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September 1, 2016

By Email

Jon Idman, Esq., Chief Regulatory Officer
Jeffrey Ribeiro, Regulatory Officer II
Cape Cod Commission
3225 Main Street
Barnstable, MA 02630

Re: Convention Data Services Headquarters Project

Dear Jon and Jeffrey:

We appreciated the opportunity to meet with Commission Staff this week to discuss the limited review filing for the above-referenced redevelopment. This correspondence is intended to address two of the questions raised, specifically: (i.) the number of proposed parking spaces, and (ii.) justification for a one-story building.

Proposed Parking

The project proposes a total of 153 parking spaces. Of these 153 parking spaces, 6 are designated as accessible, 4 are designated as “carpool spaces” and 4 are designated as “electric vehicle” parking spaces. As such, there are only 139 undesignated parking spaces proposed.

The Town of Bourne Zoning Bylaw, Section 3320, sets forth the minimum parking table requirements. For “Office” uses, the calculation is based on “1 space per 180 sq. ft. leasable floor area, but not fewer than 3 spaces per separate enterprise.” The Zoning Bylaw defines “Leasable Floor Area” as “the sum of the area on the several floors of a building which is or could be leased, including leasable basements.”

In this case, the building is being designed for occupancy by a single tenant and so under proposed conditions, the “leasable floor area” would include the entire gross floor area of the building. As a result, the minimum number of parking spaces required under zoning is 151 spaces (27,210 sf / 180). Thus, the project proposes only 2 spaces beyond what the Zoning Bylaw requires. These 2 parking spaces are needed to help off-set the 14 restricted spaces which are rarely fully occupied.

It should also be noted that, at its present location, CDS experiences significant parking shortages on a regular basis. Cars are parked on a graveled area of the lot, on grass shoulders, or beside a landscaped island. Indeed, in its 1999 decision for CDS’s existing location, the Cape Cod Commission recognized that based on CDS’s unique use and the methodology by which the

Town of Bourne calculates the required number of spaces, that more parking than the minimum under zoning was needed.¹

CDS has no desire or intention to create excess amounts of parking or impervious surfaces. As evidenced on the site plan, 16 of the proposed 153 parking spaces are proposed to be of a pervious material to help reduce storm-water runoff.

Based on all these factors, together with CDS' plans to continue to grow over time in this location, it is respectfully suggested that the proposed number of parking spaces is appropriate for the project and consistent with Cape Cod Commission standards.

One-Story Building Form

As was indicated at our meeting with Commission Staff, early in the design process the concept of a two-story building was considered. However, having worked out of the current two-story structure for 17 years, and having dealt with the operational restrictions and challenges of that configuration, it was quickly concluded that a more functional one-story structure is a critical component of CDS's relocation. The nature of CDS's business continues to evolve and, as such, it requires the flexibility of a one-story building for efficiency and to build a more collaborative work environment.

Over the past 5-8 years, certain departments and working groups have grown as CDS's business needs of changed, and without room to expand those departments on one floor, they have been forced to work on separate floors where other department needs have scaled back. By way of example, currently CDS has its database developers and data analysts on the first floor and the software developers and quality control team on the second floor. These roles are all aligned and therefore it is important that there be the physical side to side presence to increase collaboration. However, because of the floor capacity limitations of having to manage operations within its current two-story building, this cannot physically be accommodated. As such, CDS is presently operating in a "silo" type of environment which has strained its ability to operate efficiently and effectively. In fact, eliminating this very situation is included in CDS's long term strategic plan under the heading "Breaking Down the Silos" and the proposed design, interior configuration and layout of CDS's new headquarters is a critical step in resolving this issue.

CDS is precisely the type of high-tech business that region seeks to retain and attract. These types of high tech businesses are continuing to evolve and adapt within their sectors and having a flexible interior layout within a modern and functional building that allows for ease of

¹ See Finding TF14 of the March 4, 1999 Cape Cod Commission decision for Convention Data Services (TR98048).

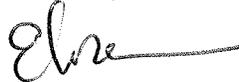
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interaction, collaboration, and maximum flexibility to respond to market challenges is critical to attracting top employment candidates and to improving productivity. With this proposed new Headquarters building, CDS is making a major investment in retaining and growing its presence within the Town of Bourne. Having dealt with the inefficiencies and challenges of its current two-story space, the modern design and the functional one-story configuration are important aspects of this investment.

Please do not hesitate to contact me with any questions or comments.

Thank you. With best regards, I remain,

Very truly yours,

A handwritten signature in black ink, appearing to read 'Eliza', with a long horizontal flourish extending to the right.

Eliza Cox

EZC:

Cc: Coreen Moore, Town Planner, Town of Bourne
John Fletcher, Trustee
John Kimball, President & CEO, Convention Data Services
Robert Douglass, President, Viaduct Advisors, LLC

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