



CITY OF CAMBRIDGE
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MEMORANDUM

To: Cambridge Planning Board
From: Joseph E. Barr, Director
Date: February 21, 2017
Re: 98 Winthrop Street (PB#325)

The Cambridge Traffic, Parking and Transportation Department (TP&T) has reviewed the Special Permit Application from Healthy Pharms, Inc. for a project to operate an approximately 1,250 square foot Registered Marijuana Dispensary (RMD) at the side and rear portion of an existing restaurant known as "The Red House", at 98 Winthrop Street. The application included a Transportation Assessment, dated January 6, 2017, by Hayes Engineering, Inc. TP&T offers the Planning Board the following comments for your consideration.

Trip Generation and Parking

Hayes Engineering, Inc.'s transportation assessment memo analyzed the project's transportation impacts based on several methodologies, including the Institute of Transportation Engineers (ITE) trip generation rates for a Specialty Retail Center (Land Use Code 826), and the number of currently registered patients and/or caregivers for medical marijuana from the Massachusetts Department of Public Health (DPH). The memo indicated that Healthy Pharms, Inc.'s RMD would have approximately 63-115 patient visits per day. Patients are expected to travel primarily by non-automobile modes (approximately 55% public transit, 10% bicycle, and 35% by vehicle). For those that must drive, there are existing commercial parking facilities in Harvard Square. Approximately 35 vehicle trips per day are expected. TP&T believes that this level of vehicle activity can be accommodated in Harvard Square without additional parking or roadway mitigation measures. It should also be noted that the number of seats at the Red House Restaurant will be decreased approximately 71 seats, from 116 seats to 45 seats. The reduction in restaurant seating capacity may help off-set the project's traffic and parking impacts, although the peak times for the RMD may be different from the peak times for the existing restaurant use.

At this time, given that there is limited data on trip generation for a medical marijuana dispensary, TP&T agrees with Hayes Engineering, Inc.'s memo that the project should have minimal impacts on transportation in the Harvard Square vicinity. TP&T believes that the best way to minimize the project's traffic and parking impacts is for the applicant to **provide robust Transportation Demand Management (TDM) measures** to encourage and support non-single occupancy vehicle travel for staff and patients, as well as a transportation monitoring program, including monitoring the impacts of loading and pick-up activities on Winthrop Street from this project. TP&T believe that the parking needs for the project can be accommodated at existing commercial parking facilities in Harvard Square.

TP&T recommends the Planning Board consider adding the following conditions to any special permit that may be granted for the project.

Bicycle Parking

Because of the limited space available at the project site to accommodate bicycle parking, the Applicant has proposed to contribute to the City's Bicycle Parking fund. TP&T recommends that the project provide two (2) long-term bicycle spaces and three (3) short-term bicycle spaces, which may be provided by making a contribution to the City's Public Bicycle Parking Fund.

Transportation Demand Management (TDM) Measures

1. Provide 65% MBTA T-Pass subsidies, up to the federal fringe benefit limit, to all employees (may prorate incentive for part-time employees).
2. Offer all employees Gold Level Hubway membership.
3. Provide lockers in the break room for employees that walk or bike to work.
4. Have available an air pump and bicycle repair tools for employee and customers to use when needed.
5. Designate an employee of the facility as a Transportation Coordinator (TC) to manage the implementation of Transportation Demand Management (TDM) measures and a Transportation Monitoring program. The TC will:
 - a. Post in a central and visible location (i.e. lobby for customers, break room for employees) information on available non-automobile services in the area, including, but not limited to:
 - i. Available pedestrian and bicycle facilities in the vicinity of the Project site.
 - ii. MBTA maps, schedules and fares.
 - iii. "Getting Around in Cambridge" map (available at the Cambridge Community Development office).
 - iv. Locations of bicycle parking.
 - v. Carsharing/ridematching programs.
 - vi. Hubway regional bikesharing system.
 - vii. Carpooling/vanpooling programs.
 - viii. Other pertinent transportation information.
 - Instead or in addition to posting paper MBTA schedules, provide a real-time transit and Hubway display screen or tablet in a central location to help people decide which mode to choose for each trip.
 - b. Compile and provide to all employees up-to date transportation information explaining all commuter options. This information should also be distributed to all new employees as part of their orientation.
 - c. Provide or describe to customers information on transportation options to access the site.
 - d. Provide and maintain information on the project's/facility's public website, newsletters, social media, etc. on how to access the site by all modes, with emphasis on non-automobile modes.
 - e. The TC will participate in any TC training offered by the City of Cambridge or a local Transportation Management Association.

Transportation Monitoring and Reporting Program

- a. The TC will implement an annual transportation monitoring program which will involve surveying employees and customers on their travel modes and where they customarily park (cars and bikes). This monitoring data should help to inform the development of future

medical marijuana dispensary projects, as we begin to better understand the trip generation and the demand for various travel modes. The annual monitoring program shall be in place for 10 years following the issuance of the project's Occupancy Permit at which time TP&T will work with the applicant to determine if it would be beneficial to continue the monitoring program.

- b. The monitoring program should include observations of the loading spaces and loading activities on Winthrop Street, similar to the analysis conducting by Hayes Engineering, Inc. in December 2016.
- c. All surveys shall be designed and conducted in a manner approved by the Community Development Department.
- d. Approval of the form of any survey instrument or monitoring method should be approved before issuance of the Certificate of Occupancy.
- e. Surveying shall begin one year from the date of the first Certificate of Occupancy. If the Certificate of Occupancy is issued between September 1st and February 29th, the monitoring should take place during the months of September or October and be reported to the City no later than November 30. If the Certificate of Occupancy is issued between March 1st and August 31st, monitoring should take place during the months of April or May and be reported to the City no later than June 30.

Loading and Service Delivery Operations and Management Plan

TP&T has the following recommendations for the project's loading and service delivery operations:

- a. Loading/Deliveries and cash pick-ups shall only occur between 2 AM and 11 AM when Winthrop Street is open to vehicles for loading activities for businesses on the street.
- b. Existing loading spaces in the area, such as the loading spaces southeast of the facility on Winthrop Street should be used.
- c. At no time shall a vehicle park or stop on Winthrop Street in a manner that blocks emergency vehicle access on Winthrop Street or impedes the flow of pedestrians or bicycle travel on Winthrop Street.
- d. The Applicant shall monitor/observe the use of the loading spaces on Winthrop Street to identify the best days/times for deliveries and pick-ups when those loading spaces are most available/unoccupied. It is understood that deliveries and pick-ups will be randomized for security reasons.
- e. At no time should the delivery of marijuana or the removal of refuse interfere with, or otherwise affect, abutting uses.
- f. As committed in the Special Permit Applicant, the Applicant should provide a loading and service delivery management plan that includes all delivery activity to the facility, to TP&T for TP&T's approval prior to the issuance of a Building Permit.
- g. If loading, pick-up/drop-off activities cause issues on public users and infrastructure on Winthrop Street (e.g. vehicles blocking other vehicles, illegal parking, etc.) then the Applicant will work with the City to resolve it.
- h. The facility will not service home deliveries so no outbound delivery activity will occur in connection with this location.