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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: August 19, 2020

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Neil Cronin, Chief Planner for Current Planning

Cc: Hollis Realty LLC, Applicant
Laurance Lee, Attorney
Barney S. Heath, Director of Planning and Development
Jonah Temple, Assistant City Solicitor

RE: Request to alter nonconforming height and to exceed FAR

Applicant: Hollis Realty LLC	
Site: 14 Hollis Street	SBL: 72006 0021
Zoning: MR1	Lot Area: 9,811 square feet
Current use: Two-family dwelling	Proposed use: No change

BACKGROUND:

The property at 14 Hollis Street consists of a 9,811 square foot lot improved with a two-family dwelling and detached garage constructed in 1908. The petitioners intend to raze the existing detached garage and replace it with a larger detached garage, and to construct an addition to the rear of the existing dwelling. The proposed construction will exceed the maximum allowable FAR and alter the nonconforming height, requiring a special permit.

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

- Zoning Review Application, prepared Laurance Lee, architect, submitted 7/6/2020
- Existing Condition Plan of Land, signed and stamped by Verne T. Porter, surveyor, dated 5/26/2020
- Proposed Condition Plan of Land, signed and stamped by Verne T. Porter, surveyor, dated 5/26/2020
- FAR worksheet, signed and stamped by John Winslow, architect, submitted 7/6/2020

ADMINISTRATIVE DETERMINATIONS:

1. The existing dwelling has a nonconforming height of 36.98 feet where 36 feet is the maximum allowed per section 3.2.3. The petitioner proposes a to construct a rear addition to the basement and first levels of the dwelling. The proposed addition changes the average grade resulting in a new height of 36.90 feet. The proposed addition alters the nonconforming height, , requiring a special permit per sections 3.2.3 and 7.8.2.C.2.
2. The existing FAR is .45, and the proposed additions to the dwelling and the construction of the larger detached garage increase it to .55, where .48 is the maximum allowed. Per sections 3.2.3 and 3.2.1 a special permit is required to exceed FAR.

MR1 Zone	Required	Existing	Proposed
Lot Size	7,000 square feet	9,811 square feet	No change
Frontage	70 feet	67 feet	No change
Setbacks - Principal			
• Front	11.5 feet	11 feet	No change
• Side	7.5 feet	6.6 feet	No change
• Side	7.5 feet	23.5 feet	No change
• Rear	15 feet	60.5 feet	45.3 feet
Setbacks – Accessory			
• Front	11.5 feet	81.8 feet	101 feet
• Side	5 feet	±15 feet	7 feet
• Rear	5 feet	34 feet	11.9 feet
Height			
• Principal	36 feet	36.98 feet	No change
• Accessory	22 feet	NA	18.98 feet
Stories	2.5	2.5	No change
FAR	.48	.45	.55
Max Lot Coverage	30%	16.35%	27.56%
Min. Open Space	50%	68.65%	50.14%

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§3.2.3 §7.8.2.C.2	Request to alter nonconforming height	S.P. per §7.3.3
§3.2.3 §3.2.11	Request to exceed FAR	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