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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: July 24, 2017

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official

Cc: Jim Youngblood, Applicant
Barney S. Heath, Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: **Request to exceed FAR and to allow an oversized dormer**

Applicant: Jim Youngblood	
Site: 18 Meredith Avenue	SBL: 54045 0015
Zoning: SR2	Lot Area: 4,443 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 18 Meredith Avenue consists of a 4,443 square foot lot improved with a single-family dwelling constructed in 190. The dwelling is located in the SR2 zoning district at the corner of Meredith Avenue and Canterbury Road. The applicant proposes to construct three new dormers and to extend an existing dormer at the attic level. The dormers exceed that which is allowed by right for their total size, and increase the FAR to .48, which is greater than then .46 allowed by right.

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

- Zoning Review Application, prepared by Jim Youngblood, applicant, submitted 6/2/2017
- Site Plan, signed and stamped by John R. Hamel, surveyor, dated 10/21/2015
- FAR worksheet, submitted 6/2/2017, revised 7/17/2017
- Floor plans and elevations, prepared by LDA Architecture and Interiors, dated 4/28/2016

ADMINISTRATIVE DETERMINATIONS:

1. The applicant proposes to add headroom to an existing dormer serving the attic staircase, and to add three new dormers to the attic level to increase living space. Section 1.5.4.G.2 states that a dormer may be no wider than 50% of the length of the exterior wall of the story next below. The existing dwelling is 29.54 feet wide, with 50% being 14.77 feet. The applicant proposes to increase the existing dormer at the front of the house in height and width, to 9.58 feet wide, as well as adding a separate front dormer of 5.08 feet, for a total of 14.66 feet. Two dormers are also proposed on the rear of the dwelling measuring 11.85 feet and 5.83 feet, for a combined total of 17.68 feet, or 60% of the length of the exterior wall of the story below. To build the rear dormer additions as proposed, a special permit per Section 1.5.4.G.2 is required.
2. The existing FAR for the property is .42, which is less than the allowable FAR of .46 per Section 3.1.9. The proposed dormer additions add a total of 245 square feet of habitable space creating an FAR of .48, exceeding the maximum allowable FAR. Pursuant to Section 3.1.9.A.2, a special permit is required to exceed the by right FAR.
3. The dwelling has an existing nonconforming front setback of 6.3 feet from Canterbury Road, where 25 feet is required. The abutting property at 11 Canterbury Road has an existing nonconforming front setback of 10 feet. Utilizing the averaging provision of Section 1.5.3.B for front setback requirements, where the adjacent parcel on Canterbury has 10 feet and the required setback of 25 feet is used for the other side where there is no structure, the front setback requirement for the property is averaged to 17.5 feet.

The de minimis provisions of Section 7.8.2.B.2.a allow for dormers that do not extend above the height of the existing roof peak and do not add more than 400 square feet of floor area within the setback to an existing nonconforming structure. Two of the applicant’s proposed dormers are within the front setback off Canterbury Road at 9.9 feet. Where the de minimis provisions allow for up to 400 square feet, and the total square footage of all four proposed dormers is adding only 245 square feet, no relief is required to extend within in the front setback per Section 7.8.2.B.2.a.

SR2 Zone	Required	Existing	Proposed
Lot Size	10,000 square feet	4,443 square feet	No change
Frontage	80 feet	42 feet	No change
Setbacks			
• Front (Meredith Ave)	25 feet	17.7 feet	No change
• Front (Canterbury Rd)	17.5 feet	6.3 feet	No change
• Side	7.5 feet	4.6 feet	No change
• Rear	15 feet	44 feet	No change
Max Number of Stories	2.5	2.5	No change
Open Space Minimum	50%	67.3%	No change
Lot Coverage Maximum	30%	28.8%	No change
FAR	.46	.42	.48

1. See "Zoning Relief Summary" below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§1.5.4.G.2.b	Request to allow an oversized dormer	S.P. per §7.3.3
§3.1.3 §3.1.9 §3.1.9.A.2	Request to exceed maximum FAR	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