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August 28, 2026

0106256-00004

Ms. Sarah Lewis
Office of Strategic Planning and Community Development
City Hall, 93 Highland Avenue
Somerville, MA 02143

Re: De Minimis Revision of a Special Permit/De Minimis Plan Revision
The Row Hotel, 360 Foley Street, Somerville (Block 5A)
Case # PB2014-34 (as amended most recently amended in Case ZP25-000121)

Dear Ms. Lewis:

On behalf of Assembly Row Hotel, LLC (the "Applicant"), this letter requests a De Minimis Revision of a Special Permit/De Minimis Plan Revision to the Special Permit with Site Plan Review ("SPSR-A") previously issued by City of Somerville Planning Board (the "Board") for the property known as The Row Hotel at 360 Foley Street. The Applicant requests that you approve the attached updated plans (the "Updated Plans") (Exhibit A) for the proposed lounge on the 4th floor (the "Project") of the hotel as a De Minimis Revision of a Special Permit/De Minimis Plan. The proposed revisions are minor, including removal of the proposed elevator and a reduction in the size of the lounge which do not substantively alter the Project as approved by the Board.

As approved in the SPSR-A, the Applicant proposed to alter the Row Hotel at Assembly Row to include a lounge on the 4th floor of the hotel. These alterations increased the square footage of the hotel from the prior approvals through the addition of approximately 3,860 gross square feet (gsf) of interior space and a 1,710 gsf of outdoor terrace and proposed the installation of a new elevator to provide back of house access to the new lounge. The Project did not otherwise change the building footprint.

Following approval of the SPSR-A, as building level design review progressed towards building permit plans, the Applicant identified certain minor revisions necessary for the appropriate function of the lounge. These changes include removal of the doorway on the first floor accessing the service street adjacent to the hotel (Sheet A1.01); removal of the proposed elevator to the lounge and adjacent corridor (the lounge will be served by the existing back of house elevator already in use at the hotel) (Sheet A1.04) and straightening the exterior wall separating the interior lounge and exterior terrace (Sheet A1.04). In addition, as a result of the revisions, the lounge will be reduced in size to 5,065 gsf (3,690 gsf interior space and 1,375 gsf outdoor terrace) (Sheet A1.04). These changes do not increase the area of the lounge or the larger



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hotel previously approved and do not otherwise alter the operation, functionality or nature of the approved Project.

Pursuant to Section 7.4.3.c of the Zoning Ordinance adopted in December 2019 for the City (the “Current SZO”), the Assembly Row PUD-PMP and the Project are and will remain governed by the provisions of the previous Somerville Zoning Ordinance as in effect on August 1, 2019 (the “Former SZO”) (unless specified herein, all references the Somerville Zoning Ordinance refer to the Former SZO). As the larger Assembly Row development is subject to the approved PUD-PMP, the Project has, and continues to be developed in accordance with the entirety of the Former SZO, including among other provisions, Sections 5.2 and 5.3 (Special Permits with Site Plan Review (“SPSR-A”), Section 6.4 (Assembly Square Mixed-Use District (“ASMD”) and Article 16 (Planned Unit Developments).

Pursuant to Section 5.8.3 of the Former SZO, the Planning Director can approve, without further public hearing, a de minimis revision to an SPSR-A where the Planning Director finds that:

- 1) Changes would not contravene the legal notice, any finding, or condition of the in the original approval;
- 2) Changes would not detrimentally impact matters of substance identified in meeting minutes of original hearings;
- 3) Changes would not alter the character of the development; and
- 4) Changes would be so insignificant as not to be noticeable to persons generally familiar with the original approval.

This standard is comparable to the requirements of Section 15.2.4.e.i of the Current SZO for a de minimis plan revision. Section 15.2.4.e.i authorizes the Director of Planning and Zoning to approve as de minimis, changes to an approved application that: (1) does not contravene the previously published public notice, any finding, or attached condition made by the review board for the original development review application; (2) does not detrimentally impact matters of substance identified in the meeting minutes of the original public meetings or public hearings; and (3) features changes that are insignificant to the degree that persons familiar with the original application would not notice a substantial change in operational or built outcome.

Here, the incorporation of the minor changes shown in the Updated Plans is consistent with the Board’s approval of the Project and may be incorporated as a de minimis revision. The substitution of the Updated Plans meets the definition of a de minimis revision to an SPSR-A pursuant to Section 5.3.8 of the Former SZO (and Section 15.2.4.e.i of the Current SZO) as it:



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- 1) Does not propose a new use (the proposed lounge/restaurant use accessory to the hotel is an approved use under the SPSR-A and PUD-PMP) and does not contravene the previously published public notice or any finding or condition made by the Board in the SPSR-A;
- 2) Substitutes minor revisions to the design elements of the Project and reductions in the overall size of the lounge, all of which do not significantly change the designs for the Project reviewed and approved by the Board and do not detrimentally impact matters of substance identified during the prior review of the SPSR-A;
- 3) Incorporates minor design changes that do not change the character of the approved Project or the operations of the approved lounge; and
- 4) Does not propose changes to the Project to a degree that persons familiar with the original application would notice a substantial change in operational or built outcome.

As the minor revisions shown in the Updated Plans do not alter the nature of the Project and includes minor reductions in its size, the character of the Project is unchanged and is so insignificant as to be fundamentally indistinguishable from the previously approved Project. For these reasons, the Applicant requests that you approve the above and attached Updated Plans as a De Minimis Revision of a Special Permit/De Minimis Plan Revision.

Please do not hesitate to contact me to discuss this filing.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Matthew Snell", written over a blue diagonal line.

Matthew Snell

Enclosure

cc: Patrick McMahon, Federal Realty
Sarah Rogers, Federal Realty