PLANNING & COMMUNITY DEVELOPMENT
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Docket 3834

REQUIRED SUBMITTALS CHECKLIST

One electronic copy of your application is required; print materials may be requested, Review the ARB's Rules and Regulations, which can be found at www.arlingtonma.gov/arb, for the full list of required submittals.

TOWN CLERK'S OFFICE
ARLINGTON, MA 02174
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☑ **Application Cover Sheet (project and property information, applicant information)**

☑ **Dimensional and Parking Information Form (see attached)**

☑ **Impact statement**

Statement should respond to Environmental Design Review (Section 3.4) and Special Permit (Section 3.3) criteria on pages 6-8 of this packet); include:

- LEED checklist and sustainable building narrative as described in criteria 12.
- Summary of neighborhood outreach, if held or planned.

☑ **Drawing and photographs of existing conditions**

- Identify boundaries of the development parcel and illustrate the existing conditions on that parcel, adjacent streets, and lots abutting or directly facing the development parcel across streets.
- Photographs showing conditions on the development parcel at the time of application and showing structures on abutting lots.

☑ **Site plan of proposal. Must include:**

- Zoning boundaries, if any, and parcel boundaries;
- Setbacks from property lines;
- Site access/egress points;
- Circulation routes for pedestrians, bicyclists, passenger vehicles, and service/delivery vehicles;
- New buildings and existing buildings to remain on the development parcel, clearly showing points of entry/exit;
- Other major site features within the parcel or along its perimeter, including but not limited to trees, fences, retaining walls, landscaped screens, utility boxes, and light fixtures;
- Spot grades or site topography and finish floor level;
- Open space provided on the site;
- Any existing or proposed easements or rights of way.

☑ **Drawings of proposed structure**

- Schematic drawings of each interior floor of each proposed building, including basements.
- Schematic drawings of the roof surface(s), identifying roof materials, mechanical equipment, screening devices, green roofs, solar arrays, usable outdoor terraces, and parapets.
- Elevations of each exterior façade of each building, identifying floor levels, materials, colors, and appurtenances such as mechanical vents and light fixtures.
- Drawings from one or more prominent public vantage point illustrating how the proposed project will appear within the context of its surroundings.
- Graphic information showing façade materials and color samples.
- Include lighting plan and fixtures if not provided on site or landscaping plan.

☑ **Vehicle, Bicycle, and Service Vehicle Plans**

- Parking and loading plans, including all vehicle and bicycle parking facilities located on the parcel or within a structure, showing dimensions of spaces, driveways, access aisles, and access/egress points. Include line-of-sight and turning radius along with length and type of delivery truck.
- If you are requesting a reduction in the amount of required parking, include a Transportation Demand Management Plan per Section 6.1.5.
- Plans of all bicycle parking facilities located on the lot and within any structure, including dimensions of spaces and access routes and types of bicycle racks.

☑ **Sustainable Building and Site Design Elements**

- A solar energy systems assessment per Section 6.4, which must include:
  - An analysis for solar energy system(s) for the site detailing layout and annual production;
  - The maximum feasible solar zone area of all structures; and,
  - Drawings showing the solar energy system you propose, with a narrative describing the system, the reasons the system was chosen, and how the system meets the requirements of Section 6.4; or
  - A detailed explanation of why the project meets an exemption of Section 6.4.2.
- LEED checklist and narrative per EDR criterion 13.

☑ **Proposed landscaping *(may be incorporated into site plan)***

Schematic drawing(s) illustrating and clearly labels all landscape features, including hardscape materials, permeable areas, plant species, and light fixtures.

☑ **Plans for sign permits, if signage is an element of development proposal**

☐ **Stormwater management plan**

(for stormwater management during construction for projects with new construction)

☐ **SketchUp Compatible Model, if required**

☐ **Application fee**

(See Rule 12 of the ARB Rules and Regulations for how to calculate the fee)

FOR OFFICE USE ONLY

Docket #: 3834

____ Special Permit Granted Date: _____

____ Received evidence of filing with Registry of Deeds Date: _____

____ Notified Building Inspector of Special Permit filing Date: _____

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Docket 3834

COVER SHEET

Application for Special Permit in Accordance with Environmental Design Review

PROPERTY AND PROJECT INFORMATION

1. Property Address 30 Mystic St. Arlington, MA

   Assessors Block Plan, Block, Lot No. 50-4-5.A Zoning District B3 - Village Business

2. Deed recorded in the Registry of deeds, Book 10183, Page 487

   or- registered in Land Registration Office, Cert. No. _____, in Book _____, Page _____.

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3. Present Use of Property (include # of dwelling units, if any)
   Vacant, previously DCF office Building

4. Proposed Use of Property (include # of dwelling units, if any)
   Mixed Use - Adult Care Center, Daycare Center, Chinese Culture School

APPLICANT INFORMATION

1. **Applicant:** Identify the person or organization requesting the Special Permit:

   Name of Applicant(s) Qing Gao

   Organization Cambridge Center for Chinese Culture

   Address 410 Trapelo Rd (Street), Belmont, MA 02478 (City, State, Zip)

   Phone 781-724-8158 Email bostongaoqing@gmail.com

2. **Applicant Interest:** the applicant must have a legal interest in the subject property:

   ☐ Property owner ☐ Purchaser by land contract

   ☐ Purchaser by option or purchase agreement ☑ Lessee/tenant

3. **Property Owner** ☐ Check here if applicant is also property owner

   Identify the person or organization that owns the subject property:

   Name Julia Kew Title As Trustee, not Individually.

   Organization Thirty Mystic Realty Trust c/o Mirak Properties Phone _____

   Address 438 MASS AVENUE SUITE 127 (Street), ARLINGTON, MA 02474 (City, State, Zip)

   Phone 781-641-6536 Email julia@mirakproperties.com

4. **Representative:** Identify any person representing the property owner or applicant in this matter:

Name DUO YU Title ARCHITECT

Organization HEXI, LLC Phone 6179387606

Address 34 COMMERCE WAY, SUITE B-255 (Street), WOBURN, MA 01801 (City, State, Zip)

Phone 6179387606 Email YU@HEXI-CO.COM

5. Permit applied for in accordance with the following Zoning Bylaw section(s)

section(s)	title(s)
5.5.3	Use Regulations for Business Districts

6. List any waivers being requested and the Zoning Bylaw section(s) which refer to the minimum or maximum requirements from which you are seeking relief.

section(s)	title(s)

7. Please attach a statement that describes your project and provide any additional information that may aid the ARB in understanding the permits you request. Include any reasons that you feel you should be granted the requested permission.

(In the statement below, check the options that apply)

The applicant states that Qing Gao is the owner ☐ or occupant ☑ or purchaser under agreement ☐ of the property in Arlington located at 30 MYTSTIC ST, ARLINGTON, MA which is the subject of this application; and that unfavorable action ☐ or no unfavorable action ☑ has been taken by the Zoning Board of Appeals on a similar application regarding this property within the last two years. The applicant expressly agrees to comply with any and all conditions and qualifications imposed upon this permission, either by the Zoning Bylaw or by the Redevelopment Board, should the permit be granted.

Signature of Applicant(s):

Qing Gao

410 Trapelo Rd, Belmont, MA 02478 — Address

781-724-8158 — Phone

DIMENSIONAL AND PARKING INFORMATION

Property Location: 30 MYSTIC ST, ARLINGTON, MA

Zoning District: B3

Applicant: Qing Gao

Address:

Present Use/Occupancy: No. of Dwelling Units:
VACANT/OFFICE

Uses and their gross square feet:
25,482 SF

Proposed Use/Occupancy: No. of Dwelling Units:
MIXED USE (ADULT CARE & EDUCATION)

Uses and their gross square feet:
25,482 SF

		Present Conditions	Proposed Conditions	Min. or Max. Req'd by Zoning for Proposed Use	
Lot Size		37,089 SF	37,089 SF	min.	20,000 SF
Frontage		+/- 390.0'	+/- 390.0'	min.	50'
Floor Area Ratio[1]		0. 687	0.687	max.	2.8
Lot Coverage (%), where applicable		+/- 33.9%	+/- 33.9%	max.	-
Lot Area per Dwelling Unit (sf)				min.	
Front Yard Depth (feet)		+/- 57.0'	+/- 57.0'	min.	0
Side Yard Width (feet)	right side	+/- 36.3'	+/- 36.3'	min.	0
	left side	+/- 13.6'	+/- 13.6'	min.	0
Rear Yard Depth (feet)		+/- 6.5'	+/- 6.5'	min.	+/-8.2' [(H+L)/6]
Height	stories	2	2	stories[2]	5
	feet	+/- 31.0'	+/- 31.0'	Feet	50'
Open Space (% of G.F.A.)[3]		+/-9,582.2 SF	+/-9,582.2 SF	min.	3708.9 SF [10%]
	Landscaped (sf)	+/-8,507.2 SF	+/-8,507.2 SF	(sf)	3708.9 SF [10%]
	Usable (sf)	+/-7,030.8 SF	+/-7,030.8 SF	(sf)	3708.9 SF [10%]
Parking Spaces (#)[4]		77	77	min.	
Parking Area Setbacks (feet) *(where applicable)*				min.	
Loading Spaces (#)		0	0	min.	
Bicycle Parking[5]	short term	0	16	min.	16
	long term	0	4	min.	3

[1] FAR is based on Gross Floor Area. See Section 5.3.22 for how to calculate Gross Floor Area. On a separate page, provide the calculations you used to determine FAR, including the calculations for Gross Floor Area.
[2] Where two heights are noted in the dimensional tables, refer to Section 5.3.19, Reduced Height Buffer Area to determine the applicable height or the conditions under which the Board may provide relief.
[3] Per Section 5.3.22(C), district dimensional requirements are calculated based on GFA. On a separate page, show how you determined the open space area amounts.
[4] See Section 6.1, Off-Street Parking. If requesting a parking reduction, refer to Section 6.1.5.
[5] See Section 6.1.12, Bicycle Parking, or refer to the Bicycle Parking Guidelines.

IMPACT STATEMENT

Special Permit Criteria Responses

The use requested is listed as a special permit in the use regulations for the applicable district or is so designated elsewhere in this Bylaw.

The proposed mixed-use center, which will include an adult care center on the first floor, a day care center, and a Chinese culture school on the second floor, is a permitted use in the B3 Zoning District subject to the issuance of a special permit. As such, the proposed use is in accordance with the applicable zoning regulations for the district and satisfies this criterion.

The requested use is essential or desirable to the public convenience or welfare.

The proposed tenant improvement project will provide critical community services through the establishment of the Cambridge Center for Chinese Culture, a nonprofit organization dedicated to Chinese language education, cultural exchange, and community development. The center will serve as an important resource for local communities and will foster cultural understanding and exchange between Chinese and American populations. This mission aligns with the public welfare, promoting education and social cohesion, thereby making the requested use highly desirable and beneficial to the broader community.

The requested use will not create undue traffic congestion or unduly impair pedestrian safety.

Given that the existing building is centrally located in a well-established area of the B3 Zoning District, the proposed use will not generate traffic congestion beyond what the site already accommodates. The proposed interior renovation focuses on an interior fit-out only and does not involve changes to the building's exterior. The surrounding infrastructure is well-equipped to handle the modest increase in pedestrian and vehicle traffic generated by the proposed use. Pedestrian safety will be carefully considered in the design, with appropriate interior circulation and access points.

The requested use will not overload any public water, drainage or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety or the general welfare.

The proposed mixed-use center will utilize existing public water, sewer, and drainage systems. The project involves interior fit-out work only, and as such, will not require significant changes or additions to the municipal infrastructure. Based on the scope of the project and the current infrastructure capacity in the area, the proposed use will not cause any undue burden on municipal services. The design incorporates energy-efficient mechanical, electrical, and plumbing (MEP) systems, which will further minimize any strain on resources.

Any special regulations for the use as may be provided in this Bylaw are fulfilled.

The proposed project will comply with all applicable special regulations outlined in the Bylaws for the B3 Zoning District. This includes meeting the necessary building code and design standards for an interior fit-out, ensuring that the development contributes positively to the district's character and maintains compliance with health and safety regulations.

The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health, morals, or welfare.

The proposed mixed-use center is consistent with the character of the district and will enhance the area by providing valuable community services in alignment with the educational and cultural aims of the Cambridge Center for Chinese Culture. The renovation will be focused entirely on interior modifications, meaning there will be no alterations to the building's exterior. This approach ensures that the character of the surrounding area remains unchanged, with no detrimental effects on the health, morals, or welfare of the community.

The requested use will not, by its addition to a neighborhood, cause an excess of the particular use that could be detrimental to the character of said neighborhood.

The proposed mixed-use development represents a thoughtful addition to the neighborhood, offering essential community services that complement existing uses within the area. The center's focus on cultural exchange, education, and care facilities will contribute to diversity and vibrancy, without creating an oversaturation of any particular use. The project will enhance the neighborhood and provide long-term benefits to the community.

Environmental Design Review Criteria Responses

Preservation of Landscape.

The proposed renovation is focused on an interior fit-out and does not include modifications to the building's exterior. Therefore, the existing landscape will be preserved as it currently stands, with minimal impact on trees or soil. The project respects the aesthetic and functional qualities of the site while enhancing its overall visual appeal.

Relation of Buildings to Environment.

The renovation will ensure that the proposed interior fit-out harmonizes with the existing building and surrounding area. No changes to the building's exterior are proposed, ensuring that the project will blend seamlessly with the neighboring structures and surrounding environment. The interior design will be carefully considered to ensure that the function and aesthetic align with the existing space.

Open Space.

As the project focuses on an interior renovation, no new external open spaces will be introduced. However, any usable open spaces within the building will be designed to encourage social interaction and maximize utility. The design will enhance the visual and functional amenities of the space, contributing positively to the experience of building occupants and visitors.

Circulation.

The project will include a comprehensive plan for internal vehicular, pedestrian, and bicycle circulation, with clearly defined access points and pathways. Pedestrian safety will be prioritized through the careful separation of vehicular and foot traffic within the interior. Parking for both vehicles and bicycles will be conveniently located to support the use, with consideration given to minimizing impact on the neighborhood and surrounding properties.

Surface Water Drainage.

Since the renovation is focused on an interior fit-out and no significant changes to the site's exterior or grading are proposed, the existing surface drainage system will remain unchanged. The project will

continue to ensure that stormwater is effectively managed on-site and that it does not adversely affect neighboring properties or the public drainage system.

Utility Service.

The building's existing utility infrastructure will support the renovation without requiring any substantial changes. Additionally, the landlord is implementing a geothermal heating and cooling system, which will contribute to the energy efficiency of the building. The energy-efficient MEP systems are currently being reviewed by engineers to ensure compliance with sustainability goals.

Advertising Features.

All signage and advertising features will be designed to complement the architectural character of the building and the surrounding area. The materials, colors, and lighting will be carefully selected to ensure that they do not detract from the site's aesthetics or the enjoyment of neighboring properties. Advertising will be in accordance with the provisions outlined in Section 6.2 of the Zoning Bylaw.

Special Features.

Service areas, utility buildings, and other accessory structures will be appropriately screened from view using plantings and other aesthetic methods. The design will minimize any visual intrusion on the surrounding neighborhood, ensuring that these features blend with the overall development.

Safety.

The safety of all occupants and visitors is a primary consideration in the design. The building will be equipped with appropriate exits, fire protection systems, and emergency access points for police, fire, and other personnel. The design of both interior and exterior spaces will maximize visibility and surveillance to deter criminal activity and ensure personal safety.

Heritage.

The proposed renovation will be sensitive to the existing historical features of the building and surrounding area. Efforts will be made to preserve significant architectural elements while incorporating modern design features that align with the district's character.

Microclimate.
The project will mitigate any potential adverse impacts on light, air, and water resources by incorporating thoughtful site design and sustainable building techniques. The development will minimize noise and temperature fluctuations by maintaining natural flow patterns and utilizing energy-efficient systems.

Sustainable Building and Site Design.
The project will incorporate sustainable building practices in line with the latest environmental standards, including energy-efficient systems, water-saving fixtures, and solar studies to reduce the building's ecological footprint.

A letter to our new neighbors

Dear Neighbors,

We hope this letter finds you well. We are excited to introduce ourselves as the Cambridge Center for Chinese Culture (CCCC), a non-profit organization that will soon be moving into 30 Mystic Street, Arlington. Our goal is to create a space that fosters cultural exchange and community service. We anticipate relocating by the middle of 2025, and we wanted to take a moment to introduce ourselves and share our plans with you.

About Us:

CCCC was established in 1991 and is a registered non-profit organization in Massachusetts. For over 30 years, we have been dedicated to providing Chinese language education, cultural exchange programs, and enhancing the local Chinese community's presence. Throughout our history, we have played a vital role in fostering communication, mutual understanding, and friendship between Chinese and American communities.

What We Will Do at 30 Mystic Street:

At our new location, we will continue our mission through several non-profit subsidiaries. These include:

Chinese School: Offering weekend and after-school programs (on the 2nd floor) to around 100 students.
Kindergarten: A full-size facility serving infants through preschool children (on the 2nd floor).
Adult Daycare: Providing services for elders during weekdays (on the 1st floor).

In addition to Chinese language education, we will also offer a variety of Chinese cultural courses, such as Tai Chi, martial arts, cooking, painting, and crafts. We believe these programs will be of great interest to local residents and offer a unique opportunity to explore Chinese traditions and enrich the cultural diversity of our community.

When all programs are running in full by mid-2025, we expect to have around 100 students on weekends, 40 children in the kindergarten during weekdays, and approximately 100-150 elders in our adult daycare program. Our services are open to all local residents, and we look forward to welcoming families from all backgrounds.

Construction and Renovation:
To prepare for our programs, we will be renovating the building, which will take place between February and June 2025. We are committed to ensuring the process causes minimal disruption to our neighbors, and we will do our best to address any concerns along the way.

How You Can Support Us:
As we move forward with construction and licensing procedures, we kindly ask for your support in any way possible. Your feedback, suggestions, and understanding will help us provide the best services to the local community. We deeply value your partnership and hope to work together to create a welcoming environment for everyone.

We look forward to being a part of this wonderful community and working with you. If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your support!

Warm regards,

Cambridge Center for Chinese Culture
Phone: 781-724-8158
Email: bostongaoqing@gmail.com
Website: www.bostoncccc.org