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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: August 6, 2019

To: John Lojek, Commissioner of Inspectional Services

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

Cc: Donna Roth, Applicant
Sacheen Dampier, Architect
Barney S. Heath, Director of Planning and Development
Jonah Temple, Acting City Solicitor

RE: Request to further increase nonconforming FAR, lot coverage and open space

Applicant: Donna Roth	
Site: 262 Otis Street	SBL: 32050 0013
Zoning: SR1	Lot Area: 11,152 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 262 Otis Street consists of an 11,152 square foot corner lot improved with a single-family residence constructed in 1900. The petitioner proposes enclose a portion of an existing porch and construct a single-story porch addition. The proposed changes will further increase the nonconforming FAR and lot coverage, and further reduce the nonconforming open space, requiring a special permit.

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

- Zoning Review Application, prepared by Sacheen Dampier, architect, submitted 6/13/2019
- FAR Worksheet, submitted 5/30/2019
- Proposed Plot Plan, signed and stamped by Dennis O'Brien, surveyor, 5/15/2019
- Architectural Plans and Elevations, signed and stamped by Sacheen Dampier, architect, submitted 6/13/2019

ADMINISTRATIVE DETERMINATIONS:

1. The petitioner intends to enclose 175 square feet of an existing porch, and construct a 200 square foot single-story porch addition. The existing FAR is .53, where .33 is the maximum allowed. The proposed addition adds 375 square feet to the dwelling, resulting in an FAR of .56. A special permit pursuant to Sections 3.1.9 and 7.8.2.C.2 is required to further increase the already nonconforming FAR.
2. The petitioner’s existing lot coverage is 26.5 percent, where 20 percent is the maximum allowed per section 3.1.3. The proposed addition further increases the nonconforming lot coverage to 28.3 percent, requiring a special permit per sections 3.1.3 and 7.8.2.C.2.
3. The petitioner’s existing open space is 60.8 percent, where 65 percent is the minimum allowed per section 3.1.3. The proposed addition further decreases the nonconforming open space to 59 percent, requiring a special permit per section 3.1.3 and 7.8.2.C.2.

SR1 Zone	Required	Existing	Proposed
Lot Size	15,000 square feet	11,152 square feet	No change
Frontage	100 feet	105 feet	No change
Setbacks			
• Front	25 feet	28.9 feet	21 feet
• Front	25 feet	17.4	No change
• Side	12.5 feet	29.6 feet	20.9 feet
• Rear	25 feet	28.8 feet	No change
Height	36 feet	36.35 feet	No change
FAR	.33	.53	.56
Max Lot Coverage	20%	26.5%	28.3%
Min. Open Space	65%	60.8%	59%

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§3.1.3 §3.1.9, §7.8.2.C.2	Request to further increase nonconforming FAR	S.P. per §7.3.3
§3.1.3 §7.8.2.C.2	Request to further increase nonconforming lot coverage	S.P. per §7.3.3
§3.1.3 §7.8.2.C.2	Request to further decrease nonconforming open space	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