

NEEDHAM PLANNING BOARD
Wednesday September 15, 2021
8:30 a.m.

Virtual Meeting using Zoom
Meeting ID: **826-5899-3198**
(Instructions for accessing below)

To view and participate in this virtual meeting on your phone, download the “Zoom Cloud Meetings” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the following Meeting ID: **826-5899-3198**

To view and participate in this virtual meeting on your computer, at the above date and time, go to www.zoom.us click “Join a Meeting” and enter the following ID: **826-5899-3198**

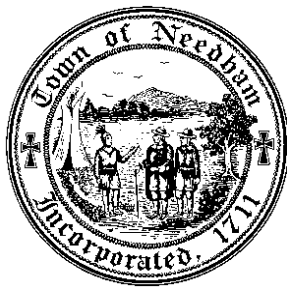
Or to Listen by Telephone: Dial (for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782 Then enter ID: **826-5899-3198**

Direct Link to meeting: <https://us02web.zoom.us/j/82658993198>

1. Appointment:

8:30 a.m. Robert Schlager: Discussion of Route 128 Shuttle requirement: 117 Kendrick Street and 250 First Avenue.
2. Review of applications received for two at-large appointments for the Housing Plan 2021 and vote to appoint.
3. Review of Citizens Petition for Fall Special Town Meeting regarding “a non-binding resolution concerning the amendment of the current Accessory Dwelling Units (ADUs) by-law.”
4. Minutes.
5. Correspondence.
6. Report from Planning Director and Board members.

(Items for which a specific time has not been assigned may be taken out of order.)



PLANNING & COMMUNITY DEVELOPMENT
PLANNING DIVISION

August 27, 2021

Robert A. Schlager, President
Bulfinch
116 Huntington Avenue, Suite 600
Boston, MA 02116

Re: Shuttle Service: 117 Kendrick Street and 250 First Avenue, Needham, MA

Dear Mr. Schlager:

I am writing this letter as a follow-up to my email of March 22, 2021 (copy enclosed) and our conversation of earlier that month regarding the participation of your properties located at 117 Kendrick Street and 250 First Avenue in a van shuttle service program. At the time of our conversation I understood that you had discontinued your participation in the 128 Business Council service on the Needham Route and had not instituted another service compliant with the conditions of the underlying permits at the noted locations.

As we discussed, the permits issued at the above-named addresses require the provision of van shuttle service between the respective building and public transportation stations during the hours of 7:00 – 9:00 a.m. and 4:00 – 6:00 p.m. I refer you to Condition 2.27 of the Decision issued to Wellsford/Whitehall on November 18, 1998 for the property located at 117 Kendrick Street (copy enclosed) and to Condition 3.5 of the Decision issued to Needham Development Corporation, Trustee, 250 Realty Trust on June 17, 1997 (copy enclosed). Following our conversation in March, I understood that you would be reaching out to the 128 Business Council to reactivate your membership to bring the properties into compliance.

To date I have not received a confirmation that your membership in the 128 Business Council service on the Needham Route has been reinstated nor have I received a request to approve an alternative compliant arrangement. Accordingly, the Planning Board has requested your attendance at its meeting of Wednesday, September 8, 2021, for an update on how and when you propose to meet this requirement. When the agenda for this meeting has been finalized next week and a time for this item identified I will forward it on to you.

Thank you for your attention to this matter. Please feel free to contact me directly with any questions.

NEEDHAM PLANNING BOARD

Lee Newman

Lee Newman
Director of Planning and Community Development

cc: Eric Schlager (By email)
David Roche, Building Inspector
Planning Board

From: [Robert Schlager](#)
To: [Lee Newman](#)
Cc: [Eric Schlager](#)
Subject: Re: Shuttle Service
Date: Monday, March 22, 2021 10:27:44 AM

Thanks Lee - We reached out Friday to Monica and she is sending along revised pricing options and will find a way to work for all.

Will keep you posted.

Robert

ROBERT A. SCHLAGER, CPM

President



[116 Huntington Avenue, Suite 600](#)

[Boston, MA 02116](#)

[bulfinch.com](#)

T: [781.707.4122](#)

C: [617.921.3588](#)

On Mar 22, 2021, at 10:15 AM, Lee Newman <LNewman@needhamma.gov> wrote:

[EXTERNAL]

Robert,

It was nice speaking with you last week. As a follow-up to our conversation I have listed below the companies currently participating in the 128 Business Council Shuttle service on the Needham route:

Atrius Health (152 Second Ave)
Bluestone Capital Partners (63 Kendrick Street)
Columbia REIT (89 A Street)
Grander Capital Partners (254 Second Ave)
Intex Solutions (110 A Street)
NBC Universal (189 B Street)
PTC and Boston Properties (140 Kendrick Street)

I understand further that Claremont Needham Suites (200 First Avenue) is in the process of rejoining.

As you know the permits issued for your properties at 117 Kendrick Street and 250 First Avenue require participation in a shuttle service. I understand that you will be reaching out to the 128 Business Council to reactivate your membership. Please confirm when your membership has been reactivated so that I can update the Planning Board.

Thank you,

Lee

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RECEIVED
TOWN OF NEEDHAM
MASSACHUSETTS

'97 JUN 20 P4 35

Room 20, Town Hall
Needham, MA 02192
617-455-7526

PLANNING BOARD

DECISION

SITE PLAN SPECIAL PERMIT

Needham Development Corporation, Trustee, 250 Realty Trust
Application #97-6

DECISION of the Planning Board (hereinafter referred to as the Board) on the petition of Needham Development Corporation, Trustee of 250 First Realty Trust, c/o The Bulfinch Companies, Inc., 25 New Chardon Street, Boston, Massachusetts, for property located at 250 First Avenue, Needham, Massachusetts. Said property is shown on Needham Town Assessors Plan No. 300 as Parcel 031, containing 103,712 square feet.

This Decision is in response to an application submitted to the Board on May 22, 1997, by the Petitioner for: (1) a Major Project Site Plan Special Permit under Section 7.4 of the Needham Zoning By-Law (hereinafter the By-Law); (2) a Special Permit under Section 5.1.1.5 of the By-Law, to waive strict adherence with the requirements of Section 5.1.3 (Parking Plan and Design Requirements), Section 5.1.3(i) (Width of Maneuvering Aisle), Section 5.1.3(j) (Parking Setbacks), Section 5.1.3(k) (Landscaped Areas), and Section 5.1.3(n) (Bicycle Racks); and (3) a Special Permit under Section 5.2 of the By-Law, for the removal of earth materials in excess of 25 cubic yards.

The requested Site Plan Special Permit would, if granted, permit the Petitioner to construct a new 70,500 square foot three-story office building, together with underground and surface parking for 235 vehicles on land owned by the Petitioner. In accordance with the Zoning By-Law, Section 7.4, a Major Project Site Plan Review is required. In accordance with the Zoning By-Law, Section 5.2, a Special Permit is required for the removal of more than 25 cubic yards of earth. In accordance with the Zoning By-Law, Section 5.1.1.5, a Special Permit is required to waive strict adherence to the requirements of Section 5.1.3, of the Zoning By-Law (Parking Plan and Design Requirements), Section 5.1.3(i) (Width of Maneuvering Aisle), Section 5.1.3(j) (Parking Setbacks), Section 5.1.3(k) (Landscaped Areas), and Section 5.1.3(n) (Bicycle Racks).

After causing notice of the time and place of the public hearing and of the subject matter thereof to be published, posted and mailed to the Petitioner, abutters and other parties in interest as required by law, the hearing was called to order by the Chairman, Devra Bailin, on Tuesday, June 17, 1997, at 8:30 p.m., in the Needham Town Hall (Room 15), Needham, Massachusetts. Board members Devra G. Bailin, Paul Killeen, Frank S. Gallelo, Maurice P. Handel, and Robert T. Smart, Jr., were present

throughout the proceedings. The record of the proceedings and the submission upon which this Decision is based may be referred to in the office of the Town Clerk or the office of the Board.

Submitted for the Board's deliberation prior to the close of the public hearing were the following exhibits:

- EXHIBIT I - A Plan entitled "First Needham Place, 250 First Avenue, Needham, MA 02194" prepared by ADD, Inc., 80 Prospect Street, Cambridge, MA 02139, R.E. Cameron Associates, 680 Washington Street, Norwood, MA, and Brown Sardina, Inc. 129 South Street, Boston, MA. This Plan consisted of the following:
- Sheet 1 of 11, Title Sheet, undated; Sheet 2 of 11, (A-101 - Basement and First Floor Plans), dated May 8, 1987; Sheet 3 of 11, (A-102 - 2nd-3rd Floor and Roof Plans), dated May 8, 1997; Sheet 4 of 11, (A-103 - Elevations), dated May 8, 1997; Sheet 5 of 11, (C-1 - Topographic Plan), dated May 8, 1997; Sheet 6 of 11, (C-2 - Site Plan), dated May 8, 1997; Sheet 7 of 11, (C-3 - Detail Plan), dated May 8, 1997; Sheet 8 of 11, (L-1.1 - Siteplan), dated May 9, 1997; Sheet 9 of 11 (L-1.2 - Grading Plan), dated May 9, 1997; Sheet 10 of 11 (L-1.3 - Planting Plan), dated May 9, 1997; and Sheet 11 of 11 (L-1.4 - Site Lighting Information), undated.
- EXHIBIT II - Properly executed Application in Support of Application for: (i) Major Project Site Plan Review under Section 7.4 of the By-Law, (ii) Special Permit under Section 5.2 of the By-Law, for removal of more than 25 cubic yards of earth; (iii) Special Permit under Section 5.1.1.5 of the By-Law to waive strict adherence with the requirements of Sections 5.1.3 of the By-Law, Section 5.1.3(i) (Width of Maneuvering Aisle); Section 5.1.3(j) (Parking Setbacks); Section 5.1.3(k) (Landscaped Areas); and Section 5.1.3(n) (Bicycle Racks).
- EXHIBIT III - Letter to the Board from Roy A. Cramer, Kassler & Feuer, dated May 8, 1997.
- EXHIBIT IV - Letter to Lee Newman (Planning Director) from Roy A. Cramer, Kassler & Feuer, dated May 16, 1997.
- EXHIBIT V - Letter to Roy A. Cramer from Lee Newman, Planning Director, dated June 10, 1997, with attached Memorandum from Eugene R. Bolinger to Lee Newman.
- EXHIBIT VI - Letter from Robert A. Schlager to Lee Newman, dated June 11, 1997, and Letter from Robert A. Schlager to Lee Newman, dated June 13, 1997.
- EXHIBIT VII - Traffic Impact and Access Study entitled "Proposed Office Development: 250

First Avenue, Needham, Massachusetts,” prepared by VHB, Vanasse Hangen Brustlin, Inc., Watertown, Massachusetts, dated May 1997.

EXHIBIT VIII - Memorandum dated June 11, 1997, from VHB, Vanasse Hangen Brustlin, Inc., Watertown, Massachusetts, to Anthony Del Gaizo, Assistant Town Engineer, Public Works Department, Needham, Massachusetts.

EXHIBIT IX - A Plan consisting of 4 sheets prepared by ADD, Inc., 80 Prospect Street, Cambridge, MA, labeled respectively, Site Plan, dated May 28, 1997, Revised Elevations, dated May 28, 1997, Revised Elevations, dated May 28, 1997 and Perspective, dated May 28, 1997, stamped Approved by Needham Design Review Board.

EXHIBIT X - A Plan, consisting of 12 sheets, entitled “First Needham Place, 250 First Avenue, Needham, Mass., prepared by ADD, Inc., et. al.” This Plan consisted of the following:

Sheet 1 of 12, (Title Sheet), undated; Sheet 2 of 12 - (Perspective), dated June 12, 1997; Sheet 3 of 12, (Plans - Parking Level B-1 and First Floor), dated June 12, 1997; Sheet 4 of 12, (Plans - Second & Third Floor and Roof Level), dated June 12, 1997; Sheet 5 of 12, (Elevations - South and East), dated June 12, 1997; Sheet 6 of 12, (Elevations - North and West), dated June 12, 1997; Sheet 7 of 12, (Site Plan), dated June 3, 1997; Sheet 8 of 12, (C-1 - Topographic Plan), dated May 29, 1997; Sheet 9 of 12 (L-1.4 - Site Lighting Information), undated; Sheet 10 of 12, (C-2 - Site Plan), dated June 12, 1997; Sheet 11 of 12, (C-3 - Street Curbing Plan), dated May 29, 1997; and Sheet 12 of 12, (C-4 - Detail Plan), dated June 12, 1997.

EXHIBIT XI - A Plan entitled “Curbing Plan, 250 First Avenue, Needham, MA,” prepared by R.E. Cameron & Associates, 681 Washington Street, Norwood, MA, dated June 3, 1997.

EXHIBIT XII - A Plan entitled “First Needham Place, 250 First Avenue, Needham, MA 02194” prepared by ADD, Inc., 80 Prospect Street, Cambridge, MA 02139, and R.E. Cameron Associates, 680 Washington Street, Norwood, MA. This Plan consisted of the following:

Sheet 1 of 12, Title Sheet, undated; Sheet 2 of 12 (Site Plan), dated May 28, 1997; Sheet 3 of 12, (A-101 - Basement and First Floor Plans), dated May 8, 1997, revised May 28, 1997 and June 12, 1997; Sheet 4 of 12, (A-102 - 2nd-3rd Floor and Roof Plans), dated May 8, 1997, revised May 28, 1997 and June 12, 1997; Sheet 5 of 12, (A-103 - Elevations), dated May 8, 1997, revised May 28, 1997 and June 12, 1997; Sheet 6 of 12, (A-103 - Elevations), dated May 8, 1997, revised May 28, 1997 and June 12, 1997; Sheet 7 of 12,

(A-104 Perspective), dated May 28, 1997; Sheet 8 of 12, (C-1 - Topographic Plan), dated May 8, 1997; Sheet 9 of 12, (C-2 - Site Plan), dated May 8, 1997, revised June 12, 1997 and June 17, 1997; Sheet 10 of 12 (C-3 - Street Curbing Plan), dated May 8, 1997, revised June 17, 1997; Sheet 11 of 12, (C-4 - Detail Plan), dated May 8, 1997, revised June 12, 1997; and Sheet 12 of 12 (L-1.4 - Site Lighting Information), undated.

EXHIBIT XIII - Stormwater Management Form with accompanying drainage calculations for 250 First Avenue, Needham, MA, dated June 12, 1997, prepared by Vijay Shah, Registered Civil Engineer.

EXHIBIT XIV - Interdepartmental Communication (IDC) to the Needham Planning Board from Richard P. Merson, Director Public Works Department, dated June 13, 1997; IDC to the Needham Planning Board from Donald B. Ingram, Fire Inspector, undated; and IDC to the Needham Planning Board from William G. Slowe, Chief of Police, dated May 28, 1997.

Exhibits II, VI, and XII are referred to hereinafter as the Plan.

FINDINGS AND CONCLUSIONS

Based upon its review of the exhibits and the record of the proceedings, the Board found and concluded that:

- 1.1 The subject property is located in the Industrial Park District at 250 First Avenue, Needham, Massachusetts. The property is shown on Needham Town Assessors Plan No. 300, Parcel 031, containing 103,712 square feet. The property is bounded by First Avenue to the west, "A" Street to the south, and commercial uses to the east and north. The property is owned by the Petitioner.
- 1.2 The site is presently fully developed and is currently occupied by a 40,200 sq. ft. building and 90 at grade parking spaces. The Petitioner proposes to demolish the existing building on the subject premises, and to construct thereon a 70,500 square foot, three-story office building. An on-site parking supply of 235 parking spaces would be provided, of this total, 180 parking spaces are to be constructed at grade and 55 parking spaces would be constructed in a garage under the building. It is anticipated that the building will include amenities for tenants, including a fitness center and cafeteria.
- 1.3 The proposed office building conforms to the zoning requirements as to height; lot coverage; permitted use; front, side, and rear setbacks.
- 1.4 The Petitioner has requested a Special Permit, pursuant to Section 5.2 of the By-Law to permit the removal of earth materials in excess of 25 cubic yards. The removal is necessary

in connection with the excavation of the site as well as the re-grading of the site for parking and landscaped areas.

- 1.5 The Petitioner has requested a Special Permit, pursuant to Section 5.1.1.5 of the By-Law to waive strict adherence to the requirements of Section 5.1.3 (Parking Plan Design Requirements), Section 5.1.3(i) (Width of Maneuvering Aisle); Section 5.1.3(j) (Parking Setbacks); Section 5.1.3(k) (Landscaped Areas); and Section 5.1.3(n) (Bicycle Racks). The Petitioner has requested under Section 5.1.3(i) (Width of Maneuvering Aisle) that the permitted width of the maneuvering aisle in the underground garage be reduced from 24 feet to 23 feet and 21.6 feet respectively, as shown on the Plan. In addition, since the one-way driveway drop-off area at the front entrance is 18 feet wide, and the one-way driveway between the "A" Street landscape buffer and the parking area is 18 feet wide, relief is requested to the extent that said driveways may be characterized as maneuvering aisles. The Petitioner has requested under Section 5.1.3(j) (Parking Setbacks) that the provision that requires a 5-foot minimum distance between the first-floor building line and the parking spaces, maneuvering aisles, or driveways be waived by reducing the width to 4 feet. Relief has also been requested pursuant to Section 5.1.3(j) for a reduction of the required 20-foot parking setback for "A" Street, to 15 feet in the area on "A" Street between the curb-cuts. The Petitioner has requested relief under 5.1.3(k) (Landscaped Areas) to the same extent that relief is requested under Section 5.1.3(j) regarding setback areas. In addition, Petitioner has requested relief from the requirement that one-quarter of the landscaped areas be located in the interior of the parking area. Approximately 844 sq. ft. or 17% of the landscaping will be interior. The Petitioner has requested relief from Section 5.1.3(k) (Landscaped Areas) to the extent that the requirement that the planting beds be 4 feet wide, be reduced to 3 feet 6 inches wide. The Petitioner has requested under Section 5.1.3(n) (Bicycle Racks), that the provision that requires a bicycle rack be provided, be waived in its entirety.
- 1.6 The use of the premises proposed by the Petitioner will be compatible with the other existing and allowable uses in the Industrial Park District. The proposed use is in harmony with the general purposes and intent of the By-Law, and in harmony with the specific purposes and intent of the By-Law regarding the Industrial Park District. The site is presently developed. The proposed re-development will improve the aesthetics of the area and be more consistent with other structures in the Industrial Park. The footprint of the building will be less than the footprint of the existing building, and the addition of landscaping will improve the aesthetics of the Industrial Park District.
- 1.7 The site is appropriate for the use. The operation of the proposed facility will not create any physical hazard and will not involve noise, fumes or any adverse impact on the environment. The redevelopment of the property from retail to office is consistent with the goals of the By-Law.
- 1.8 Adequate provisions are included in the proposed project for the protection of adjoining properties from drainage through an internal drainage system, visual intrusion, and light overspill, through landscaping and building siting, and proper placement and orientation of

lighting fixtures.

- 1.9 The Plan as presented provides for the convenience and safety of the vehicular and pedestrian movement within the site and on adjacent streets. Vehicular and pedestrian movement to, from, and within the site is provided by virtue of placement and design of driveways which provides for proper site distance and acceptable grades for entering and exiting traffic. Sidewalks along the property frontage and from First Avenue to the building entrance provide for pedestrian access.
- 1.10 Adjoining premises will be protected against seriously detrimental uses on the site by provision of surface water drainage, sound and site buffers, and preservation of views, light and air. The project includes a surface water drainage system connecting to the municipal system and is designed to accommodate the anticipated runoff. The site is presently fully developed with a commercial building and parking area. The demolition of the building and construction of a new landscaped area in and around the parking lot will improve the surface water drainage. The landscaping of the proposed lot will improve the appearance of the property.
- 1.11 The proposed project will not have any adverse impact upon the Town's sewer, water and drainage systems. Public infrastructure (water, sewer, and storm drains) is adequate to accommodate the proposed project as designed.
- 1.12 The proposed office building is expected to generate 1,080 vehicle-trips over the course of a typical weekday and 145 vehicle-trips during both the weekday morning and evening peak periods. The proposed office use will have very different trip generating characteristics than those of the existing retail use on the site. The office use will have well-defined peak traffic periods that are generally confined to the peak commuter periods on a weekday. Based on the hours of operation of the Allen Furniture store, the site generally generated traffic throughout the day with peaks occurring during the weekday commuter peak period and later in the evening.
- 1.13 Level-of-Service analyses were conducted for 1997 Existing, 1998 No-Build, 1998 Build, 2003 No-Build, and 2003 Build conditions for all roads within and bordering the New England Industrial Center. The analysis indicated that critical movements at several study-area intersections experience moderate to lengthy delays. At the intersection of "A" Street at Second Avenue, this is due to the high volume of traffic using Second Avenue to access Highland Avenue. At other intersections, such as Kendrick Street at Third Avenue, the delay to left-turn traffic exiting Third Avenue is a function of the high volume of through-traffic on Kendrick Street. The proposed project will have generally no impact on future Build levels of operation.
- 1.14 The proposed 128 Add-A-Lane project will provide much needed roadway infrastructure in the vicinity of the New England Industrial Center and will result in improved operations overall. The intersection of Second Avenue at "A" Street will experience much-improved

operations during the weekday evening peak hours. While the Levels-of-Service at the Kendrick Street intersections do not appear to improve, the anticipated redirection of traffic does lessen the demand from the critical site-street movements.

- 1.15 Under Section 7.4 of the By-Law, a Major Project Site Plan Special Permit may be granted in the Industrial Park District if the Board finds that the proposed development complies with the standards and criteria set forth in the provisions of the By-Law. On the basis of the above findings and conclusions, the Board finds that the proposed development Plan, as conditioned and limited herein for the site plan review, to be in harmony with the purposes and intent of the By-Law, to comply with all applicable By-Law requirements, to have minimal adverse impact and to have promoted a development which is harmonious with the surrounding area.
- 1.16 Under Section 5.2 of the By-Law, a Special Permit may be granted to allow the removal of earth materials in excess of 25 cubic yards, provided the Board finds that the proposed use is in harmony with the general purposes and intent of the By-Law. On the basis of the above findings and conclusions, the Board finds that the proposed development Plan, as conditioned and limited herein, to be in harmony with the purposes and intent of the By-Law, and to comply with all applicable By-Law requirements
- 1.17 Under Section 5.1.1.5 of the By-Law, a Special Permit to waive strict adherence with the requirements of Section 5.1.3 (Parking Plan and Design Requirements), Section 5.1.3(i) (Width of Maneuvering Aisle), Section 5.1.3(j) (Parking Setbacks), and Section 5.1.3(k) (Landscaped Areas), may be granted provided the Board finds, that owing to the special circumstances, the particular use, structure or lot does not warrant the application of certain design requirements, but that a reduction in said design requirements is warranted. On the basis of the above findings and conclusions, the Board finds that there are special circumstances for a reduction of said design standards, for the proposed development, as conditioned and limited herein, which will also be consistent with the intent of the By-Law and which will not increase the detriment to the Town's and neighborhood's inherent use.

THEREFORE, the Board voted 5-0 to GRANT: (1) the requested Major Project Site Plan Special Permit under Section 7.4 of the Needham Zoning By-Law; (2) the requested Special Permit under Section 5.2 to allow the removal of earth materials in excess of 25 cubic yards; and (3) the requested Special Permit under Section 5.1.1.5 of the By-Law, to waive strict adherence with the requirements of Section 5.1.3 of the By-Law (Parking Plan and Design Requirements), Section 5.1.3(i) (Width of Maneuvering Aisle), Section 5.1.3(j) (Parking Setbacks), and Section 5.1.3(k) (Landscaped Areas), subject to and with the benefit of the following Plan modifications, conditions and limitations.

PLAN MODIFICATIONS

- 2.0 Prior to the issuance of a building permit or the start of any construction on the site, the Petitioner shall cause the Plan to be revised to show the following additional, corrected or modified information. The Building Inspector shall not issue any building permit nor shall he

permit any construction activity to begin on the site until and unless he finds that the Plan is revised to include the following additional, corrected or modified information. Except where otherwise provided, all such information shall be subject to the approval of the Building Inspector. Where approvals are required from persons other than the Building Inspector, the Petitioner shall be responsible for providing a written copy of such approvals to the Building Inspector before the Inspector shall issue any building permit or permit for any construction on the site. The Petitioner shall submit 8 copies of the final Plans as approved for construction by the Building Inspector to the Board prior to the issuance of a Building Permit.

- 2.1. The Plans shall be modified to include the requirements and recommendations of the Design Review Board as set forth below. The modified plans shall be submitted to the Design Review Board for comment and approval, and to the Board for approval and endorsement. All requirements and recommendations of the Design Review Board, as set forth below, shall be met by the Petitioner.

- a. The Plan shall be modified to show a vegetative screen along the property line shared with #200 First Avenue (hemlocks are being substituted for maples), with the spacing between plants adjusted to 10 feet, and additional plants utilized as required to meet the revised spacing and plant selection.

- b. The Plan shall be modified along the property line shared with #40 "A" Street, to show the number of pine trees increased significantly (at least doubled) and their placement in grouped arrangements.

- c. The Plan shall be modified to show at the front of the property a grouping of 4 specimen sugar maple trees spaced 20 feet apart in order to make a stronger statement and better complement the scale and massing of the building.

- d. The Plan shall be modified to show at the back corner of the site (adjacent to both #200 First Avenue and #40 "A" Street) the parking lot curb-line adjusted to increase the green space/landscaping and eliminate the unusable pavement. The area shall be planted with deciduous plants in lieu of the proposed unusable pavement.

- 2.2 The Plan shall be modified to include the requirements set forth below. The modified plans shall be submitted to the Board for approval and endorsement.

- a. The Plan shall be modified to show a crosswalk of brick pavers, or other suitable material different from driveway material, at the First Avenue and "A" Street curb-cuts. The crosswalk shall be placed across the driveways connecting the sidewalks on either side.

- b. The Plan shall be modified to show the dumpster enclosed within a wooded fence enclosure.

- c. The Plan shall be modified to show a bike rack designed to accommodate 12 bicycles

placed in a suitable location within the parking garage chosen by the Petitioner.

CONDITIONS

- 3.0 The following conditions of this approval shall be strictly adhered to. Failure to adhere to these conditions or to comply with all applicable laws and permit conditions shall give the Board the rights and remedies set forth in Section 3.28 hereof.
- 3.1 That the building, parking areas, driveways, walkways, landscape areas, and other site and off-site features shall be constructed in accordance with the Plan, as modified by this Decision. Any changes, revisions or modifications to the Plan shall require approval by the Board.
- 3.2 That the proposed office building and support services shall contain the dimensions and be located on that portion of the locus exactly as shown on the Plan and in accordance with applicable dimension requirements of the By-Law.
- 3.3 That all buildings and land constituting the premises shall remain under a single ownership.
- 3.4 That reasonable efforts shall be made by the Petitioner to install variable work hours by tenants.
- 3.5 That the Petition shall provide van shuttle service between the building and public transportation stations during the hours of 7:00 - 9:00 a.m. and 4:00 - 6:00 p.m.
- 3.6 That the Petitioner shall be responsible for providing police details at the site entrance during peak hours, the necessity of which is to be determined by the Chief of Police.
- 3.7 That sufficient parking be provided on the locus at all times in accordance with the Plan, as modified by this Decision, and that there be no parking of motor vehicles off the locus on any street at any time. That the leasing plan shall not authorize allocation of parking spaces to tenants in excess of the available number.
- 3.8 That 235 parking spaces shall be provided on the site at all times in accordance with the Plan, as modified by this Decision. A total of 55 of these spaces shall be provided in the parking garage under the building with the remaining 180 spaces to be provided in the surface lot located on the east side of the site. All off-street parking shall comply with the requirements of Section 5.1.3 of the By-law, except that: (i) the permitted width of the maneuvering aisle in the underground garage shall be reduced from 24 feet to 23 feet and 21.6 feet respectively as shown on the Plan, as modified by this Decision; (ii) the permitted width of the maneuvering aisle at the one-way driveway drop-off at the front entrance shall be reduced from 24 feet to 18 feet as shown on the Plan, as modified by this Decision; (iii) the permitted width of the maneuvering aisle at the one-way driveway between the "A" Street landscape

buffer and the parking area shall be reduced from 24 feet to 18 feet, as shown on the Plan, as modified by this Decision; (iv) the provision that requires a 20-foot parking setback from "A" Street shall be reduced to 15 feet in the area on "A" Street between the curb-cuts as shown on the Plan, as modified by this Decision; (v) the provision that requires a 20-foot landscape setback from "A" Street shall be reduced to 15 feet in the area on "A" Street between the curb-cuts as shown on the Plan, as modified by this Decision; (vi) the provision that requires that one-quarter of the landscaped areas be located in the interior of the parking area shall be reduced to 17% as shown on the Plan, as modified by this Decision; and (vii) the provision that requires that the planting beds be 4 feet wide shall be reduced to 3 feet 6 inches wide as shown on the Plan, as modified by this Decision.

- 3.9 That all required handicapped parking spaces shall be provided with signage in accordance with the Rules and Regulations of the Architectural Barriers Board and M.G.L. Chapter 40, Section 21, Clause (23)(b), both as may be amended from time to time.
- 3.10 That the sidewalk along the First Avenue and "A" Street frontage of the site shall be built to Town of Needham specifications.
- 3.11 That all new utilities, including telephone and electrical service, shall be installed underground from the street line.
- 3.12 That the Petitioner shall secure from the Department of Public Works a sewer connection permit.
- 3.13 That the Petitioner shall seal all abandoned drainage connections and other drainage connections where the developer cannot identify the source(s) of the discharge(s).
- 3.14 That the Petitioner shall connect the sanitary sewer line only to known sources. That all sources which cannot be identified shall be disconnected and properly sealed.
- 3.15 That the construction, operation and maintenance of the detention facility, on site catch basins and pavement areas shall conform to the requirements outlined in the EPA's Memorandum of Understanding recently signed by the Needham Board of Selectmen.
- 3.16 That all solid waste shall be removed from the site by a private contractor. Snow shall also be removed or plowed by private contractor. That all snow shall be removed or plowed such that the total number and size of parking spaces are not reduced.
- 3.17 That all deliveries and trash dumpster pick up shall occur only between the hours of 8:00 a.m. and 6:00 p.m. Monday through Saturday, not at all on Sunday and Holidays. That the trash shall be picked up no less than two times per week. That the dumpster shall be screened with plantings and a wooden fence which shall be maintained in good condition.
- 3.18 That all lights shall be shielded and adjusted during the evening hours to prevent any

annoyance to the neighbors. That the Petitioner shall adjust its parking lights during the night and early morning. That between the hours of 10:00 p.m. and 11:00 p.m., the Petitioner shall shut off the parking lot lights using the lights off the building to shine down and provide basic security. That the building lights shall be at a low level.

- 3.19 That in constructing and operating the proposed office building on the locus pursuant to this Special Permit, due diligence be exercised and reasonable efforts be made at all times to avoid damage to the surrounding areas or adverse impact on the environment.
- 3.20 That excavation material and debris, other than rock used for walls and ornamental purposes and fill suitable for placement elsewhere on the site, shall be removed from the site.
- 3.21 That all construction staging shall be on-site. No construction parking will be on public streets. Construction parking shall be all on site or a combination of on-site and off-site parking at locations in which the Petitioner can make suitable arrangements. Construction staging plans shall be included in the final construction documents prior to the filing of a Building Permit and shall be subject to the review and approval of the Building Inspector.
- 3.22 That the following interim safeguards shall be implemented during construction:
 - a. The hours of construction shall be 7:00 a.m. to 5:00 p.m. Monday through Saturday.
 - b. The Petitioner's contractor shall provide temporary security chain-link or similar type fencing around the immediate construction area of the site.
 - c. The Petitioner's contractor shall designate a person who shall be responsible for the construction process. That person shall be identified to the Police Department, the Department of Public Works, the Building Inspector, and the abutters and shall be contacted if problems arise during the construction process. The designee shall also be responsible for assuring that truck traffic and the delivery of construction material does not interfere with or endanger traffic flow on First Avenue and "A" Street.
 - d. The Petitioner shall take appropriate steps to minimize, to the maximum extent feasible, dust generated by the construction including, but not limited to, requiring subcontractors to place covers over open trucks transporting construction debris and keeping First Avenue and "A" Street clean of dirt and debris and watering appropriate portions of the construction site from time to time as may be required.
- 3.23 That no building permit shall be issued in pursuance of the Special Permit and Site Plan Approval until:
 - a. The final elevations and the exterior design details, color, and materials shall have been submitted to and approved by the Design Review Board, and a statement certifying such approval shall have been filed with the Board and the Building Inspector.

- b. The final landscape Plan, including lighting and other site features, the location, number, size and type of landscaping, and landscape materials to be installed, shall have been submitted to and approved by the Design Review Board, and a statement certifying such approval shall have been filed with the Board and Building Inspector.
 - c. The Department of Public Works shall have reviewed and approved the Plans for final site grading and storm drainage and sewer, and approved plans for underground installation of utilities, and a statement by the Department of Public works certifying such approval shall be filed with the Board and Building Inspector.
 - d. A construction management and staging plan shall have been submitted to the Police Chief and Building Inspector for their review and approval.
 - e. The Petitioner shall have recorded with the Norfolk County Registry of Deeds a certified copy of this Decision granting this Special Permit and Site Plan Approval with the appropriate reference to the book and page number of the recording of the Petitioner's title deed or notice endorsed thereon.
- 3.24 That no building or structure, or portion thereof subject to this Special Permit and Site Plan Approval shall be occupied until:
- a. An as-built plan, supplied by the engineer of record certifying that the project was built according to the approved documents, has been submitted to the Board and Department of Public Works. The as-built plan shall show the building, all finished grades and final construction details of the driveways, parking areas, drainage systems, utility installations and sidewalk and curbing improvements on site pavement, in their true relationship to the lot lines. In addition to the engineer of record, said plan shall be certified by a Massachusetts Registered Land Surveyor.
 - b. That there shall be filed with the Building Inspector and Board a statement by the Department of Public Works certifying that the finished grades and final construction details of the driveways, parking areas, drainage systems, utility installations, and sidewalk and curbing improvements on site, have been constructed to the standards of the Town of Needham Department of Public Works and in accordance with the approved Plan.
 - c. That there shall be filed with the Board a Certificate of Compliance signed by a registered architect upon completion of construction.
 - d. That there shall be filed with the Building Inspector a statement by the Board approving the final location, number and type of plant material, final landscape features, parking areas and lighting installation.
 - e. Notwithstanding the provisions of Sections a, b, and d hereof, the Building Inspector may issue one or more certificates for temporary occupancy of all or portions of the buildings prior

to the installation of final landscaping and other site features, provided that the Petitioner shall have first filed with the Board in an amount not less than 135% of the value of the aforementioned remaining landscaping or other work to secure installation of such landscaping and other site and construction features.

- 3.25 In addition to the provision of this approval, the Petitioner must comply with all requirements of all state, federal and local boards, commissions or other agencies, including, but not limited, to the Board of Selectmen, Building Inspector, Fire Department, Department of Public Works, Conservation Commission, Police Department, and Board of Health.
- 3.26 The building or structures authorized by this permit shall not be occupied or used, and no activity except the construction activity authorized by this permit shall be conducted on site until a Certificate of Occupancy and Use or a Certificate of Temporary Occupancy and Use has been issued by the Building Inspector.
- 3.27 The Petitioner by accepting this permit Decision warrants that the Petitioner has included all relevant documentation, reports, and information available to the Petitioner in the application submitted, and that this information is true and valid to the best of the Petitioner's knowledge.
- 3.28 Violation of any of the conditions of this Special Permit shall be grounds for revocation of this Special Permit, or of any building permit granted hereunder. In the case of violation of the continuing obligations of this permit, the Town will notify the owner of such violation and give the owner reasonable time, not to exceed thirty (30) days, to cure the violation. If, at the end of said thirty (30) day period, the Petitioner has not cured the violation, or in the case of violations requiring more than thirty (30) days to cure, has not commenced the cure and prosecuted the cure continuously, the permit granting authority may, after notice to the Petitioner or owner of the property, conduct a hearing in order to determine whether the failure to abide by the conditions contained herein should result in revocation of the Special Permit. As an alternative, the Town may enforce compliance with the conditions of this permit by an action for injunctive relief before any court of competent jurisdiction. The Petitioner/Owner agrees to reimburse the Town for its reasonable costs in connection with the enforcement of the conditions of this permit.

LIMITATIONS

- 4.0 The authority granted to the Petitioner by this permit is limited as follows:
- 4.1 This permit applies only to the site and off-site improvements which are the subject of this petition. All construction to be conducted on site and off-site shall be conducted in accordance with the terms of this permit and shall be limited to the improvements on the Plan, as modified by this Decision.
- 4.2 There shall be no further development of this site without further site plan approval as

required under Section 7.4 of the By-law. The Board, in accordance with M.G.L., Ch. 40A, S.9 and said Section 7.4., hereby retains jurisdiction to (after hearing) modify and/or amend the conditions to, or otherwise modify, amend or supplement, this Decision and to take other action necessary to determine and ensure compliance with the Decision.

- 4.3 This Decision applies only to the requested Special Permits and Site Plan Review. Other permits or approvals required by the By-law, other governmental boards, agencies or bodies having jurisdiction shall not be assumed or implied by this Decision.
- 4.4 No approval of any indicated signs or advertising devices is implied by this Decision.
- 4.5 The foregoing restrictions are stated for the purpose of emphasizing their importance but are not intended to be all inclusive or to negate the remainder of the By-law.
- 4.6 This Site Plan Special Permit shall lapse on June 17, 1997, if substantial use thereof has not sooner commenced, except for good cause. Any requests for an extension of the time limits set forth herein must be in writing to the Board at least 30 days prior to June 17, 1997. The Board herein reserves its rights and powers to grant or deny such extension without a public hearing. The Board, however, shall not grant an extension as herein provided unless it finds that the use of the property in question or the construction of the site has not begun, except for good cause.
- 4.7 Reference to this Decision shall be entered upon the Plan, and this approval shall be recorded in the Norfolk District Registry of Deeds. This Special Permit shall not take effect until a copy of this Decision bearing the certification of the Town Clerk that twenty (20) days have elapsed after the Decision has been filed in the Town Clerk's office or that if such appeal has been filed, that it has been dismissed or denied is recorded with Norfolk District Registry of Deeds and until the Petitioner has delivered a certified copy of the recorded document to the Board.

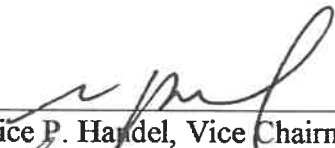
The provisions of this Special Permit shall be binding upon every owner or owner of the lots and the executors, administrators, heirs, successors and assigns of such owners, and the obligations and restrictions herein set forth shall run with the land, as shown on the Plan, in full force and effect for the benefit of and enforceable by the Town of Needham.

Any person aggrieved by this Decision may appeal pursuant to the General Laws, Chapter 40A, Section 17 within twenty (20) days after filing of this Decision with the Needham Town Clerk.

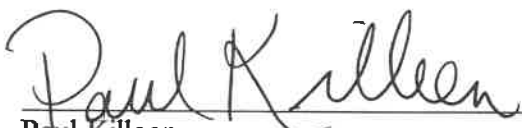
Witness our hands this 17th day of June 1997.

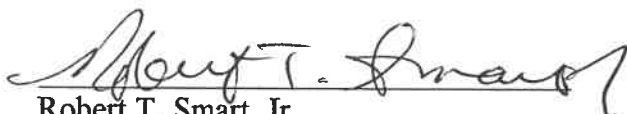
NEEDHAM PLANNING BOARD


Devra G. Bailin, Chairman


Maurice P. Handel, Vice Chairman


Frank S. Gallelo


Paul Killeen


Robert T. Smart, Jr.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss

June 17, 1997

Then personally appeared before me Devra G. Bailin, one of the members of the Board of the Town of Needham, Massachusetts, and acknowledged the foregoing instrument to be the free act and deed of said Board before me.


Notary Public

My commission expires May 31, 2002

TO WHOM IT MAY CONCERN: This is to certify that the 20-day appeal period on the Decision on Needham Development Corporation, Trustee of 250 First Realty Trust, c/o The Bulfinch Companies, Inc., 25 New Chardon Street, Boston, Massachusetts, for property located at 250

First Avenue, Needham, Massachusetts, has passed, and there have been no appeals made to this office. (All Judicial Appeals taken from this Decision have been dismissed.)

Date

Theodora K. Eaton, Town Clerk

Copy sent to:

- Petitioner - Certified Mail # Town Clerk
- Building Inspector
- Director, PWD
- Board of Health
- Conservation Commission
- Design Review Board
- Board of Selectmen
- Engineering
- Fire Department
- Police Department
- Roy Cramer
- Parties In Interest



TOWN OF NEEDHAM

MASSACHUSETTS

98 NOV 19 11 17

Room 20, Town Hall
Needham, MA 02492
781-455-7526

PLANNING BOARD

DECISION

SITE PLAN SPECIAL PERMIT Wellsford/Whitehall Holdings, LLC Application 98-11

DECISION of the Planning Board (hereinafter referred to as the Board) on the petition of Wellsford/Whitehall Holdings, LLC, c/o Saracen Companies, Inc., 57 Wells Avenue, Newton Centre, Massachusetts 02459, for property located at 117 Kendrick Street, Needham, Massachusetts. Said property is shown on Needham Town Assessors Plan No. 30 as Parcels 5 and 12, and contains 526,611 square feet.

This Decision is in response to an application submitted to the Board on September 10, 1998, by the Petitioner for: (1) a Major Project Site Plan Special Permit under Section 7.4 of the Needham Zoning By-Law (hereinafter the By-Law); and (2) a Special Permit under Section 3.2.1 of the By-Law, for more than one non-residential use on a lot.

The requested Site Plan Special Permit would, if granted, permit the redevelopment of the subject property from a one-story brick building with a total square footage of approximately 206,450 square feet, to a 208,180 square-foot building for office and research/development uses, together with 708 parking spaces and landscaping. In accordance with the Zoning By-Law, Section 7.4, a Major Project Site Plan Review is required. In accordance with the Zoning By-Law, Section 3.2.1, a Special Permit is required for more than one non-residential use on a lot.

After causing notice of the time and place of the public hearing and of the subject matter thereof to be published, posted and mailed to the Petitioner, abutters and other parties in interest as required by law, the hearing was called to order by the Chairman, Maurice P. Handel, on Tuesday, October 20, 1998, at 8:00 p.m., in the Needham Town Hall (Room 15), Needham, Massachusetts. Board members Devra G. Bailin, Paul Killeen, Frank S. Gallelo, Maurice P. Handel, and Robert T. Smart, Jr., were present throughout the proceedings. The record of the proceedings and the submission upon which this Decision is based may be referred to in the office of the Town Clerk or the office of the Board.

Submitted for the Board's deliberation prior to the close of the public hearing were the following exhibits:

- EXHIBIT I - A Plan, consisting of nine (9) sheets, entitled "117 Kendrick Street, Needham, Massachusetts Site Plan Review" prepared by John G. Crowe Associates, Inc., 385 Concord Avenue, Belmont, Mass. 02178. This plan consists of the following:**
- Sheet 1 of 9 , (Cover Sheet, undated); Sheet 2 of 9, (Survey Sheet dated August 28, 1998; Sheet 3 of 9, (Site Plan dated August 12, 1998; Sheet 4 of 9, (Grading Plan dated August 12, 1998); Sheet 5 of 9, (Site Utilities Plan dated August 12, 1998; Sheet 6 of 9 (Landscape Plan dated August 12, 1998); Sheet 7 of 9 (Lighting Plan dated August 12, 1998); Sheet 8 of 9 (Site Cross Sections dated August 28, 1998); and Sheet 9 of 9 (Building Elevations dated August 26, 1998).
- EXHIBIT II - A Plan consisting of eleven (11) sheets, entitled "117 Kendrick Street, Needham, Massachusetts Site Plan Review" prepared by John G. Crowe Associates, Inc., 385 Concord Avenue, Belmont, Mass. 02178. This plan consists of the following:**
- Sheet 1 of 11 (Cover Sheet undated); Sheet 2 of 11 (Survey Sheet dated October 16, 1998); Sheet 3 of 11 (Site Plan dated October 16, 1998); Sheet 4 of 11 (Grading Plan dated October 16, 1998); Sheet 5 of 11 (Site Utilities Plan dated October 16, 1998); Sheet 6 of 11 (Landscaping Plan dated October 13, 1998); Sheet 7 of 11 (Lighting Plan dated October 16, 1998); Sheet 8 of 11 (Site Cross Sections dated August 28, 1998); Sheet 9 of 11 (Detail Sheet dated October 16, 1998); Sheet 10 of 11 (Detail Sheet dated October 16, 1998) and Sheet 11 of 11 (Elevation Sheet dated August 26, 1998).
- EXHIBIT III - A Plan consisting of 4 sheets, stamped Approved by the Town of Needham Planning Board on October 7, 1998.**
- EXHIBIT IV - Properly executed Application in Support of Application for: (i) Major Project Site Plan Review under Section 7.4 of the By-Law, (ii) Special Permit under Section 3.2.1, for more than one non-residential use on a lot.**
- EXHIBIT V - Traffic Impact and Access Study entitled "Traffic Impact and Access Study Proposed Office Development 117 Kendrick Street, Needham, Mass.", prepared by Vanasse & Associates, Inc., dated August 1998.**
- EXHIBIT VI - Memorandum to Needham Planning Board from David J. DeBaie, P.E., Vanasse & Associates, Inc., dated September 28, 1998.**
- EXHIBIT VII - Letter to Needham Planning Board from David DeBaie, PE, Vanasse & Associates, Inc., dated October 15, 1998, together with a Plan, consisting of two sheets, entitled "Conceptual Improvement Plan, 117 & 140 Kendrick**

Street Renovations, Needham, Massachusetts, dated October 14, 1998, prepared by Vanasse & Associates, Inc., Transportation Engineers and Planners, 10 New England Business Center Drive, Suite 314, Andover, MA 01810.

Letter from John G. Crowe Associates to Anthony L. DelGaizo dated October 19, 1998.

EXHIBIT VIII Two letters to the Board from Roy A. Cramer, Kassler & Feuer, each dated September 3, 1998;

Letter to the Board from Roy A. Cramer, Kassler & Feuer, dated October 16, 1998;

Letter to the Board from Roy A. Cramer, Kassler & Feuer, dated October 20, 1998;

Letter to Roy A. Cramer from Steven C. Foster, (John G. Crowe Associates) to Roy A. Cramer dated October 20, 1998;

Letter to the Board from Ted Saraceno, President of Saracen Partners, LLC dated October 19, 1998, enclosing letter from the Pan Massachusetts Challenge, to Saracen Development (undated); and letter from G.W.V. International to Saracen Development dated October 16, 1998.

EXHIBIT IX - Interdepartmental Communication (IDC) to the Needham Planning Board from Richard P. Merson, Public Works Director, dated October 20, 1998; IDC to the Needham Planning Board from Charles Mangine the Fire Inspector dated October 16, 1998; IDC to the Planning Board from Chief William G. Slow dated September 10, 1998.

Exhibits II, IV, V, VI, VII, and VIII are referred to hereinafter as the Plan.

FINDINGS AND CONCLUSIONS

Based upon its review of the exhibits and the record of the proceedings, the Board found and concluded that:

- 1.1 The subject property is located in the Industrial Park District at 117 Kendrick Street, Needham, Massachusetts. The property is shown on Needham Town Assessors Plan No. 30, Parcels 5 and 12, and contains 526,611 sq. ft. The property is located at the corner of Kendrick Street and Third Avenue. The property is owned by the Petitioner.

- 1.2 The site is presently fully developed and is currently occupied by a one-story brick building. The total square footage of the existing building is approximately 206,450 sq. ft. The Petitioner proposes to redevelop the site by converting the building to a 208,180 square-foot structure for office and research/development uses, together with a 708 vehicle parking area and landscaping. It is anticipated that the building will include amenities for tenants, including a cafeteria.
- 1.3 The proposed building conforms to the zoning requirements as to height, lot coverage, permitted uses, front, side, and rear setbacks.
- 1.4 The Petitioner has requested a Special Permit, pursuant to Section 3.2.1 of the By-Law to permit more than one non-residential use on a lot. The Board finds that the proposed uses are not detrimental to each other and are in compliance with all of the requirements of the By-Law.
- 1.5 The use of the premises proposed by the Petitioner will be compatible with the other existing and allowable uses in the Industrial Park District. The proposed use is in harmony with the general purposes and intent of the By-Law, and in harmony with the specific purposes and intent of the By-Law regarding the Industrial Park District. The proposed re-development will improve the aesthetics of the area and be more consistent with other structures in the Industrial Park.
- 1.6 The operation of the proposed facility will not create any physical hazard and will not involve noise, fumes or any adverse impact on the environment.
- 1.7 The site is fully developed with a structure and parking area. The size of the structure will remain essentially the same and the "old style" parking area will be improved by including interior landscaping. The stormwater drainage system will be upgraded to improve the quality of water runoff and has been designed to comply with state regulations and "best management practices." The proposed activity will have no impact on surface water drainage and preservation of view, light and air, except to the extent that the exterior of the building will be modernized and improved, and the parking area will include landscaped areas.
- 1.8 The parking areas have been redesigned with the convenience and safety of vehicular and pedestrian movement in mind. All dimensional requirements contained in the Zoning By-Law have been complied with. The changes contemplated in the parking area will not create any inconvenience or safety hazards, either on the site or on adjacent streets. For example, sidewalks have been located at and around the facility entrances. All facility entrances have adjacent "plaza areas" for ease of entry and exit. A perimeter sidewalk has been designed at Kendrick Street and Third Avenue to accommodate perimeter pedestrian movement. The traffic mitigation measures proposed by the Petitioner will result in an improvement in traffic flow on neighboring streets, notwithstanding the anticipated increases in vehicle trips to and from the site.

- 1.9 Adequate parking exists for the proposed uses. The proposed parking area is located in the same area as the existing parking, and has been designed to conform with both Section 5.1.2, relative to number of spaces, and Section 5.1.3, relative to the design of the parking area. Generous plaza areas have been planned adjacent to the entrances for ease in drop-off or loading. A receiving area is planned for the east side of the facility with two truck docks.
- 1.10 The project is not a major generator of refuse and other wastes and what is generated will be disposed of in accordance with applicable law.
- 1.11 The redevelopment of the property from warehouse/distribution center to office use will have no adverse impact, and in fact will be an improvement to the area. There will be far fewer trucks entering and leaving the facility. The redevelopment of the site is consistent with the change in the nature of the Industrial Park District from its original conception in the 1950s due to changes in the economy and society at large. The attractiveness of the buildings in the Industrial Park has increased over the years and the increase in property values in the area will be enhanced by the proposed development. The proposed site development will enhance an existing industrial warehouse site by adding many new trees to the site, as well as associated landscape materials and irrigated lawn areas. A proposed perimeter sidewalk at Third Avenue and Kendrick Avenue will facilitate pedestrian movement to the walking path at Cutler Pond and the MDC property.
- 1.12 The proposed project will not have any adverse impact on the Town's sewer, water and drainage systems. Public infrastructure (water, sewer and storm drains) is adequate to accommodate the proposed project and design.
- 1.13 It is anticipated that the new development will generate approximately 2,002 new vehicle trips per day under average weekday conditions. This daily volume will be split evenly with 1,001 new trips entering, and 1,001 new trips exiting the site over the course of an average 24-hour day. During the weekday morning peak hours, the project is expected to generate 287 new trips with 265 entering and 22 exiting the site during the peak morning travel demand period. Similarly, during the weekday evening peak rush hour, the project is expected to generate 280 new trips, with 45 entering and 235 exiting the site during the peak evening travel demand.
- 1.14 The Petitioner is also the owner of 140 Kendrick Street and is planning the redevelopment of that site into a 400,000 square-foot office/research and development facility. The Petitioner has proposed traffic mitigation measures that take into account the redevelopment of both 117 Kendrick Street and the planned redevelopment of 140 Kendrick Street. Those mitigation measures are comprised of a Transportation Demand Management (TDM) program and off-site improvements, and are described in Exhibits V, VI and VII.
- 1.15 The Board finds that the proposed traffic mitigation measures are acceptable for the redevelopment of 117 Kendrick Street and 140 Kendrick Street from a conceptual perspective provided that: (i) the 140 Kendrick Street redevelopment does not exceed 400,000 sq. ft. of usable office space; and (ii) that granite curbing and associated roadway improvements similar

to those found on the northerly side of Kendrick Street are installed on the southerly side of Kendrick Street to the limits shown on the Conceptual Improvement Plan referenced in Exhibit VII. The Board further finds that the Petitioner's proposed allocation of traffic mitigation measures between the present 117 Kendrick project and the future 140 Kendrick Street development are appropriate and acceptable from a conceptual perspective. The elements of the traffic mitigation measures to be completed in connection with this project are set forth in the Mitigation Measures Chapter of Exhibit V, Table 1 of Exhibit VI, and on the Conceptual Improvement Plan of Exhibit VII. The components of the mitigation plan allocable to 140 Kendrick Street will, if not completed by others in connection with other developments in the Industrial Park, be incorporated in any permit issued by the Board in connection with 140 Kendrick Street. The foregoing findings are stated for the purpose of describing the overall conceptual traffic mitigation plan envisioned for the 117 Kendrick Street and 140 Kendrick Street projects, but are not intended to constitute an approval of the project as to which no public hearing has yet been held.

- 1.16 The proposed 128 Add-A-Lane Project will provide additional much needed roadway infrastructure in the vicinity of the New England Industrial Center and will result in improved operations overall. The project is presently in the planning stages and is unscheduled.
- 1.17 Under Section 7.4 of the By-Law, a Major Project Site Plan Special Permit may be granted in the Industrial Park District, if the Board finds that the proposed development complies with the standards and criteria set forth in the provisions of the By-Law. On the basis of the above findings and conclusions, the Board finds that the proposed development Plan, as conditioned and limited herein for the site plan review, to be in harmony with the purposes and intent of the By-Law, to comply with all applicable By-Law requirements, to have minimal adverse impact and to have promoted a development which is harmonious with the surrounding area.
- 1.18 Under Section 3.2.1 of the By-Law, a Special Permit may be granted to permit more than one non-residential use on a lot provided that the Board finds that the uses are not detrimental to each other and are in compliance with all other requirements of this By-Law. On the basis of the above findings and conclusions, the Board finds that the proposed uses, are not detrimental to each other and are in compliance with all the requirements of this By-Law.

THEREFORE, the Board voted 4-0 to GRANT: (1) the requested Major Project Site Plan Special Permit under Section 7.4 of the Needham Zoning By-Law; and (2) to request a Special Permit under Section 3.2.1 to permit more than one non-residential use in an Industrial District, subject to and with the benefit of the following conditions and limitations.

CONDITIONS

- 2.0 The following conditions of this approval shall be strictly adhered to. Failure to adhere to these conditions or to comply with all applicable laws and permit conditions shall give the Board the rights and remedies set forth in Section 2.32 hereof.

- 2.1 That the building, parking areas, driveways, walkways, landscape areas, and other site and off-site features shall be constructed in accordance with the Plan. Any changes, revisions or modifications to the Plan shall require approval by the Board.
- 2.2 That the proposed building and support services shall contain the dimensions and be located on that portion of the locus exactly as shown on the Plan and in accordance with the applicable dimensional requirements of the By-Law.
- 2.3 That all buildings and land constituting the premises shall remain under a single ownership.
- 2.4 That sufficient parking be provided on the locus at all times in accordance with the Plan, and that there be no parking of motor vehicles off the locus at any time except in designated legal on-street parking areas. That the leasing plan shall not authorize allocation of parking spaces to tenants in excess of the available number.
- 2.5 That 708 parking spaces shall be provided on the site at all times in accordance with the Plan. All off-street parking shall comply with the requirements of Section 5.1.3 of the By-Law.
- 2.6 That all required handicapped parking spaces shall be provided including above-grade signs at each space that include the international symbol of accessibility on a blue background with the words "Handicapped Parking Special Plate Required Unauthorized Vehicles May Be Removed At Owners Expense". The quantity & design of spaces, as well as the required signage shall comply with the M.S.B.C. 521 CMR Architectural Access Board Regulation and the Town of Needham General By-Laws, both as may be amended from time to time.
- 2.7 That the proposed new perimeter sidewalk at Third Avenue and Kendrick Street shall be built to Town of Needham specifications.
- 2.8 That all new utilities, including telephone and electrical service, shall be installed underground from the street line.
- 2.9 That the Petitioner shall secure from the Needham Department of Public Works a Sewer Connection Permit or impact fee permit, if applicable.
- 2.10 That the Petitioner shall secure from the Needham Department of Public Works a Street Opening Permit.
- 2.11 That the Petitioner shall seal all abandoned drainage connections and other drainage connections where the developer cannot identify the sources of the discharges.
- 2.12 That the Petitioner shall connect the sanitary sewer line only to known sources. All sources which cannot be identified shall be disconnected and properly sealed.

- 2.13 That the construction, operation and maintenance of the subsurface infiltration facility, on-site catch basins and pavement areas, shall conform to the requirements outlined in the EPA's Memorandum of Understanding recently signed by the Needham Board of Selectmen.
- 2.14 That the Storm Water Management Policy form shall be submitted to the Town of Needham signed and stamped and shall include construction mitigation and an operation and maintenance plan as described in the policy.
- 2.15 That all solid waste shall be removed from the site by a private contractor. Snow shall also be removed or plowed by private contractor. That all snow shall be removed or plowed such that the total number and size of parking spaces are not reduced.
- 2.16 That all deliveries and trash dumpster pick up shall occur only between the hours of 6:00 a.m. and 6:00 p.m., Monday through Saturday, not at all on Sundays and holidays. That the trash shall be picked up no less than two times per week. That the dumpster shall be screened with a wooden fence, which shall be maintained in good condition.
- 2.17 That all lights shall be shielded and adjusted during the evening hours to prevent any annoyance to the neighbors. That the Petitioner shall adjust its parking lights during the night and early morning.
- 2.18 That in constructing and operating the proposed building on the locus pursuant to this Special Permit, due diligence be exercised and reasonable efforts be made at all times to avoid damage to the surrounding areas or adverse impact on the environment.
- 2.19 That excavation material and debris, other than rock used for walls and ornamental purposes and fill suitable for placement elsewhere on the site, shall be removed from the site.
- 2.20 That all construction staging shall be on-site. No construction parking will be on public streets. Construction parking shall be all on site or a combination of on-site and off-site parking at locations in which the Petitioner can make suitable arrangements. Construction staging plans shall be included in the final construction documents prior to the filing of a Building Permit and shall be subject to the review and approval of the Building Inspector.
- 2.21 That the following interim safeguards shall be implemented during construction:
- a. The hours of construction shall be 7:00 a.m. to 5:00 p.m. Monday through Saturday.
 - b. The Petitioner's contractor shall provide temporary security chain-link or similar type fencing around the portions of the project site which require excavation or otherwise pose a danger to public safety.
 - c. The Petitioner's contractor shall designate a person who shall be responsible for the construction process. That person shall be identified to the Police Department, the

Department of Public Works, the Building Inspector and the abutters and shall be contacted if problems arise during the construction process. The designee shall also be responsible for assuring that truck traffic and the delivery of construction material does not interfere with or endanger traffic flow on Kendrick Street and Third Avenue.

d. The Petitioner shall take appropriate steps to minimize, to the maximum extent feasible, dust generated by the construction including, but not limited to, requiring subcontractors to place covers over open trucks transporting construction debris and keeping Kendrick Street and Third Avenue clean of dirt and debris and watering appropriate portions of the construction site from time to time as may be required.

2.22 That no building permit shall be issued in pursuance of the Special Permit and Site Plan Approval until:

a. That the Board shall be in possession of the payment specified in paragraph 2.31 of this Decision.

b. A construction management and staging plan shall have been submitted to the Policy Chief and Building Inspector for their review and approval.

c. The Petitioner shall have recorded with the Norfolk County Registry of Deeds a certified copy of this Decision granting this Special Permit and Site Plan Approval with the appropriate reference to the book and page number of the recording of the Petitioner's title deed or notice endorsed thereon.

2.23 That no building or structure, or portion thereof, subject to this Special Permit and Site Plan Approval shall be occupied until:

a. An as-built plan, supplied by the engineer of record certifying that the on-site and off-site project improvements were built according to the approved documents, has been submitted to the Board and Department of Public Works. The as-built plan shall show the building, all finished grades and final construction details of the driveways, parking areas, drainage systems, utility installations, and sidewalk and curbing improvements on and off site, in their true relationship to the lot lines. In addition to the engineer of record, said plan shall be certified by a Massachusetts Registered Land Surveyor.

b. That there shall be filed with the Building Inspector and Board a statement by the Department of Public Works certifying that the finished grades and final construction details of the driveways, parking areas, drainage systems, utility installations, and sidewalks and curbing improvements on and off site, have been constructed to the standards of the Town of Needham Department of Public Works and in accordance with the approved Plan.

c. That there shall be filed with the Board and Building Inspector a Certificate of Compliance signed by a registered architect upon completion of construction.

- d. That there shall be filed with the Board and Building Inspector an as-built Landscaping Plan showing the final location, number and type of plant material, final landscape features, parking areas, and lighting installation.
- e. That the construction documents for Kendrick Street between Third Avenue and Fourth Avenue, and the construction documents of the improvements at the Kendrick Street and Hunting Road intersection (both as described in Exhibits V, VI, and VII), shall have been completed. That the improvements at the Kendrick Street and Hunting Road intersection (as described in Exhibits V, VI, and VII), shall have been completed.
- f. That there shall be filed with the Board and the Department of Public Works an as-built plan supplied by the engineer of record certifying that the off-site traffic improvements were completed according to the approved documents.
- g. Notwithstanding the provisions of Sections a, b, d, e, and f hereof, the Building Inspector may issue one or more certificates for temporary occupancy of all or portions of the buildings prior to the installation of final landscaping and other on-site and off-site features, provided that the Petitioner shall have first filed with the Board in an amount not less than 135% of the value of the aforementioned remaining landscaping or other work to secure installation of such landscaping and other on-site and off-site construction features.
- 2.24 In addition to the provisions of this approval, the Petitioner must comply with all requirements of all state, federal, and local boards, commissions or other agencies, including, but not limited to, the Board of Selectmen, Building Inspector, Fire Department, Department of Public Works, Conservation Commission, Police Department, and Board of Health.
- 2.25 The building or structure authorized for construction by this permit shall not be occupied or used, and no activity except the construction activity authorized by this permit shall be conducted on site until a Certificate of Occupancy and Use or a Certificate of Temporary Occupancy and Use has been issued by the Building Inspector.
- 2.26 The Petitioner, by accepting this permit Decision, warrants that the Petitioner has included all relevant documentation, reports, and information available to the Petitioner in the application submitted, that this information is true and valid to the best of the Petitioner's knowledge.
- 2.27 That the Petitioner shall provide or make available shuttle service between the building and public transportation stations during the hours of 7:00-9:00 a.m. and 4:00-6:00 p.m.
- 2.28 That the Petitioner shall implement the Transportation Demand Management (TDM) program described in Exhibit V.
- 2.29 That the Petitioner shall be responsible for providing police details at the site entrance during peak hours, the necessity of which is to be determined by the Chief of Police.

2.30 Petitioner shall implement the following maintenance plans:

- a. Street and parking lot sweeping - sweep twice per year; once in spring after snow melt, and early fall.**
- b. Catch basin cleaning - inspect basins twice per year; in late spring and fall. Clean basins in spring.**
- c. Oil/grit separators - inspect bi-monthly and clean four times per year of all oil and grit.**

2.31 Simultaneously with the issuance of the building permit, the Petitioner shall pay to the Town of Needham seven thousand dollars (\$7,000), as a contribution to a study to investigate the feasibility of a traffic signal at the First Avenue/Highland Avenue intersection. Any of said funds unused by the Town for the above-described purpose shall be returned to the Petitioner.

2.32 Violation of any of the conditions of this Special Permit shall be grounds for revocation of this Special Permit, or of any building permit granted hereunder. In the case of violation of the continuing obligations of this permit, the Town will notify the owner of such violation and give the owner reasonable time, not to exceed thirty (30) days, to cure the violation. If, at the end of said thirty (30) day period, the Petitioner has not cured the violation, or in the case of violations requiring more than thirty (30) days to cure, has not commenced the cure and prosecuted the cure continuously, the permit granting authority may, after notice to the Petitioner or owner of the property, conduct a hearing in order to determine whether the failure to abide by the conditions contained herein should result in revocation of the Special Permit. As an alternative, the Town may enforce compliance with the conditions of this permit by an action for injunctive relief before any court of competent jurisdiction. The Petitioner/Owner agrees to reimburse the Town for its reasonable costs in connection with the enforcement of the conditions of this permit.

LIMITATIONS

3.0 The authority granted to the Petitioner by this permit is limited as follows:

3.1 This permit applies only to the site and off-site improvements which are the subject of this petition. All construction to be conducted on site shall be conducted in accordance with the terms of this permit and shall be limited to the improvements on the Plan.

3.2 There shall be no further development of this site without further site plan approval as required under Section 7.4 of the By-Law. The Board, in accordance with M.G.L., Ch. 40A, S.9 and said Section 7.4, hereby retains jurisdiction to (after hearing) modify and/or amend the conditions to, or otherwise modify, amend or supplement, this Decision and to take other action necessary to determine and ensure compliance with the Decision.

- 3.3 This Decision applies only to the requested Special Permits and Site Plan Review. Other permits or approvals required by the By-Law, other governmental boards, agencies or bodies having jurisdiction shall not be assumed or implied by this Decision.
- 3.4 No approval of any indicated signs or advertising devices is implied by this Decision.
- 3.5 The foregoing restrictions are stated for the purpose of emphasizing their importance but are not intended to be all inclusive or to negate the remainder of the By-Law.
- 3.6 This Site Plan Special Permit shall lapse on November 18, 2000, if substantial use thereof has not sooner commenced, except for good cause. Any requests for an extension of the time limits set forth herein must be in writing to the Board at least 30 days prior to November 18, 2000. The Board herein reserves its rights and powers to grant or deny such extension without a public hearing. The Board, however, shall not grant an extension as herein provided unless it finds that the use of the property in question or the construction of the site has not begun, except for good cause.
- 3.7 Reference to this Decision shall be entered upon the Plan, and this approval shall be recorded in the Norfolk District Registry of Deeds. This Special Permit shall not take effect until a copy of this Decision bearing the certification of the Town Clerk that twenty (20) days have elapsed after the Decision has been filed in the Town Clerk's office or that if such appeal has been filed, that it has been dismissed or denied is recorded with Norfolk District Registry of Deeds and until the Petitioner has delivered a certified copy of the recorded document to the Board.

The provisions of this Special Permit shall be binding upon every owner or owner of the lots and the executors, administrators, heirs, successors and assigns of such owners, and the obligations and restrictions herein set forth shall run with the land, as shown on the Plan, in full force and effect for the benefit of and enforceable by the Town of Needham.

Any person aggrieved by this Decision may appeal pursuant to General Laws, Chapter 40A, Section 17, within twenty (20) days after filing of this Decision with the Needham Town Clerk.

Witness our hands this 18th day of November, 1998.

NEEDHAM PLANNING BOARD



Maurice P. Handel, Chairman

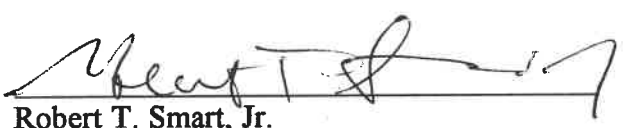
Frank S. Gallelo, Vice-Chairman



Devra G. Bailin



Paul Killeen



Robert T. Smart, Jr.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss

November 18, 1998

Then personally appeared before me Maurice P Handel, one of the members of the Board of the Town of Needham, Massachusetts, and acknowledged the foregoing instrument to be the free act and deed of said Board before me,

Theodora K. Eaton
Notary Public

My Commission Expires: May 31, 2002

TO WHOM IT MAY CONCERN: This is to certify that the 20-day appeal period on the Decision on Wellsford/Whitehall Holdings, LLC, c/o Saracen Companies, Inc., 57 Wells Avenue, Newton Centre, Massachusetts 02459, has passed, and there have been no appeals made to this office. (All Judicial Appeals taken from this Decision have been dismissed.)

Date

Theodora K. Eaton, Town Clerk

Copy sent to:

Petitioner - Certified Mail #
Town Clerk
Building Inspector
Director, PWD
Board of Health
Conservation Commission
Design Review Board
Board of Selectmen
Engineering
Fire Department
Police Department
Roy Cramer
Parties In Interest

NEEDHAM HOUSING PLAN WORK PLAN

The Town of Needham has not had an approved Housing Plan in place since 2007, although it has made considerable progress in producing affordable housing since then, adding 894 new affordable units¹ and surpassing the state affordability goal of 10%. Despite reaching this threshold, the Town recognizes that significant unmet housing needs remain in the community, particularly in the context of unprecedented housing prices and the pandemic. Consequently, the Town has determined that it should revisit its housing agenda by obtaining updated documentation on the local housing dynamic and preparing a Housing Plan to strategically address identified priority housing needs.

The preparation of this Housing Plan would use a similar process established for the 2007 Affordable Housing Plan. First, the Planning Board would appoint a Working Group of representatives from appropriate boards and committees to work with staff from the Planning and Community Development Department in overseeing community outreach and preparing the document. The composition of the Working Group for the 2007 Plan included 2 representatives of the Planning Board, 2 from the Needham Housing Authority, 2 from the Select Board, 2 at-large members, as well as a representative from the Board of Health, Council on Aging, Finance Committee and Parks and Recreation Commission. For the 2021 Plan the composition of the Working Group will included 2 representatives of the Planning Board, 2 from the Select Board, 2 at-large members, as well as a representative from the Housing Authority, Board of Health, School Committee, Community Preservation Committee, Council on Aging, Finance Committee and Parks and Recreation Commission.

Second, the planning process would incorporate an inclusive public process to engage local leaders and residents in the process of establishing local housing priorities. This process would include the following major components:

- Interviews with housing stakeholders including representatives of the Needham Housing Authority, Council on Aging, League of Women Voters, Equal Justice Needham, etc.
- Community workshops that include small breakout group activities that engage participants in a local visioning process on housing, allowing residents to weigh-in on key questions related to housing challenges, goals, and priority actions.
- A community housing survey to obtain input on local needs and key approaches to address these needs. This activity was not incorporated in the 2007 planning process, however, might be considered as part of this initiative with support from the Town's Public Information Officer and the Information Technology Department.
- A final community-wide meeting to present the Plan and obtain further input.

Key components of the Plan would include the following:

- An Executive Summary that highlights the key takeaways from the Plan.
- A list of community housing goals that would include the results of the visioning process as part of the first community housing workshop.

¹ A total of 894 units were added to the Subsidized Housing Inventory (SHI) although 238 were actually affordable to those with incomes at or below 80% of area median income.

- A Housing Needs Assessment that provides documentation on key indicators of need.
- A Strategic Action Plan that includes the actions that the Town will pursue to promote greater housing diversity and affordability including the timeline for implementation and responsible entities.
- A list of local and regional housing organizations and entities.
- A glossary of housing terms.
- A summary of housing-related regulations and resources.

The following section lists the various tasks involved in the project accompanied by a projected timetable:

Task 1: Hold Initial Meeting

Conduct an initial meeting of the Working Group to discuss the planning process and timetable.

Timeframe for Completion: Within two (2) weeks of the appointment of the Working Group.

Task 2: Conduct Background Research and Information Gathering

Collect and analyze information from a wide variety of data sources, including but not limited to the following:

- Updated demographic, economic and housing data from the U.S. Census including the American Community Survey Five-Year estimates, 2015-2019 (hopefully the 2020 census figures might be available in time for this project).
- Updated population figures from Town Clerk records.
- Population projections from several sources.
- Information from the Town Assessor on the current value of residential property by type of property to analyze the range of housing values by housing type.
- Building permit information on the numbers of new dwellings by type.
- Updated school enrollment data and capacity issues.
- Current work force and wage information.
- Data regarding wait lists and wait times for affordable units in town.
- Types of housing inquiries and issues from the Council on Aging.
- Data on foreclosures.
- Multiple Listing Service data for properties that have sold within the last year and whether they involved teardown activity.
- More recent median house and condo prices.
- Home and apartment listings in local and regional papers and Internet (such as Craigslist, Zillow.com, trulia.com, apartments.com, etc.) as well as Chapter 40B market rents.
- Data on cost burdens by tenure, income, and type of household from HUD.

The task will also involve interviews with key local and regional stakeholders as well as a potential community housing survey.

Timeframe for Completion: Within two (2) months following the start date with another month or so required if a survey is conducted.

Task 3: Draft Housing Needs Assessment

Analyze and summarize key demographic, economic and housing trends and characteristics to identify priority housing needs. The Working Group will convene to discuss the draft. It will also be able to

review a draft PowerPoint presentation, agenda, and breakout group instructions for the upcoming community workshop.

Timeframe for Completion: Within three (3) months of the start date.

Task 4: Conduct Community Housing Workshop

Conduct a community workshop that highlights the key takeaways from the Housing Needs Assessment followed by breakout group discussions to engage participants in a local housing visioning process and enable local leaders, housing stakeholders, and residents to weigh-in on key questions related to housing challenges, goals, and priority actions. This input would provide important guidance in the preparation of the Strategic Action Plan.

Timeframe for Completion: Within four (4) months of the start date.

Task 5: Draft Strategic Action Plan

Prepare the Strategic Action Plan which summarizes the key short-term and longer-term strategies that the Town will consider implementing to promote greater housing diversity and affordability. Each strategy will include an estimated timeframe for implementation, next steps, required resources, and responsible entities. The Working Group will meet to discuss the draft as well as the PowerPoint presentation and other materials for the community-wide meeting under Task 6.

Timeframe for Completion: Within five (5) months of the start date.

Task 6: Conduct Community-wide Meeting

Conduct a community-wide meeting to present the draft Plan and obtain feedback. The Working Group will reconvene to discuss the results of the community meeting and determine what changes should be made in the final Plan.

Timeframe for Completion: Within six (6) months of the start date.

Task 7: Finalize Plan

Finalize the Housing Plan based on comments.

Timeframe for Completion: Changes to the draft will be made within two (2) weeks following the Task 6 community meeting.

Citizens At Large

Name	Address
Amanda Berman	689 Great Plain Avenue
Kristin Carter	39 Captain Robert Cook Drive
Andrew Cohen	75 Peacedale Road
Emily Cooper	56 Lee Road
Paula Dickerman	20 Burnside Road
Laura W. Dorfman	66 Jarvis Circle
Stephen Frail	29 Powers Street
Rachel Green	55 Sargent Street
Katie McGrath	31 Willow Street
Oscar Mertz	67 Rybury Hillway
Wes Soper	32 Mark Lee Road
Rhonda Spector	79 Sunnyside Road
Laura Surdel	199 Tudor Road
Peter Vergados	5 Crestview Road

August 27, 2021

Needham Planning Board
Public Services Administration Bldg.
500 Dedham Avenue
Needham, MA 02492

Dear Needham Planning Board:

I am delighted to submit my letter of interest and resume for the Affordable Housing Study Committee and so pleased to see that the town is taking this much-needed step towards promoting greater housing diversity and affordability. As my attached resume illustrates, I have considerable experience working on housing needs assessments and strategies across the Commonwealth – from the Cities of Newton and Chelsea to the towns of Weymouth, Lenox, Brewster, and the island of Martha's Vineyard. I have intimate experience working with developers, municipalities and other government agencies on real estate planning and the development of mixed-income and affordable housing projects. I have also been involved in the development of zoning updates, new complete street corridors and public spaces.

I am extremely passionate about affordable housing and have been looking for a productive way to engage with efforts in my own town. In my current capacity as the Director of Housing & Community Development for the City of Newton, the regular assessment of the affordable housing landscape throughout the city and surrounding region is a critical and constant piece of my job. The identification of housing needs based off current data, market research and community outreach and engagement help to shape the City's housing strategy and goals in the short and long-term. I would be excited and honored to bring my robust experience in this area to support the Planning Board's work to develop a comprehensive Housing Plan for Needham.

I hope to hear from you soon to learn about next steps in this process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amanda Berman', with a stylized, cursive script.

Amanda Berman

AMANDA BERMAN

689 Great Plain Avenue • Needham, MA 02492
323-605-2266 • amandaeberman@me.com

Dynamic and passionate urban planner who specializes in affordable housing planning and development, developing and managing innovative urban initiatives, and community development activities. Creative and self-motivated manager and mentor with outstanding ability to collaborate across multiple departments. Persuasive communicator with exceptional written, verbal and presentation skills. A proactive problem solver and strong strategic planner with the capacity to manage multiple projects in a fast-paced environment.

AREAS OF EXPERTISE

Affordable Housing Policy & Development
Urban Planning • Community Development
Placemaking • Public Space Activation
Project Development & Management
Partner Development & Relations • Marketing & Outreach Strategies
Team Leadership • Entrepreneurial Drive

EDUCATION

Master of Urban Planning (MPL) & Master of Public Art Studies (MPAS)

University of Southern California, School of Policy, Planning and Development & School of Fine Arts
Los Angeles, California • 2009

Bachelor of Arts in Communications and Business

The Pennsylvania State University • University Park, Pennsylvania • 2003

PROFESSIONAL EXPERIENCE

CITY OF NEWTON PLANNING & DEVELOPMENT DEPT. • Newton, Massachusetts 2017-PRESENT

<http://www.newtonma.gov/gov/planning/default.asp>

The Department is committed to community-based planning that guides the future of the City while promoting equity, healthful lifestyles, diverse housing options, a resilient economy, varied transportation options, and preservation of the built and natural environment.

Director of Housing & Community Development:

2018-PRESENT

- Manage the Housing & Community Development Division (8 staff members) which is responsible for over \$3 million in federal HUD grants annually, including the Community Development Block Grant (CDBG), HOME Investment Partnerships Program, and the Emergency Solutions Grant (ESG).
- The Housing & Community Development Division's programs are focused on the development, rehabilitation and preservation of affordable housing; human services for low- and moderate-income residents; homelessness prevention and support services; and the removal of architectural barriers for people with disabilities. The Division also acts as the lead entity for the 13-community WestMetro HOME Consortium, supporting member communities in their efforts to develop affordable housing and to provide direct rental assistance to low-income households.
- As one of the Department's senior staff, advise the Mayor and City Council on issues related to affordable housing and community development and provide input on the Department's goals and priorities.
- Manage the Newton Housing Partnership, a 9-member affordable housing advisory committee appointed by the Mayor to support the creation and preservation of affordable housing throughout the city.

- Oversee and support the realization of City-funded affordable housing projects, including two large affordable senior housing projects recently awarded Low Income Housing Tax Credits; the redevelopment of a historic single-family home into three units of affordable housing and a five-bedroom congregate home for severely disabled adults; and the possible redevelopment of the West Newton Armory into affordable housing.
- Manage the City's Inclusionary Housing program, from the review of multifamily and mixed-use proposals subject to the affordability requirements to ensuring a project's continued compliance throughout the pre-development, construction, marketing and occupancy processes.
- Led the update of the City's Inclusionary Zoning Ordinance over the course of two years (adopted August 2020), working with political leadership, community stakeholders, developers and consultants to identify an appropriate requirement that would increase the number of affordable units, while not disincentivizing multifamily housing projects across the city.
- Assist in the evaluation of 40B Comprehensive Permit projects, including project eligibility, drafting of Board Orders, project compliance, and post-completion cost certification reviews.
- Develop necessary guidelines and policies related to existing and new housing and community development programs within the Department.

Housing Development Planner:

2017-2018

- Provided management, support, and direction towards implementation of affordable housing and mixed-income projects throughout Newton, including review of housing projects seeking City funding.
- Assisted in the evaluation of 40B Comprehensive Permit applications, Inclusionary Housing project proposals, and other residential and mixed-use projects subject to affordable housing requirements.
- Assisted in the update of the City's Inclusionary Zoning Ordinance, providing support through research, writing, strategic direction, community outreach, and political engagement with City Council committees.
- Monitored compliance of affordable housing projects throughout the city in relation to DHCD and Newton guidelines and policies, including the development of affordable housing deed restrictions.
- Co-managed the City's First-Time Homebuyer Assistance Program (approx. 50 units in portfolio) through the oversight of unit resales and annual monitoring.
- Managed the City's Affordable Housing Master Database, including all SHI updates, and assisted in the research, calculations and determination of the City's 10% and 1.5% safe harbor thresholds.

RKG ASSOCIATES, INC. • Boston, Massachusetts

2016-2017

<http://www.rkgassociates.com>

Provides private, public and institutional clients, nationwide, a comprehensive range of advisory, planning, and strategic consulting services related to real estate, land use and economic development.

Senior Planner:

- Provided research, writing, community engagement, and project management assistance for the development of Housing Production Plans, zoning by-law updates, and master plans for various regional municipalities throughout Massachusetts, including Chelsea, Weymouth, Lenox, and Littleton.

JM GOLDSOHN COMMUNITY PRESERVATION + PLANNING • Boston, Massachusetts

2016-2017

<http://jmgoldson.com>

Assists communities with community preservation and affordable housing planning and implementation, as well as innovative community outreach and interactive public engagement.

Senior Community Preservation Planner:

- Provided research, writing and community engagement assistance for the development of Housing Production Plans, zoning by-law updates, and visioning plans for various regional municipalities, including Martha's Vineyard, Brewster, Sherborn, and Williamstown.
- Assisted the Town of Middleborough's Community Preservation Committee in the oversight and management of CPA funded projects. Tasks included project coordination, contractor oversight, budget and status report development, and grant writing.

COMMUNITY ARTS RESOURCES • Los Angeles, California • www.carsla.net

2007-2015

Develops urban-focused cultural and community planning initiatives and produces large-scale cultural events in public space.

Director of Community Development & Planning:

- Managed urban and cultural planning projects and events for clients, including government agencies, developers, architectural and planning firms, nonprofits, foundations and cultural institutions. Projects included CicLAvia, the nation's largest open-streets event; Go Little Tokyo, a community-led marketing and branding effort aimed at highlighting the neighborhood's unique cultural programs, community events, and dining and shopping experiences; the Durfee Foundation's Gentrification / Involuntary Displacement in Los Angeles report; the Southern California Association of Government's "Go Human" Tactical Urbanism Active Transportation Safety & Encouragement Campaign; the public outreach and engagement efforts for the Metro Gold Line Eastside Access Bicycle and Pedestrian Improvements Project in East L.A.; a business and programmatic plan for the new Grand Park in downtown Los Angeles; and the annual Chinatown Summer Nights event series.
- Oversaw client and partner relations, developing appropriate internal workflows to ensure expected results were delivered on time and under budget. Clients included LA Metro, the Southern California Association of Governments, the City of Santa Monica, CicLAvia, the Little Tokyo Community Council, the Jewish Community Foundation, the Los Angeles County Arts Commission and the City of Garden Grove.
- Authored cultural planning reports and publications, grounded in primary and secondary research.
- Developed new marketing and business development materials to strengthen company's visibility, particularly in the fields of urban planning and community outreach.
- Led the rebranding of the organization's digital identity, including the development of a new company website.

CICLAVIA • Los Angeles, California • www.ciclavia.org

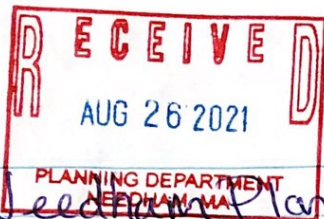
2009-2013

Nonprofit organization, incubated within Community Arts Resources, that implements a series of car-free, open streets events to promote a healthier and more sustainable Los Angeles. Average per event attendance: 50,000 participants.

Co-Founder and Director of Development / Director of Strategic Planning:

- Co-founded organization in 2009 and successfully executed pilot event in partnership with the City of Los Angeles in October 2010, which attracted upwards of 25,000 participants.
- Developed and implemented original fundraising strategy, targeting corporate, local business, government, foundation and individual donors and partners. Notable donors included The California Endowment, the Goldhirsh Foundation, Google, Sony Pictures Entertainment, Blue Shield of California, Kaiser Permanente, the City of Los Angeles, LA Metro and KCRW.
- Assisted in the creation and implementation of the marketing and outreach strategy to introduce this new event and organization to the Los Angeles region.
- Assisted executive director in the management of a team of five staff members representing the areas of development, communications, outreach, marketing and production.

Additional Experience and References Available Upon Request



8/19/2021

Dear: Needham Planning Board

Hello, my name is Kristin Carter. I've been a resident of The Needham Housing Authority going on 14 years this next March.

This is my letter of interest regarding the article in Needham's Hometown Weekly. If you may, please excuse that I've no desire to do a resume.

Sincerely,
Miss Kristin Carter

Kristin Carter
39 Captain Robert Cook Dr.
Needham, Ma. 02494

From: [Andrew Cohen](#)
To: [Planning](#)
Subject: Housing Study Committee
Date: Wednesday, September 1, 2021 5:01:58 PM
Attachments: [resume 4-2021.doc](#)

September 1, 2021

Dear Needham Planning Board:

I am interested in serving on a Study Committee on affordable housing for the Needham Planning Board. I served for six years as a Commissioner of the Needham Housing Authority (a five-year term following a one-year "replacement" appointment), and I am very committed to affordable housing in Needham. I work well in a team, I take my public responsibilities seriously (I have worked for the Commonwealth for 26 years), and I will ensure that the Planning Board receives the comprehensive Housing Plan that it seeks from the Study Committee. My resume is attached.

Thank you for your serious consideration. Please feel free to contact me if you have any questions.

Andrew Cohen

Andrew Cohen
75 Peacedale Rd.
Needham, MA 02492
cell: (617) 504-7362

ANDREW L. COHEN

75 Peacedale Road
Needham, Massachusetts 02492
(781) 444-0729
acohen@publiccounsel.net (work)
cohenesq@hotmail.com (home)

EMPLOYMENT EXPERIENCE

Director of Appellate Panel, Committee for Public Counsel Services
Children and Family Law Division, Boston, Massachusetts
July 2006 to Present

- Oversee 150-member panel of child welfare appellate attorneys, including review of briefs and critique of oral arguments.
- Represent agency in *amicus curiae* briefs to the Massachusetts Supreme Judicial Court.
- Design trainings and lecture regularly to experienced and newly-certified attorneys on all facets of child welfare law and trial and appellate practice.
- Supervise law student internship, co-op, and summer clerkship programs.
- Assist Trial Panel Director with oversight of 1000-member panel of child welfare trial attorneys.
- Supervise appellate litigation and administrative tasks of staff counsel and work of support personnel.

Staff Counsel, Committee for Public Counsel Services
Children and Family Law Program, Boston, Massachusetts
July 1997 to July 2006

- Assisted directors with oversight of child welfare appellate and trial attorneys.
- Managed mentor program for child welfare trial and appellate programs.
- Collaborated in the drafting and implementation of (a) performance standards governing child welfare trial and appellate practice, and (b) agency complaint investigation and prosecution procedures.
- Created and implemented agency-wide system for monitoring compliance with malpractice insurance requirement.
- Maintained active child welfare appellate and trial caseload.

Staff Attorney, Committee for Public Counsel Services
Children and Family Law Program, Salem, Massachusetts
September 1995 to July 1997

- Represented indigent parents and children in litigation brought by the Massachusetts Department of Social Services in the Juvenile, District and Probate & Family Courts, including adoption, custody, guardianship, care and protection, and termination of parental rights proceedings.

Associate
Choate, Hall & Stewart, Boston, Massachusetts
August 1994 to August 1995

- Represented creditors, debtors, and trustees in hearings before the United States Bankruptcy Court.
- Conducted trials and drafted motions, legal memoranda, settlement agreements, disclosure statements and plans of reorganization.
- Responsible for case management and primary client contact on most matters.

ANDREW L. COHEN

Associate

Goodwin, Procter & Hoar, Boston, Massachusetts

September 1990 to July 1991; September 1992 to July 1994

- Represented creditors, debtors, bondholders' committees and trustees in pre-trial, trial, post-trial and appellate proceedings.
- Drafted reasoned opinion letters for REIT transactions and asset securitizations regarding substantive consolidation and bankruptcy remoteness issues.
- Conducted discovery and extensive research in patent, trademark and copyright litigation.

Law Clerk to the Honorable Carolyn Dineen King

United States Court of Appeals, Fifth Circuit, Houston, Texas

August 1991 to August 1992

- Drafted approximately sixty opinions (twenty published) for Judge King on a broad range of civil and criminal issues; prepared Judge King for oral argument; attended Fifth Circuit panel and *en banc* proceedings in New Orleans.

Clayton R. Louderbeck Memorial Legal Writing Instructor

University of Pennsylvania Law School, Philadelphia, Pennsylvania

September 1989 to May 1990

- As third-year law student, taught first-year class to draft legal memoranda, perform legal research using library and computer database resources, and present appellate arguments; facilitated group discussions; and lectured on various research and writing topics.

PUBLICATION

- *Due Process*, in Amy Karp, et al., Child Welfare Practice in Massachusetts, ch. 8 (MCLE 2006, Supp. 2012, Supp. 2021, forthcoming).
- *Child Welfare Appeals*, 41 Appellate Procedure, Massachusetts Practice (4th ed. 2020) (cite??) (authorship of chapter noted on acknowledgment page)
- *Influencing and Challenging Judges and their Decisions in Child Welfare Cases*, ABA Child Law Practice Today (September 11, 2019), available at: https://www.americanbar.org/groups/public_interest/child_law/resources/child_law_practice_online/january---december-2019/influencing-and-challenging-judges-and-their-decisions-in-child-/.
- *Representing Parents on Appeal*, in Martin Guggenheim & Vivek S. Sankaran, Representing Parents in Child Welfare Cases: Advice and Guidance for Family Defenders, 327-388 (ABA 2015).
- *Representing Nonresident Fathers in Dependency Cases*, 27(10) ABA Child Law Practice 145 (Dec. 2008), reprinted in Claire S. Chiamulera, Ed., Advocating for Nonresident Fathers in Child Welfare Court Cases, ch. 4, 49-65 (ABA 2009).
- *Addressing Special Advocacy Issues*, in Claire S. Chiamulera, Ed., Advocating for Nonresident Fathers in Child Welfare Court Cases, ch. 6, 101-124 (ABA 2009).
- *Evidence in Care and Protection and Termination of Parental Rights Cases*, in Amy Karp, et al., Child Welfare Practice in Massachusetts, ch. 8 (MCLE 2006, Supp. 2012, Supp. 2021, forthcoming).
- *Special Considerations in Representing Parents*, in Amy Karp, et al., Child Welfare Practice in Massachusetts, ch. 22 (MCLE 2006 & Supp. 2012).
- *Child Welfare Proceedings in the Probate and Family Court*, in Amy Karp, et al., Child Welfare Practice in Massachusetts, ch. 16 (MCLE 2006 & Supp. 2012), with M. Winchester.

PUBLISHED DECISIONS

- Adoption of Luc, 484 Mass. 189 (2019) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee)
- L.B. v. Chief Justice of Prob. & Fam. Ct. Dep't, 474 Mass. 231 (2016) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee)
- Adoption of Douglas, 473 Mass. 1024 (2016) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee, with Jaime Prince)
- Guardianship of V.V., 470 Mass. 590 (2015) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee)
- Adoption of Olivette, 79 Mass. App. Ct. 141 (2011).
- Adoption of Ilona, 459 Mass. 53 (2011) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee).
- Adoption of Torrence, 454 Mass. 1010 (2009).
- Care and Protection of Rico, 453 Mass. 749 (2009) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee).
- Care and Protection of Sophie, 449 Mass. 100 (2007).
- Custody of Lori, 444 Mass. 316 (2005) (*amici curiae* brief to Supreme Judicial Court on behalf of Committee and Greater Boston Legal Services).
- Adoption of Ramona, 61 Mass. App. Ct. 260 (2004).
- Adoption of Galvin, 55 Mass. App. Ct. 912 (2002).
- Adoption of Sherry, 435 Mass. 331 (2001) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee, with Susan Dillard).
- Adoption of Holly, 432 Mass. 680 (2000) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee, with Susan Dillard).
- Adoption of Vito, 47 Mass. App. Ct. 349 (1999), S.C., 431 Mass. 550 (2000).
- Adoption of Lars, 46 Mass. App. Ct. 30 (1998), S.C., 431 Mass. 1151 (2000) (*amicus curiae* brief to Supreme Judicial Court on behalf of Committee).
- Adoption of Helen, 429 Mass. 856 (1999).
- Adoption of Hugo, 44 Mass. App. Ct. 863, S.C., 428 Mass. 219 (1998), *cert. denied sub nom.* Hugo P. v. George P., 119 S.Ct. 1286 (1999) (with Susan Dillard).

BOARDS AND ORGANIZATIONS

- *National Alliance for Parent Representation*, a division of the ABA Center on Children and the Law, Steering Committee (2006 – present)
- *Needham Housing Authority*, Commissioner (2012 – 2018)
- *Boston Bar Association*
 - Board of Editors, *Boston Bar Journal* (2005 – 2008)
 - Family Law Section Steering Committee (2000 - present), Co-Chair (2003 – 2005), Vice-Chair (2001 – 2003); co-chair of several subcommittees (2000 – 2008)

BAR ADMISSIONS •

- Massachusetts, December 1990
- First Circuit Court of Appeals, January 1995
- United States Supreme Court, August 2002

EDUCATION

University of Pennsylvania Law School, Philadelphia, Pennsylvania
J.D., June 1990, *Cum Laude*
Law Review, Senior Editor

Harvard College, Cambridge, Massachusetts
B.A., English and American Literature and Language, June 1987
Magna cum Laude with Highest Honors in Concentration
Thomas Hoopes Prize for Senior Thesis

Emily R. Cooper

56 Lee Road
Needham, MA 02494

emilymillercooper@gmail.com
617/794-6964(m) 781/449-1814(h)

August 27, 2021

Lee Newman
Planning and Community Development Director
Public Services Administration Building
500 Dedham Avenue
Needham, MA 02492

Re: Affordable Housing Study Committee

Dear Ms. Newman,

I am writing to express my interest in volunteering for the new Affordable Housing Study Committee in the Town of Needham. I believe that my background and experience would be a good fit for this Committee and I am eager to participate.

As an experienced housing professional, I am aware of the challenges and opportunities that municipalities face in meeting the varied housing needs of the residents. I am knowledgeable of the vast array of public affordable housing resources – from the broad policies and parameters to the detailed ‘nuts and bolts’ of regulations and requirements. My current work at the Massachusetts Executive Office of Elder Affairs and MassHealth (the State Medicaid Agency) has helped me better understand the macro level issues intrinsic to creating housing within Massachusetts as well as the individual issues that families and individuals face when trying to locate and maintain housing.

Prior to my work at the Commonwealth, I was employed at a private nonprofit consulting firm. Many of my consulting engagements seem similar to the duties of the Affordable Housing Study Committee. Specifically, I assisted states and local governments in developing strategies to address the housing needs of very low-income families and individuals. These strategic planning activities including conducting needs assessments, interviewing key informants, researching relevant documents, soliciting stakeholder input, and crafting customized recommendations that were realistic and achievable for the community.

Every project I have worked on during my tenure as a professional has involved partnering with stakeholders from various backgrounds. To reach consensus, I have had to learn to juggle personalities, agency missions, and financial incentives. Although this partnership-building can be difficult, I feel it is critically important since it is these relationships that ultimately impact success.

More important than my professional expertise in this area is my knowledge of the community. I have lived in Needham for 17 years, have children in the school system, am an active Town Meeting member, and am involved in numerous community activities and groups. All of these things combined help me have a greater understanding of the community’s needs and concerns.

Sincerely,

Emily Cooper

Emily R. Cooper

56 Lee Road
Needham, MA 02494

emilymillercooper@gmail.com
617/794-6964(m) 781/449-1814(h)

Nationally recognized expert with over 25 years experience helping organizations and governments access and better utilize affordable housing programs to assist homeless people, people who are unstably housed, and people with special needs. Expertise includes scattered-site and site-based models and approaches to expand permanent supportive housing linked with evidenced-based supportive services for very low-income individuals and families with disabilities, who are homeless or most at-risk of homelessness.

Expertise

Subject matter expert in homeless and affordable housing programs, including the Continuum of Care Program, and mainstream housing programs as well as all relevant statutes, regulations, and policies, with an emphasis on combining resources to expand affordable housing options for households with incomes below 50% of the area median.

Committed problem solver able to work across various agencies, often with competing agendas, to achieve consensus around a mutual goal.

Experienced facilitator of planning processes to expand housing options for people with disabilities, veterans, and people who are homeless or unstably housed, focused on building partnerships, right-sizing strategies, and achieving measureable outcomes.

Skilled trainer for housing and services providers and agencies, homeless organizations, Public Housing Authorities, and state and local government on topics related to affordable housing, homelessness, local planning, fair housing, intersection of housing and healthcare, grant administration, reporting, and financial management.

Accomplished author of numerous publications regarding the affordable housing delivery system and how to increase access to permanent housing and supportive services resources by people with disabilities and people who are homeless.

Professional project manager able to manage multiple concurrent projects with competing deadlines, including proposal development, staff allocation, timetables, product development, budget tracking, and contract compliance.

Experience

MassHealth

2019-present *Special Advisor on Housing*

- Serve as subject matter expert to MassHealth on issues related to housing and homelessness.
- Ensure alignment across and within MassHealth with regards to implementing clear housing strategies and policies.
- Assist in identifying areas where MassHealth can streamline or enhance operations as it relates to homeless/housing unstable members and their benefits.
- Work with key leadership and programmatic MassHealth staff to conceive, design, and implement innovative programs and policies that will better serve members in the community and incentivize the creation of additional affordable housing.
- Provide technical assistance, training, and support around housing to MassHealth staff and contractors.

Massachusetts Executive Office of Elder Affairs

2016-present *Chief Housing Officer*

- Lead statewide Interagency Council on Housing and Homelessness efforts to develop strategies to address homelessness among elders and chronically homeless individuals including the development of a statewide Homeless Data Warehouse.
- Craft strategies to deploy MassHealth resources for chronically homeless individuals including hosting multiple "surge" events with the City of Boston that resulted in over 100 chronically homeless elders receiving housing and support services.
- Cultivate local partnerships between local elder support agencies and affordable housing providers to enhance the ability of older adults to age in the place and delay or prevent unnecessary hospitalization and or homelessness.

Technical Assistance Collaborative, Inc., Boston, MA

2014-2016 *Director, Housing Practice*

2009-2014 *Senior Associate*

1999-2009 *Associate*

- Consulted with communities in long-range planning and partnership building to expand housing and services for vulnerable populations, including facilitating strategy development with over 30 Continuums of Care, and seven states and localities working to better utilize and allocate their existing resources.
- Provided HUD-funded technical assistance to homeless providers in over 20 states in partnership with 15 HUD Field Offices and 8 separate TA firms, including supportive services financing, eligible costs, eligible participants, service delivery approaches, and grant administration
- Managed complex national technical assistance initiatives including handling multiple clients, creating comprehensive work plans, developing realistic budgets, tracking expenditures, establishing timelines and meeting deadlines, and producing high-quality on-time deliverables.
- Prepared and delivered public presentations for a wide array of audiences, including large groups of housing and urban planning professionals, community-based practitioners, and nonprofit advocates, including keynote addresses.
- Provided day-to-day leadership, supervision and direction of ten interdisciplinary staff in completing project work – ensuring that staff receive high-quality supervision, coaching and mentoring from project start to finish – and provide input into business development opportunities and future direction of the agency.

Massachusetts Department of Housing and Community Development

1997-1999 *Supportive Housing Specialist, Bureau of Federal Rental Assistance*

- Responsible for a portfolio of federally-funded rental assistance programs for targeted special populations including ten HUD Shelter Plus Care grants and seven Section 8/HCV initiatives serving persons with special needs.
- Created structure from program onset including overseeing implementation, creating administrative plans, documenting program rules and policies, and developing necessary interagency documents to clarify roles and responsibilities.
- Successfully competed for over \$10 million in HUD funding for new vouchers and other federal housing resources.

Tenderloin Housing Clinic, San Francisco, CA

1994-1995 *Support Services Coordinator*

- Designed and implemented a new 100-unit McKinney-Vento sponsor-based Shelter Plus Care grant for individuals who were homeless and had co-occurring mental illness and substance use issues.
- Responsible for overall grant administration and management of companion supportive services, including responsibility for the budget and the supervision of support staff.

Marin Housing Center, San Rafael, CA

1992-1994 *Family Advocate*

- Provided direct case management and support to homeless families in a transitional shelter. Conducted needs assessments, identified and coordinated resources, and provided onsite overnight support.
- Designed and implemented a new ten-bed emergency shelter including the development of policies, protocol, and procedures and the physical site design.

Education, Activities, and Acknowledgements

Masters of Public Health, University of North Carolina Chapel Hill

Bachelor of Arts, Cornell University

Town Meeting Member (*elected*) – 2015-present

Expert Panel, Morgan Institute Health Policy Center: *Addressing Future Home-Based Health and Personal Care Needs for a Growing and Diverse Population* – 2018

Advisory Group, Brookings Institute: [*Housing as a Hub for Health, Community Services, and Upward Mobility*](#) – 2018

AIDS Housing Corporation Board Member – 2003-2005

MassHousing Community Service Partnership Award – 2018

Commonwealth of Massachusetts Performance Recognition Citation – 2017

Select Publications

- [*Establishing and Operating a Continuum of Care*](#)
- [*Overview of CoC Program Components and Eligible Costs Online Module*](#)
- [*Continuum of Care Program Start Up Training for FY2013 Funds*](#)
- [*Section 8 Made Simple*](#)
- [*Examples of Housing Choice Voucher Waiting List Preferences \(prezi\)*](#)
- [*Housing Choice Vouchers Targeted to Non-Elderly Persons with Disabilities – Another Tool to Help End Homelessness*](#)
- [*Strategies to Help People with Disabilities Be Successful in the Housing Choice Voucher Program*](#)
- [*Non-Elderly Disabled Vouchers – Category 2 Lessons Learned from Implementation 2011-2013*](#)
- [*The Olmstead Decision & Housing: Opportunity Knocks*](#)
- [*Priced Out series \(biennial report\)*](#)

From: [Paula Dickerman](#)
To: [Planning](#)
Subject: Application: Affordable Housing Study Committee
Date: Saturday, August 28, 2021 10:43:57 AM
Attachments: [P.Dickerman Resume.docx](#)

To the Needham Planning Board,

I am applying for one of the two citizen-at-large positions on the new Affordable Housing Study Committee. The fact that this Committee is being formed under the direction of Town leadership is an exciting development, and a great opportunity to advance the Town's affordable housing goals.

Having been able to see the comprehensive report that was developed by a similar committee in 2007, I can understand the immense amount of work that lies ahead for this new Committee. I was particularly struck with the changes that have occurred in the past 14 years, including achieving the 40B affordable housing threshold, the new and updated NHA units, new ADU regulations, and the Planning Board's current commitment to inclusionary zoning and a new zoning study, all while we are experiencing yet another escalation of housing prices. I was also impressed by the support for affordable housing that one can see in the Community Workshop results, while also understanding the challenge of getting truly broad-based backing from Town residents. At the same time, it is true that not all of the goals set forth in the 2007 report have been met - and that's what makes this endeavor so exciting.

My interest in affordable housing is strong. As you can see from my resume, I have been working with the Housing Working Group of Equal Justice in Needham, perhaps the only local citizen group working on this important issue. As part of this group, I have been working with the NHA Resident Services Coordinator on volunteer opportunities for Needham residents; we also had a discussion about the possibility of offering IDAs to the NHA tenants. Also, I've been working closely with the producer of EJN's TV program, *Moving Forward Together*. This program, aired on the Needham Channel and on YouTube, has focused 4 of its first 6 shows on local housing-related issues. Working with the EJN Housing Working Group on such issues as ADU regulations, zoning for the Muzi site, and NHA funding, I've been introduced to some of the important challenges that the Affordable Housing Study Committee will be addressing.

Along with what I hope comes through as sincere passion for local affordable housing, I would bring to the table financial skills from my commercial banking experience, as well as organizational and management skills from my years in leadership positions at commercial banks, should I be given the opportunity to join this Committee.

If it would be useful to have a conversation about this opportunity, I would be more than happy to do that. Or, if you would like any additional information, please let me know. Otherwise, I'll await your decision. Whether I am a part of this Committee or not, as a 20+ year resident of our Town who wants to see progress on the issue of affordable housing, I applaud this effort and appreciate your forming this Committee.

Sincerely,

Paula Dickerman

My resume is attached

Paula Dickerman

20 Burnside Road
Needham, MA 02494

Email: pauladickerman@gmail.com
Cell & Text: 617.694.8852

WORK EXPERIENCE

Cambridge Savings Bank, Cambridge, MA 1994 - 2016
Vice President, Learning & Development

- Managed the training department of a \$2B community bank with 300+ employees
- Designed and facilitated curriculum in management, sales, customer service, and communication skills
- Facilitated meetings

Recoll Management Company, Boston, MA 1991-1994
Director of Training

- Developed from scratch and managed a training department for a short-term real estate workout company
- Managed a staff of trainers to provide management and communication skills for professional staff

Bank of New England, Boston, MA 1983-1991
Assistant Vice President, Commercial Lending

- Responsible for acquiring, analyzing, and managing a commercial loan portfolio of small businesses, including 1 year of real estate lending

**Parker Hill Hospital, Greater Boston Legal Services,
Liberty Mutual Insurance Company**, Boston, MA 1972-1981

- Various administrative and customer service positions

EDUCATION

Yale School of Management, New Haven, CT, MBA 1983

Emerson College, Boston, MA, B.S. 1972

AFFILIATIONS

- *EJN* (Equal Justice in Needham) Housing Working Group, volunteer 2020 - present
- *C4RJ* (Communities for Restorative Justice), volunteer 2018 - present
- *JVS* (Jewish Vocational Services), volunteer 2016 - 2020
- *Central Reform Temple of Boston*: Cantorial Soloist, Music Director, board member 2005 - 2020
- *Cantata Singers*: Member, former president, board member 1983 - 2017

66 Jarvis Circle
Needham, MA 02492

August 27, 2021

Needham Planning Board,
Public Services Administration Building
500 Dedham Avenue
Needham, MA 02492
Affordable Housing Study Committee

To Whom It May Concern,

Please accept this as a letter of interest for a position on the Affordable Housing Study Committee.

I currently serve as a Town Meeting Member as well as a member of both the Historical Commission and the Community Preservation Committee.

My professional experience has been in the area of residential mortgage and construction lending for the past thirty years.

As you will see upon review of my resume which is attached, I have extensive experience in residential lending, real estate, and the many consumer housing regulations.

I have learned a lot during the past two years as a member of both the Historical Commission and the Community Preservation Committee and would welcome the opportunity to participate in this initiative to better understand and address affordable housing needs in Needham. I am sure that the increase in home prices during the past two years has precluded many families from being able to live in desirable communities such as Needham and surrounding areas and I would like to be part of the solution to that problem. I would also like to meet and work with other people involved in town government so that I can learn more about how things work in Needham's town government.

In my capacity as the person in charge of residential lending at the bank, I have a very important responsibility to ensure that the bank is meeting the needs of the communities it serves by complying with the "Community Reinvestment Act" and with "Fair Lending" guidelines. These regulations focus on making

homeownership possible for low and moderate-income and/or minority homebuyers. In order to address this issue, we have created both first-time homebuyer loan programs with reduced down payment requirements as well as down payment and closing cost assistance programs specifically designed for these potential home buyers. I am happy to say that the bank has received satisfactory ratings in this area from its regulators as a result of these efforts.

In addition, in my capacity as a member of the Community Preservation Committee, I put forward the idea for a Warrant Article (Article 10), for emergency rental assistance which was voted at the October 4, 2020, Special Town Meeting.

I would welcome the opportunity to be considered for a position on this committee.

Thank you for your consideration.

Laura W. Dorfman

Very truly yours,

Laura W. Dorfman

781-690-7051

ldorf@verizon.net

Laura W. Dorfman

ldorf@verizon.net • 66 Jarvis Circle, Needham, MA • 781-690-7051

EMPLOYMENT HISTORY:

June 2018 to Present:

DEDHAM INSTITUTION FOR SAVINGS

Executive Vice President, Residential & Consumer Lending

Reporting to the CEO, responsible for all aspects of residential mortgage, owner-occupied construction, and consumer lending, including processing, underwriting, closing, secondary marketing, management of 25-person sales and support staff for a \$2 billion community bank. Other responsibilities include development and monitoring of loan and compliance policies and procedures, management of investor relationships and new product development, supervision of all secondary market activities, implementation and oversight of loan origination software and related mortgage banking & consumer lending software applications and maintaining satisfactory compliance ratings. Member of Executive Management, Risk Committee, Loan Quality Control Committees, CRA Committees, Compliance Council and ALCO.

May 2012 to June 2018

NEEDHAM BANK, NEEDHAM, MA

Executive Vice President, Residential & Consumer Lending:

Reporting to the CEO, responsible for all aspects of residential mortgage, owner-occupied construction, and consumer lending, including processing, underwriting, closing, secondary marketing, management of 25-person sales and support staff for a \$2 billion community bank. Other responsibilities include development and monitoring of loan and compliance policies and procedures, management of investor relationships and new product development, supervision of all secondary market activities, implementation and oversight of loan origination software and related mortgage banking & consumer lending software applications and maintaining satisfactory compliance ratings. Also responsible for development of new consumer lending division offering credit cards, student loans, and installment loans. Member of Executive Management, Strategic Planning, Rate, Finance, Credit, and CRA Committees and ALCO.

December 2002 to April 2012:

EAST BOSTON SAVINGS BANK, PEABODY, MA

(Mt. Washington Bank was acquired by East Boston Savings Bank in January of 2010)

Senior Vice President, Residential Lending:

Responsible for all aspects of residential mortgage and consumer lending, including processing, underwriting, closing, secondary marketing, and management of 35-person operations/sales staff. Other responsibilities included development and monitoring of loan and compliance policies and procedures, management of investor relationships and new product development, supervision of all secondary market activities, implementation and oversight of loan origination software and related mortgage banking software application and maintaining satisfactory compliance ratings. Member of Senior Management committee.

June 2001 to December 2002 (Acquisition by Citizens Bank):

MEDFORD BANK, MEDFORD, MA

(Medford Bank was acquired by Citizens Bank in October of 2002)

Senior Vice President, Residential Lending:

Responsible for all aspects of residential mortgage and consumer lending including processing, underwriting, closing, secondary marketing, and management of 20-person operations/sales staff.

October 2000 to June 2001:

EAGLE BANK, Everett, MA

Vice President, Residential Lending:

Responsible for all aspects of residential mortgage lending including origination, closing, shipping, servicing, secondary marketing, and new product development.

November 1986 to March 2000

CITIZENS BANK/USTRUST, Boston, MA

LEXINGTON SAVINGS BANK, Lexington, MA

(Lexington Savings Bank was acquired by USTrust in November of 1998/USTrust was acquired by Citizens Bank in March of 2000)

Senior Vice President, Residential Lending:

Reporting to Vice Chairman of Bank. Responsible for all aspects of residential mortgage origination including eighteen-person origination staff and management of processing, underwriting, closing, secondary market, and shipping departments with staff of 43 full-time equivalents. Other responsibilities included preparation and monitoring of departmental budget, new product development, and monitoring of bank's residential mortgage CRA activities.

Laura W. Dorfman

• • •

June 1983 to. November 1986

BAYBANK MIDDLESEX, Burlington, MA

Community Banking Management Trainee/Customer Service Manager

EDUCATION:

M.B.A. (May 1990), Bentley College, Waltham, MA

B.A. (May 1982), Providence College, Providence, RI

PROFESSIONAL AFFILIATIONS:

TOWN OF NEEDHAM, MA

- **Town Meeting Member**
- **Member of Historical Commission**
- **Member of Community Preservation Committee**

August 5, 2021

Lee Newman
Needham Planning Board
Public Services Administration Building
500 Dedham Avenue
Needham, MA 02492

Ms. Newman:

Please accept my application for the Affordable Housing Study Committee to develop a comprehensive Housing Plan for Needham. I am a 17-year resident and homeowner and am concerned about the availability of affordable housing in Needham. I am also a Treasurer of Green Needham, a grassroots organization in Needham focused on helping the Town, its businesses, organizations, and residents to move to a greener future.

My interest in this committee is driven both for my concern that Needham continue to develop affordable housing and by my work as a climate activist, where I've become especially concerned about issues around equity. Disadvantaged populations, including seniors, individuals with low incomes, and people of color, have historically borne the brunt of climate change, and have systematically been left out of the solutions to climate change. For example, disadvantaged populations often live closer to fossil fuel pollution, live in areas that are more prone to flooding or heat islands, and face other environmental hazards in their lived environment. At the same time, those populations are often unable to take advantage of home solar incentives, home efficiency improvement programs, and other opportunities to participate in the green economy.

Needham should be a leader in ensuring that affordable housing brings the green revolution to its residents. In my view, we should be aiming for affordable housing that has a zero-carbon footprint, which means more efficient units and renewable energy production such as solar panels or ground source heat pumps. Better heating and cooling efficiency translates directly into lower energy bills, something that would provide significant benefits to people who are seeking out affordable housing. Net Zero affordable housing units are already being built in Massachusetts, so this is a highly achievable goal.

Besides my volunteer work as a climate activist, I bring strong quantitative skills, with an MBA in Finance. I am currently employed at MathWorks in Natick where I develop pricing and licensing models for the company's software business.

Thank you for considering my application. I have also included a resume.

Regards,

Stephen Frail

Stephen Anthony Frail

29 Powers Street, Needham, MA 02492 · 617-283-0047 · safrail@gmail.com

PROFESSIONAL EXPERIENCE

MathWorks

Natick, MA

Principal, Product Management, Education License Portfolio

May '16 – Present

- Oversea entire life cycle for education market license portfolio with over \$100M in annual revenue.
- Develop and launch new pricing and licensing models, and work with cross-functional teams to develop marketing, customer onboarding, sales, and support models.

Pearson Education

Boston, MA

Director, Product Marketing & Strategy, Higher Education Technology Products

Apr '13– April '16

- Lead global strategy for new courseware product, REVEL, Pearson's Product Team of the Year (2014).
- Lead global market analysis and market intelligence efforts, market sizing and segmentation, market trends, competitive intelligence, and customer engagement, propose new products to address portfolio gaps.
- Developed pricing models and go-to-market plans and launched to the market in January 2014.

Editor / Product Manager, Psychology

Dec '05 – Apr '13

- Owned P&L for \$40M list and lead the industry in revenue growth three consecutive years.
- Named Editor-of-the Year (2008) and led Product Team of the Year (2009).

Marketing Manager, Economics and Finance

Nov '02 – Dec '05

- Directed and implemented marketing strategy for \$27M list.
- Increased sales on revision of flagship product by 131%.

Heinle & Heinle Publishers/Thomson Learning

Boston, MA

Marketing Manager, College Foreign Language

July '98 – Jun '00

- Increased net sales on \$10M list by 37.8% and overall market share by 3% over two years.
- Named Marketing Manager of the Year (1999).

Developmental Editor, College Spanish & Italian

July '97 – July '98

- Project managed and developed college Spanish and Italian language textbooks and supplements.
- Increased sales by 126% on flagship product through effective development campaign.

Sales Representative

June '95 – July '97

- Increased territory annual sales by 44% over two years and exceeded goal by 25% in 1997.

EDUCATION

Thunderbird, School of Global Management

Glendale, AZ

Master of Business Administration, International Management
Specialization: Corporate Finance; Regional Focus: Latin America

May '02

Wesleyan University

Middletown, CT

Bachelor of Arts
Specializations: Spanish Literature, Latin American Studies

May '94

ADDITIONAL ACTIVITIES

- Pan Mass Challenge rider (fundraised > \$80,000) 2016 - present
- Boston Marathon Jumpstart charity runner (fundraised > \$10,000) 2011
- Boston Marathon Beth Israel Deaconess charity runner (fundraised > \$5000) 2000
- Green Needham Steering Committee, Treasurer 2019 - present
- Climate Reality Project Leader, Public Speaker and Mentor 2018 - present
- Baseball Coach, Needham Little League 2013 – 2014
- Ironman 70.3 Timberman Finisher 2013
- Board Member for New England Over the Hill Soccer League 2010 – 2012
- Languages: English (native), Spanish (fluent)

Dear Members of the Planning Board,

My name is Rachel Green, I am twenty-three years old, a resident of Needham, and I am interested in filling one of the slots available for a citizen on the Needham Affordable Housing Study Committee. After the racial reckoning that many people experienced in the Summer of 2020, I spent some time very distraught and confused about my place in the world. My mind was opening up to painful truths that I turned a blind eye to in the past, and I was conflicted about what to do with the information that was not new, just newly accepted. After spending months sheltering in place in quarantine, I did not have a good sense of the physical town surrounding me; the place where I grew up, went to school, moved away from, and moved back into.

I attended the Needham Diversity summit where I learned about Equal Justice in Needham and was acquainted with the housing crisis of the Greater Boston Area. This was not the first time, but a critical time, to make a connection between the physical place I live in, and the racial inequity that shapes it. I started to transfer my confusion and internal conflict to tangible actions and connections. I have not had experience with advocacy in this way before, and saw for the first time how to connect with others, collaborate on ideas, and push through tasks of change. I discovered that the Equal Justice in Needham Housing Working Group that I had joined works through a strong sense of direction and a common goal, decides tasks based on these values, and motivates ourselves and others from the inside. It just took saying yes to be part of actions I had never done before, and now it has been almost a year of advocacy.

The group has looked into many different options for achieving more housing choice. From long term actions like looking into applying to the DHCD to create 40r zones around the many transit areas in town, or analyzing and comparing Needham to Newton's initiative to rezone their town; to short term actions like putting forth a warrant article at town meeting to change regulations around ADU's and make them by-right instead of special permit. Our successes come from getting these ideas out to the public, and garnering interest and support in the process. Even when articles don't get passed at town meeting, it plants a seed for boards and committees in town to continue working on the issues.

My work with Moving Forward Together with Equal Justice in Needham, researching the history of discrimination in zoning and restrictive covenants on houses built in the 20th century, and related court cases and Supreme Court rulings, has reminded me of the power of knowledge and research. Also, the connections I've made with town officials and town historians for the sake of advocating for policy change, and learning about affordable housing, has created a strong interest in public service that I would not have known to pursue otherwise. When I go back to school this Fall at Massbay Community College, I will pursue Law and Government classes to expand this interest.

When I have heard arguments against affordable housing, they have shed light on the way some want to maintain the character of the town - the status quo - , and have been scared of change. Most of the arguments are a little un-founded or misguided, and come up in a pattern across multiple towns. (My friend has noticed arguments about school numbers and traffic in Medfield that are extremely similar to ones heard here). But I understand why these arguments are supported by those who feel their property value will diminish, or the character of the town they grew up in or bought into will change with more affordable housing. This conflict also poses a great opportunity to present the incentives of a more diverse town. Children being taught in

environments where only their race is represented, and growing up in neighborhoods of large single-family houses with little exposure to people of different socioeconomic backgrounds, creates a harrowing, warped sense of superiority. I can personally say that growing up in that setting; mostly seeing myself when I looked at fellow students and neighbors, did not set me up to be a universal person outside of Needham when I had the opportunity to be in more diverse, varied settings. It made me feel confused, entitled, and defensive. This dynamic can start to be addressed in the younger generations of Needham through achieving more housing choice.

In the middle of a pandemic, I was able to find a sense of community in my own town through joining an advocacy group. Despite my privilege of being able to live in the town in the first place, I had chosen for years to ignore the opportunity to do so. Imagine the opportunities being denied to those who do not even have the chance to be a part of this affluent, thriving community in the first place due to restrictive and discriminatory policies. Needham has been my home and safe haven. Advocating for affordable housing in Needham has given me a sense of home, and now I am committed to creating a home for those who have been denied a place in Needham due to race or socioeconomic status. Being on the Needham Affordable Housing Study Committee would be an opportunity I would cherish to be a part of an authority in town which is working on creating more affordable housing, to gain experience with local government entities and processes, and help me expand my knowledge of how policy change happens where I live and beyond. I would be honored to represent the opinion of so many in Needham, and my own personal views on affordable housing. I appreciate your considering me for the position.

Thank you, Rachel Green

Rachel Green

55 Sargent st.
Needham, MA 02492
(781) 752-8408
rachelgreen981@gmail.com

EXPERIENCE

Hazel's Bakery, Needham, MA — Bakery Salesperson

July 2019 - March 2020

I worked at this quintessential Needham business making sandwiches, frosting cookies, and packing orders.

Plugged in Band Program, Needham, MA — Music Teacher

September 2019 - December 2019

I had been a student at Plugged In for many years before I became an intern, and then a music teacher to a rock band of teenagers at the same time I was working at Hazel's.

Tide Mill Organic Farm, Edmunds, Maine — Apprentice

November 2017 - March 2019

This small, family owned organic farm produces milk, meat and vegetables. I was involved in many parts of production from milking cows, to feeding livestock, processing meat, and selling at farmer's markets.

EDUCATION

Sarah Lawrence College, Bronxville, NY — One year

September 2016- May 2017

Sarah Lawrence is a small liberal arts college focused on self-directed study through conference projects. I completed one year there and plan to start college at Massbay Community College in the Fall 2021 semester.

Needham High School, Needham, MA — Diploma

September 2012- May 2016

I graduated in 2016 from Needham High school.

SKILLS

Networking with officials for the purpose of gathering data, insight, and information about housing

Note-taking

Collaborating in a virtual volunteer housing advocacy group

Farm work

Customer Service, and juggling tasks in foodservice

Teaching Music

LANGUAGES

English

Volunteering

Equal Justice in Needham Housing Working Group, Needham, MA — Housing advocate

November 2020 – Present

The goal of the Equal Justice in Needham Housing Working Group is to harbor racial and economic diversity and equity through more affordable housing and housing choice in Needham. We advocate by building coalitions, research and education, being involved in local and state politics, and advocating for the NHA. I specifically participate by researching housing data, updating the EJNI website, note-taking, communicating with town officials, and talking to NHA residents.

Needham Community Farm, Needham, MA — Farm volunteer

2016 – Present

I have volunteered at the Needham Community Farm for the past couple of years. Needham Community Farm is an organization who holds values of social justice and responsibility to the town. They provide free produce at mobile markets to the Needham Housing Authority every week during the season.

PROJECTS

Moving Forward Together TV show episode — Collaborator for TV show episode

I worked with Jeanne McKnight, former chair of the Planning Board, to search the Norfolk County Registry of Deeds to find examples of racially restrictive covenants in the 20th century in Needham. It was an opportunity to provide insight to the Needham community into the necessity of more affordable housing today.

Link: [EJNI TV show episode 5; History of Housing Discrimination](#)

Lee Newman
Needham Planning Board
Public Services Administration Building
500 Dedham Avenue
Needham, MA 02492

September 1, 2021

Dear Ms. Newman:

I am writing to express my interest in serving on the Affordable Housing Study Committee. I have been a Needham resident since 2007, living here with my husband and two sons, ages 12 and 14. I am interested in serving on the committee as I believe a diverse community will benefit all Needham residents. My children have greatly benefitted from the schools and community events Needham has to offer, and I believe children of all income levels should have these same opportunities.

While I do not have any experience with local planning, I have read the mission statement from the Housing Department on the Needham town page and have done some of my own independent research on the issue of affordability and Chapter 40b. I am eager to learn how I could be of service to Needham.

In my day job, I serve as a Professor of English at MassBay Community College where I have worked for the past 14 years. Prior to living in Needham, I lived in New York City. Attached please find my resume, which contains other pertinent information.

Thank you for your time and consideration.

Sincerely,

Katie McGrath

31 Willow Street
Needham, MA 02492
Cell: 718-755-7635

KATHRYN J. M^CGRATH

31 Willow Street
Needham, MA 02492

(718) 755-7635
kmcgrath@massbay.edu

EDUCATION

M.A. Language and Literacy. City College of the City University of New York. New York, NY. July 2007.

M.A. English. Northeastern University. Boston, MA. May 1999.

B.A. English. Indiana University. Bloomington, IN. May 1992.

PROFESSIONAL EXPERIENCE

MassBay Community College. Wellesley Hills and Framingham, MA.

9/07-present

Professor of English

9/07—8/12 and 7/13--present

Instruct English, ESL, and literature courses including Accelerated English, English Composition I and II, ESL III and IV, American Literature I, Introduction to Film, Film and Literature, and British Literature I and II. Advise students, participate in departmental, divisional, and faculty meetings, and participate actively in a variety of initiatives. Past and ongoing projects include leading the Accelerated English expansion (2011-present), Early Alert (2013-2014), ePortfolio project (2009-2012), Equity Faculty Learning Community (2021), and chairing the English Faculty Search (2021).

Developmental English Coordinator

9/15-present

Lead professional development workshops for developmental English faculty and advise new Accelerated English faculty. Provide new developmental English faculty with syllabi, text recommendations, and Accelerate English Curriculum Guide. Collaborate with Interim Dean of Humanities and Social Sciences, English Department Chair and Title III Grant administrators to provide ongoing support to developmental English students and faculty. Collaborate with ESL Coordinator to provide Summer Conversation Groups to ESL and developmental English students. Collaborate with Office of Institutional Research to gather and assess course completion data for developmental English classes. Collaborate with English faculty and learning specialists to improve portfolio assessment, update English course descriptions, and analyze placement practices, including the upcoming 2.7 GPA Waiver initiative. Participate in AAC meetings with learning specialists to review best practices for responding to student writing. Update and disseminate marketing material for Fundamentals of Composition II and Accelerated English. Presented to Board of Trustees Student Success Subcommittee on overview of Development English courses and progress of Developmental English students in English course sequences. Contributed to the writing of the Title III grant application. Lead the PEEPS (Program for Embedded English PartnerS) Project.

Co-Chair of Teaching and Learning Resources Committee

2014-2016

Serve as advocate for faculty and staff in improving teaching and learning resources at the College. Collaborate with facilities and IT to improve classroom conditions and IT services.

Faculty Lead. Accelerated English Pilot

2011-2012

Conducted research on accelerated developmental English models nationally. Worked collaboratively with fellow developmental English instructors to design Accelerated English course and place students appropriately. Created marketing materials. Worked with Advising to explain and promote course.

Chair. Professional Development Committee

2010-2012

Led college-wide, inter-disciplinary professional development luncheons monthly. Collaborated with HR to create program for Professional Days. Evaluated applications for all summer faculty professional development grants.

ESL Coordinator

2008-2012

Led ESL Program meetings. Led ESL Program Review (2009-2010). Established ESL Advisory Board (2012). Developed and revised ESL courses. Advised ESL instructors about curriculum. Collaborated with marketing to develop ESL web page and brochures. Led ESL II Exit Assessment.

Interim Dean of Humanities

9/12-6/13

Provided leadership to uphold academic excellence and foster student success across all divisional department. Led the revision of the Associate in Arts Liberal Arts degree to ensure program acceptance at MassTransfer institutions. Provided leadership in establishing course outcomes and course content summaries for all divisional courses. Promoted the professional development of faculty, including training in teaching reading. Oversaw the implementation of the Accelerated English pilot. Led the recruitment and integration of 7 new adjunct faculty members. Led the transition to Accuplacer in placing students in English courses. Scheduled all humanities courses and faculty assignments. Supervised the program review for the General Studies and Liberal Arts: Communication degrees. Operated the 2012-2013 divisional budget and prepared the 2013-2014 divisional budget.

Bergen Community College, Paramus, NJ

9/04 – 6/07

English Basic Skills Instructor (Tenure Track)

Instructed developmental and college-level English courses to diverse student body, fostering a student-centered, active learning environment. Collaborated with English Department faculty to create program outcomes, determine student placement, update course curricula, and assess student writing. Led Faculty Seminar on Diversity Studies for the Center of the Study of Intercultural Understanding. Served on the Admissions and Faculty Development Committees. Led Faculty and Student Seminar for Women's History Month. Collaborated with the Center for Collegiate Deaf Education to ensure student access to and familiarity with assistive technology and support services. Advised students.

Developmental Courses (EBS 014/015, EBS 016/017, EBS 023/024): Designed and instructed developmental English curriculum to improve students' reading and writing practices; focused on meeting the needs of specific populations including ESL students and students with disabilities. Collaborated with English faculty to develop course outcomes. Assisted students in improving reading comprehension by engaging them in pre-reading strategies, annotation, and problem solving in small groups. Guided students in developing college-level writing skills through frequent writing assignments such as reading journals, peer reviews, multi-draft essays, genre writing, self-assessments, and a literacy narrative. Scaffolded assignments with graphic organizers and in-class pre-writing. Conferenced individually with students on multiple drafts of papers.

College-Level Course (WRT 101): Designed and instructed college-level English curriculum to improve students' academic reading and writing practices. Promoted critical thinking skills by engaging students in close reading practices and scaffolding reading assignments. Used a process-approach to the teaching of writing and guided students in developing meta-cognitive skills through the use of double-entry journals, multi-draft papers, and self-assessments. Assisted students in improving digital literacy practices by engaging web-based resources and creating web-based writing such as discussion boards, op-ed comments on online newspapers and blogs. Guided students in all stages of writing an ethnographic or autoethnographic research paper.

Baruch College of the City University of New York. New York, NY

8/01 – 6/04

English Lecturer (Adjunct)

Instructed two 3-credit English courses per semester to urban student body. Engaged students in critical analysis of multiple genres of literature and in developing rhetorical skills in writing. Facilitated interactive classroom activities including group work, peer tutoring, & guided discussion. Assisted students in writing literary and social issue research papers. Courses taught included Eng 2100: Introduction to Composition and Eng 2150: Introduction to Literature.

Kaplan International Centers. New York, NY

8/01 – 6/04

Master Teacher

5/04—6/04

Trained all new Academic English teachers in program pedagogy, cultural competencies, and the Lexical Approach. Collaborated with teachers and Center Director for ongoing program development.

ESL Teacher

8/01—6/04

Instructed beginner through advanced ESL classes to international students from over 35 countries. Courses taught included General Intensive English, TOEFL & Academic English, and Advanced Business English.

Mountbatten Internship Programme. Academic Director. New York, NY

6/00 – 8/01

Administered and awarded University of Cambridge Certificate in International Business Practice to successful candidates among 150 European interns. Updated curriculum in all courses: Public Speaking, US Business Practice, US History, American Literature, and Career Development. Taught Public Speaking course. Hired and supervised all instructors. Facilitated University of Cambridge accreditation visits. Oversaw final assessment of interns' end-of-year performance improvement project. Conducted exit interviews and exit assessments of all interns. Collaborated with colleagues in the United Kingdom to develop curriculum for US internship program in London.

Kingsborough Community College. English Lecturer (Adjunct). Brooklyn, NY

8/99 – 6/00

- Instructed one 8-hour developmental English course per semester, English 92: Developing Competence in Reading and Writing.
- Participated in Writing Program Portfolio Assessment.

Long Island University. English Lecturer (Adjunct). Brooklyn, NY

8/99—6/00

- Instructed one 6-hour developmental reading and writing course per semester: English 14
- Participated in English 14 exit assessment and collaborated with English faculty to update Brooklyn-themed writing curriculum.

Northeastern University. Graduate Student Teaching Assistant. Boston, MA

8/97—5/99

- Independently developed curriculum and taught two English courses per trimester to undergraduates. Courses included Engl 1111: College Writing and Engl 1102: College Writing SOL (for Speakers of Other Languages).
- Participated in weekly professional development seminars on composition pedagogy.

Kaplan International. Part-Time ESL Instructor. Boston, MA.

8/96—8/99

- Taught all levels of academic English courses, including TOEFL and film courses, for college-bound students.
- Tutored students one-on-one in writing and TOEFL test preparation.

Boston Center for Adult Education. Part-Time ESL Instructor. Boston, MA.

8/96---8/97

- Taught beginner-level ESL courses to diverse immigrant and refugee populations.

Cambridge Center for Adult Education. Part-Time ESL Instructor. Cambridge, MA. 8/96—8/97

- Taught intermediate-level ESL courses to diverse immigrant and refugee populations.

Masconomet Regional High School. English Teacher. Boxford, MA.

9/94 – 9/96

- Instructed 11th grade American Literature, 10th grade British Literature, and Oral Communication courses.
- Led various Education Reform Workshops as member of Education Reform Steering Committee.
- Coached Freshman Girls' Field Hockey Team.

The Caledonian School. ESL Instructor. Prague, The Czech Republic

1/93 – 7/94

- Instructed ESL to Czech professionals of all proficiency levels in corporations and private classes.
- Instructed ESL to Czech youth at the Caledonian Camp for Juniors. Horni Bradlo, the Czech Republic.
- Tutored ESL to Czech professionals and youth.

Holy Cross College. English Graduate Student-Teacher. Kenmare, Ireland

10/92 – 12/92

- Instructed Irish and American literature to 1st and 3rd year students; served as substitute French teacher.
- Assisted in coaching the Holy Cross College Debate Team.

SELECTED PRESENTATIONS

“What Does Acceleration Mean for English Language Learners in a Community College?” presented at Massachusetts Association of Teachers of Speakers of Other Languages Community College ESL Conference. October 27, 2017.

“Retention through Empathy in Literature Classes.” Sophomore Literature “Vision Project” Symposium. April 11, 2014 and May 20, 2014. UMass Boston. Boston, MA.

“Welcome Address on the Humanities Today” delivered at the Community College Humanities Association Eastern Division Conference. Boston, MA. November 15-17, 2012.

“Helping Multilingual Students Succeed at MassBay” presented as part of Professional Development Spring Series. March 2011.

Served on panel discussion for “The Trauma Narrative in the Writing Classroom.” Presented with Jon Edwards, Marjorie Saunders, Matt Walsh, and Jeanie Tietjen at the 14th Annual Teaching, Learning, & Student Development Conference. MassBay Community College. Wellesley Hills, MA. April 2011.

“The Promise of ePortfolio” presented at MassBay Professional Day with Barbara-Anne Kearney and Matt Walsh. MassBay Community College. Wellesley Hills, MA. January 2011.

“Can Money Buy Happiness? Collaboration and Hands-on Learning in Documentation” presented at The Role of Textual Evidence in Student Reading and Writing, A Faculty Forum for Community Colleges and the Boston Public Schools. Roxbury Community College. Boston, MA. November 1 and December 6, 2011.

Participated in Roundtable Discussion on “Responding to Representations of Trauma in College Writing”. Two Year College English Association (TYCA). Boston, MA. Nov. 6, 2009.

“MassBay’s OneBook Project” presented with Matthew Walsh at Massasoit Community College. Canton, MA. May 2009.

“The Space Between: Bergen Community College’s Campus Diversity Initiative.” New Jersey Campus Diversity Initiative. Bergen Community College. Paramus, New Jersey. May 2007.

“On Prisons and Cell Phones: Using Role Play and Debate to Teach Argumentative Writing.” New Jersey Association of Developmental Education. Brookdale Community College. Lincroft, NJ. May 2006.

AWARDS

- Received the Marilyn Sternglass Award of City College's Graduate Department of English for paper, "When Mom Goes to School: One Student Mother's First Year Experience of College." May 2006.
- Awarded Northeastern University English Department Medal for earning highest score among all examinees on M.A. Comprehensive Examination. May 1999.
- Awarded one of three graduate fellowships for Northeastern University's Institute on Writing and Teaching. Martha's Vineyard, MA. Summer 1998.
- Received Honorable Mention for paper "Women and the Working Classes in Elizabeth Gaskell's *North and South*" in Northeastern University's Graduate Student Essay Competition. May 1999.

LANGUAGE SKILLS

Proficient in written and spoken French; beginner-level Spanish.

VOLUNTEER EXPERIENCE

Jewish Family and Children's Service. Waltham, MA. Serve as a Family Table volunteer packing and serving food to residents of MetroWest who are experiencing food insecurity	2015 - present
High Rock-Pollard PTC Volunteer. Needham, MA.	2019-2021
Chair, ParentTalk Career Moms. Needham, MA.	2010-2011
Needham Babysitting Coop. Needham, MA.	
Member	2008-2018
President	2015-2016
Volunteer Docent. Morris-Jumel Mansion. New York, New York	2004-2006

Oscar E. Mertz III
67 Rybury Hillway
Needham, MA 02492

Date: August 31, 2021

Re: Application for Citizen-At-Large representative
on the Affordable Housing Study Committee

Dear Needham Planning Board:

I am very excited by the timely establishment of this committee by the Needham Planning Board, and Planning Director, to address the critical issue of affordable housing in Needham. Over the past six months, I have become a volunteer with Equal Justice in Needham, joining a group of residents to focus on understanding Needham's challenges and opportunities for expanding housing choice. As the Planning Board has noted, there are several economic factors at play, and it is clear that Needham must address the inequities in our housing offerings. Rising housing prices and limited affordable options reflect a trend that threatens the overall economic viability and social fabric of the town if it continues without our attention to possible solutions.

The attached resume reflects my career as an architect and planner with involvement in building and planning projects across the country. Master planning of urban and suburban communities is of particular interest, as I can apply accumulated experience designing multiple building types to craft a variety of master plans, all with different contexts and socioeconomic forces to consider. Working with a range of clients and municipalities has provided valuable exposure to diverse zoning strategies. The goal has always been to balance the complex interrelationships of building uses, analyze the appropriate density, strive for dynamic placemaking, and prepare a project to be a catalytic influence and an economic success.

Thank you for your consideration for the citizen-at-large position. If selected, I would be an active, passionate representative, committed to the goals of the committee.

Sincerely,

A handwritten signature in black ink, appearing to read 'OEM III', written in a cursive, stylized script.

Oscar Mertz

Attachment: OEM3 resume



EDUCATION

MASTER OF ARCHITECTURE
YALE UNIVERSITY SCHOOL OF
ARCHITECTURE, 1988

BACHELOR OF ARCHITECTURE
PRINCETON UNIVERSITY, 1982

LICENSURE

REGISTERED ARCHITECT
MASSACHUSETTS #7893

AFFILIATIONS

AMERICAN INSTITUTE OF ARCHITECTS

BOSTON SOCIETY OF ARCHITECTS

LEED ACCREDITED PROFESSIONAL

FIRM TENURE

30 YEARS

ELKUS MANFREDI ARCHITECTS

Oscar Mertz III AIA, LEED AP

SENIOR ASSOCIATE, ARCHITECT

RELEVANT EXPERIENCE

10 CITYPOINT
WALTHAM, MASSACHUSETTS

74 MIDDLESEX AVENUE LAB/OFFICE
SOMERVILLE, MASSACHUSETTS

195 FIRST STREET – 77 LINSKEY WAY
CAMBRIDGE, MASSACHUSETTS

ANACOSTIA WATERFRONT – BALLPARK DISTRICT
WASHINGTON, DC

ASBURY PARK MASTER PLAN
ASBURY PARK, NEW JERSEY

ATHENAEUM BUILDING
CAMBRIDGE, MASSACHUSETTS

BAYOUTECH PARK
HOUSTON, TEXAS

BERTUCCI'S
VARIOUS LOCATIONS NATIONWIDE

BIRMINGHAM CITY CENTER
BIRMINGHAM, MICHIGAN

BLOOMFIELD PARK
PONTIAC, MICHIGAN

BUTTONVILLE MASTER PLAN
MARKHAM, ONTARIO, CANADA

CASINO MASTER PLAN
LOCATION CONFIDENTIAL

CITYPLACE
WEST PALM BEACH, FLORIDA

*Award for Excellence, (Large-scale Mixed-use),
Urban Land Institute, 2002*

*Superior Achievement in Design and Innovation,
Retail Traffic Magazine, 2002*

COPLEY PAVILION
BOSTON, MASSACHUSETTS

OSCAR MERTZ III AIA, LEED AP**CRYSTAL PALACE**

BEIJING, CHINA

ONE DAYTONA MIXED-USE

DAYTONA BEACH, FLORIDA

DOWNTOWN SAN JOSÉ

SAN JOSÉ, CALIFORNIA

EASTON TOWN CENTER

COLUMBUS, OHIO

FAIRVIEW POINT CLAIRE MASTER PLAN

MONTRÉAL, CANADA

THE FRANKLIN MINT

MIDDLETOWN TOWNSHIP, PENNSYLVANIA

FRONT STREET

HARTFORD, CONNECTICUT

GRAND AVENUE MASTER PLAN

LOS ANGELES, CALIFORNIA

THE HARBOR MERIDA

MERIDA, MEXICO

HARVARD UNIVERSITY GRADUATE SCHOOL OF BUSINESS**ADMINISTRATION – KRESGE HALL**

BOSTON, MASSACHUSETTS

HEART OF ISRAEL MASTER PLAN

TEL AVIV, ISRAEL

HEARTLAND TOWN CENTER

ISLIP, NEW YORK

HIGH STREET MASTER PLAN

ATLANTA, GEORGIA

HMV RECORD STORE – ROCK AND ROLL HALL OF FAME

CLEVELAND, OHIO

INDEPENDENCE HARBOR

PENN'S LANDING, PENNSYLVANIA

LAGUARDIA AIRPORT CENTRAL TERMINAL BUILDING

FLUSHING, NEW YORK

LIVE! RESORTS POMPANO

POMPANO BEACH, FLORIDA

MIXED-USE RESIDENCES

LOMAS VERDES, MEXICO

MOYNIHAN EAST

NEW YORK, NEW YORK

NATIONAL LANDING

ARLINGTON, VIRGINIA

NEW ENGLAND SPORTS AUTHORITY – LIBERTY TREE MALL

DANVERS, MASSACHUSETTS

THE PARK SAN LUIS POTOSI

SAN LUIS POTOSI, MEXICO

PALAMANUI

NORTH KONA, HAWAII

PHILADELPHIA INTERNATIONAL AIRPORT

PHILADELPHIA, PENNSYLVANIA

PIER 40 COMPETITION

NEW YORK, NEW YORK

PORT COVINGTON MASTER PLAN

BALTIMORE, MARYLAND

PUTNAM INVESTMENTS – CUSTOMER SERVICE CENTER

NORWOOD, MASSACHUSETTS

RELATED SANTA CLARA

SANTA CLARA, CALIFORNIA

RESTON TOWN CENTER EXPANSION

RESTON, VIRGINIA

RETAIL TOWN CENTER

SAN LUIS POTOSI, MEXICO

RIVIERA BEACH MASTER PLAN

RIVIERA BEACH, FLORIDA

SCOTTSDALE WATERFRONT

SCOTTSDALE, ARIZONA

THE SHOPS AND RESTAURANTS AT HUDSON YARDS

NEW YORK, NEW YORK

ST. PAUL CROSSING

BROOKLINE, MASSACHUSETTS

STREETS OF WOODFIELD

SCHAUMBURG, ILLINOIS

THE MANSION RESIDENCES AT TURNER HILL

IPSWICH, MASSACHUSETTS

THE RESIDENCES AT THE COLONNADE

BOSTON, MASSACHUSETTS

THE SHOPS AT SAKS FIFTH AVENUE

WHITE PLAINS, NEW YORK

OSCAR MERTZ III AIA, LEED AP

TOWN SQUARE METEPEC
METEPEC, MEXICO

UNION PARK MASTER PLAN
LAS VEGAS, NEVADA

UNION POINT MASTER PLAN
WEYMOUTH, MASSACHUSETTS

UNIVERSITY OF PENNSYLVANIA – UNIVERSITY SQUARE
PHILADELPHIA, PENNSYLVANIA

UPTOWN CHARLOTTE
CHARLOTTE, NORTH CAROLINA

URBAN DEVELOPMENT PROJECT
STAMFORD, CONNECTICUT

VAIL LIONSHEAD PARKING STRUCTURE REDEVELOPMENT
VAIL, COLORADO

VICTORY PARK
DALLAS, TEXAS

THE HOUSE RESIDENCES AT VICTORY PARK
DALLAS, TEXAS

WEST AVENUE
NORWALK, CONNECTICUT

WHITE FLINT MASTER PLAN
ROCKVILLE, MARYLAND

PREVIOUS EXPERIENCE

DONHAM & SWEENEY, INC

POLICE HEADQUARTERS
FRAMINGHAM, MASSACHUSETTS

KALLMANN, MCKINNELL & WOOD

COLUMBIA UNIVERSITY SCHOOL OF LAW
NEW YORK, NEW YORK

**WASHINGTON UNIVERSITY IN ST LOUIS – NATURAL
SCIENCES BUILDING**
ST LOUIS, MISSOURI

**YALE UNIVERSITY – BIOCHEMISTRY/BIOPHYSICS
LABORATORY**
NEW HAVEN, CONNECTICUT

PETER KURT WOERNER & ASSOCIATES

HERBERT S NEWMAN, ARCHITECT

ALLEN GREENBERG, ARCHITECT

SHORT & FORD ARCHITECTS

FOUR PRIVATE RESIDENCES
CONNECTICUT AND NEW JERSEY

From: [wes soper](#)
To: [Planning](#)
Subject: application - Affordable Housing Study Committee
Date: Tuesday, August 17, 2021 10:49:13 AM
Attachments: [Wes Soper resume 8.13.2021.pdf](#)

Dear Planning Board,

I am writing to express my interest in joining the Affordable Housing Study Committee which I recently learned about in *Needham Hometown Weekly*. As a Needham resident and young professional working in the affordable housing industry I believe I am qualified to serve in this role and would be excited to contribute to delivering a comprehensive Housing Plan for the town.

I currently work for TCAM (Tax Credit Asset Management), we are a Boston-based organization that works with variety of clients across the country in the affordable housing industry. TCAM started off focused on LIHTC deals but has evolved to now engage in all types of affordable housing including Section 8, public housing, as well as state and local housing programs. As part of the Advisory Team at TCAM, our group provides a wide range of consulting services for state and municipal housing agencies, housing authorities, and affordable housing developers. In my two years with the organization I have worked on many engagements, please see my resume (attached) for specific experience.

On a less-tangible level - I am particularly excited about the prospect of serving my community and collaborating with others who share my enthusiasm about this issue. While it is my belief that Needham is actually doing quite well in terms of providing adequate affordable housing (especially relative to other areas in the US, but also compared to other MA towns), I do believe there is potential for improvement. I would welcome the opportunity to contribute to this effort.

I am attaching my resume and am available to discuss my qualifications in further detail. Thank you and I look forward to your response.

Regards,
Wes

--

Wes Soper

207.653.9658

wessoper20@gmail.com

Wes Soper, MBA

Boston, MA | 207.653.9658
wessoper20@gmail.com | LinkedIn.com/in/wessoper

PROFESSIONAL EXPERIENCE

Tax Credit Asset Management - Boston, MA 2019 – Present

Advisory Associate

Member of Advisory Team who provides a wide range consulting services for state and municipal housing agencies, housing authorities, and affordable housing developers. Specific experience includes:

- **Asset Management Services** – Financial reporting and compliance monitoring on a portfolio of 16 client properties.
- **Deal Underwriting** – Provided underwriting consulting on eight deals for which client was a lender.
- **Y15 Consulting** – Built model for forecasting scenarios and valuations for client engaged in three Y15 negotiations.
- **Transactional Services** – Cash flow calculations for a client portfolio of 28 properties.
- **Additional Consulting** – 1. Analyst on two engagements where tasked to assess client processes and deliver recommendations; 2. Wrote two memos to industry members that benchmarked AM task distribution and how PM groups fit within organizational structure; 3. Delivered year-end exposure report to client who acts as guarantor on a portfolio of 37 properties.

Boston University - Boston, MA 2012 – 2019

Department Administrator

Responsible for efficiently running all day-to-day operations of Political Science Department while also supporting leadership in the creation and implementation of initiatives aiming to advance organizational goals. Specific areas and initiatives included:

- Senior management (Chair) communications; effectively communicate all important developments to Chair ('CEO'); disseminate information outward to all relevant parties.
- Managed all departmental finances, including a \$2M annual operating budget.
- Supervised a team of Executive Office Associates (between 5-7 direct reports)
- Improved brand awareness through alumni outreach, website redevelopment, and appointment of visiting scholars.

Grantham, Mayo, Van Otterloo, LLC - Boston, MA 2010 – 2011

Client Service Associate

- Effectively managed communications through proper channels, including portfolio managers, relationship managers, and transfer agents.

Blackrock Investments, Inc. - Boston, MA 2007 – 2010

Investment Services Representative

- Provided shareholders and financial advisors with service and market information on over 200 investment vehicles.

EDUCATION

Boston University, Questrom School of Business - Boston, MA

MBA (5/17)

Wheaton College, Norton, MA

Bachelor of Science (5/07)

VOLUNTEER INITIATIVES

Safe Passage – Guatemala City, Guatemala 2009 – 2015

Treasurer and Event Coordinator, Boston Friends Group (2010-2015)

- Provided leadership in the organization of fundraising events and the expansion of programmatic awareness.

Classroom Volunteer (2009)

- Provided educational reinforcement and helped build self-esteem in underserved youth in Guatemala City.

From: [Rhonda Spector](#)
To: [Planning](#)
Subject: Affordable Housing Study Committee
Date: Thursday, August 12, 2021 2:27:32 PM
Attachments: [Rhonda Spector Resume 2021 .docx](#)

Dear Lee,

I am interested in being a member of the Affordable Housing Study Committee Needham is forming to revisit the town's housing agenda.

I have worked in economic development for most of my career and specifically worked on affordable housing development first in Holyoke when I worked at MassDevelopment, and then for the past six years as the Director of Development for 2Life Communities. At 2Life, I worked on both renovation and new construction of multifamily affordable housing for seniors. In my work at Massport and Massdevelopment I managed many planning and feasibility studies for a variety of types of projects.

I am currently working with Affirmative Investments part-time as a development consultant. Affirmative is an affordable housing developer working on small and medium sized community projects.

My resume is attached. I look forward to hearing from you about working on the Committee.

Sincerely,
Rhonda Spector

Rhonda Spector
Needham, Massachusetts
617-447-0799 | Rhonda@Spectortm.com

Senior level professional with leadership experience in real estate development as well at regulatory agencies at both state and local levels. Demonstrated success development, planning, permitting, community engagement and in leading sustainable projects.

EXPERIENCE

Director of Real Estate Development

2Life Communities

Boston
2015 – 2021

Leading the LEED-certifiable development of a \$10 million headquarters for 2Life Communities.

- Managed \$77 million refinance and rehabilitation of a 209-unit affordable housing community, including financing, design, construction, sustainability, and resident relocation. Project included renovation of all units, common areas, and \$2 million courtyard with fitness equipment and community gardens. Awarded an Enterprise Green Community designation.
- Spearheaded *Aging in Community* initiative for moderate-income seniors that modeled a new type of community. Negotiated a Purchase and Sale Agreement for a 4-acre site in Newton, and directed a multi-faceted finance, operations, design and marketing team.
- Site selection work - analyzed potential sites across Greater Boston for redevelopment opportunities including zoning and feasibility analyses.

Vice President, Planning and Development

MassDevelopment

Boston
2005 - 2013

- Led partnership between the Holyoke Housing Authority, City of Holyoke, Massachusetts Housing Partnership and MassDevelopment to create a plan for redeveloping Lyman Terrace, a public housing community in Holyoke. Supervised team, consultants, community process and negotiations with government agencies, business leaders, neighbors and residents. Project led to a RFP and successful community redevelopment.
- Managed all aspects of the rollout of sustainability practices for MassDevelopment. Member of Governor Deval Patrick's Zero Net Energy Task Force, and oversaw the first two Zero Net Energy housing developments in Devens.
- Provided technical assistance to cities and towns across the Commonwealth, including a Canal District master plan, Lawrence; Urban renewal plan, Gardner; Downtown plan, Worcester; and Garage feasibility and parking management plans, Medford and Natick. Sponsor and panelist for Urban Land Institute Technical Assistance Panels in Lawrence, Framingham and Haverhill.
- Managed regional economic development academies to formulate and implement educational forums for municipal leaders. Held regional conferences with public policy leaders and 50 to 85 participants on topics ranging from urban housing policy to the creative economy.

Senior Project Manager

National Development

Newton
2004

- Oversaw all aspects of permitting and pre-development for a 180-unit new construction development at Woodland Station, Newton, and a 425-unit development on a 70-acre site in Burlington. Prepared a 40B Comprehensive Permit application and negotiated a 99-year ground lease with the MBTA. Supervised all consultants and produced financial analyses for both projects.

Economic Development Officer
Town of Brookline

Brookline
2002 - 2003

- Acquired approval of a Town Meeting district re-zoning for a 229,000 square foot office building at 2 Brookline Place.
- Led Board of Selectmen committee for development of a town-owned 5-acre site for affordable housing.

Senior Project Manager
Carpenter and Company

Cambridge
1998 – 2001

- Produced a winning proposal in response to a Town Request for Proposals for a \$30 million Marriott Courtyard Hotel in Brookline. Supervised project team and extensive community and design review process. Won Town Meeting approval and completed permitting. Negotiated and executed a long-term ground lease with the Town.

Senior Project Manager
Massachusetts Port Authority

Boston
1988 - 1997

- Managed rehabilitation of a \$7.2 million conference center on the Boston Fish Pier. Supervised design, construction, installation of state-of-the-art communication technology, exhibits, furnishings and oversaw commencement of operations.
- Negotiated development options and ground leases with the World Trade Center Boston for the Seaport Hotel and East Office Building. Supervised planning, design review and permitting for both properties.
- Executed Development Agreement with Carpenter and Company for the \$100 million Hilton Hotel at Logan International Airport. Secured all hotel approvals from Massport Board of Directors.

EDUCATION

Boston University Graduate School of Management
Master's of Business Administration, Finance

University of Massachusetts, Amherst
Bachelor of Arts, Economics, Phi Beta Kappa, *Cum Laude*

From: [Laura Surdel](#)
To: [Planning](#)
Subject: Affordable Housing Study Committee
Date: Sunday, August 29, 2021 10:40:45 AM
Attachments: [Laura Surdel Resume 2020 Town.pdf](#)

Good morning,

I am writing to express interest in a position on the town's Affordable Housing Study Committee. I have spent my career in the affordable housing space, providing equity financing for affordable housing developments across the country. It is always extra special to be involved in the development of affordable housing more locally, and I have worked on several projects in Massachusetts, including a large renovation of affordable housing in Salem, MA in June. I am interested in bringing my experience to my home town to help study Needham's affordable housing, and provide ideas and insight into best practices that I have seen result in exceptional developments in affordable housing throughout Massachusetts and the country.

Thanks for your consideration and I look forward to hearing from you.

Laura Surdel
199 Tudor Road
781-223-8397

Laura A. Surdel

199 Tudor Road, Needham, MA
(781)223-8397 • lsurdel@yahoo.com

LIHTC Originator with personal brand | Creative and solutions-oriented problem solver | Proven expert and trusted partner | Extensive affordable housing knowledge

PROFESSIONAL EXPERIENCE

Boston Financial Investment Management, Boston, MA

Senior Vice President, Production

(12/20-Present)

- Originate, Evaluate, Structure, Underwrite, and Close Low Income Housing Tax Credit ("LIHTC") transactions.

Boston Capital, Boston, MA

Vice President, Acquisitions

(12/2010-12/2020)

- Top producer at Boston Capital for 10 years. Closed in excess of \$1.3 billion in LIHTC equity across 140+ properties. Contribute, on average, 20% of the annual Acquisitions revenue.
- Acquire and develop multiple high profile and strategic developer relationships for investments in CA, CO, MA, ME, ID, WY, MT, FL, AK, UT, VA, NC, NV, ND, SD, NY, TN, MD and IL. Originate new relationships, driven by investor footprints and needs.
- Manage and implement creative solutions to highly complex and large scale (\$50MM) transactions.
- Negotiate legal documents, deal terms with developers while maintaining investor requirements.
- Coordinate, as needed, both internally across departments and externally with direct investor communication to manage and strategically place equity for high volume clients. Lead team discussions on high profile and high volume clients. Create strategic alliances to support large scale clients. Strong relationships with many Lenders across the industry.
- Effectuate upper tier closings with multiple investors, including most major banks. Create pipelines for new investors and participate in strategic meetings with new and existing investor clients.
- Manage, train and develop long-term internal Analyst talent.

Acquisitions Associate

(12/2005-12/2010)

- Originated a book of repeat developer clients, created new relationships for Boston Capital, as well as maintained and expanded existing relationships with developers.
- Modeled and structured LIHTC investments, issue LOIs.
- Coordinated and completed real estate transaction closings. Collaborated with attorneys, in-house underwriting and Acquisitions teams. Funded equity at closing through Line of Credit.

Acquisitions Analyst

(12/2002-12/2005)

- Maintained financial model, Investment Summary, Investor required summaries and market analyses. Managed Due Diligence Process of closing LIHTC transactions.
- Assisted VP with underwriting, sponsor analysis, credit analysis, tax issues.

EDUCATION

MBA, Babson College, Wellesley, MA
BA, Economics and Math, Bowdoin College, Brunswick, ME

September 1, 2021

Peter J. Vergados
5 Crestview Road
Needham, MA 02492

Ms. Lee Newman
Director
Planning and Community Development
500 Dedham Avenue
Needham, MA 02492

Dear Ms Newman:

I am writing in response to The Needham Planning Board establishing a study committee to develop a comprehensive Housing Plan for Needham.

Having been a Real Estate Appraiser for over 40 years and observed first hand major demographic shifts in population, lends credibility to serving on this study committee.

I have lived in Needham for over 15 years. My community involvement includes coaching youth baseball and Pop Warner Football for 10 years.

Although my resume leans toward the management and appraisal of commercial properties, my first position in real estate was the management and leasing of a two residential apartment complexes in Norwood, MA which were eventually converted to condominiums and cooperative apartments. I am also a licensed Real Estate Broker.

Thank you again for your kind consideration. I look forward to discussing this opportunity with you further.

Sincerely,

Peter J. Vergados

PETER J. VERGADOS
5 Crestview Road
Needham, MA. 02492
E-Mail: Delhipjv@aol.com

781-453-8949 (Home)
617-964-0077 (Cell)

Statement of Qualifications Peter J. Vergados, MBA, SPA

Practice involves the valuation of real estate to include, single family, multi-family, condominium, land, mixed use properties and various commercial type properties including, gas stations, retail stores, shopping plazas and small apartment complexes.

Formal Education and Specialized Training

Boston University, BS in Aeronautical Engineering and Management, Babson College, MBA. Specialized Education included Appraisal Institute II Urban Real Estate Properties, IB Capitalization Theory, and IA Principles of Real Estate Appraisal, and various courses and seminars to maintain license currency.

Professional Associations

National Association of Professional Appraisers, Senior Professional Appraiser (SPA) designation Expert Witness Experience. Middlesex & Essex County Superior Courts

Professional Experience

2007-Durkin Valuation Consultants, Senior Real Property Appraiser. From 1980, P. J. Vergados Associates: Real Estate Appraisal, Property Management and consulting activities including Market Value appraisals, Construction Cost estimates, general consulting on real estate matters. 1979 to 1980 Alpha Development Corporation. Project Management proposed commercial buildings. Management of existing commercial properties. Negotiated lease agreements and leasehold improvements with prospective tenants. 1978 to 1979 GTE Sylvania Real Estate Administrator Undertook and performed assignments in specific areas of real estate activity. Analyzed alternative solutions including costs, negotiated terms and conditions of real estate contracts. Prepared feasibility studies, evaluated real estate taxes, maintained data on real estate markets and trends. 1976 to 1978 IDS Realty Trust, Boston, Ma: Management and leasing of two 60,000+ square foot shopping centers in Raynham and Swansea, Massachusetts, 1970 to 1974 Marlboro Investment Corporation Commercial Division leased and managed office buildings and existing shopping centers. Finance Division Prepared projected financials and market surveys for planned projects.

Retired Major, U.S. Air Force 6 years active duty. 16.5 years MA Air National Guard. Rated Pilot, various duties included Flight Safety, Air Operations and Training. Decorations: Distinguished Flying Cross, 15 Air Medals, Vietnam Cross of Gallantry with

**Town of Needham
Citizens' Petition for Warrant Article**

Town Meeting for Which Petition is requested: **Fall 2021 Special Town Meeting**

Primary Sponsor:

Name **Oscar Mertz**

Address **67 Rybury Hillway Needham, MA 02492**

I certify that ~~I~~am a registered voter in the Town of Needham.

Signature 

In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Selectmen shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

For an annual town meeting, a citizens' petition requires the certified signatures of ten or more registered voters. For a special town meeting, the signatures of 100 registered voters are required. The Selectmen shall call a special town meeting upon request, in writing, of two hundred registered voters or by four percent of the total number of registered voters, whichever number is lesser.

The deadline for submission of a petition for the Annual Town Meeting is the first Monday in February, in accordance with Section 1.15 of the General By-laws of the Town of Needham. The deadline for submission of a petition for a special town meeting will be determined by the Board of Selectmen, and will generally be the date that the warrant is closed.

Note: If properly certified, the text of the proposed citizens' petition will appear in the warrant exactly as presented. The Board of Selectmen, as the Warrant Committee, reserves the right to include a summary of the Board's understanding of the intent of the article along with the petition itself. The name of the primary sponsor will appear in the warrant.

Text of Citizens' Petition (Continue on other side or attach sheets as necessary)

Please see full text on separate pages attached

Citizens' Petition
Needham Fall 2021 Special Town Meeting

*Re: A non-binding resolution concerning the amendment of the current
Accessory Dwelling Units (ADUs) by-law*

Whereas Needham Town Meeting recognizes that the town is experiencing increasing challenges in providing potential or existing residents a range of affordable options to purchase or rent a home in Needham;

And Whereas, one of the biggest challenges to home-buying and renting in Needham is an increasingly narrow range of housing choices due to the trend to replace older, smaller homes with ever-growing new homes, the average size of which has doubled between 1980 to 2020 from 2,200 SF to 4,400 SF;

And Whereas, this economic trend continues to make Needham increasingly less affordable, creating economic challenges for potential new residents and residents who wish to stay;

And Whereas, the increasing lack of affordability and housing choice creates more challenges for a more diverse Needham community;

And Whereas, as a result of recent trends in Needham and across the region, there is not enough of a range in housing choices at the affordable end that offer smaller unit sizes with more affordable purchase or rental costs for young adults or families or existing, mostly senior, residents;

And Whereas, in 2019, Needham introduced ADUs to the town by-laws but instituted them with residency restrictions that allow use only for a "caregiver", "family," or "owner" which has resulted in approximately eight approved ADUs in the past 18 months;

And Whereas, a 2018 white paper written by Amy Dain for the Pioneer Institute, presenting a survey of all of the towns offering ADUs, (approximately half with residency restrictions and the rest without), indicated that the total annual number of ADUs built was uniformly very modest (mostly single-digit), and that towns without restrictions saw only about a 50% increase in the number of ADUs built annually, which means Needham would have about three (3) more ADU applications a year.

Be It Resolved, that this day, in recognition of the urgent need to create more affordable housing choices, Needham's Town Meeting goes on record as recommending that the Town of Needham, acting through the Select Board, declare making more Affordable Housing Choices a Priority. Once declared, Town Meeting recommends that the Select Board consider taking further action including:

- Communicating to all town departments, businesses, and residents the critical need to address the lack of affordable housing choices currently in our town.
- Recommend that the Planning Board address possible remedies to the housing challenges through both the newly formed Affordable Housing Study Committee and revisions to the zoning by-laws to allow more affordable housing choices including multi-family and other smaller-sized options, like ADUs, that would expand the opportunities for potential and existing residents.
- Prioritize that the Planning Board, for Annual Town Meeting 2022, address an amendment to the current by-law (Section 3.15 – Accessory Dwelling Units [ADUs])
- Acknowledge that the Needham Health Department and the Council on Aging were critical endorsers of the concept of an ADU by-law that would provide to seniors the opportunity to have live-in assistance at their homes or, alternatively, the economic benefit of potential rental income. The current by-law, established in 2019, accomplished only half of that goal; it restricts use of ADUs to live-in assistance, and does not allow use of an ADU as a rental property.
- Encourage the Planning Board to remove the residency restriction in the above by-law, for just “caregiver”, “family” and “owner”, and allow the ADUs to be available to anyone as a more affordable housing choice in the marketplace, given that they would provide a very modest, but important, smaller housing option (850 SF maximum) across our predominantly single-family zoned town.
- Acknowledge that the economic benefit provided by ADUs expands the housing opportunities for seniors and other residents to remain in their homes, and for potential newcomers to join the Needham community.

Link to Needham Zoning By-law section on ADUs:

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And Whereas, as a result of recent trends in Needham and across the region, there is not enough of a range in housing choices at the affordable end that offer smaller unit sizes with more affordable purchase or rental costs for young adults or families or existing, mostly senior, residents;

And Whereas, in 2019, Needham introduced ADUs to the town by-laws but instituted them with residency restrictions that allow use only for a "caregiver", "family," or "owner" which has resulted in approximately eight approved ADUs in the past 18 months;

And Whereas, a 2018 white paper written by Amy Dain for the Pioneer Institute, presenting a survey of all of the towns offering ADUs, (approximately half with residency restrictions and the rest without), indicated that the total annual number of ADUs built was uniformly very modest (mostly single-digit), and that towns without restrictions saw only about a 50% increase in the number of ADUs built annually, which means Needham would have about three (3) more ADU applications a year.

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And Whereas, in 2019, Needham introduced ADUs to the town by-laws but instituted them with residency restrictions that allow use only for a "caregiver", "family," or "owner" which has resulted in approximately eight approved ADUs in the past 18 months;

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Whereas Needham Town Meeting recognizes that the town is experiencing increasing challenges in providing potential or existing residents a range of affordable options to purchase or rent a home in Needham;

And Whereas, one of the biggest challenges to home-buying and renting in Needham is an increasingly narrow range of housing choices due to the trend to replace older, smaller homes with ever-growing new homes, the average size of which has doubled between 1980 to 2020 from 2,200 SF to 4,400 SF;

And Whereas, this economic trend continues to make Needham increasingly less affordable, creating economic challenges for potential new residents and residents who wish to stay;

And Whereas, the increasing lack of affordability and housing choice creates more challenges for a more diverse Needham community;

And Whereas, as a result of recent trends in Needham and across the region, there is not enough of a range in housing choices at the affordable end that offer smaller unit sizes with more affordable purchase or rental costs for young adults or families or existing, mostly senior, residents;

And Whereas, in 2019, Needham introduced ADUs to the town by-laws but instituted them with residency restrictions that allow use only for a "caregiver", "family," or "owner" which has resulted in approximately eight approved ADUs in the past 18 months;

And Whereas, a 2018 white paper written by Amy Dain for the Pioneer Institute, presenting a survey of all of the towns offering ADUs, (approximately half with residency restrictions and the rest without), indicated that the total annual number of ADUs built was uniformly very modest (mostly single-digit), and that towns without restrictions saw only about a 50% increase in the number of ADUs built annually, which means Needham would have about three (3) more ADU applications a year.

Be It Resolved, that this day, in recognition of the urgent need to create more affordable housing choices, Needham's Town Meeting goes on record as recommending that the Town of Needham, acting through the Select Board, declare making more Affordable Housing Choices a Priority. Once declared, Town Meeting recommends that the Select Board consider taking further action including:

- Communicating to all town departments, businesses, and residents the critical need to address the lack of affordable housing choices currently in our town.
- Recommend that the Planning Board address possible remedies to the housing challenges through both the newly formed Affordable Housing Study Committee and revisions to the zoning by-laws to allow more affordable housing choices including multi-family and other smaller-sized options, like ADUs, that would expand the opportunities for potential and existing residents.
- Prioritize that the Planning Board, for Annual Town Meeting 2022, address an amendment to the current by-law (Section 3.15 – Accessory Dwelling Units [ADUs])
- Acknowledge that the Needham Health Department and the Council on Aging were critical endorsers of the concept of an ADU by-law that would provide to seniors the opportunity to have live-in assistance at their homes or, alternatively, the economic benefit of potential rental income. The current by-law, established in 2019, accomplished only half of that goal; it restricts use of ADUs to live-in assistance, and does not allow use of an ADU as a rental property.
- Encourage the Planning Board to remove the residency restriction in the above by-law, for just “caregiver”, “family” and “owner”, and allow the ADUs to be available to anyone as a more affordable housing choice in the marketplace, given that they would provide a very modest, but important, smaller housing option (850 SF maximum) across our predominantly single-family zoned town.
- Acknowledge that the economic benefit provided by ADUs expands the housing opportunities for seniors and other residents to remain in their homes, and for potential newcomers to join the Needham community.

Link to Needham Zoning By-law section on ADUs:

<http://www.needhamma.gov/DocumentCenter/View/16644/Zoning-By-Law-2020---FINAL-By-Law-Printed-November-2020?bidId=>

NEEDHAM PLANNING BOARD MINUTES

June 14, 2021

The Needham Planning Board Virtual Meeting using Zoom was remotely called to order by Paul Alpert, Chairman, on Tuesday June 14, 2021, at 7:15 p.m. with Messrs. Jacobs and Block and Ms. McKnight, as well as Planning Director, Ms. Newman and Assistant Planner, Ms. Clee.

Mr. Alpert took a roll call attendance of the Board members and staff. He noted this is an open meeting that is being held remotely because of Governor Baker's executive order on March 12, 2020 due to the COVID Virus. All attendees are present by video conference. He reviewed the rules of conduct for zoom meetings. He noted this meeting does include a public hearing that will be continued. If any votes are taken at the meeting the vote will be conducted by roll call. All supporting materials are posted on the town's website.

Public Hearing:

7:20 p.m. -- Major Project Site Plan: Needham Enterprises, LLC, 105 Chestnut Street, Suite 28, Needham, MA Petitioner (Property located at 1688 Central Avenue, Needham, MA). Regarding proposal to construct a new child care facility of 9,966 square feet and 30 parking spaces, that would house an existing Needham child-care business, Needham Children's Center (NCC).

Mr. Alpert noted a letter received from Attorney Evans Huber, representative for the applicant, requesting the hearing be continued to the 7/20/21 meeting. The applicant would like comments from other town departments. The Board received revised plans and a traffic report on Thursday and there has not been time to review them. The applicant would like a peer review of the traffic analysis, which the applicant will pay for. Multiple comments have been received from abutters. The attorney for the applicant has not had time to review all the comments yet. Ms. McKnight commented she appreciates the attention the Design Review Board (DRB) has given to this project.

Upon a motion made by Mr. Block, and seconded by Mr. Jacobs, it was by a roll call vote of the four members present unanimously:

VOTED: to continue the hearing to 7/20/21 at 7:20 p.m.

Ms. Newman noted there should be an additional motion to find that the traffic study peer review is warranted and authorize her to engage a traffic company to do the study. She noted Greenman Petersen Inc. (GPI) and Beta are under contract for the Town with the Engineering Department. Mr. Block stated GPI would be his preference. Ms. Newman will reach out to them. Maggie Abruzese, of 30 Bridal Trail Road, asked if the Board is going to deliberate or discuss the implication of alleged ethical violations on this matter. Mr. Alpert stated all were informed ahead of time of the continuance so all discussions will be deferred until 7/20. Ms. Abruzese asked, if the Board needs to seek information from the State Ethics Commission, that would not happen until after 7/20. Mr. Alpert stated the Board will not comment until the 7/20 meeting.

Carl Jonasson questioned the traffic study. He asked if it will take place after school is out of session and commented there is no point if that is the case. That traffic should be taken into account. Ms. Newman stated the purpose of a peer review is to look at information the applicant has provided and give an opinion if the information is accurate and suggest any changes. Mr. Jonasson stated the applicant feels Central Avenue is an A rating. That rating was done during Covid. Mr. Alpert noted the peer review will determine if the rating given is correct. Holly Clarke, of 1652 Central Avenue, asked if it was possible to give the reviewer the materials the neighbors have submitted as well. These are real experiences. Mr. Alpert stated all that has been presented to the Board is part of the public record. He would hope the reviewer would look at that also. They will point out the information is on the town website and how to access it. Ms. Clarke requested this information be given to the reviewer.

Upon a motion made by Mr. Block, and seconded by Mr. Jacobs, it was by a roll call vote of the four members present unanimously:

VOTED: the Board finds a traffic study peer review is warranted and authorizes the Planning Director to engage a traffic company to do the study.

Mr. Jacobs left the meeting at 7:35 p.m.

Board of Appeals – June 17, 2021

Andrew McKinney, Applicant -- 33 Fenton Road

Ms. McKnight commented the Board should make clear an Accessory Dwelling Unit (ADU) being created is not, alone, a sufficient reason to ~~make a~~ a 3-car garage. In this case the garage is set back 20 feet from the front of the house. This factor should be taken into consideration. She feels it is a good design of the garage.

Upon a motion made by Mr. Block, and seconded by Ms. McKnight, it was by a roll call vote of the three members present unanimously:

VOTED: to comment an ADU being created is not sufficient reason to make a 3-car garage. In this case the garage is set back 20 feet from the front of the house and this should be taken into consideration.

Karen Han, Applicant – 34 Grosvenor Road

Upon a motion made by Mr. Block, and seconded by Ms. McKnight, it was by a roll call vote of the three members present unanimously:

VOTED: “No comment.”

No No Song, LLC, Applicant – 68 Highland Avenue

Upon a motion made by Mr. Block, and seconded by Ms. McKnight, it was by a roll call vote of the three members present unanimously:

VOTED: “No comment.”

Adam Jacob Pase and Liat Rosen, Applicants – 68 Wilshire Park

Ms. McKnight stated she has a concern with this application. The applicant wants to allow alteration or reconstruction of a prior non-conforming structure. She does not see evidence of a prior non-conforming structure.

Upon a motion made by Mr. Block, and seconded by Ms. McKnight, it was by a roll call vote of the three members present unanimously:

VOTED: to comment this application should be carefully examined so the source of the non-conformity referred to is made clear.

Committee Appointments

Mr. Alpert noted this was discussed at the last meeting. There is a seat on the Transportation Committee held by Stephen McKnight that expired 5/31/21 and a seat on the Design Review Board held by Steven Tanner that will expire on 6/30/21. The Board discussed a new procedure to open up the process rather than just reappointing. He had a discussion with Mr. Tanner. Mr. Alpert feels opening it up at this time would be very time consuming. He would like to reconsider and reappoint both to the current positions and start the process of opening it up next time they come to the Board. Mr. Block recommends the Board start the framework process today for whenever the next appointees are. He feels there should be regular communication with appointees on a quarterly basis. Ms. Newman will start developing a policy. She will let all appointees know of the new procedure. She feels there should maybe be annual reports to the Chair and Vice-Chair.

Upon a motion made by Mr. Block, and seconded by Ms. McKnight, it was by a roll call vote of the three members present unanimously:

VOTED: to reappoint Steven Tanner to the Design Review Board’s 3-year term.

Mr. Alpert noted there was no quorum to reappoint Mr. McKnight as Ms. McKnight will recuse herself. That will be put on the agenda for the 6/29/21 meeting. Mr. Block stated one goal of the Board is to consider the transportation policy. He feels the transportation representative should be invited when this is discussed at a hearing. There may also be parts of transportation that may be part of the housing elements. Ms. McKnight noted it is the intent of the Planning Department to establish an advisory committee to study housing. Ms. Newman would recommend there be a comparable entity created to oversee this work. This will be discussed at the Chair/Vice-Chair meeting on Thursday.

Minutes

The minutes have not been reviewed yet and will be deferred to the 6/29/21 meeting.

Correspondence

There is no correspondence.

Report from Planning Director and Board members

Ms. Newman noted there is a training session on Wednesday to learn about hybrid meetings, how they will be handled and what to expect. On Thursday there will be a Chair/Vice-Chair meeting with members of the Planning Board. The discussion will be the hospital and housing plans. She is working on the Outdoor Seating Policy to codify some practices under Covid. She wants a regulating framework that makes sense. She noted the Town will file an application soon for an upgrade for the commons.

Ms. Espada arrived at 8:05 p.m.

Mr. Alpert updated her on the meeting.

Upon a motion made by Ms. Espada, and seconded by Mr. Block, it was by a roll call vote of three of the four members present (Ms. McKnight recused herself):

VOTED: to reappoint Stephen McKnight to the Transportation Committee.

Ms. McKnight stated at the last meeting the Board had decided not to restudy accessory dwelling units. She is involved with Equal Justice Needham and would like to continue work on that. One member is creating a video and Ms. McKnight taped a background for the video. She hopes all are ok with that. Mr. Alpert requested Ms. McKnight be cognizant of any conflict of interest in her 2 roles. Equal Justice Needham will take up issues in front of this Board and he wants her to be sensitive to the appearance of conflict of interest.

Upon a motion made by Mr. Block, and seconded by Ms. McKnight, it was by a roll call vote of the four members present unanimously:

VOTED: to adjourn the meeting at 8:15 p.m.

Respectfully submitted,
Donna J. Kalinowski, Notetaker

Adam Block, Vice-Chairman and Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

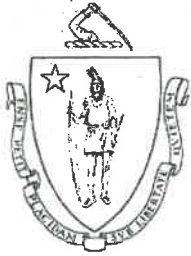


BY-LAWS

Approved By The Attorney General

**Annual Town Meeting
May 3, 2021**

August 21, 2021



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

2021 AUG 23 AM 8:52

CENTRAL MASSACHUSETTS DIVISION
10 MECHANIC STREET, SUITE 301
WORCESTER, MA 01608

MAURA HEALEY
ATTORNEY GENERAL

(508) 792-7600
(508) 795-1991 fax
www.mass.gov/ago

August 21, 2021

Theodora K. Eaton, Town Clerk
Town of Needham
1471 Highland Avenue
Needham, MA 02492

**Re: Needham Annual Town Meeting of May 3, 2021 -- Case # 10146
Warrant Articles # 5 and 6 (Zoning)**

Dear Ms. Eaton:

Articles 5 and 6 - We approve Articles 5 and 6, and the map amendments adopted under Article 6, from the May 3, 2021 Needham Annual Town Meeting. We will send the approved map to you by regular mail.

Note: Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the Town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,
MAURA HEALEY
ATTORNEY GENERAL

Kelli E. Gunagan

By: Kelli E. Gunagan
Assistant Attorney General
Municipal Law Unit
10 Mechanic Street, Suite 301
Worcester, MA 01608
(508) 792-7600

cc: Town Counsel Christopher H. Heep

Received
2021

TOWN CLERK
August 23, 2021

NEEDHAM
8:52 AM



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: Teaton@needhamma.gov

AT THE ANNUAL TOWN MEETING

HELD ON MONDAY, MAY 3, 2021

UNDER ARTICLE 5

It was

VOTED: That the Town will vote to amend the Needham Zoning By-Law as follows:

1. Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

"HC-1 -- Highway Commercial 1"

2. Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

"3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where each establishment contains 5,750 square feet or less of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.
- (f) Laundry or dry-cleaning pick-up station with processing done elsewhere.
- (g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter "Group Practices") or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. "Professional" shall include professional

medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals ("Non-group Practice").

(h) Bank or Credit Union.

(i) Medical Laboratory or laboratory engaged in scientific research and development and/or experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

(j) Radio or television studio.

(k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, biopharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fumes, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

(l) Telecommunications facility housed within a building.

(m) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9.

(n) More than one building on a lot.

(o) More than one use on a lot.

3.2.7.2 Uses Permitted by Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as it may require:

(a) Light-rail train station.

(b) Adult day care facility.

(c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1 (a).

(d) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where any establishment contains more than 5,750 but less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Grocery store provided it does not exceed 10,000 square feet of floor area.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facility or personal fitness service establishment, which may include outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Group Practices as defined in Section 3.2.7.1(g) and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies.

(l) Live performance theater, bowling alley, skating rink, billiard room, and similar commercial amusement or entertainment places.

(m) Apartment or multi-family dwelling provided that (1) the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3, (2) no more than 240 dwelling units shall be permitted in the Highway Commercial 1 District, (3) at least 40% but not more than 70% of all dwelling units within any project shall be one-bedroom units, and (4) at least 12.5% of all dwelling units shall be Affordable Units as regulated in Section 6.12.”

3. Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

4. Amend Section 4.10, Dimensional Regulations for Industrial-1 District, by deleting Section 4.10.4, which refers to Section 4.7.1 (b) and (c).
5. Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (1)	Side Setback (Ft.) (1) (3)	Rear Setback (Ft.) (1) (3)	Maximum Height (Ft.) (1)	Maximum Stories (1)	Maximum Lot Coverage (2) (4)	Floor Area Ratio (5) (6)
20,000	100	5	10	10	56	4	65%	0.70

- (1) a. All buildings shall be limited to a height of 56 feet and four stories, except that buildings within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and buildings within 200 feet of Gould Street shall be limited to a height of 35 feet and 2 ½ stories as-of-right. If the height of a building is increased above the height of 35 feet, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet.

b. By Special Permit from the Planning Board, the maximum height of a building may be increased to 3 stories and 42 feet within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and within 200 feet of Gould Street. By Special Permit from the Board, the maximum height of a building may be further increased to the following limits: 5 stories and 70 feet provided the building is not located within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. or within 200 feet of Gould Street.

c. (i) The line from which the 200-foot setback from Highland Avenue referred to in paragraphs a. and b. above shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole, then continues on the same northeasterly course an additional 330.54 feet for a total distance from the first mentioned bound of 700 feet. Reference is made to a plan entitled "Plan of Land Gould Street, Needham, MA", prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489. (ii) The line from which the 50-foot landscaped setback from Highland Avenue referred to in paragraph d. below shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole. If the 1980 State Highway Alteration along Highland Avenue is superseded by a subsequent State Highway Alteration, the 50-foot landscaped setback from Highland Avenue shall be measured from the newly-established street line.

d. Buildings and structures abutting Highland Avenue for the distance described in subsection (1) c. (ii) above and/or abutting Highland Avenue as it continues southwesterly to the intersection with Gould Street and/or abutting Gould Street shall be set back at least 50 feet from said streets. Buildings and structures abutting the layout of Route 128/95 beyond said Highland Avenue distance from stone bound to stone bound shall be set back at least 20 feet from said Route 128/95 layout. Notwithstanding the location or height of any building and structures, the required 50-foot or 20-foot setback shall be a landscaped, vegetative buffer area, which shall be required along the aforementioned street frontages and said

layout in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area.

e. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

f. For purposes of clarity, the required building setbacks and allowed envelopes (including setbacks) for allowance of additional height above 35 feet for the as-of right circumstance and 42 feet for the special permit circumstance are shown on figures 1 and 2 below.

Figure 1:

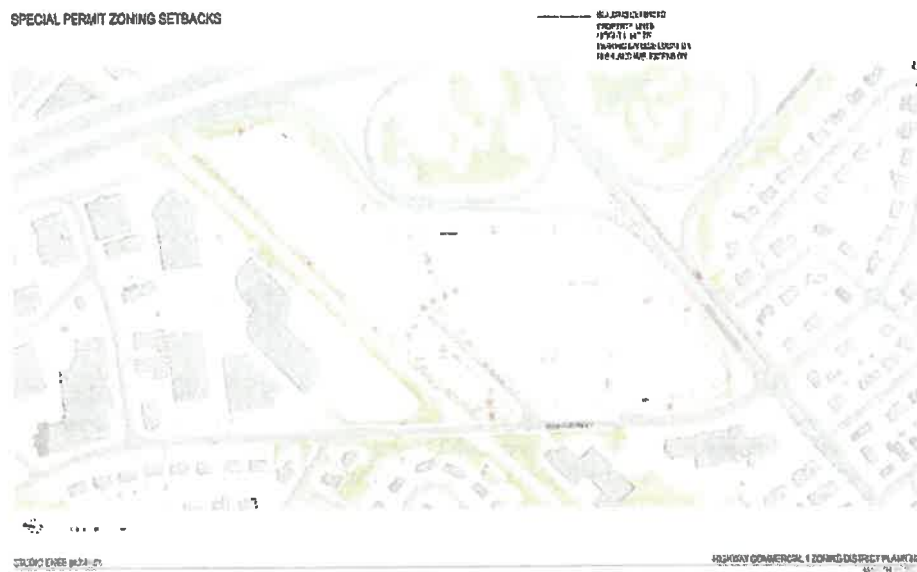
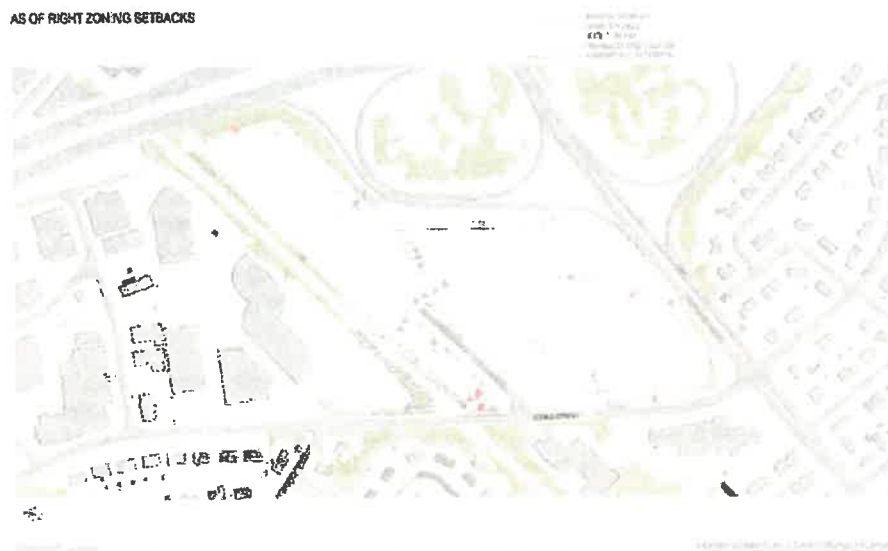


Figure 2:

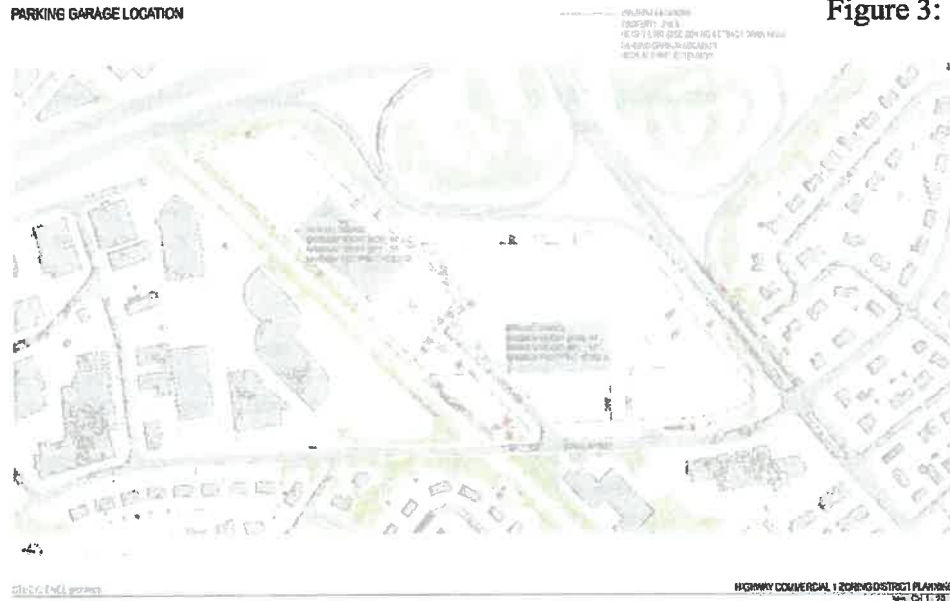


- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be increased to 75%.
- (3) No side or rear yard setback is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side or rear yards open to provide access to the interior of the lot.
- (4) A minimum of 25% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. Notwithstanding the preceding sentence, open space may include pervious surfaces used for walkways and patios. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)
- (5) A floor area ratio of up to 1.35 may be allowed by a special permit from the Planning Board. In granting such special permit, the Planning Board shall consider the following factors: the ability of the existing or proposed infrastructure to adequately service the proposed facility without negatively impacting existing uses or infrastructure, including but not limited to, water supply, drainage, sewage, natural gas, and electric services; impact on traffic conditions at the site, on adjacent streets, and in nearby neighborhoods, including, but not limited to, the adequacy of the roads and intersections to safely and effectively provide access and egress; the environmental impacts of the proposal; and the fiscal implications of the proposal to the Town. In granting a special permit, the Planning Board shall also consider any proposed mitigation measures and whether the proposed project's benefits to the Town outweigh the costs and adverse impacts, if any, to the Town.
- (6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures but shall include such active ground floor uses, such as retail, office, institutional, or display as are allowed by Section 4.11.2 (2).

4.11.2 Supplemental Dimensional Regulations

- (1) Notwithstanding Section 3.2.7.1(m) and any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet and may not be located within 250 feet of Highland Avenue or the extension of the right-of-way line described in Section 4.11.1 (1) c. (i) or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board. For purposes of clarity the height, coverage and location requirements for the as-of-right and special permit parking garage circumstance are shown on figure 3 below.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. Structured parking must be located at least 20 feet from adjacent buildings but may be attached to the building it is servicing if all fire and safety requirements are met.
- (3) Maximum uninterrupted facade length shall be 200 feet.
- (4) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

Figure 3:



4.11.3 Special Permit Requirements

In approving any special permit under Section 3.2.7.2 and/or Section 4.11, or for any project proceeding under the Highway Commercial 1 district provisions which constitute a Major Project under Section 7.4.2, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other methods deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to, possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the uses proposed; (e) The proposed development should incorporate as many green building standards as practical, given the type of building and proposed uses; (f) The proposed development should be designed and conditioned to reduce or mitigate adverse impacts on adjacent properties or the surrounding area such as those resulting from excessive traffic congestion or excessive demand for parking; and (g) The proposed development shall include participation in a transportation demand management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.”

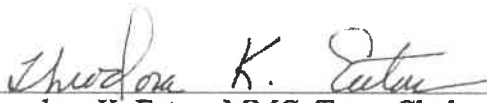
6. Amend Section 5.1.3, Parking Plan and Design Requirements, by adding at the end of the second sentence of subsection (j) which reads “Such parking setback shall also be twenty (20) feet in an Industrial-1 District” the words “and Highway Commercial 1 District unless a deeper parking setback is required by Section 4.11.”
7. Amend Section 6.5.1 of Section 6.5 Limited Heliports, by adding after the words “Industrial Districts,” in the first sentence, the words “and in the Highway Commercial 1 District,”.
8. Amend Section 6.12, Affordable Housing, by revising the first paragraph to read as follows:
 “Any mixed-use building in the Neighborhood Business District (NB) with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. Any building in the Highway Commercial 1 District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. The requirements detailed in paragraphs (a) thru (i) below shall apply to a development that includes affordable units in the Neighborhood Business District. The requirements detailed in paragraphs (a), (c), (d), (e), (f), (g), and (h) below shall apply to a development that includes affordable units in the Highway Commercial 1 District.”
9. Amend Section 7.2.5 of Section 7.2 Building or Use Permit, by adding after the words “Industrial-1 District,” in the first sentence, the words “Highway Commercial 1 District,”.
10. Amend Section 7.4.2 of Section 7.4 Site Plan Review, by adding in the first sentence of the last paragraph, the words “Highway Commercial 1 District,” after the words “Highland Commercial-128,”.

11. Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words "Industrial-1 District," in the first sentence of the second paragraph, the words "Highway Commercial 1 District,".

PASSED BY A STANDING COUNT OF HANDS
YES 168 - NO 37

A true copy

ATTEST:


Theodora K. Eaton, MMC, Town Clerk



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: Teaton@needhamma.gov

AT THE ANNUAL TOWN MEETING

HELD ON MONDAY, MAY 3, 2021

UNDER ARTICLE 6

It was

VOTED: That the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows: Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly, westerly and northwesterly along a radius of 44.00 feet a distance of 80.06 feet to a stone bound on the easterly sideline of Gould Street; thence running northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 160.00 feet more or less to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H to a point at the intersection of the westerly sideline of the Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running S4°25'46"E a distance of 292.00 feet to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route 128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

PASSED BY A STANDING COUNT OF HANDS

YES 168 NO 37

A true copy

ATTEST:

Theodora K. Eaton, MMC, Town Clerk

Annual Town Meeting
May 2021



Planning Board
Warrant Articles 5 + 6

Highway
Commercial
1



A True Copy
Attest:

Theodore K. Eaton
Town Clerk of Needham, MA

APPROVED

Attorney General's Office

By K. A. G. G. G.

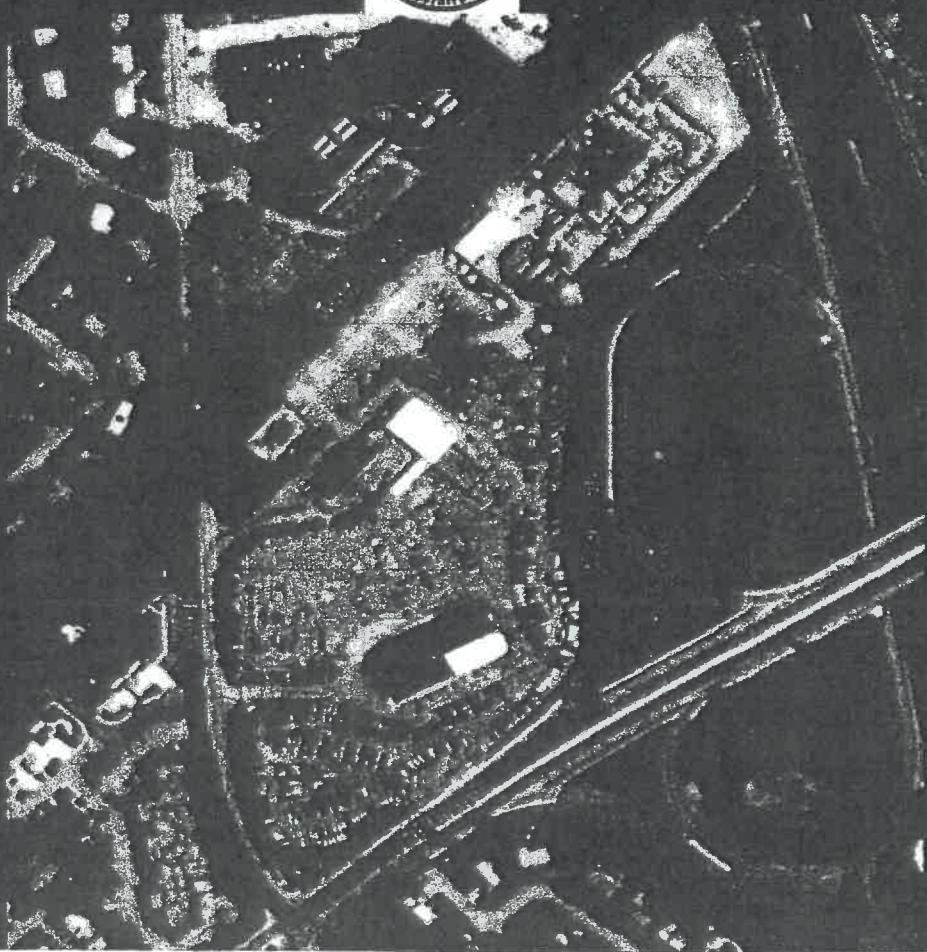
Date 08/21/21

At 6 Town Meeting Date 8/03/21



Highway
Commercial

1



A True Copy

Attest:

Sharon K. Eaton
Town Clerk of Needham, MA