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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: April 11, 2022

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official

Cc: Karel Matyska, Applicant
Barney S. Heath, Director of Planning and Development
Jonah Temple, Assistant City Solicitor

RE: Request to allow parking in the front setback

Applicant: Karel Matyska	
Site: 326 Lake Avenue	SBL: 52022 0002
Zoning: MR1	Lot Area: 9,425 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 326 Lake Avenue consists of a 9,425 square foot corner lot improved with a single-family dwelling constructed circa 1890. The petitioner proposes to remove the existing driveway and construct a new parking area allowing for two parking stalls within the front setback, requiring a special permit.

The following review is based on plans and materials submitted to date as noted below.

- Zoning Review Application, prepared Karel Matyska, applicant, dated 2/28/2022
- Proposed Curb Cut Relocation, signed and stamped by Frank Iebba, surveyor, dated 3/2/2021, revised 4/20/2021, 4/21/2021, 6/13/2021, 6/15/2021

ADMINISTRATIVE DETERMINATIONS:

1. The property is located at the corner of Lake Avenue and Station Avenue. The petitioner proposes to remove the existing driveway and construct two parking stalls accessed by the Station Avenue frontage. Per section 5.1.7.A only one parking stall may be located in the front setback for use in conjunction with a single-family dwelling. A special permit per section 5.1.13 is required to allow a second parking stall in the front setback where one stall is the maximum allowed.

See "Zoning Relief Summary" below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§5.1.7.A §5.1.13	Request to allow an additional parking stall in the front setback	S.P. per §7.3.3

Next Steps

Please contact a Planner by calling 617.796.1120 to obtain a copy of the Special Permit Application. If there have been any changes made to the plans since receipt of your Zoning Review Memorandum you must inform the Zoning Code Official to ensure additional relief is not required. You will need an appointment with a Planner to file your Special Permit Application. **Incomplete applications will not be accepted.**

The following must be included when filing a Special Permit Application:

2. Two (2) copies of the completed Special Permit Application (signed by property owner)
3. Filing Fee (see Special Permit Application)
4. Two (2) copies of the Zoning Review Memorandum
5. Plans (Thirteen sets signed and stamped by a design professional). Each set shall contain:
 - Site Plans showing existing and proposed conditions (including topography as applicable)
 - Architectural plans showing existing and proposed conditions (including façade materials)
 - Landscape plan (as applicable)
6. One (1) Floor Area Ratio (FAR) Worksheet, (signed and stamped by a design professional)
7. One (1) copy of any previous special permits or variances on the property (as applicable)
8. One (1) copy of any other review/sign-off (Historic, Conservation, Tree Removal, etc. as applicable)
9. Two (2) electronic copies of the application with all above attachments (USB or CD)

Copies of all plans shall either be 8.5 x 11 or 11 x 17, except as requested by staff

Special Permit Sign (\$20 fee)

Incomplete applications will delay the intake and review of your project.

Depending on the complexity of the project additional information may be requested to facilitate a full review of the application.

Has the proposed project been presented to and discussed with abutting property owners? Y/N