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## ZONING REVIEW MEMORANDUM

Date: November 7, 2016

To: John Lojek, Commissioner of Inspectional Services

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

Cc: Rebecca Miller, applicant  
Barney S. Heath, Director of Planning and Development  
Ouida Young, Associate City Solicitor

**RE: Request to establish an accessory apartment in an existing single-family dwelling**

Applicant: Rebecca Miller	
Site: 20 Metacomet Road	SBL: 55005 0002
Zoning: SR2	Lot Area: 12,271 square feet
Current use: Single-family dwelling	Proposed use: Single-family dwelling with accessory apartment

### BACKGROUND:

The property at 20 Metacomet Road is located in the SR2 zoning district and is improved with a single-family structure built in 1928 on a 12,271 square foot lot. The applicant seeks a special permit to allow for the creation of a +/-900 square foot accessory apartment in the basement of the dwelling.

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

- Zoning Review Application, prepared by Rebecca Miller, applicant, dated 11/2/2016
- Site Plan, signed and stamped by Paul Sawtelle, surveyor, dated 5/28/1998
- Floor Plans, submitted 11/2/2016

**ADMINISTRATIVE DETERMINATIONS:**

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1. The existing single-family structure is located in the SR2 district. Per Section 6.7.1.F a dwelling must have at least 3,100 square feet of building size for a by-right accessory apartment. The existing dwelling has over 5,000 square feet of building size.
2. Section 6.7.1.F requires a lot in the SR2 have at least 15,000 square feet for an accessory apartment by right, and 10,000 square feet by special permit. The applicants' lot has 12,271 square feet, requiring a special permit.
3. Section 6.7.1.D.1.a requires that an accessory apartment in the SR2 district be no larger than 1,000 square feet. The proposed apartment is +/- 900 square feet.
4. Section 6.7.1.B.1 requires that an accessory apartment must have one of the units occupied by the owner of the property. The owner of the property must maintain residency in the main dwelling or the proposed apartment.
5. Section 6.7.1.B.2 requires a dwelling to have been constructed at least ten years prior to the date of application for the permit for the accessory apartment. The dwelling was built in 1928 and thus meets the requirement.
6. Section 6.7.1.D.1.c states that any alterations required to meet the applicable Building, Fire or Health codes are permitted provided they maintain the residential character of the neighborhood.
7. Section 5.1.4.A requires two parking stalls for each dwelling unit, and one stall for the accessory unit. The existing dwelling contains an attached two-car garage, as well as two stalls located outside in front of the garage stalls, for a total of four stalls on site, satisfying the parking requirement.

SR2 Zone	Required/Allowed	Existing	Proposed
Lot Size	10,000 square feet	12,271 square feet	No change
Frontage	80 feet	240 feet	No change
Lot size required for an accessory apartment	15,000 square feet	<b>12,271 square feet</b>	<b>No change</b>
Unit size required for an accessory apartment	3,100 square feet	5,000+ square feet	No change
Setbacks <ul style="list-style-type: none"> <li>• Front</li> <li>• Side</li> <li>• Rear</li> </ul>	25 feet 7.5 feet 15 feet	27.2 feet 18 feet 15 feet	No change No change No change
Stories	2.5	2.5	No change
Max Lot Coverage	30%	19.9%	No change
Min Open Space	50%	73%	No change

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
Ordinance		Action Required
§6.7.1.D §6.7.1.F	Creation of an accessory apartment in a single-family dwelling on a lot with less than 15,000 square feet	S.P. per §7.3.3