

CITY OF CAMBRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT

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To: City of Cambridge Planning Board
City of Cambridge Board of Zoning Appeals
From: Central Square Advisory Committee
Date: 7/24/20
Re: 55 Norfolk St.

The Central Square Advisory Committee (the "Committee") met on Wednesday, July 22, 2020 to review and comment on the following project.

- **55 Norfolk St:** Seeking a zoning variance for a small rear commercial addition (385sf) to their current offices.

This meeting was conducted pursuant to the provisions of Section 20.300 of the Cambridge Zoning Ordinance. The Committee is appointed by the City Manager to undertake all large project reviews of variances and special permits for activities within the Central Square Overlay District (the "District"), and to monitor the progress of the Central Square Non-Zoning Recommendations of the 2013 K2C2 Study (the "Study").

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The meeting minutes from the Committee meeting are summarized below. The applicant presented their project and took questions and comments from the committee members. Public comment was taken after the presentation and its subsequent committee discussion.

55 Norfolk St
Presentation

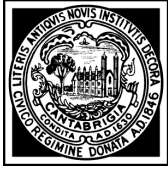
- Lauren Curry, Just-a-Start
- John Winslow, project architect
- Noah Sawyer, Just-a-Start

The applicant seeks to add a small addition to the rear of the existing structure on site. It is a single-story extension of only 385 square feet. The committee members were supportive of the project, in general. The project would provide universal access to their building by putting in a small sidewalk to the back of the building. It currently does not have appropriate universal access. The small addition provides additional office and meeting space for Just-a-Start

Committee Questions and Comments

- Q1: Both of these units are in the BA district, so are there not lot line requirements?
 - A1: There is zero set back in this district.
- Q2: Are there any overlapping services with the MIT job connector, what are your hours of operation, and how long will construction last?
 - A2: At present there are not any overlapping services. The office will be open from 9-5 on weekends and 5-8 during the week. Construction is scheduled to last 4-6 months.
- Q3: Is it possible to join deeds from the two properties owned by Just-a-Start so there is no concern about compliance with setbacks.
 - A3: There is no reason to do so because the relief being asked is distance to adjacent building, not proximity to the lot line.
- Q4: Is it possible to have windows along the side of the rear addition? It would nice to get natural light.

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- A4: It is not possible due to state building code, but there is the possibility to look into an opaque window or glass block that wouldn't have to do with fire code ratings the way an operable window would.
- Q6: Who has access to the building and its services?
 - A6: Only Just-a-Start employees and visitors have access.

Public Questions/Comment

Public questions for this project were relatively few and questioned who had access to the building from the public, for example, is it available to meet with tenants. The building addition is not for management, but for programmatic services, so tenants may attend financial training classes, for instance.

Committee Members Present

- Melissa Greene
- Esther Hanig
- Tahir Kapoor
- Robert Winters
- Joel Altstein
- Christopher Sol Gully
- Michael Monestime

Submitted on behalf of the Committee,
Drew Kane, Land Use Planner
Community Development Department