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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: November 29, 2017

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Jennifer Caira, Chief Planner for Current Planning

Cc: Peter Green and Tammy Brynie, petitioners
Barney S. Heath, Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: Request to allow an accessory apartment in a detached structure

Applicant: Peter Green & Tammy Brynie	
Site: 361 Wolcott Street	SBL: 44029 0026
Zoning: SR3	Lot Area: 18,200 square feet
Current use: Single-family dwelling	Proposed use: Single-family dwelling with a detached accessory apartment

BACKGROUND:

The property at 361 Wolcott Street consists of an 18,200 square foot lot improved with a single-family dwelling constructed circa 1866 and a detached garage constructed in 1919. The Petitioner proposes to construct a second detached accessory structure to be used as an accessory apartment.

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

- Zoning Review Application, prepared by Peter Green, petitioner, submitted 9/28/2017
- Proposed Conditions Plan, signed and stamped by Bruce Bradford, surveyor, dated 10/5/2017
- FAR calculations, submitted 10/5/2017
- Floor Plan and Elevations, prepared by Synnott Architects Inc, dated 9/21/2017

ADMINISTRATIVE DETERMINATIONS:

1. The petitioner proposes to construct a new detached accessory structure for use as an accessory apartment. Per section 6.7.1.E.1, a special permit is required.
2. Per section 6.7.1.E.2, a detached accessory apartment may not be less than 250 square feet, or more than 1,200 square feet, or 40% of the total habitable space of the principal dwelling, whichever is less. Forty percent of the total habitable space is approximately 1,250 square feet, thus the maximum allowed is 1,200. The proposed accessory apartment is 616 square feet, requiring no relief.
3. The petitioner proposes to construct a new detached accessory structure to house the accessory apartment. Per section 6.7.1.E.3, the creation of a new accessory structure for an accessory apartment must be in keeping with the architectural integrity of the principal dwelling and character of the neighborhood.
4. Per section 6.7.1.E.5, a detached accessory apartment must be at least 6 feet from the principal dwelling. The proposed detached accessory apartment structure is approximately 32 feet from the principal dwelling structure.
5. The proposed detached accessory apartment meets the setback requirements for the principal structure, as required by section 6.7.1.E.6.
6. A detached accessory apartment must meet the dimensional requirements for an accessory structure found in section 3.4.3, pursuant to section 6.7.1.E.7. Section 3.4.3 requires that a detached accessory structure be no taller than 22 feet, one and a half stories maximum, and have a footprint no larger than 700 square feet. The proposed structure is 18.8 feet tall, with one and half stories, and a 616 foot footprint.

Zone SR3	Required/Allowed	Existing	Proposed
Lot Size	7,000 square feet	18,200 square feet	No change
Frontage	80 feet	184 feet	No change
Setbacks – Primary			
• Front	25 feet	24 feet	No change
• Side	7.5 feet	27 feet	No change
• Rear	15 feet	47 feet	No change
Setbacks - Accessory			
• Front	25 feet		32.5 feet
• Side	7.5 feet		36.7 feet
• Rear	15 feet		15 feet
Max Height (accessory)	22 feet		18.8 feet
Max Stories (accessory)	1.5		1.5
Max Lot Coverage	30%	11.2%	15.2%
Min Open Space	50%	81%	76%
FAR	.38	.23	.26

1. See "Zoning Relief Summary" below:

Zoning Relief Required		
Ordinance		Action Required
§6.7.1.E.1	To allow an accessory apartment in a detached accessory structure	S.P. per §7.3

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