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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: May 28, 2020

To: John Lojek, Commissioner of Inspectional Services

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

Cc: Brooks Staley, Applicant
Terrence P. Morris, Attorney
Barney S. Heath, Director of Planning and Development
Jonah Temple, Assistant City Solicitor

RE: **Request to waive 2 parking stalls**

Applicant: Brooks Staley	
Site: 450 Lexington Street, Unit #203	SBL: 44025 0004E
Zoning: BU2	Lot Area: 43,473 square feet
Current use: Business office	Proposed use: Medical office

BACKGROUND:

The property at 450 Lexington Street consists of a 43,473 square foot lot improved with a two-story office building constructed in 1985 with 61 surface parking stalls. There are seven office units in the building, which are all separately owned and each unit is assigned an adequate number of parking stalls to meet the requirements of the zoning ordinance. The proposed medical office use requires more stalls than are available, requiring a special permit to waive two parking stalls to allow for a medical office use.

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

- Zoning Review Application, prepared by Terrence P. Morris, attorney, dated 5/11/2020

ADMINISTRATIVE DETERMINATIONS:

1. There are seven office condominiums in the building, and 61 surface parking stalls. Each office condo has been assigned the number of parking stalls necessary to meet the parking requirement of section 5.1.4.A of one stall per every 250 square feet for an office use based on the square footage of the individual office space. Per that same section, a medical office requires one stall per every 200 square feet. The petitioner proposes to replace a general business office use with a medical office in the 1,600 square feet suite. The general office required six parking stalls per section 5.1.4.A (1 stall/250 square feet at 1600 square feet = 6) The proposed medical office requires eight stalls (1 stall/200 square feet at 1600 square feet = 8). The proposed medical use increases the parking requirement by two, requiring a waiver for those two stalls

See "Zoning Relief Summary" below:

Zoning Relief Required		
Ordinance		Action Required
§5.1.3.B §5.1.4 §5.1.13	Request to waive 2 parking stalls	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