



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

(617) 349-4260

D. MARGARET DRURY
CITY CLERK

FAX (617) 349-4307

JOHN E. FLYNN
DEPUTY CITY CLERK

TO: THE HONORABLE, THE CITY COUNCIL

FROM: ^{DMD} D. MARGARET DRURY, CITY CLERK

RE: CURB CUT REVIEW

DATE: January 23, 1995

City Council policy provides for review of curb cut applications by neighborhood associations. See Attachment A. After questions arose with regard to a particular notification of disapproval by a neighborhood association which the City Clerk's Office received and reported to the City Council, the City Council requested that the City Clerk look at the neighborhood review process and report back to the City Council.

The City Clerk and Deputy City Clerk first reviewed the notification letter and made several changes to improve its clarity. The revised notification letter from the City Clerk to the neighborhood association(s) is attached. Attachment B. It now includes a section in which the association is requested to give reasons for its approval or disapproval, and the name and telephone number of the authorized association representative who is completing the form.

With the assistance of Dorothy Giacobbe, all of the neighborhood associations which are currently on the City Clerk's Office list were contacted to ascertain whether they still wish to receive notification of curb cut applications. A new list has been compiled of associations which have indicated their interest in continuing to receive such notification Attachment C. The associations which did not respond have been sent a second letter, and if they do not respond to that letter, they will no longer receive notifications of curb cut applications.

In the letter to the neighborhood associations, they were invited to make suggestions on how to improve the neighborhood review process. Two responses requested that the City Clerk send plot plans or a comparable drawing. The Clerk's Office will send a plot plan or drawing with future notification letters.

One issue which the City Council may wish to consider is that the City Council Order which established the neighborhood association review policy does not contain any standards or criteria to assist the neighborhood associations in their decision as to whether they should approve or disapprove an application for a curwhether time limits or guidelines would be useful.

City of Cambridge

STATEMENT OF POLICY ON DRIVEWAY CUTS, OPENINGS AND OFF-STREET PARKING FACILITIES

1. All authorization for driveway cuts and openings shall be issued by the Department of Public Works only after the application has first been approved by the Inspectional Services Department, the Traffic and Parking Department and the Historical Commission if the location is on an historical district, and only after the City Council has adopted an order approving the petition. Prior to placing an application on a City Council agenda for action, the City Clerk shall notify neighborhood associations in the area of the location for which the application is made.
2. The fee for the driveway installation, once it has been approved, shall be paid in full before the Department of Public Works shall proceed with construction; in certain cases the Department of Public Works may allow work to be done by a private contractor who shall post the necessary bond and adhere to the city standards for such construction. In the latter case the Department of Public Works shall inspect and approve the final construction before the bond is released.

STATEMENT OF PROCEDURE WITH RESPECT TO DRIVEWAY CUTS, OPENINGS AND OFF-STREET PARKING SPACES OR FACILITIES

1. An application for Driveway Cuts and Openings shall be obtained by the applicant at the Department of Public Works or Inspectional Services Department.
2. The applicant, in addition to the application itself, must include a plot plan to scale which illustrates the driveway cut and the layout of the proposed on grade, off-street parking space, spaces or facility.
3. The applicant must also include signed abuttor's forms of those abuttors in front, side, rear and across the street from the property which the curb cut will be made.
4. The application, together with the plot plan and the abuttor's forms, shall be first submitted to the Inspectional Services Department. If the application is refused at this point, the applicant may then appeal to the Board of Zoning Appeals.

If Inspectional Services approves the application it will then be sent to the Department of Traffic and Parking. A refusal at this juncture may be appealed to the City Council for action.

5. If the application is approved by Traffic and Parking it should then be sent to the Historical Commission. If the Commission approves, the application will then be sent to the

Department of Public Works; if the Commission refuses the application, the applicant may then appeal to the City Council.

6. If the Department of Public Works approves the application, the application will be sent to the City Clerk's Office. The City Clerk will notify neighborhood associations in the area of the petitioner. Ten days after notification of the neighborhood associations, the City Clerk will place the application on the next City Council agenda. If the City Council approves the application, the City Clerk will notify the applicant and will send the application back to the Department of Public Works. The cost of the driveway construction will be calculated and the driveway will be put on the schedule and a date assigned for construction. The applicant must pay in full for the construction cost, based on the cost indicated, within two weeks before the estimated start of construction. No construction will begin unless the full cost of the driveway has been paid for in advance.

In certain cases, the Department may arrange with the applicant to have the driveway done by a private contractor; however, the contractor will have to post a bond and have his work inspected as to city standards before the bond is released. In this case the contractor will have a direct relationship with the applicant and the city will not intervene unless the contractor does not meet city requirements for driveway construction.

7. If the applicant is refused by the Department of Public Works, the applicant can appeal to the City Council.



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D. MARGARET DRURY
CITY CLERK

JOHN E. FLYNN
DEPUTY CITY CLERK

Dear Neighborhood Representative:

Please be advised that this office is in receipt of a petition from _____ requesting a
new curb cut at the premises numbered _____, Cambridge, Massachusetts.

The City Council has directed that all curb cut petitions be submitted to the appropriate Neighborhood Associations where said curb cut would be made for their approval, prior to action by the City Council. Please indicate by return mail your approval or disapproval of said petition within ten days from the receipt of this letter. Be sure to sign the form and include a daytime phone number. I have enclosed a self-addressed stamped envelope to facilitate your reply.

Your kind cooperation in this matter will be greatly appreciated by the members of the City Council.

Sincerely yours,

D. Margaret Drury
City Clerk

Name of Neighborhood Association:

hereby _____ approve _____ disapprove of said driveway petition.

Reasons: _____

Signature of authorized association representative _____

Daytime telephone no. _____

1995 CURB CUT NOTIFICATION LIST

The North Cambridge
Stabilization Committee
c/o Mr. William O'Hearn, Vice Chair
11 Dudley Street
Cambridge, MA 02140

The Agassiz Neighborhood Council
c/o Ms. Terry Delancey
20 Sacramento Street
Cambridge, MA 02138

Mrs. Geneva Malenfant
Hastings Square
Neighborhood Association
75 Henry Street
Cambridge, MA 02139

Mrs. Gladys Gifford Harvard Square
Defense Fund
15 Hilliard Street
Cambridge, MA 02138

Mr. Nick Geraigery
East Cambridge Planning Team
P. O. Box 410367
Cambridge, MA 02141-2119

Ms. Ann Tennis
Cambridge Highlands
Neighborhood Assn
71 Griswold Street
Cambridge, MA 02138

Mr. Kenneth D. May, Esq.
Southside Neighbors
241 Cardinal Medeiros Avenue
Cambridge, MA 02141

Ms. Terry Courtney
Bellis Circle Neighborhood Assn.
32 Bellis Circle
Cambridge, MA 02140

Ms. Nancy M. Ryan
Area 4 Neighborhood Coalition
4 Ashburton Place
Cambridge, MA 02139

Mr. John Pitkin
c/o Mid-Cambridge Neighborhood Assn
P. O. Box 907
Cambridge, MA 02139

Ward Five Committee
Ms. Catherine Hoffman
67 Pleasant Street
Cambridge, MA 02139

The Margaret Fuller Neighborhood House
Ms. Iona Smith Nze
71 Cherry Street
Cambridge, MA 02139

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Comm. and Reports from City Officers #3

**A comm. was received from D. Margaret Drury re:
A review of the curb cut policy.**

In City Council January 23, 1995

*Referred back to the
City Clerk on motion
of Vice-Mayor
Russell.*