

July 28, 2020

To: Nupoor Monani, Sr. Institutional Planner and Project Manager, Boston Planning and Development Agency

From: John Tobin, Vice President, City and Community Engagement, Northeastern University
Kathy Spiegelman, Vice President and Chief of Campus Planning, Northeastern University

RE: Revision to Northeastern University application for a temporary space use in response to COVID-19 Health Emergency

CC: Brian Golden, Director, Boston Planning and Development Agency
Jonathan Greeley, Director of Development Review, Boston Planning and Development Agency
Michael Christopher, Deputy Director of Development Review, Boston Planning and Development Agency

The re-submission of the attached document represents a revision to our application dated July 16, 2020. In the previous version, an estimated number of secured hotel beds at the Westin Copley Place was provided in a table on page 5, accompanied by a note indicating the number was subject to change based on the feasibility of the NUin program's international sites. After the application submission date, the decision was made to close the London site for the fall semester and offer participants the opportunity to transfer to the Boston site. Based on this change in operations, the number of estimated beds has increased from 550-575 to 850-875. This change is now reflected on page 5. Presently, there is one remaining NUin international site located in Ireland. As of July 28, 2020, this site is still operational; however, we are closely monitoring the site's status and pending its closure, there may be a need to further increase the number of beds by approximately ten percent. There is no change to the number of master-leased units.

July 16, 2020

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From: John Tobin, Vice President, City and Community Engagement, Northeastern University
Kathy Spiegelman, Vice President and Chief of Campus Planning, Northeastern University

RE: Northeastern University application for a temporary space use in response to COVID-19 Health Emergency

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I. Off-Campus Occupancy Narrative

Over the past three months, Northeastern University has explored a variety of off-campus housing, dining, and classroom options to accomplish the following:

- 1) Support the de-densification of on-campus housing through the elimination of triples and quads, ensuring no more than two students will occupy a dorm room or bedroom.
- 2) Designate rooms within its on-campus housing portfolio as “wellness space” to accommodate those students who may test positive for COVID-19 and require isolation for 14 days.
- 3) Honor existing contracts of students promised housing through Northeastern’s Residence Life program.
- 4) Secure housing accommodations for students participating in the NUin program. Typically, the NUin program offers incoming students the opportunity to spend the fall semester at an international location prior to matriculating on-campus in the spring. Due to the COVID-19 pandemic, the number of program sites was reduced, and a Boston-site option was introduced. Students who have selected to attend NUin Boston will be housed and educated as a cohort in the Westin Copley Place hotel.
- 5) Offer additional locations for dining close to campus to allow for social distancing.

Northeastern has identified additional student housing at the locations detailed in the table below.

II. Off-Campus Building/Property Information

Address of building. Current use/s. Current occupancy. Current license issued by the Board. Brief description of abutting buildings/properties (residential, commercial, etc.)

Please see table on the following page.

Written consent from the owners and operators of the off-campus location (hotel, motel, lodging house, another institutional campus, etc.) supporting this temporary change of use.

Please see attached.

<i>Category</i>	<i>Address</i>	<i>Current Use</i>	<i>Current Occupancy</i>	<i>Current License(s)</i>	<i>Description of Abutting Properties</i>
Hotel	The Westin Copley Place 10 Huntington Avenue Boston, MA 02116	Commercial property – Hotel	Presently unoccupied	Hotel licenses pursuant to Massachusetts General Laws Chapters 138 and 140 Westin only: Innholder All-Alcoholic Beverages License (#LB-101624)	<ul style="list-style-type: none"> • Commercial – Copley Place mall and Prudential Mall, restaurants/food service • Public – Boston Public Library • Hotel – Copley Square Hotel; Courtyard by Marriott; Fairmont Copley Plaza • Transit – Back Bay Station, Copley T stop, Prudential T stop, • Office – 185 Dartmouth Street • Residential – 1 Huntington Ave.
Hotel	The Midtown Hotel* 220 Huntington Avenue Boston, MA 02115	Commercial property – Hotel	Presently unoccupied	Hotel licenses pursuant to Massachusetts General Laws Chapters 138 and 140	<ul style="list-style-type: none"> • Commercial – Restaurants/food service; retail; office; small business • Institutional – Christian Science Plaza • Residential – small-scale (~3 story) residential buildings
Master-Leased Properties	See list below	Unrestricted multi-family residential	Units are currently occupied with leases ending July 31, 2020 or August 31, 2020	n/a	<ul style="list-style-type: none"> • Commercial – Restaurants/food service; retail; office; small business • Residential – residential buildings of varying size
Dining / Student Activities	Cohen Wing Boston Symphony Hall 301 Massachusetts Ave. Boston, MA 02115	Exempt – Educational Private	Presently unoccupied	n/a	<ul style="list-style-type: none"> • Commercial – Restaurants/food service; retail; office; small business • Institutional – Christian Science Plaza • Residential – small-scale (~3 story) residential buildings

**Note: Northeastern has leased a portion of available guest rooms at the Midtown Hotel to provide student housing in prior years.*

Additional Units Located in Master-Leased Properties		
<i>Address</i>	<i>Number of New Beds</i>	<i>Number of New Units</i>
1065 Tremont St	35	15
109 St. Stephen St	14	7
115 St. Stephen St	43	20
132 Hemenway St	15	6
136 Hemenway St	11	6
165 Hemenway St	31	14
171 Hemenway St	27	14
204 Hemenway St	12	6
309 Huntington Ave	12	7
311 Huntington Ave	9	5
313 Huntington Ave	10	6
315 Huntington Ave	6	4
49 Symphony Rd	29	11
52 Westland Ave	10	4
97 St. Stephen St	30	12
Douglass Park 650 Columbus Avex	34	10
Grand Total	328	147

**Note: Northeastern has leased a portion of apartment units at these properties to provide student housing in prior years; the number of units has been increased for 2020-21.*

Description of any auxiliary spaces within or outside the building intended to be used by the institution for non-residential functions

The following auxiliary meeting space detailed below is currently under discussion for use by Northeastern for classroom/seminar space; faculty/staff office; “grab and go” dining; and student mailroom. All space will be occupied at a reduced capacity (between 37% and 50% of maximum). Final allocation of space is subject to change.

<i>Location</i>	<i>Space Name</i>	<i>Total SF</i>
2nd Floor	Gretta Luxe (retail space)	680 (estimate)
	I J Fox (retail space)	680 (estimate)
7th Floor	Baltic + Parliament + Adams	2,640
n/a	Westin Club	1,500 (estimate)
2nd Floor	The Huntington Ballroom (A+B)	2,645
	Gloucester	506
	Newbury	768
3rd Floor	St. George A + B	1,441
	St. George C + D	1,263
	Essex Ballroom (NW + NC)	1,428
4th Floor	Independence A + B	1,308

Northeastern intends to utilize approximately 14,000 square feet in the Cohen Wing for student dining, “grab ‘n go” meal distribution, and student collaboration. No additional use for this space is anticipated at this time. Northeastern is not intending to use auxiliary space at the Midtown Hotel or master-leased properties at this time.

III. Proposed Occupancy

<i>Location</i>	<i>Number of Beds/Rooms Leased</i>	
	<i>Students</i>	<i>Staff</i>
Westin Hotel	850-875 beds 425-440 rooms	45-65 beds 45-65 rooms
Midtown Hotel	297 beds 149 rooms	8 beds 8 rooms
Master-Leased Properties	328 beds 147 apartments	TBD
Cohen Wing	n/a	n/a

***Note:** Estimates for student and staff beds are current as of July 28, 2020. Enrollment numbers may fluctuate and are subject to change based on the feasibility of the Ireland site for the NUin program.

Plans for use of space, including whether rooms will be used for well individuals or for isolation and quarantine.

Any student exhibiting symptoms or testing positive for COVID 19 will immediately report his/her condition to both Northeastern and to hotel management (where applicable). The student must self-isolate on campus in pre-established housing through Northeastern University. If the student has a roommate in his/her assigned guestroom, the roommate must self-isolate for a minimum of 14 days from the onset of symptoms or receipt of a positive test result and until such time as the student has been symptom free without the aid of medication for a period of 3 days. During this time, the student must follow hotel’s self-isolation protocols, which include no hotel servicing of the guestroom (where applicable) and no visitors. For any student who tests positive for COVID-19, a Northeastern case manager will be in close contact to help them access the help they need.

Location of these beds/rooms within the structure.

<i>Location</i>	<i>Location of Beds/Rooms</i>
Westin Hotel	Approximately 50 students (25 rooms) will occupy each floor, across 17-19 floors in the hotel. Floors with student rooms will be designated for students only and will not be booked with other guests. Approximately 3 staff rooms will be present on each floor. Some staff may occupy rooms on non-student floors.
Midtown Hotel	Students and staff will occupy the entire property. There will not be other guests staying at the property during the 6-month period beginning August 15, 2020.
Master-Leased Properties	Located throughout individual buildings.
Cohen Wing	Not applicable.

Occupancy dates and move-in dates.

<i>Location</i>	<i>Move-In</i>	<i>Move-Out</i>	<i>Occupancy Dates</i>
Westin Hotel	Staff: August 17 Students: August 31	Staff: December 20 Students: December 19	August 17 through December 24, 2020
Midtown Hotel	Students and staff: August 31	To be determined.	August 15, 2020 through February 14, 2021 (6-month period)
Master-Leased Properties	Leases begin on or after September 1	August 31, 2021	September 1, 2020 through August 31, 2021
Cohen Wing	On or after August 15	To be determined.	August 15, 2020 through February 14, 2021 (6-month period)

Configuration of space to be occupied, e.g. Apartments or rooms.

Rooms (Hotels); Apartments (Master-Leased Properties)

Proposed occupancy of each room/unit (e.g. single occupancy, triple occupancy)

Configuration and proposed use of bathrooms.

<i>Location</i>	<i>Room Occupancy</i>	<i>Bathroom Occupancy</i>
Westin Hotel	Double occupancy for students Single occupancy for staff	Double occupancy for students Single occupancy for staff
Midtown Hotel	Double occupancy for students Single occupancy for staff	Double occupancy for students Single occupancy for staff
Master-Leased Properties	Bedrooms will not exceed double occupancy	Depending on size of unit, each bathroom will be shared by two to three students
Cohen Wing	Reduced density protocols will be in place	Reduced density protocols will be in place

Location of proposed occupancy within buildings (e.g. entire building, certain floors)

<i>Location</i>	<i>Location of Proposed Occupancy</i>
Westin Hotel	Between 17 and 19 floors for exclusive student use. Additional staff rooms may be located on other non-student floors. Auxiliary space is located on floors 2, 3, 4, and 7.
Midtown Hotel	Students and staff will occupy the entire property. There will not be other guests staying at the property during the 6-month period beginning August 15, 2020.

Master-Leased Properties	<p>With the lease of additional units as described in page one, Northeastern will lease more than 50% of apartment units within a single building at the following properties:</p> <ul style="list-style-type: none"> • Douglass Park – 650 Columbus Avenue • Douglass Park – 801 Tremont Street • 132 Hemenway Street • 136 Hemenway Street • 165 Hemenway Street • 171 Hemenway Street • 204 Hemenway Street • 97 St. Stephen Street • 109 St. Stephen Street • 115 St. Stephen Street • 309 Huntington Avenue • 311 Huntington Avenue • 313 Huntington Avenue • 315 Huntington Avenue • 49 Symphony Road • 1065 Tremont Street
Cohen Wing	Northeastern intends to occupy approximately 14,000 SF located within the Cohen Wing. Northeastern will not be using any additional space (e.g. Symphony Hall) on the property.

Brief description of any interior changes to be made to the occupied spaces (i.e. furniture changes.)

<i>Location</i>	<i>Interior Changes Required</i>
Westin Hotel	The hotel will provide all furniture (tables, chairs, etc.) needed for classroom uses. Northeastern will be installing washers and dryers on-site for students using pre-existing washer and dryer hook-ups. The hotel will be re-arranging furniture in student rooms to ensure two double and/or queen beds are provided where needed. Rooms designated on student floors that previously only contained king beds will be reorganized to accommodate two beds. Mini-bars, ottomans, and coffee machines will be removed from the room by the hotel. Northeastern will be providing additional desks and/or bureaus in rooms as needed. All excess furniture will be stored on-site by the hotel. The existing wireless internet capability will be expanded to accommodate student need.
Midtown Hotel	The hotel will be re-arranging furniture in student rooms to ensure two double and/or queen beds are provided where needed.
Master-Leased Properties	No changes anticipated at this time.
Cohen Wing	The furniture plan and layout will accommodate student dining as well as refrigeration and preparation of meals.

Description of any other institutional needs for occupancy of the building.

Not applicable at this time.

IV. Management and Operations

Proposed presence of resident advisors or other university personnel.

<i>Location</i>	<i>Staff Presence</i>
Westin Hotel	Three (3) program staff will reside on each student floor in the hotel. Additional staff will be on site in the evenings for seminar/class instruction.
Midtown Hotel	Eight (8) RAs will reside on the property.
Master-Leased Properties	RAs will reside in apartment units across the properties. The final number of RAs is pending finalization.
Cohen Wing	University staff will be on-site daily to oversee all operations.

Proposed rules regarding large gatherings or parties and a description of enforcement mechanisms.

Guidelines and rules have been established by both the hotels and Northeastern to ensure the safety and security of all student guests. These are rules and guidelines that must be followed by all students in the hotels. Additionally, all students must adhere to the policies covered in the Northeastern University Student Handbook, which are applicable at The Westin Copley Place and the Midtown Hotel. Overnight guests are not permitted in student rooms in the hotels.

Prescribed path(s) of travel to campus, including any additional institution-provided services (i.e. shuttles) for these means.

The location of the hotels is approximately a 10-15-minute walk from the center of campus. The Westin hotel is also across the street from the MBTA Back Bay station, enabling students to take the Orange Line one or two stops to Mass Ave. or Ruggles stations. Master-leased apartments and the Cohen Wing are adjacent to campus or a short walk (<10 mins). No additional shuttles or vehicle service will be provided by Northeastern.

Rules for when students will be required to wear face coverings in residence halls common spaces.

Face coverings are required in residence hallways and common areas but may be removed inside bedrooms. Face coverings must be worn at all times inside campus buildings and in outdoor spaces on campus.

Protocols for daily cleaning and sanitizing of bathrooms and public spaces.

Daily cleaning and sanitizing of common/classroom spaces will be completed by staff on a regular basis, multiple times per day.

Security and operations plan addressing the presence of individuals under the age of twenty one (21) at the licensed premise and how to address potential consumption of alcoholic beverages provided under the licensee’s respective alcoholic beverages license, how to prevent individuals under the age of twenty one (21) from bringing in outside alcoholic beverages onto the licensed premise, and how these individuals will be separated from the general patronage of the licensee.

Students may not purchase, consume or store alcoholic beverages at hotel properties. Students may not possess illegal drugs of any kind in the hotels. For the avoidance of doubt, even if marijuana or any similar controlled substance is made legal under the laws of the State of Massachusetts possession of the drug in the Hotel will remain prohibited so long as the drug remains illegal under federal law. Violation of this rule shall be grounds for a

discretionary fine by Northeastern University, immediate and permanent removal from the hotels by the hotel management companies and, if appropriate, referral either Northeastern University or the hotel management companies to appropriate law enforcement authorities.

V. Move-In and Move-Out

Planned testing protocols prior to, during, and after move-in.

Once on campus, students will wear their Husky ID on a lanyard. Face coverings must be worn at all times—both inside campus buildings and in outdoor spaces on campus. Students will need to check into each campus building using the Safe Zone app, wash their hands frequently for 20 seconds, and complete a daily health assessment to check for COVID-19 symptoms. Northeastern will test its entire on-campus community, including students residing in a hotel, for COVID-19, including students, on a regular cycle. Northeastern is building capacity to conduct 2,500 to 5,000 COVID-19 tests on a daily basis on its Boston campus. All students, faculty, and staff returning to campus will be required to undergo viral testing regularly.

Management of vehicles and loading/unloading.

It is anticipated that the drop-off area in the front of the hotels as well as the underground parking garage will both be utilized for vehicle loading/unloading.

Provision of carts for students to move belongings while minimizing trips.

There will be a limit of one hamper/cart per student, disinfected between uses.

Protocols for entering the building and limiting crowding in common spaces.

Please see paragraph below.

Protocols for practicing social distancing including the requirement to wear face coverings, strategies to reduce foot traffic, and limit the number of family members that may enter these spaces.

Returning students and incoming families should expect to receive both their housing assignments and their move-in date and time in late July to early August. During move-in, all students and visitors will follow all campus protocols—wearing face coverings, practicing healthy distancing, observing occupancy limits on elevators, and following exit and entry signage on stairways and hallways.

This year, students and families can expect more electronic communications and fewer papers and maps handed out on-site. There will be extra signage directing people where they need to go and in-depth training for the staff and volunteers who are helping with move-in. Common areas and bathrooms will be cleaned multiple times a day.

The move-in team meets regularly to prepare for all contingencies and to create a move-in plan that follows the recommendations and guidance of the CDC and local public health agencies. Additional details will be forthcoming closer to the move-in date.

The Westin Copley Place
10 Huntington Avenue
Boston, MA 02116

July 14, 2020

Nupoor Monani
Sr. Institutional Planner and Project Manager
Boston Planning and Development Agency
One City Hall, Ninth Floor
Boston, Massachusetts 02201

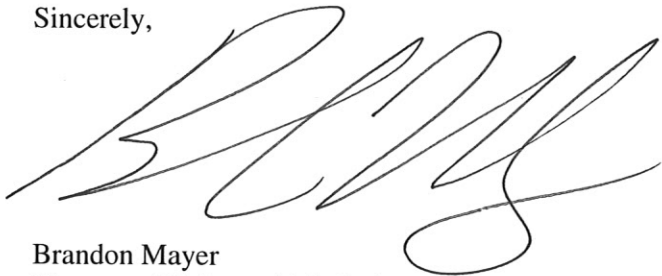
RE: Northeastern University application for a temporary space use in response to COVID-19 Health Emergency

Dear Ms. Monani,

This letter is to confirm that the owner and operator of the Westin Copley Place Hotel supports the temporary change of use proposed by Northeastern University for this property. We consent to the short-term use of our hotel for student and staff housing, classroom and meeting space, and associated program uses, including mail distribution, staff workspace, furniture storage, and laundry facilities beginning in August 2020.

Please let us know if you have any questions or require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Mayer', with a large, stylized flourish at the end.

Brandon Mayer
Director of Sales and Marketing
The Westin Copley Place Boston

cc:

Kathy Spiegelman, Vice President and Chief of Campus Planning, Northeastern University
John Tobin, Vice President City and Community Engagement, Northeastern University

The Midtown Hotel
220 Huntington Avenue
Boston, MA 02115

July 15, 2020

Nupoor Monani
Sr. Institutional Planner and Project Manager
Boston Planning and Development Agency
One City Hall, Ninth Floor
Boston, Massachusetts 02201

RE: Northeastern University application for a temporary space use in response to COVID-19 Health Emergency

Dear Ms. Monani:

This letter is to confirm that the owner and operator of the Midtown Hotel supports the temporary occupancy of the hotel by Northeastern University. We consent to the short-term occupancy of our hotel by students and staff beginning in August 2020.

Please let us know if you have any questions or require any additional information.

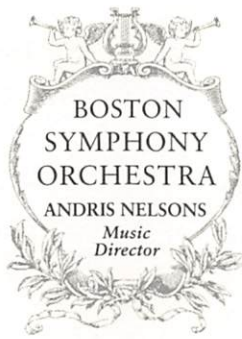
Sincerely,

MIDTOWN TENANT LLC

By:  _____

Name: Theodore R. Tye
Title: Authorized Officer

cc: Kathy Spiegelman, Vice President and Chief of Campus Planning, Northeastern University
John Tobin, Vice President City and Community Engagement, Northeastern University
Ted Tye, Managing Partner, National Development



BERNARD HAITINK, CONDUCTOR EMERITUS • SEIJI OZAWA, MUSIC DIRECTOR LAUREATE

July 16, 2020

Nupoor Monani
Sr. Institutional Planner and Project Manager
Boston Planning and Development Agency
One City Hall, Ninth Floor
Boston, Massachusetts 02201

RE: Northeastern University application for a temporary space use in response to COVID-19 Health Emergency

Dear Ms. Monani,

This letter is to confirm that the owner and operator of the Boston Symphony Hall supports the temporary change of use proposed by Northeastern University for the Cohen Wing. We consent to the short-term use of a portion of our building for student dining operations and facilities, in addition to student lounge space, beginning in August 2020.

Please let us know if you have any questions or require any additional information.

Sincerely,

A handwritten signature in blue ink that reads 'Evelyn Barnes'. The signature is written in a cursive style with a large initial 'E'.

Evelyn Barnes
Chief Financial Officer

cc:

Kathy Spiegelman, Vice President and Chief of Campus Planning, Northeastern University
John Tobin, Vice President City and Community Engagement, Northeastern University