CAMBRIDGE ZONING ORDINANCE ARTICLE 5.000, SECTION 5.30 (DISTRICT OF DIMENSIONAL REGULATIONS).
- TOTAL GROSS FLOOR AREA (INCLUDING BASEMENT 7'-0" IN HEIGHT AND ATTIC AREAS GREATER THAN 5') DIVIDED BY LOT AREA.
- OPEN SPACE SHALL NOT INCLUDE PARKING AREAS, WALKWAYS OR DRIVEWAYS AND SHALL HAVE A MINIMUM DIMENSION OF 15'.

BZA APPLICATION FORM

SUPPORTING STATEMENT FOR A VARIANCE

EACH OF THE FOLLOWING REQUIREMENTS FOR A VARIANCE MUST BE ESTABLISHED AND SET FORTH IN COMPLETE DETAIL BY THE APPLICANT IN ACCORDANCE WITH MGL 40A, SECTION 10:

- A) A literal enforcement of the provisions of this Ordinance would involve a substantial hardship, financial or otherwise, to the petitioner or appellant for the following reasons:

President and Fellows of Harvard College ("Harvard"), a Massachusetts educational and charitable corporation, seeks a variance from the requirements of the Office-3 and Harvard Square Overlay zoning districts of the Cambridge Zoning Ordinance ("CZO") that will allow a proposed retail use at Two Arrow Street. Harvard is requesting relief under CZO 20.54.3 to permit a women's clothing store, Looks LLC, for retail sale of merchandise in a structure constructed after June 1, 1985.

Two Arrow Street is located in an active, mixed-use neighborhood in Harvard Square contiguous to Massachusetts Avenue, with the majority of buildings having retail or consumer service uses on the ground floor. Arrow Street has a number of consumer-oriented uses fronting on the street, including food retail, dry cleaning, tailor and shoe repair, jewelry, books, acupuncture massage and frozen yogurt, as shown in the attachments. The empty frontage at Two Arrow Street is a missing gap in an otherwise near continuous frontage of active ground floor spaces.

A literal enforcement of the provisions of this Ordinance would not allow a retail use in the first floor space of the building in the Office-3 zoning district and would result in this well-designed street level space continuing to be underutilized. A store for retail sale of merchandise is not an allowed use in the Office-3 district.

Looks LLC is an independently owned women's clothing store with four employees. The store opened in Harvard Square in 1975 and relocated from Massachusetts Avenue to its existing 11 Holyoke Street location in the Harvard Square Overlay District. The store will relocate as it will be displaced due to a building renovation at the Richard A. and Susan F. Smith Campus Center. To maintain its loyal customer base, it is very important that the new retail location remain in Harvard Square. Harvard is proposing that this retail use relocate to the space at Two Arrow Street, which is well-suited for the store given the large number adjacent retail and consumer service uses and the attractive storefront windows facing the street. The store will occupy approximately 1,100 SF in the Two Arrow location.

- B) The hardship is owing to the following circumstances relating to the soil conditions, shape or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located for the following reasons:

The existing structure was built in an Office-3 district in 2003 and was carefully designed to respond to the pedestrian and urban environment. The building is a four story building containing Oberon, a 300-seat theater of the American Repertory Theater, and approximately 24,000 square feet of office space in an Office-3 district.

In 2003, the Planning Board granted a Special Permit to the project with conditions, and alluded to its potential future use as a more active street-level use. As noted in the 2003 findings, the theater was built within a heterogeneous environment of buildings and uses. Commercial, residential and cultural activities abound in a mix of buildings of different scales and materials. The building was carefully designed to bridge those two extremes with facades that are enlivened with much detail and strategic setbacks that provide a transition to the smaller structures. The decision noted (page 6) "Particularly on its Arrow Street side, the design introduces an engaging and accessible ground floor that has the potential to accommodate a wide range of pedestrian friendly activities in the years ahead." The decision also noted (page 14) that "the site is surrounded by a range of institutional, office, retail and residential uses. Numerous retail stores, small and moderately sized restaurants, and upper story office and residential uses occur in the immediate vicinity of the site."

The hardship is owing to the physical characteristics of the first floor space. The majority of the ground floor is used by the theater. The space proposed for retail use has served as a meeting room for office use. However, as the meeting room is not adjacent to the offices in the building, the space has been virtually unused for more than ten years. The small size does not work for many types of office uses and would not allow room for business expansion. Typically an office use on the first floor does not interact with the street outside in a visual manner, likely using window treatments on the windows. However, the space is well suited for a small retail establishment such as Looks. The floor to ceiling windows work very well for a retail use because window displays are an essential element to successful retail stores, drawing in shoppers and increasing sales by highlighting the merchandise for sale. A dedicated entryway already exists that could be used for the store, thus requiring no physical changes to the exterior of the building.

The building is located within the Harvard Square Overlay District. This district has a set of goals that encourage active ground floor uses, a pedestrian-oriented environment, and support of a diversity of uses serving the needs of surrounding neighborhoods, students, and visitors. As noted in CZO 20.52, it is the purpose of the overlay district to augment existing zoning regulations to respond to unique problems and pressures for change particular to the Harvard Square area, including enhancing the unique functional environment and visual character of Harvard Square. The additional flexibility in the zoning is intended to facilitate the protection and character of Harvard Square while not unreasonably limiting the opportunities for appropriate contemporary changes to the built environment in the Harvard Square area.

The regulations of the Harvard Square Overlay District offer flexibility for retail uses in districts where retail uses are not permitted. CZO 20.54.3 allows by Special Permit the retail use of a structure in the Harvard Square Overlay District if certain conditions are met. While Two Arrow Street meets the majority of these criteria, it does not conform to several of the conditions that relate to the age and historic designation of the building, and therefore is not eligible to seek a special permit. Harvard is seeking to allow retail use through a variance granted for CZO 20.54.3, with the criteria enumerated below as well as how the proposal meets those criteria.

a. Criterion: The general purposes of this Section 20.50 are met.

Evaluation: Yes, this proposal for a new retail use meets the goals of the Harvard Square Overlay District to preserve and enhance the unique functional environment and visual character of Harvard Square.

b. Criterion: The use will be located in a structure in existence as of June 1, 1985 and will not involve significant new construction.

Evaluation: No, the building was not in existence in 1985. The proposal does not call for new construction.

c. Criterion: The addition of such use(s) will assist in preservation, rehabilitation and/or restoration of a National Register or contributing building or important open space by increasing the economic feasibility of maintaining such features.

Evaluation: No, the proposed use does not impact any historic buildings or open

spaces.

d. Criterion: The preservation of the buildings and open space identified in criterion c. above is assured through an approved mechanism for the full period that the special permit is in force and effect.

Evaluation: No, the proposed use does not involve the preservation of a building or an open space.

e. Criterion: The proposed use will preserve, rehabilitate, or restore the outward appearance of the structure.

Evaluation: Yes, the proposed use will preserve the exterior of the building.

f. Criterion: In its operation the use will not, in impact, be significantly different from the uses permitted in the base district.

Evaluation: Yes, the retail use will have a similar impact to other permitted uses in Office-3 district.

g. Criterion: The use is completely contained within the structure.

Evaluation: Yes, the use will be fully contained with the Two Arrow building.

h. Criterion: The use will be substantially patronized by pedestrians, and will, if required by the Planning Board, function adequately without additional off street parking or loading facilities and will in any case not generate vehicular traffic in quantity and type substantially from that generated by permitted uses.

Evaluation: Yes, the current business patrons of the existing Harvard Square Looks location are predominantly pedestrian, and the change in location across four city blocks is not anticipated to change the transportation patterns of the store customers.

i. Criterion: The applicant can demonstrate a need for the use(s) as a service to adjacent residential communities or to the academic community and can demonstrate that for economic or other reasons the use cannot easily be located in existing business or office districts where the use is permitted. In addition the applicant must demonstrate that either the use has been displaced as a result of redevelopment elsewhere in the Harvard Square Overlay District, or that the use is important in its contribution to the variety, continuity, or uniqueness of the Harvard Square Overlay District.

Evaluation: Yes, the proposed women's clothing store, Looks, is a very useful service to the adjacent residential and academic community. As a locally-owned retailer with unique clothing, it is a treasured resource with a loyal Harvard Square customer base. Looks is currently located at 11 Holyoke Street in the Richard A. and Susan F. Smith Campus Center, also in the Harvard Square Overlay District. As this building will undergo a significant renovation as a campus center beginning in spring 2016, Looks must relocate to another location.

j. Criterion: The retail use does not take the place of a residential or dormitory use.

Evaluation: Yes, the current use is an underutilized office meeting room and is not a residential or dormitory use.

k. Criterion: The following uses listed in Section 4.35 are however specifically prohibited.

Evaluation: Yes, the proposed retail use is not among the list of prohibited uses.

l. Criterion: The proposed use is not located in a base Residence C-2B or Office 2 District.

Evaluation: Yes, the proposed use is located in an Office 3 District.

C) DESIRABLE RELIEF MAY BE GRANTED WITHOUT EITHER:

1) Substantial detriment to the public good for the following reasons:

This project directly responds to the goals of the Harvard Square Overlay District and is compatible with existing uses. Rather than create a detriment to the public good, the proposed project will increase activity on Arrow Street, provide services to shoppers in Harvard Square, increase pedestrian activity and assist locally owned businesses by contributing to the retail environment.

The requested variance is needed to occupy this ground floor space in Harvard Square with an active retail use, in a space that has been vacant for over a decade. Therefore, the granting of the variance will not be detrimental to the public good. On the contrary, the granting of the variance will in fact be a benefit to the public good, as the retail use of the ground floor space with large windows will activate the sidewalk and street at this location, and enhance the public's enjoyment of this part of Harvard Square.

- 2) Relief may be granted without nullifying or substantially derogating from the intent or purpose of this Ordinance for the following reasons:

The requested variance will allow the retail use of a ground floor space with four large windows at Two Arrow Street in Harvard Square, which is consistent with the goals of the Harvard Square Overlay District. Thus, granting the requested variance will not nullify or substantially derogate from the intent or purpose of the Ordinance. Granting the requested variance will support the intent and purpose of the Ordinance. The project is consistent with the goals, except for the date of construction of the building, that the building is not a National Register or contributing building or important open space, and that it is not related to a mechanism to preserve a historic building (Sections 20.54.3.a, b and c).

- * If You have any questions as to whether you can establish all of the applicable legal requirements, you should consult with your own attorney.

BZA APPLICATION FORM

SUPPORTING STATEMENT FOR A SPECIAL PERMIT

Please describe in complete detail how you meet each of the following criteria referring to the property and proposed changes or uses which are requested in your application. Attach sheets with additional information for special permits which have additional criteria, e.g.; fast food permits, comprehensive permits, etc., which must be met.

Granting the Special Permit requested for 2 Arrow St Cambridge, MA 02138
(location) would not be a detriment to the public interest because:

- A) Requirements of the Ordinance can or will be met for the following reasons:
- B) Traffic generated or patterns of access or egress would not cause congestion hazard, or substantial change in established neighborhood character for the following reasons:
- C) The continued operation of or the development of adjacent uses as permitted in the Zoning Ordinance would not be adversely affected by the nature of the proposed use for the following reasons:
- D) Nuisance or hazard would not be created to the detriment of the health, safety and/or welfare of the occupant of the proposed use or the citizens of the City for the following reasons:
- E) For other reasons, the proposed use would not impair the integrity of the district or adjoining district or otherwise derogate from the intent or purpose of this ordinance for the following reasons:

Annette Duclos
LOOKS
617.413.2643

December 21, 2015

Dear Harvard Square Advisory Committee members,

I am writing to request your support and approval for a zoning variance that would allow me to relocate LOOKS, my retail store, from 11 Holyoke Street to Two Arrow Street in Harvard Square. As a member of the Harvard Square Business Association, I appreciate your support for LOOKS as an important and longstanding member of Harvard Square's retail community.

LOOKS is a woman's fashion boutique that has served the greater Cambridge community in Harvard Square since 1975. I purchased the business from the original owner in 2008 as the store was relocating from Massachusetts Avenue to our current location at 11 Holyoke Street. At this location I have created a warm and inviting space filled with current fashions from designers around the world. We sell clothing to women who want unique, fashionable, high quality items that suit their lifestyles and professions. My three full time employees and I aspire to nurture the creativity and individuality of our customers. Our services include personal shopping consultations, shopping parties, and special events to raise money for local charities. The majority of our customers come from Harvard Square and throughout Cambridge, and most enjoy walking to our shop on Holyoke Street. We have a loyal customer base, about 75 percent of whom are affiliated with Harvard University. I have been in the fashion business for over thirty years and consider LOOKS to be my greatest achievement, one that I wish to continue for the unforeseeable future.

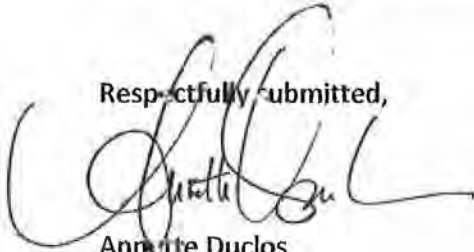
Due to the building renovation at the Smith Campus Center, I am now obligated to either relocate or close LOOKS. Considering the loyalty of my Cambridge and Harvard clientele, in order for LOOKS to remain a viable going concern, it is imperative that my business remains in Harvard Square. I have to date been unsuccessful in identifying retail space in Harvard Square that is suitable and affordable for my business. Given the location alongside a continuous stretch of small, independent retailers on the Massachusetts Avenue corridor, the space at Two Arrow Street is an ideal location. LOOKS, I believe, would also be a complimentary business to the Oberon Theatre. The space is small but well configured for my business. The large floor to ceiling glass windows would display our merchandise well. The location is also close to our

existing location on Holyoke Street and would make for an easy transition for my customer base.

My affiliation with the Harvard Square business community is very important to me, and the four of us look forward to continuing to serve the women in our community. Please see my store's website at <http://www.looksclothing.com/> to learn more about our products and services.

Thank you for your consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Annette Duclos', written in a cursive style.

Annette Duclos

Owner

LOOKS

Two Arrow Street Request for Retail Use

Photos



Area of request



Area of request



Neighboring retail on Mass Ave., looking west

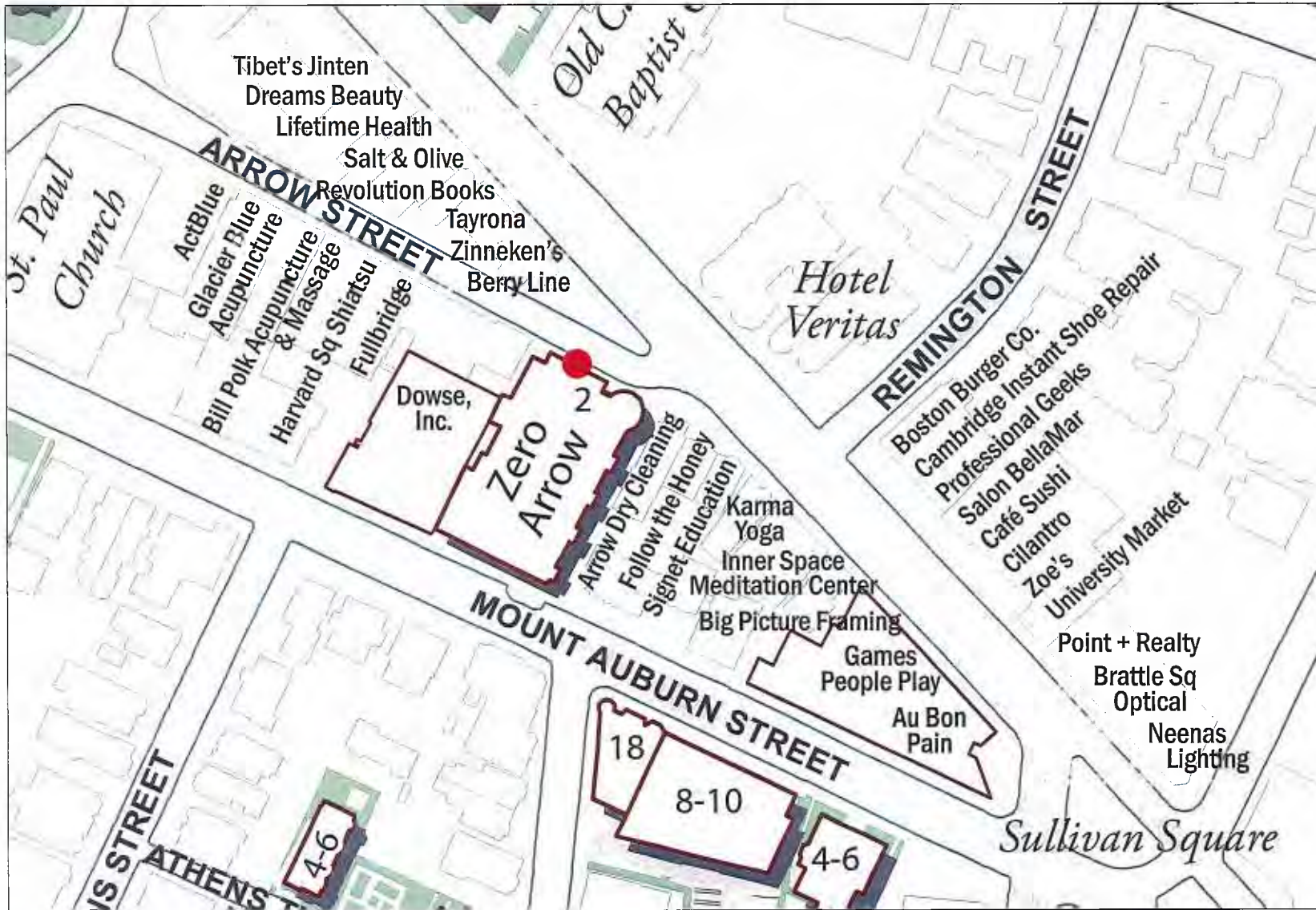


Neighboring retail on Mass Ave., looking east



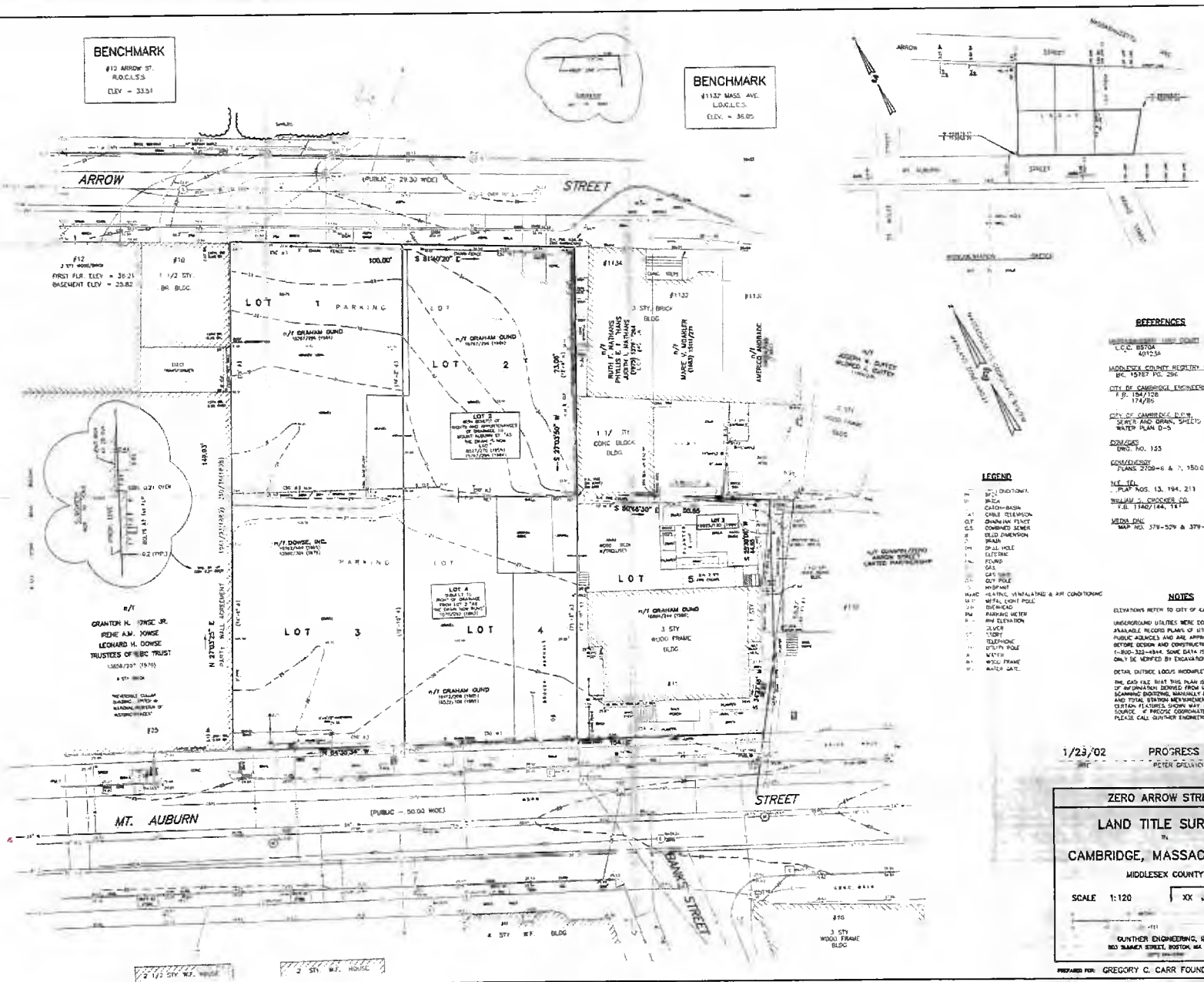
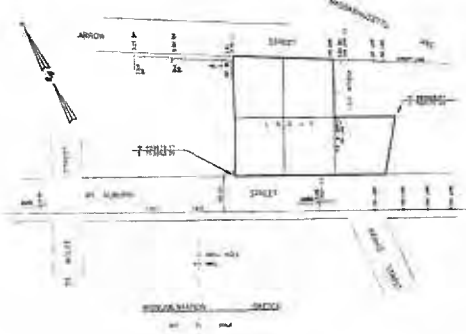
Site map





BENCHMARK
 #12 ARROW ST.
 R.O.C.L.S.S.
 ELEV. = 33.31

BENCHMARK
 #1132 MASS. AVE.
 L.O.V.L.C.S.
 ELEV. = 36.05



REFERENCES

- COMMONWEALTH OF MASSACHUSETTS
 L.C.C. BOSTON
 #101534
- MIDDLESEX COUNTY HISTORY OF DEEDS
 BK. 15787 PG. 294
- CITY OF CAMBRIDGE ENGINEERING DEPT.
 P.L. 1547/158
 1/14/80
- CITY OF CAMBRIDGE D.P.R.
 SEWER AND DRAIN, SHEETS 11, 13
 WATER PLAN D-3
- CONTRACTS
 ORD. NO. 125
- CONTRACTS
 PLANS 2708-6 & 7, 150-01
- MASS. REG. NO. 13, 194, 211
- WILLIAM S. CHODOSOFF CO.
 P.B. 1140/144, 141
- METAL PILE
 MAP NO. 378-529 & 379-530

LEGEND

- 1-1/2" DIRECTION
- 2-1/2" B.P.C.
- 3-1/2" CHAIN-BRAN
- 4-1/2" CHIEF TELEGRAPH
- 5-1/2" CHAMBER PLANT
- 6-1/2" COMBINED SIMPLE
- 7-1/2" BLD. DIMENSION
- 8-1/2" BRAN
- 9-1/2" 2" ALL HOLE
- 10-1/2" ELECTRIC
- 11-1/2" FOUND
- 12-1/2" GAS
- 13-1/2" GAS LINE
- 14-1/2" CUT POLE
- 15-1/2" WIREMANT
- 16-1/2" HEATING VENTILATION & AIR CONDITIONING
- 17-1/2" METAL LIGHT POLE
- 18-1/2" OVERHEAD
- 19-1/2" PARKING SIGN
- 20-1/2" R.W. ELEVATION
- 21-1/2" JUMPER
- 22-1/2" LIGHT
- 23-1/2" TELEPHONE
- 24-1/2" UTILITY POLE
- 25-1/2" WETLAND
- 26-1/2" WOOD FRAME
- 27-1/2" WATER GATE

NOTES

ELEVATIONS REFER TO CITY OF CAMBRIDGE DATUM
 UNDERGROUND UTILITIES WERE COPIED FROM
 AVAILABLE RECORD PLANS OF UTILITY COMPANIES AND
 PUBLIC AGENCIES AND ARE APPROXIMATE ONLY
 BEFORE DESIGN AND CONSTRUCTION CALL THE SAVER
 1-800-322-8346. SOME DATA IS OBSERVING AND CAN
 ONLY BE VERIFIED BY ENGINEER.
 DETAIL DRAINAGE LOCUS INCOMPLETE
 THE GAS FILE THAT THIS PLAN IS BASED UPON MAY CONSIST
 OF INFORMATION DERIVED FROM SAVER'S SOURCE AND OTHER
 SCANNING SYSTEMS. MANUALLY ENTERED FIELD MEASUREMENTS
 AND TOTAL STATION MEASUREMENTS. THE ACCURACY OF
 DISTANCE MEASUREMENTS SHOWN MAY VARY DEPENDING ON THE
 SOURCE. IF PRECISE COORDINATE VALUES ARE REQUIRED,
 PLEASE CALL GUYHNER ENGINEERS, INC. AT (617) 464-5300

1/23/02 PROGRESS PRINT
 PETER BROUWEN, P.L.S.

ZERO ARROW STREET	
LAND TITLE SURVEY	
IN CAMBRIDGE, MASSACHUSETTS MIDDLESEX COUNTY	
SCALE 1:120	XX JANUARY 2002
GUYHNER ENGINEERING, INC. 800 SUMMIT STREET, BOSTON, MA 02217 (617) 464-5300 PROJECT NO. 03-1181-03 DRAWING NO. 03.121	
PREPARED FOR: GREGORY C. CARR FOUNDATION	



City of Cambridge
Assessing Department
795 Massachusetts Ave.
Cambridge, MA 02139

- Buildings
- Lot Line
- Block Line
- City Boundary
- Water
- Sub-Parcel Line
- Easement
- Railway

10 Lot Number
133 Block Number
10 Cam Street Number
(125.0) Dead Dimension

100 Parcel size in Sq. Ft.
44.0LC Land Court Dimension
65.0 Survey Dimensions

DISCLAIMER
All map information shown on this map was prepared from address assessment files from the City of Cambridge, MA. The City of Cambridge, MA, and the City Assessor's Office and the Department of GIS and GIS Data, do not warrant the accuracy of the information shown on this map. The City of Cambridge assumes no legal responsibility for information shown on this map.



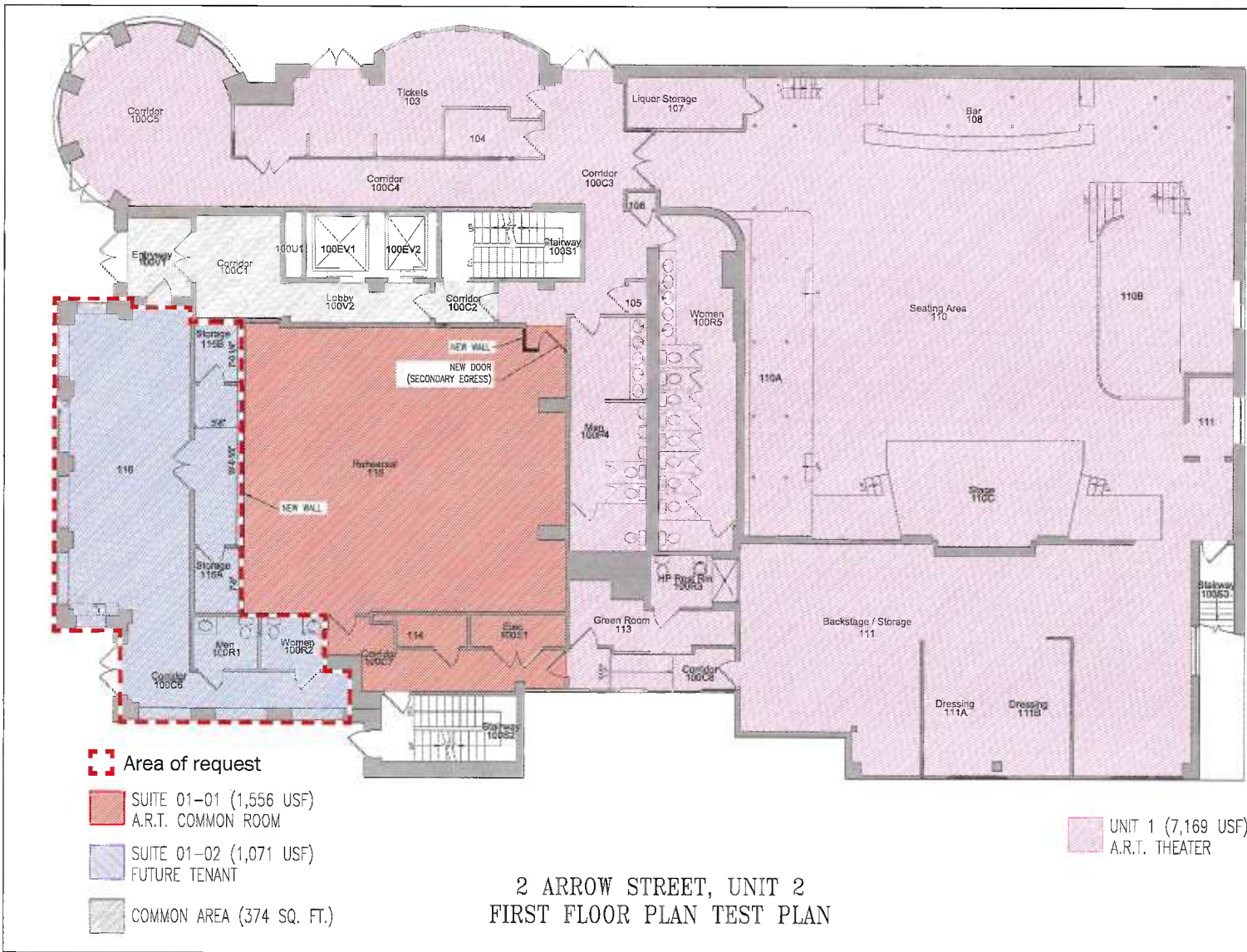
0 20 40 80 Feet
1 inch = 42 feet



Parcel Block Map
133

Two Arrow Street Request for Retail Use

Floorplan



HARVARD UNIVERSITY



HARVARD REAL ESTATE SERVICES

EXHIBIT B
LEASE ATTACHMENT
EFFECTIVE DATE
NOVEMBER 4, 2015

PRINTED ON November 10, 2015



BUILDING NAME
TWO ARROW STREET
2 ARROW STREET, UNIT 2
Cambridge, MA 02138

DRAWING TITLE
FIRST FLOOR PLAN

NO. 11,133 GSF

CAD FILE NAME: 52473_01TN.DWG

DRAWING SCALE: 3/32" = 1'-0"

LAST REVISION DATE: 11/10/15

BUILDING NUMBER	FLOOR NUMBER	SHEET NUMBER
08204	01	2 OF 6