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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: November 14, 2016

To: John Lojek, Commissioner of Inspectional Services

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

Cc: Jason Strauss and Jennifer Weissman, applicants
David Morton, architect
Barney S. Heath, Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: Request to allow a three-story single-family structure and to exceed FAR

Applicant: Matt and Wendy Feiner	
Site: 7 Manet Circle	SBL: 63004 0031
Zoning: SR2	Lot Area: 12,706 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 7 Manet Circle consists of a 12,706 square foot lot improved with a single-family dwelling constructed in 1955 on an old lot. Due to the average grade of the property, the structure has three stories, though it functions as a two story structure. The applicant proposes side and rear additions, which will further extend the nonconforming three-story structure, as well exceeding the maximum allowable FAR, requiring a special permit.

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

- Zoning Review Application, prepared by David Morton, architect, submitted 10/17/2016
- Topographic Site Plan, signed and stamped by Verne T. Porter, surveyor, dated 9/27/2016
- Architectural Plans, prepared by David Morton, architect, dated 6/22/2016
- FAR worksheet, prepared by David Morton, architect, submitted 10/17/2016

ADMINISTRATIVE DETERMINATIONS:

1. The average grade plane surrounding the structure creates 3 stories per Section 1.5.4.D through F. Section 3.1.3 allows a maximum of 2.5 stories by right in the SR2 zoning district. The proposed rear addition further extends the existing nonconforming three-story structure. A special permit pursuant to Sections 3.1.3 and 7.8.2.C.2 is required to further extend a nonconforming three-story single-family dwelling.
2. The applicant proposes side and rear additions totaling 1,258 square feet. The existing FAR for the property is .26, which is less than the allowable FAR of .35 per Section 3.1.9. The proposed additions create an FAR of .36, exceeding the maximum allowable FAR, requiring a special permit pursuant to Section 3.1.9.A.2.

SR2 Zone	Required	Existing	Proposed
Lot Size	10,000 square feet	9,793 square feet	No change
Frontage	80 feet	80 feet	No change
Setbacks			
• Front	25 feet	28 feet	No change
• Side	7.5 feet	16.8 feet	11.7 feet
• Rear	15 feet	79 feet	69.2 feet
Building Height	36	29.66 feet	30.22 feet
Max Number of Stories	2.5	3	3
Open Space Minimum	50%	83.64%	82.29%
Lot Coverage Maximum	30%	9.89%	14.46%
FAR	.35	.26	.36

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
Ordinance		Action Required
§1.5.4.D- F §3.1.3, §7.8.2.C.2	Request to further extend a nonconforming three story structure	S.P. per §7.3.3
§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 (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