



August 3, 2020

Mr. Dion Irish, Commissioner  
Inspectional Services Department  
1010 Massachusetts Avenue  
Boston, MA 02118

Re: **Guidance for Permitting Off-campus Spaces for Temporary Institutional Uses**  
Boston University, 540 Commonwealth Avenue

Dear Commissioner Irish:

This letter serves as a recommendation to approve the temporary institutional uses for Boston University, as described herein, in accordance with the interdepartmental guidance (the "Guidance") towards permitting non-institutional spaces to be used for the purposes of institutional de-densification, issued by the City of Boston on July 9, 2020, and in accordance with the Boston Public Health Commission directive supporting this aim, issued June 24, 2020.

Boston University (the "University") submitted an application (the "Application") on July 30, 2020, detailing its plans for temporary occupancy of 540 Commonwealth Avenue in the Boston Proper Zoning District (Kenmore Square). The University will occupy two floors of the building, which were formerly used as a Kaplan Testing Prep center. These floors will be used as faculty and staff offices as well as online instruction studios (video recording) for the University's online MBA program at the Questrom School of Business. This temporary approval supports the University's de-densification of classroom and office space across campus. Because of the campus-wide de-densification, additional space is needed to support the online MBA program. The building is within walking distance of the University's Charles River Campus, particularly the Questrom School of Business (595 Commonwealth Avenue), and the University has sufficiently engaged its community Task Force and received positive feedback on the temporary use of the building.

Please note: the University filed an Institutional Master Plan Notification Form (IMP NF) with the BPDA in March 2020 with the intent of amending the University's Institutional Master Plan (IMP) to add the aforementioned property to the University's IMP as leased space on a long-term basis. Due to COVID-19, the BPDA ceased review of the Amendment, along with all other Article 80 projects requiring community engagement. The University is committed to resuming a full IMP Amendment review process once it makes sense to do so, in coordination with BPDA Staff, in order to occupy 540 Commonwealth Avenue on a long-term basis. The temporary approval for space at this property intends to allow the University urgent access to this space, with the proviso that the University will complete the IMP Amendment process for continued long-term use of the space.

Given the above, BPDA Staff deems the University's Application for occupying this space in compliance with the Guidance and the Boston Public Health Commission's directive. BPDA Staff recommends that you permit the change of use for the proposed facility for a period of six months, beginning August 15,

2020, with the option for the University to renew for a similar period should that be deemed necessary and in accordance with the Guidance at that time, as well as in accordance with up-to-date public health recommendations. If you have any further questions or require additional information, please contact Edward Carmody, Institutional Planner & Project Manager, at 617.918.4422.

Sincerely,

DocuSigned by:  
  
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Brian Golden, Director