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Barney S. Heath  
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## ZONING REVIEW MEMORANDUM

Date: August 7, 2017

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official

Cc: Michael E. Liu, Applicant  
G. Michael Peirce, Attorney  
Barney S. Heath, Director of Planning and Development  
Ouida Young, Associate City Solicitor

RE: **Request to amend Special Permit #64-02**

Applicant: Michael E. Liu	
Site: 1080 Walnut Street	SBL: 52020 0008
Zoning: SR-2	Lot Area: 21,331 square feet
Current use: Single-family dwelling with a detached accessory apartment	Proposed use: No change

### BACKGROUND:

The property at 1080 Walnut Street consists of a 21,331 square foot lot improved with a single-family residence constructed in 1915, as well as a detached accessory apartment allowed by special permit in 2002. The property has a Walnut Street address, but is accessed from Allen Terrace. The applicant requests an amendment to the existing special permit to allow for the construction of a detached 699 square foot three-car garage structure.

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

- Zoning Review Application, prepared by G. Michael Peirce, Attorney, submitted on 6/19/2017
- FAR Worksheet, submitted on 6/19/2017
- Area Plan, prepared by Verne T. Porter, surveyor, dated 5/2/2017
- Existing Conditions Plan, signed and stamped by Verne T. Porter, surveyor, dated 1/17/2017
- Proposed Conditions Plan, signed and stamped by Verne T. Porter, surveyor, dated 5/2/2017
- Elevations, prepared by The Architectural Team, dated 6/6/2017

**ADMINISTRATIVE DETERMINATIONS:**

1. The applicant received Special Permit #64-02 in 2002 to convert an existing carriage house into an accessory apartment. The applicant now proposes to construct a 699 square foot three-car detached garage on the property. Because the prior special permit references the approved plans, any changes to those plans require an amendment to the special permit decision.

SR2 Zone	Required	Existing	Proposed
Lot Size	10,000 square feet	21,331 square feet	No change
Frontage	80 feet	83 feet	No change
Setbacks Principal Structure			
• Front	25 feet	<b>17 feet</b>	<b>No change</b>
• Side	7.5 feet	16.3 feet	No change
• Rear	15 feet	31.8 feet	No change
Setbacks Carriage House			
• Front	25 feet	>100 feet	No change
• Side	5 feet	32 feet	No change
• Rear	5 feet	8 feet	No change
Setbacks Proposed Garage			
• Front	25 feet	N/A	60.5 feet
• Side	5 feet	N/A	6.9 feet
• Rear	5 feet	N/A	42.6 feet
Max Stories Principal	2.5	2.5	No change
Max Stores Carriage	1.5	1	No change
Max Stories Garage	1.5	N/A	1.5
Max Height Principal	36 feet	NA	No change
Max Height Carriage	18 feet (flat roof)	16 feet	No change
Max Height Garage	22 feet (sloped roof)	N/A	18 feet
FAR	.33	.19	.23
Max Lot Coverage	30%	13.4%	16.7%
Min. Open Space	50%	73.4%	70.9%

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
Ordinance		Action Required
	Request to amend Special Permit #64-02 to allow for the construction of a detached garage structure	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