



# City of Medford

Office of Planning, Development and Sustainability

City Hall - Room 308  
85 George P. Hassett Drive  
Medford, Massachusetts 02155

Contact:  
(781)393-2480  
Fax: (781)393-2342  
ocd@medford-ma.gov

**To:** City Council President Zac Bears and Honorable Members of the City Council

**From:** Danielle Evans, Senior Planner, Office of Planning, Development, and Sustainability *on behalf of* the City of Medford Community Development Board

**Date:** March 7, 2024

**RE:** Community Development Board Recommendation  
96-104 Winchester Street, PDD-1, Planned Development Special Permit and Site Plan Review

---

**Applicant:** 96-102 Winchester Street, LLC

**Subject Property:** 96-104 Winchester Street (known as "100 Winchester Street")

**Zoning District:** Winchester Street Planned Development District Overlay (PDD-1)

**Application:** The application materials for [PDSP SPR 2023-2 100 Winchester St](#) can be found under "[Current CD Board Filings](#)" on the Community Development Board page of the City of Medford website.

- Planned Development Special Permit
- Site Plan Review

**Procedural History Summary:**

- August 15, 2023: Winchester Street Planned Development District (PDD-1) re-zoning approved by City Council.
- February 6, 2024: Public hearing notice for City Council and Community Development Board (CDB) meetings mailed to abutters and parties of interest.
- February 6 and February 13, 2024: Public hearing notice published in the Boston Herald.
- February 21, 2024: CDB held a public meeting and voted to recommend conditional approval of the application for Site Plan Review and the Planned Development Special Permit.

**Proposed Development:**

The subject property, known as "100 Winchester Street", is comprised of an assemblage of parcels located at 96-104 Winchester Street on the Medford/Somerville line near the Ball Square MBTA Green Line station. The site contains commercial/light industrial buildings along with an historically significant structure. The Applicant is proposing to redevelop the site in accordance with the Winchester Street Planned

Development District (PDD-1) approved by City Council on August 15, 2023. The mixed-use development would consist of two structures:

- A new four-story, sixty-five (65) unit residential building with a mix of one- and two-bedroom units of which 15% would be designated as affordable units; and
- The historically significant structure would be retained, renovated, and expanded with a new two-story rear addition and contain 4,000 s.f. of commercial space. Allowable uses proposed for the commercial space include such uses to serve the community such as a daycare, office, or gym.

In addition, a small community pocket park is proposed for the corner of Winchester Street and Albion Street.

### **Permitting Procedures:**

Per the procedures outlined in Section 94-9.2 (PDD) and Section 94-9.2A (PDD-1) of the Medford Zoning Ordinance, the Applicant must receive a Planned Development Special Permit and an approved Site Plan Review in order to develop the property as proposed in the Preliminary Plan. In the PDD-1, the Community Development Board is advisory to City Council which is both the Site Plan Review Authority and the Special Permit Granting Authority. As such, the CDB held a duly noticed public meeting on February 21, 2024, to consider the applications for Site Plan Review and Planned Development Special Permit and to make a recommendation to the City Council. Board members present at the meeting were Chair Jacquie McPherson, Vice Chair Emily Hedeman, Ari Fishman, Pam Maryanski and Peter Calves. Sally Akiki and Sharad Bajracharya were absent.

In order to grant the Planned Development Special Permit, the Community Development Board and City Council must find that the following criteria are met or incorporate conditions into the PDD-1 Special Permit, that if satisfied, will cause the following criteria to be met:

1. The Site Development and Use Plan is substantially in conformance with the PDD-1 Preliminary Plan. The SPGA may approve deviations from the Preliminary Plan if it determines that such deviations will improve the PDD-1 Project.
2. The PDD-1 Project meets the special permit criteria set forth in Section 94-11.6.2 of the Ordinance in that any adverse effects of the project will not outweigh the beneficial impacts to the City or the neighborhood taking into consideration the following:
  - Social, economic, or community needs which are served by the proposal;
  - Traffic flow and safety, including parking and loading;
  - Adequacy of utilities and other public services;
  - Compatibility with the size, scale, and design of other structures in the neighborhood;
  - Impacts on the natural environment; and
  - The proposal's compatibility with the purposes of the City's Comprehensive Plan.

To approve the Site Plan, the Site Plan Review Authority must consider the following standards for approval set forth in Section 94-11.7.10 of the Ordinance:

- The provisions for vehicular loading and unloading and parking and for vehicular and pedestrian circulation on the site and into adjacent public streets and ways will not create hazards to safety, or impose a significant burden upon public facilities;
- The bulk, location or height of proposed buildings and structures and paved areas and the proposed uses thereof will be not detrimental to other private development in the neighborhood and will not impose undue burdens on the sewers, sanitary and storm drains, water distribution system, or similar public facilities;
- The provision for on-site landscaping provides adequate protection to neighboring properties from potentially detrimental features of the development;
- The site plan provides adequate protection of natural resources and the development will not result in soil or drainage problems;
- The provisions for exterior lighting will not create undue hazards to motorists traveling on adjacent public streets or damage the value and diminish the usability of adjacent properties;
- The proposed development will not create undue fire safety hazards by providing adequate access to the site, or to the buildings on the site, for emergency vehicles;
- The provisions for the handling of refuse provides for adequate protection to neighboring properties.

After considering the submitted materials, presentations from the applicant team, recommendations from City staff, and public comment received at and in advance of the public hearing, the Board found that, as conditioned, the proposal met the required criteria and voted 5-0 to recommend approval of the Site Plan and Planned Development Special Permit. The recommended conditions are as follows:

<b>1.</b>	<b>Control Plans:</b> As modified by the below conditions: Site plan prepared by Boston Survey Inc. dated 11/10/2023, architectural plan set entitled "100 Winchester St: A Mixed-Use Medford PDD Project" prepared by Peter Quinn Architects (30 sheets, dated 12/14/2022), civil plans prepared by GM2 Associates (7 sheets dated 10/22/2022), and landscape plans prepared by Verdant Landscape Architecture (6 sheets dated 12/8/2022 )
<b>2.</b>	<b>Plan Modifications:</b> Neither the Applicant nor any present or future owner of any interest in the project shall change or modify the Control Plans referenced in this Decision without first filing a formal request with the OPDS for an opinion as to whether or not such change or modification requires further review from the Site Plan Review/Special Permit Granting Authority. Minor modifications may be considered and approved by the OPDS Director if found to be consistent with the original project.
<b>3.</b>	<b>Recordation:</b> Upon application for a Building Permit, the Petitioner shall provide evidence to the Zoning Enforcement Officer that this entire decision has been filed or recorded with the Registry of Deeds.

<b>Traffic and Transportation Conditions</b>	
<b>4.</b>	The Applicant shall provide bicycle parking in an amount equivalent to at least 50% of the number of units.
<b>5.</b>	The Applicant shall provide for at least 10% of the parking to be for Electric Vehicle charging (~5 spaces) and the design shall accommodate future EV parking needs.
<b>6.</b>	The Applicant shall ensure that landscaping and fencing areas within the sight triangle of vehicles/drivers be kept below driver height to facilitate safe maneuvers when exiting onto Winchester Street.
<b>7.</b>	The Applicant shall restrict the on-street parking to the south of the site drive to provide better sight lines. Any distance beyond 2-3 feet requires Traffic Commission Approval. Given the higher volume driveway (as compared to a single or 2 family residence drive), the Applicant shall restrict at least one full on-street parking space (~20 feet) south of the site drive. The space should be marked with paint and a sign, as well as flex posts affixed to the pavement in the restricted area.
<b>8.</b>	The Applicant shall purchase and install all necessary materials and equipment to provide a speed hump to be located on Winchester Street. This will assist in slowing existing and new project trips on Winchester Street to travel at or below the posted speed limit of 25 MPH. The speed hump shall conform to NACTO and City of Medford standards and be located mid-block (generally) between Newbern Ave. and Granville Ave. or an alternative location if the horizontal or vertical sight distance is not adequate for drivers to see the treatment.
<b>9.</b>	<p>The Applicant shall purchase and install all necessary materials and equipment to provide a better sight line for all users of the intersection of Morton Avenue and Winchester Street. The specific materials should include:</p> <ul style="list-style-type: none"> <li>a) Paint crosswalks and stop lines (as suggested by the project's TIAS, pg. 17) on Morton Avenue located where appropriate. All pavement markings should be epoxy material.</li> <li>b) Blinking Stop sign (as suggested by the project's TIAS, pg. 17)</li> <li>c) Additional parking restrictions (beyond 20 feet), if approved by the City's Traffic Commission (proposed by the proponent, conceptual plan is sufficient) signs and poles (u-channel) indicating the parking restrictions,</li> <li>d) Consist of painted bump outs at all corners, and flex posts affixed to the ground which will physically re-enforce the designs/marked restrictions. <ul style="list-style-type: none"> <li>i) Alternatively, the project could construct cement concrete bumpouts including any necessary drainage structures. If doing so, it should be confirmed that the lane structure of the roadway will remain as is.</li> </ul> </li> </ul> <p>Given the crash history, the project should conduct an MUTCD warrant analysis to determine if an all-way stop is warranted at the intersection of Winchester St. at Morton Ave. and provide the result to the City.</p>

<b>10.</b>	<p>The Applicant shall purchase and install all necessary materials and equipment to provide a better sight line for all users of the intersection of Newbern Avenue at Medford Street. The specific materials should include:</p> <ul style="list-style-type: none"> <li>a) Paint crosswalks and stop lines (as suggested by the project's TIAS, pg. 17) on Newbern Avenue located where appropriate. All pavement markings should be epoxy material.</li> <li>b) Additional parking restrictions (beyond 20 feet), if approved by the City's Traffic Commission (proposed by the proponent, conceptual plan is sufficient) signs and poles (u-channel) indicating the parking restrictions,</li> <li>c) Consist of painted bump outs at all corners, and flex posts affixed to the ground which will physically re-enforce the designs/marked restrictions.</li> </ul> <p>Alternatively, the project could construct cement concrete bumpouts including any necessary drainage structures. If doing so, it should be confirmed that the lane structure of the roadway will remain as is.</p>
<b>11.</b>	<p>The Applicant shall purchase and install southwest bound on-street bike lanes on Albion Street, from Medford Street to Winchester Street. A concept plan should be presented and approved through the Traffic Commission. All pavement markings must be epoxy material. The bike lane must be a min. of 5' wide, with min. parking shoulders of 7' wide and min. travel lane of 10' wide. A bike lane will provide for additional area bicycle infrastructure as well as narrow the travel lane (encouraging slower speeds).</p>
<b>12.</b>	<p>The Applicant shall purchase and install all necessary materials and equipment to provide a better sight line for all users of the intersection of Morton Avenue and Winchester Street. The specific materials should include:</p> <ul style="list-style-type: none"> <li>a) Paint crosswalks and stop lines (as suggested by the project's TIAS, pg. 17) on Morton Avenue located where appropriate. All pavement markings should be epoxy material.</li> <li>b) Blinking Stop sign (as suggested by the project's TIAS, pg. 17)</li> <li>c) Additional parking restrictions (beyond 20 feet), if approved by the City's Traffic Commission (proposed by the proponent, conceptual plan is sufficient) signs and poles (u-channel) indicating the parking restrictions,</li> <li>d) consist of painted bump outs at all corners, and flex posts affixed to the ground which will physically re-enforce the designs/marked restrictions. Alternatively, the project could construct cement concrete bumpouts including any necessary drainage structures. If doing so, it should be confirmed that the lane structure of the roadway will remain as is.</li> </ul> <p>Given the crash history, the project should conduct an MUTCD warrant analysis to determine if an all-way stop is warranted at the intersection of Winchester St. at Morton Ave. and provide the result to the City for our use.</p>
<b>Engineering Division Conditions</b>	
<b>13.</b>	<p>The Applicant shall update the plans to show the maximum allowable driveway apron width on Winchester Street, or a variance be requested. The maximum opening for a general residential driveway apron is twenty (20) feet.</p>
<b>14.</b>	<p>In accordance with City standards and Engineering Directive #3, the Applicant shall show pavement restoration limits within the roadway (Winchester, Albion, and Alfred Streets)</p>

15.	The Applicant shall protect and maintain all existing street signage during construction.
16.	The Applicant shall install vertical granite curbing if any curb cut is being eliminated and meet the City standards for all proposed driveway aprons.
17.	The Applicant shall update the plans to show stormwater detention/infiltration system so that the connection with the main in Winchester Street is via a concrete drainage manhole in accordance with City standards.
18.	The Applicant shall update the plans to show the overflow pipes and connections (if any) to the City's closed drainage system.
19.	The Applicant shall resubmit any revisions to the stormwater report when applying for the City's Stormwater Permit. The stormwater revisions shall include the following: <ul style="list-style-type: none"> <li>a. Calculations for mitigation of the 25-year storm event</li> <li>b. Calculations showing that phosphorous removal has been met on-site</li> <li>c. Infiltration System #3 to be designed at least 2-feet above the Estimated Seasonal High Groundwater Table (~29.0) or a groundwater mounding analysis be provided for review.</li> </ul>
20.	The Applicant shall incorporate cutting and capping existing water services at the main within Winchester Street. No tapping sleeves shall be permitted for new water connections at the main. The fire protection service shall be triple gated and have a minimum size of 6-inches. If a hydrant is required on site, a flow test should be performed and submitted to the Engineering Division for review.
21.	The Plan shows the capping of the existing water service to the existing building to be renovated along Albion Street. The Applicant shall remove any abandoned gates in accordance with City standards.
22.	The Application shall have any sewer connection be made with a sewer manhole in accordance with City standards.
23.	The Applicant shall video the existing sewer pipe and structures from the building to the main and present the video to the Water & Sewer Department for their approval. Any recommendations regarding sewer replacement should be included in the Plan for Building Permit.
24.	The Applicant shall conform with the City Standards for all cement concrete work within the public right of way.
25.	The Applicant shall update the plan to show a new 1-inch copper line to the existing building being renovated in accordance with City standards. The records indicate that the existing water service is listed as a ¾" lead service.
26.	The Applicant shall revise construction details (C501-C504) to show a construction fence to be 8-feet in height, perimeter controls (silt soxx) show a 2-foot overlap at ends, and that all details pertaining to work within the public way conform to City construction standards.
27.	The Applicant shall show outlet control structure for each infiltration system in the plan as indicated in the stormwater report and the detail be added to reflect the stormwater design.
<b>Fire Prevention Conditions</b>	
28.	The Applicant shall provide a fire detail according to the Medford Fire Department regulations for demolition or welding and cutting on the site.

<b>29.</b>	The project shall be equipped with a fire alarm system according to the Commonwealth of Massachusetts Regulation 780 Section 9, National Fire Protection Association Standard 72, and the requirements of the Medford Fire Department.
<b>30.</b>	The project shall be equipped with an approved system of automatic sprinklers and standpipes according to the Massachusetts General Laws Chapter 148, CMR 780, NFPA Standards 13, 14, and 25, and the requirements of the Medford Fire Department.
<b>31.</b>	Life safety systems (smoke, heat, and carbon monoxide protection) Shall be required throughout the entire structure. This is in accordance with CMR 780-State Building code 9th edition, MGL Chapter 148, NFPA Standard 1 -Chapter 13 and 13.7, and NFPA Standard 72- National Fire Alarm Code.
<b>32.</b>	The sprinkler/ standpipe system and fire alarm plans shall include a narrative report according to NFPA Standards 13, 14, and 72.
<b>33.</b>	All Fire department connections shall be located according to Medford Fire Department rules and regulations and NFPA Standards 13 and 14.
<b>34.</b>	Parking lot/travel lanes shall be a minimum of 20 feet clear width if traffic flow is one way, and 24 feet clear width if traffic flow is two-way. Access to be 360 degrees around the project.
<b>35.</b>	Safety railings or alternate equivalent shall be required on rooftops
<b>36.</b>	The Fire Department reserves the right to add additional Hydrants as needed and to order additional safety requirements after review of detailed architectural drawings not available as of this date.
<b>Health Dept Conditions</b>	
<b>37.</b>	The Applicant shall assure an adequate drainage plan that ensures safety of groundwater and the effect of run-off abutting properties.
<b>38.</b>	The Applicant shall assure an adequate plan for sewer disposal.
<b>39.</b>	The Applicant must remediate any dust with the use of water trucks or calcium chloride during any demolition and construction. Streets shall be kept clean at the close of every workday.
<b>40.</b>	Demolition and building dumpster permits must be obtained in the Board of Health office.
<b>41.</b>	The Applicant shall submit solid waste plan to the Board of Health.
<b>42.</b>	Pre-demolition and pre-construction baiting are a requirement for Permit sign-off from the Board of Health, ongoing reports from a licensed pest control company will be required.
<b>Miscellaneous Conditions</b>	
<b>43.</b>	A requirement for management and mitigation of sound from the roof deck shall be included as part of the property's permanent management documentation.
<b>44.</b>	Any modification or removal of the roof deck which does not expand it will not be considered a significant site plan change and may be approved administratively by the Director of the Office of Planning, Development, and Sustainability.

cc: Alicia Hunt, Director of Planning, Development, and Sustainability  
Jacquie McPherson, AICP, Chair, Community Development Board  
Breanna Lungo-Koehn, Mayor  
Adam Hurtubise, City Clerk