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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: January 19, 2017

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Alexandra Ananth, Chief Planner for Current Planning

Cc: James and Carol Hoopes, applicants
Barney S. Heath, Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: Request to extend an existing nonconforming two-family use

Applicant: James and Carol Hoopes	
Site: 893 Watertown Street	SBL: 31014 0005
Zoning: SR-3	Lot Area: 19,560 square feet
Current use: Two-family dwelling	Proposed use: No change

BACKGROUND:

The property at 893 Watertown Street consists of a 19,560 square foot lot improved with a nonconforming two-family residence constructed circa 1840 and a detached garage structure. The applicants propose to construct a single-story addition to the rear of the structure extending the existing sunroom and adding a bedroom and bathroom to one of the units.

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

- Zoning Review Application, prepared by James and Carol Hoopes, submitted 12/8/2016
- Existing conditions plan, prepared by D. O'Brien Land Surveying, dated 10/17/2016, revised 12/19/2016
- Plan of Land, prepared by Studio Enee, dated 12/2/2016
- FAR worksheet, submitted 12/8/2016, revised 12/19/2016
- Architectural plans and elevations, prepared by Studio Enee, architect, dated 12/2/2016
 - First floor plan
 - Elevations

ADMINISTRATIVE DETERMINATIONS:

1. The 1840 structure is a legal nonconforming two-family dwelling in a Single Residence 3 zoning district per Section 3.4.1. The applicants propose a single-story rear addition adding to the living space of one of the units. To extend the structure requires a special permit pursuant to Section 7.8.2.C.2 to extend the nonconforming two-family use.

SR3 Zone	Required	Existing	Proposed
Lot Size	7,000 square feet	19,560 square feet	No change
Frontage	70 feet	99.6 feet	No change
Setbacks <ul style="list-style-type: none"> • Front • Side • Rear 	25 feet 7.5 feet 15 feet	58.8 feet +/- 18 feet 40.6 feet	No change 11.8 feet 29.5 feet
Building Height	36	29 feet	No change
Max Number of Stories	2.5	2.5	2.5
FAR	.38	.30	.35
Max Lot Coverage	30%	17.6%	21.4%
Min. Open Space	50%	56.2%	53.4%

See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§3.4.1 §7.8.2.C.2	Request to extend the existing nonconforming two-family use	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 (Twelve 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